

NORTHFIELD COMMUNITY SCHOOL
Northfield Community School, Vocal Music Room, 6:00 PM

Meeting Called to Order by the Board of Education President, Steve Wynne at 6:30 pm.

Roll Call

Mr. Barnhart	Present
Mr. Bruno	Present
Mrs. Delcher	Present
Mrs. Levitt	Present
Mr. Milhous	Present
Dr. Syed	Present
Mrs. White	Absent
Ms. Woodhouse	Present
Mr. Wynne	Present

Superintendent
Dr. Fipp

Business Administrator/Board Secretary
Linda Albright

Solicitor
Mr. Brown

Additional Administrators in Attendance
Mrs. Vaccaro

Silent Moment
A silent moment was observed.

Salute to the Flag
A Salute to the Flag was conducted.

Announcement

This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act", Northfield Board of Education at 3:00 p.m. on January 9, 2014 caused to be posted at the Office of the Board of Education located at 2000 New Road, Northfield, New Jersey and at 9:00 a.m. on January 9, 2014 mailed to The Press of Atlantic City and to The Current of Egg Harbor Township and to the Office of the Municipal Clerk of Northfield a meeting notice setting forth the time, date and location of this meeting.

THE NORTHFIELD BOARD OF EDUCATION USES A "CONSENT AGENDA" PROCEDURE.

1. Executive Session

Motion to adopt the following resolution – BE IT RESOLVED by the Northfield Board of Education that, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.) it shall enter into Executive Session to discuss and review negotiations, HIB investigations, and other matters of attorney client privilege. The information discussed can be disclosed to the public only upon formal written request to the board secretary at the next work, special or regular meeting to determine if the time and circumstances would be appropriate to disclose the information discussed. At the conclusion of this session the Board of Education will reconvene the regular portion of the meeting and action may, or may not, be taken.

Let the minutes reflect that the Board of Education entered into executive session at 6:32 pm.

Let the minutes reflect that the Board of Education returned to regular session at 7:01 pm.

A Motion was made by Angelic Delcher, and seconded by Steve Wynne, to approve item 1. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

A Motion was made by Kevin Milhous, and seconded by Deborah Levitt, to return to open session. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

2. Open to the Public (Public Comment may be limited to three minutes per person per issue.)

- **Lynn Clark**, 2497 Herbert Drive, asked at what the stage of negotiations were we at this moment. Mr. Wynne answered the negotiations are in a “Fact Finding” stage. Mrs. Clark asked if the teachers are actually working without a contract and what is budgeted for their wage increment. Mr. Wynne asked Mrs. Clark to submit her questions in writing.

3. Curriculum

A. Curriculum Committee Report (Mrs. Levitt)

Mrs. Levitt reviewed items currently discussed at the recent meeting. Highlights included:

- ~ Technology Program
- ~ Revision of curriculum MAPS for ELA and Math based on PARCC and QSAC
- ~ Dyslexia Law
- ~ Grade 8 Mainland Course Selection
- ~ Summer ELA and Math classes in addition to Algebra

B. April Monthly Reports

- Mr. Robbins
- Mrs. Vaccaro
- Ms. Hehre
- Mr. Mease
- Mr. Phommathep

Mrs. Vaccaro informed that two Emergency Procedures were conducted in April: April 2, 2014 Fire Drill 1:45-1:57 pm, and April 15, 2014 Lockdown 12:22-12:40 pm.

C. Motion to approve the following donations to be applied toward the 8th grade field trip:

- Jim O’Neill - \$1,000.00
- Jim Travagline - \$500.00

Discussion: Mr. Wynne acknowledged and thanked Councilman O’Neil and Councilman Travagline for their generous donations. Mr. Wynne thanked the NEF and PTO who donated an additional \$500 each, added without their help the 8th grade school trip would have been much larger burden to the students. The donations are greatly appreciated.

A Motion was made by Deborah Levitt, and seconded by Mark Bruno, to approve item 3.C. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

D. Motion to approve the following trips for the 2013-14 school year:

- PSH through grade 4 – Purple Martin Houses (dates to be determined)
- Grade 2 – Stewart’s Garden Tour (6/10 and 6/11)
- PSH – Bashful Banana & Café (6/13)

A Motion was made by Deborah Levitt, and seconded by Kevin Milhous, to approve item 3.D. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

E. Motion to approve the 2014-2015 school year calendar per the attached.

Discussion: Mr. Milhous explained that coordination of calendars for the constituent districts has been discussed at the shared services meeting.

A Motion was made by Deborah Levitt, and seconded by Angelic Delcher, to approve item 3.E. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

F. Motion to approve the following Special Education Summer Program 2014 trips:

- July 10,17, 24 & 31 – Northfield Library
- July 18 – Birch Grove Park (rain date 7/25)

A Motion was made by Deborah Levitt, and seconded by Kevin Milhous, to approve item 3.F. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

4. Personnel

A. Personnel Committee Report (Mr. Wynne)

- ~ Interim Superintendent
- ~ Supervisor of Curriculum & Instruction
- ~ Summer academic support ELA/Math Title I Program
- ~ Special Education Summer Program
- ~ Advisors and Coaches for the 2014-15 school year

B. Motion to approve the posting for a STAR Mentoring Advisor at a stipend of \$1,215.00 beginning June 1, 2014. This position is sponsored by the NEF/Dave’s Day.

C. Motion to approve, upon the recommendation of the Superintendent, April Martyn as Door 6 Receptionist for the 2014-15 school year at an hourly rate of \$10.00 (35 hours per week). Ms. Martyn is replacing Mrs. Garwood who is replacing Mrs. Hess.

D. Motion to approve the posting and/or advertising for a one on one aide for the 2014-15 school year (to replace Ms. Martyn).

E. Motion to approve the posting and/or advertising for an English Language Arts teacher effective September 1, 2014 through December 23, 2014 (to cover Mrs. Kennedy while she is on leave).

F. Motion to approve the posting and/or advertising for the following aides for the Students with Autism program for the 2014-15 school year (no benefits):

- 2 part time AM Aides
- 2 part time PM Aides

- G. Motion to approve the posting and/or advertising for two part time aides (one AM and one PM) for the 2014-15 school year (to replace Mrs. Gassman).
- H. Motion to approve the posting and/or advertising for a 2 hour per day nurse for the 2014-15 school year (to replace a portion of Mrs. Wolf's schedule as she is retiring).

Discussion: Mrs. Delcher asked how this is to be handled is and if the 2 hours per day will be rotated. Dr. Fipp explained that while the school is in session we need to have nurse coverage and those additional 2 hours are being implemented to accommodate that.

A Motion was made by Steve Wynne, and seconded by Deborah Levitt, to approve item 4.H. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

- I. Motion to approve the posting and/or advertising for a lunchroom/playground aide (3 hours per day, 5 days a week) for the 2014-15 school year.
- J. Motion to approve the posting and/or advertising for part time aide for the 2014-15 school year (to replace Mrs. Donato who is retiring).
- K. Motion to approve the following chaperones for the 8th grade Washington trip:
- Noel Tobiasen, Michele Malhado, Cathy O'Connor, Lynn Brenner, Janel Schafer, Rebecca Steelman, Denay Schallawitz, Samantha Curry
- L. Motion to approve the leave of absence request from Nick Corley from June 9, 2014 through the last day of school June 2014.
- M. Motion to approve, upon the recommendation of the Superintendent, Jordan Conover as teacher for the self-contained Multiple Disabilities summer program from 7/7/14-8/1/14 at a salary of \$40/hour for 20 hours per week or \$3,200 total. Program funded by the IDEIA Grant.
- N. Motion to approve, upon the recommendation of the Superintendent, Michele Gano as teacher for the self-contained Multiple Disabilities summer program from 7/7/14-8/1/14 at a salary of \$40/hour for 20 hours per week or \$3,200 total. Program funded by IDEIA Grant.
- O. Motion to approve, upon the recommendation of the Superintendent, Patty Corvari as aide in the Multiple Disabilities summer program from 7/7/14-8/1/14 at a salary of \$12.50/hour for 20 hours per week for a total of \$1,000.00. This program is funded by IDEIA Grant.
- P. Motion to approve, upon the recommendation of the Superintendent, Beverly Bodenlos as aide in the Multiple Disabilities summer program from 7/7/14-8/1/14 at a salary of \$12.50/hour for 20 hours per week for a total of \$1,000.00. This program is funded by IDEIA Grant.
- Q. Motion to approve, upon the recommendation of the Superintendent, Nicole Notaro as aide in the Multiple Disabilities summer program from 7/7/14-8/1/14 at a salary of \$12.50/hour for 20 hours per week for a total of \$1,000.00. This program is funded by IDEIA Grant.
- R. Motion to approve, upon the recommendation of the Superintendent Lynne Martino as a teacher for the Preschool Disabilities summer program from 7/7/14-8/1/14 at a salary of \$40/hour for 20 hours per week for a total of \$3,200.00. Ms. Martino will cover both the AM and PM sessions. This program is funded by the IDEIA Grant.
- S. Motion to approve, upon the recommendation of the Superintendent, Katie Hurley as AM & PM aide for 20 hours per week at a rate of \$12.50/hour per week from 7/7/14-8/1/14 for a total of \$1,000.00. This program is funded by the IDEIA Grant.

- T. Motion to approve, upon the recommendation of the Superintendent, Angela Williams as AM & PM aide for 20 hours per week at a rate of \$12.50/hour per week from 7/7/14-8/1/14 for a total of \$1,000.00. This program is funded by the IDEIA Grant.
- U. Motion to approve, upon the recommendation of the Superintendent, Cindy Marx-Christman as an Occupational Therapist from 7/7/14-8/1/14 for up to 6 hours/week for 4 weeks at a cost of \$60 per hour for a total of \$1,440.00. This program is funded by the IDEIA Grant.
- V. Motion to approve, upon the recommendation of the Superintendent, Christianne Strang as special education tutor for 12 hours/week for 4 weeks from 7/7/14-8/1/14 at a salary of \$40/hour for a total of \$1,920.00. This program is funded by the IDEIA Grant.
- W. Motion to approve, upon the recommendation of the Superintendent, Maria Scheffler as special education tutor for 12 hours/week for 4 weeks from 7/7/14-8/1/14 at a salary of \$40/hour for a total of \$1,920.00. This program is funded by the IDEIA Grant.
- X. Motion to approve, upon the recommendation of the Superintendent, Krystle Serago as special education tutor for 12 hours/week for 4 weeks from 7/7/14-8/1/14 at a salary of \$40/hour for a total of \$1,920.00. This program is funded by the IDEIA Grant.
- Y. Motion to approve, upon the recommendation of the Superintendent, Coreen Macaluso as special education tutor for 12 hours/week for 4 weeks from 7/7/14-8/1/14 at a salary of \$40/hour for a total of \$1,920.00. This program is funded by the IDEIA Grant.
- Z. Motion to approve, upon the recommendation of the Superintendent, Karen Little as special education tutor for 12 hours/week for 4 weeks from 7/7/14-8/1/14 at a salary of \$40/hour for a total of \$1,920.00. This program is funded by the IDEIA Grant.
- AA. Motion to approve the following additional leadership for Camp Invention:
- Erin Vetter
- AB. Motion to approve, upon the recommendation of the Superintendent, Linda Walker as long term substitute replacement aide effective May 20, 2014 through the last day of school June 2014. (Mrs. Walker will be replacing Ms. Dinielli who is on leave).
- AC. Motion to approve, upon the recommendation of the Superintendent, the attached list of coaches and advisors for the 2014-15 school year.
- Discussion:** Mr. Milhous asked if Mrs. Devine is retiring. Dr. Fipp answered no.
- A Motion was made by Steve Wynne, and seconded by Deborah Levitt, to approve item 4.AC. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.
- AD. Motion to approve, upon the recommendation of the Superintendent, the attached list of summer 2014 SACC staff.
- AE. Motion to approve, upon the recommendation of the Superintendent, Betty Chau as Cafeteria Worker for the 2014-15 and 2015-16 school years at a hourly salary of \$14.67 per hour for 2014-15 and \$14.96 per hour for 2015-16.
- AF. Motion to approve attached list of substitutes for the 2014-15 school year.
- AG. Motion to approve, upon the recommendation of the Superintendent, Alyssa Leatherwood as Coordinator of After School, Theater and Community Programs and Facilities at a salary of \$40,000 (to be pro-rated)

effective August 1, 2014 through June 30, 2015. Ms. Leatherwood is replacing Ms. Hehre who was approved for a full time teaching position.

Discussion: Mrs. Woodhouse noted that she is very pleased with this choice, she has worked with her at JCC, added Ms. Leatherwood is very responsible, professional and proficient person, and will be a tremendous asset to the NCS,

A Motion was made by Steve Wynne, and seconded by Deborah Levitt, to approve item 4.AG. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

A Motion was made by Steve Wynne, and seconded by Deborah Levitt, to approve items 4.B., 4.C., 4.D., 4.E., 4.F., 4.G., 4.I., 4.J., 4.K., 4.L., 4.M., 4.N., 4.O., 4.P., 4.Q., 4.R., 4.S., 4.T., 4.U., 4.V., 4.W., 4.X., 4.Y., 4.Z., 4.AA., 4.AB., 4.AD., 4.AE., and 4.AF. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

5. Facilities

A. Facilities Committee Report (Mr. Barnhart)

Mr. Barnhart reviewed items discussed at the recent meeting. Highlights included:

- ~ Referendum schedule: May 2014 – review of approvals and finalize scope, spiezle/BOE discuss marketing strategies and begin implementation. June 2014 – Bond Council and Financial Advisors finalize financial models and impacts.
- ~ Property Acquisition Appraisal NJDOT Route 9 Sidewalk Project.

6. Finance

A. Finance Committee report (Dr. Syed)

Dr. Syed reviewed items discussed at the recent meeting. Highlights included:

- ~ Transfers, BSR and Treasurer's Report
- ~ Reorganization motions
- ~ Washington, DC field trip
- ~ State \$807 million budget shortfall

- B. Pursuant to NJAC 6A:23-2.12(c)4, we certify that as of April 30, 2014, and having received the certification of the Business Administrator, pursuant to NJAC 6A:23-12 (c) (3), that the total of encumbrances and expenditures for each line item do not exceed the line item appropriation, and, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of NJAC 6A:23-2.12(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- C. Motion to approve the Board Secretary's Report for April 30, 2014.
- D. Motion to approve the Cash Reconciliation (Treasurer's) report for April 30, 2014.
- E. Motion to approve the attached list of Transfers for April 30, 2014.
- F. Motion to approve the Bill's List in the amount of \$102,892.93.

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- G. Motion to approve a resolution that the Private School, YALE School North Campus, Inc., is not required to charge District students for any “paid or reduced meals” furnished directly or indirectly by YALE to them. This shall be effective for the school year beginning September 1, 2014 and ending June 30, 2015.
- H. Motion to approve a resolution that the Private School, YALE School East Campus, Inc., is not required to charge District students for any “paid or reduced meals” furnished directly or indirectly by YALE to them. This shall be effective for the school year beginning September 1, 2014 and ending June 30, 2015.
- I. Motion approve the School Staffing Agreement with Preferred Home Health Care and Nursing, Inc. to provide nursing services to DOB 7/20/09 for the 2014-2015 school year as follows: LPN - \$45.00 per hour, RN - \$50.00 per hour, per terms of the agreement.
- J. Motion to rescind the prior approved motion to approve the Personal Aide Agreement between ACSSSD and Northfield Board of Education for the personal aid for DOB 10/27/2010, for the \$575.00 per week and the 2014-2015 school year in the amount of \$41,660.00.
- K. Motion to approve the Personal Aid Agreement between ACSSSD and Northfield Board of Education for the personal aid for DOB 10/27/2010, for the 2015 ESY at \$575.00 per week and the 2014-2015 school year in the amount of \$41,220.00.
- L. Motion to approve DOB 3/25/03 to attend YALE School Mullica Campus Extended School Year Autistic Program from 7/7/14-8/15/14 at a rate of \$9,241.
- M. Motion to approve DOB 3/25/03 personal aide for the Extended Program at YALE school Mullica Campus Autistic Program from 7/7/14-8/15/14 at a rate of \$5,355.
- N. Motion to approve DOB 4/28/01 to attend YALE School Northfield Extended School Year from 7/7/14-8/15/14 at a rate of \$8,189.
- O. Motion to approve DOB 4/28/01 to attend YALE School Northfield Campus at an annual tuition rate of \$49,140 for the 2014-15 school year.
- P. Motion to approve DOB 11/18/05 to attend YALE School Northfield Extended School Year from 7/7/14-8/15/14 at a rate of \$8,189.
- Q. Motion to approve DOB 11/18/05 to attend YALE School Northfield Campus at an annual tuition rate of \$49,140 for the 2014-15 school year.
- R. Motion to approve DOB 7/20/09 to attend ACSSSD Extended School Year from 7/7/14-8/15/14 at a rate of \$2,100.00.
- S. Motion to approve DOB 7/20/09 to attend ACSSSD Multiple Disabled Program for the 2014-15 school year at an annual tuition rate of \$36,360.
- T. Motion to approve Preferred Nursing Services to supply nursing for DOB 7/20/09 for the Extended School Year and the 2014-15 School Year at a cost of \$50 per hour at ACSSSD as per the school staffing agreement.
- U. Motion to approve a personal aide for DOB 10/27/10 for the ACSSSD Extended School Year from 7/7/14 to 8/15/14 in the amount of \$2,100 and \$575 per week for the 2014-15 school year.
- V. Motion to approve DOB 10/27/10 to attend ACSSSD PSD Program at an annual tuition rate of \$35,640 for the 2014-15 school year.
- W. Motion to approve ACSSSD as transportation provider for the Extended School Year programs and the 2014-15 school year.

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- X. Motion to establish petty cash funds and administrators as follows:
- Northfield Community School – Linda Albright - \$300.00
- Y. Motion to adopt a resolution approving the minimum chart of accounts under the mandated Generally Accepted Accounting Principles (GAAP) and that the Board will approve any necessary transfers at the minimum level set forth for the 2014/2015 budget format.
- Z. Motion to approve a maximum of \$10,000.00 in the general fund 2014-2015 budget year allotted for travel and travel related expenditures as outlined in the Budget Resolution.
- AA. Motion to approve Dr. Bushay of Generation Family Medicine, as School Physitian for the 2014-2015 school year for an annual retainer of \$5,000 under the terms of the proposed agreement.
- AB. Motion to appoint Preziosi, Nicholson & Associates PA, Certified Public Accountants, as School Auditors for the 2014-2015 school year at a rate of \$13,800.00, under the terms of the proposed agreement.
- AC. Motion to approve the Peer Review Report for Preziosi, Nicholson and Associates for the 2014-2015 contract year.
- AD. Motion to appoint Brown & Brown Benefits Advisors as Insurance Broker for Health Benefits for the 2014-2015 school year under the terms of the existing agreement.
- AE. Motion to appoint Stanley Gunnison, CPCU, of C.J. Adams Co. Insurance Inc., as Risk Management Consultant for the 2014-2015 school year at a flat rate of \$3,000.00, under the terms of the Risk Management Consultant Agreement.
- AF. Motion to appoint Spiezle Architectural Group as Architect of Record for the 2014-2015 school year under the fee structure and terms of the Architect of Record agreement.
- AG. Motion to appoint TSA Consulting Group at 403(b) & 457 Third Party Administrator for the 2014-2015 school year (September 1, 2014 through August 31, 2015) under the terms of the existing agreement.
- AH. Motion to approve the E-Rate Exchange Services Agreement in the amount of \$1,350.00 to provide e-rate services relating to the Universal service Administrative Company/School and Libraries Division E-Rate application process for the 2014-2015 school year.
- AI. Motion to approve the Automatic Fire Suppression System Inspection Agreement with Rich Fire Protection in the amount of \$1,796.00 for the 2014-2015 school year.
- AJ. Motion to approve the Commercial Security System Agreement for monitoring of burglar and fire alarm system in the amount of \$980.00 per year to be pro-rated from 12/1/14 to 6/30/15 in the amount of \$571.69. (This is to put us on a July 1 – June 30 renewal schedule).
- AK. Motion to approve the renewal proposal from Atlantic Coast Alarm in the amount of \$2,100.00 for the 2014-15 school year for the fire alarm testing and certification.
- AL. Motion to approve the 2014 Annual Summer Preventative Maintenance Agreement with Elmer Schultz Commercial Cooking Equipment, for the kitchen equipment in the amount of \$225.50.
- AM. Motion to approve the Pest Elimination Agreement with Western Pest Services in the amount of \$1,500.00 for the 2014-2015 school year.
- AN. Motion to approve the Planned Services Agreement in the amount of \$8,800.00 with Johnson Controls for the 2014-2015 school year for HVAC preventative maintenance services.

- AO. Motion to approve the Cooperative Transportation Agreement with ACSSSD as transportation provider for the 2014-2015 school year (rates provided after routes are developed).
- AP. Motion to approve participation in the Sterling High School Inter Local Agency Shared Services Agreement (SJTP).
- AQ. Motion to approve participation in the Inter-Local Agency Shared Services Consortia Agreement with EIRC.
- AR. Motion to approve a resolution for Member Participation in a Cooperative Pricing System with the Middlesex Regional Services Commission, MRESC, an authorized the School Business Administrator to execute the agreement.
- AS. Motion to approve the attached list of professional development days for staff as indicated.
- AT. Motion to approve the resolution to establish a self-contained Multiple Disabilities Program to address the needs of Autistic and severely language delayed students at the K-4 level for the 2014-15 school year.
- AU. Motion to approve the contract for ABA Training and Services for ABA Provider. The initial services would include 6 one hour observations for the 6 students who will be attending the new MD/Autistic Program and a 6 hour program to train staff. Training - \$750, Observation - \$750.

A Motion was made by Zubair Syed, and seconded by Angelic Delcher, to approve items 6.B., 6.C., 6.D., 6.E., 6.F., 6.G., 6.H., 6.I., 6.J., 6.K., 6.L., 6.M., 6.N., 6.O., 6.P., 6.Q., 6.R., 6.S., 6.T., 6.U., 6.V., 6.W., 6.X., 6.Y., 6.Z., 6.AA., 6.AB., 6.AC., 6.AD., 6.AE., 6.AF., 6.AG., 6.AH., 6.AI., 6.AJ., 6.AK., 6.AL., 6.AM., 6.AN., 6.AO., 6.AP., 6.AQ., 6.AR., 6.AS., 6.AT., and 6.AU. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

7. Policy

- A. Policy Committee report (Mrs. Levitt)

Mrs. Levitt reviewed items discussed at the recent meeting. Highlights included:

- ~ Supervisor of Curriculum and Instruction Position Job Description
- ~ "OPT OUT" Policy and Procedures
- ~ NJSBA provided revised language

- B. Motion to approve the 1st reading of the following revised policies:

- #2224, Nondiscrimination/Affirmative Action
- #4111, Recruitment, Selection and Hiring (certified staff)
- #4111.1/4211.1, Nondiscrimination/Affirmative Action
- #4211, Recruitment, Selection and Hiring (non-certified staff)
- #5141, Health
- #5145.4, Equal Education Opportunity
- #6121, Nondiscrimination/Affirmative Action
- #6145, Extracurricular Activities
- #6174.1, Evaluation of Individual Student Performance

A Motion was made by Deborah Levitt, and seconded by Angelic Delcher, to approve item 7.B. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

C. Motion to approve the following revised job descriptions:

- Supervisor of Curriculum and Instruction

A Motion was made by Deborah Levitt, and seconded by Mark Bruno, to approve item 7.C. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

D. Motion to approve the 2nd and final reading of the following policy and regulation:

- Policy #3542, Food Service
- Regulation #3542, Food Service

A Motion was made by Deborah Levitt, and seconded by Stephanie Woodhouse, to approve item 7.D. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

8. **Appointments and Procedures for the Upcoming School Year: July 1 – June 30**

A. Motion to approve the following:

- All policies and administrative procedures currently in effect shall remain in effect, until amended or deleted.
- The District's Standard Operating Procedures and Internal Controls Manual and The District's Purchasing Manual.
- The District's curriculum and textbooks.
- The mandated procedure for maintaining pupil records according to N.J.A.C. 6:3-6:3(a)2.
- Emergency Operations Plan, Crisis Intervention Procedures, and Emergency Management Plan.
- The Press of Atlantic City and The Current as the designated official newspaper for the Board.

B. Motion to authorize the Business Administrator to develop an approved cash management plan.

C. Motion to recognize the NEA as the official bargaining unit for teachers, secretaries, maintenance, custodial, and support staff as outlined in the Northfield Board of Education/Northfield Education Association Agreement, and the Northfield Principals Association as the official bargaining unit for principals as outlined in the Northfield Board of Education/Northfield Principals Association Agreement.

D. Motion to approve the following officials:

- Linda Albright as the School Board Secretary
- Linda Albright, School Business Administrator, as the authorized purchasing agent, authorized to award contracts on behalf of the Northfield Board of Education that are in aggregate less than 15% of the bid threshold (currently \$5,400) without soliciting competitive quotations, and is authorized to seek quotations, when contracts in the aggregate exceed 15% of the bid threshold (currently \$5,400.00) but less than the bid threshold of \$36,000.00.
- Glenn Robbins as Affirmative Action Officer (Elementary School), Maureen Vaccaro as Affirmative Action Officer (Middle School).
- Glenn Robbins, Middle School Principal, 2000 New Road, Northfield, NJ 407-4000, as Title IX Coordinator.
- Lisa Harvey as Drug & Alcohol Coordinator.
- Janice Fipp and/or Successor as Emergency Management Coordinator.
- Janice Fipp and/or Successor as School Improvement Coordinator.
- Glenn Robbins as Section 504 Compliance Officer (Middle School).
- Maureen Vaccaro as Section 504 Compliance Officer (Elementary School).
- Karen Batschelet, Child Study Team, 2000 New Road, Northfield, NJ 407-4000 as ADA

Coordinator.

- Karen Batschelet as Coordinator of Child Study Team per term and conditions of employment contract.
- Linda Albright as Conscientious Employee Protection Act Officer (CEPA).
- Linda Albright as Public Affirmative Action Contract Officer (PACO).
- Linda Albright as Custodian of Records.
- Linda Albright as the Right to Know Officer.
- Linda Albright as the Safety & Health Designee.
- Linda Albright as the Chemical Hygiene Officer.
- Linda Albright as Treasurer of School Monies.
- Rollin Mease as the Integrated Pest Management Coordinator.
- Rollin Mease as the Indoor Air Quality Designee.
- Karen Deuel or Mila Melton as Acting Board Secretary in the absence of the Board Secretary.
- Kim Zaretsky as Homeless Liaison.

E. Motion to approve the following 403(b) and 457 Tax Shelter Annuity Providers:

- Morgan Stanley, Jay Hurley
- Equitable Life Insurance, Bob Marone
- Lincoln Life Insurance, Vincent Blanche
- Siracusa Benefits, Joe Ruffenach
- Vanguard Group

F. Motion to approve the following supplemental insurance providers:

- AFLAC – Edward Lynch
- Phifer Financial Services – Walter Landgraf
- Prudential Insurance Company – Leslie Kendus
- UNUM Provident

G. Motion to Adopt the forms and procedures required to be used for the filing of notices of tort claim against the Board of Education on accordance with the provisions of the New Jersey Tort Claim Act, N.J.S.A. 59:8-6, and as recommended by the ACCASBO JIF to which the Board is a member.

H. Motion to approve the procurement of Goods & Services through State Agency Contracts.

A Motion was made by Steve Wynne, and seconded by Angelic Delcher, to approve item 8.A., 8.B., 8.C., 8.D., 8.E., 8.F., 8.G., and 8.H. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

9. Shared Services

A. Shared Services Committee Report (Mr. Milhous)

Mr. Milhous reviewed items discussed at the recent meeting. Highlights included:

- ~ MRHS Group consolidation study discussion
- ~ Financial Software
- ~ Constituency Consortium
- ~ HVAC person in house
- ~ Wilson Training

10. Information

A. Motion to approve the Executive Session Minutes for March 18, 2014, March 24, 2014, April 7, 2014 and

April 30, 2014.

A Motion was made by Stephanie Woodhouse, and seconded by Deborah Levitt, to approve item 10.A. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

- B. Motion to approve the Public Hearing Meeting Minutes and the Regular Meeting Minutes for April 30, 2014.

A Motion was made by Stephanie Woodhouse, and seconded by Deborah Levitt, to approve item 10.B. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

- C. PTO Update (Mrs. White & Dr. Fipp)

- ~ Staff Luncheon for Teacher Appreciation Day was magnificent
- ~ Cast Away Cove fundraiser was a big success
- ~ Special Persons Day coming up
- ~ Book fair coming up

- D. NEF Update (Mr. Milhous)

- ~ 5K run was held and was a big success

- E. Sports Booster Update (Dr. Fipp)

- ~ Next meet is on Thursday
- ~ Award Ceremony is June 12, 2014

11. Open to the Public

- **Mary Kay McGlynn**, 128 E. Oakrest Ave, asked if the additional 2 hours nurse is to cover Mr. Costello's prep and lunch. Dr. Fipp explained that we will do what other schools do when there is a one nurse per school in order to have adequate coverage.

12. Executive Session

- A. Motion to adopt the following resolution – WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in Executive Session under certain limited circumstances; and WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in such an Executive Session; and WHEREAS, the Board of Education is scheduled to hold meeting on June 23, 2014 at 6:30 p.m. in the Northfield Community School Music Room; and WHEREAS, the Board of Education intends to discuss matters in Executive Session at this meeting; NOW THEREFORE, BE IT RESOLVED, that the Northfield City Board of Education expects to discuss personnel negotiations, and matters covered by attorney client privilege during the aforementioned Executive Session; and BE IT FURTHER RESOLVED that the public portion of the Northfield Board of Education meeting will commence at 7:00 p.m.

A Motion was made by Angelic Delcher, and seconded by Marc Bruno, to approve item 12.A. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

- B. Motion to adopt the following resolution – BE IT RESOLVED by the Northfield Board of Education that, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 at seq.) it shall enter into Executive Session to discuss interim Superintendent search and other matters of attorney client privilege. The information discussed can be disclosed to the public only upon formal written request to the board secretary at the

next work, special or regular meeting to determine if the time and circumstances would be appropriate to disclose the information discussed. At the conclusion of this session the Board of Education will reconvene the regular portion of the meeting and action may, or may not, be taken.

*Let the minutes reflect that the Board of Education re-entered into executive session at 7:44 pm.
Let the minutes reflect that the Board of Education returned to regular session at 7:55 pm.*

A Motion was made by Marc Bruno, and seconded by Deborah Levitt, to re-enter Executive Session. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

A Motion was made by Deborah Levitt, and seconded by Stephanie Woodhouse, to return to Open Session. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

13. Announcement

Next Regular BOE Meeting, Monday, June 23, 2014, Vocal Music Room, 6:30 PM.

14. Adjournment

A Motion was made by Angelic Delcher, and seconded by Marc Bruno, to adjourn the meeting at 7:55 pm. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Bruno, Delcher, Levitt, Milhous, Syed, Woodhouse, Wynne. Board Member Absent: White.

Respectfully Submitted,

Linda Albright,
Business Administrator/Board Secretary