
NORTHFIELD COMMUNITY SCHOOL
Northfield Community School, Vocal Music Room, 6:30 PM

Meeting Called to Order

The meeting was called to order by the Board of Education President, John Palmieri at 6:30 pm.

Roll Call

Mr. Barnhart - Present
Mr. Chau - Present
Mrs. Delcher - Present
Mrs. Levitt - Present
Mr. Milhous - Present
Dr. Syed - Present
Mrs. White - Present
Mr. Wynne - Present
Mr. Palmieri - Present

Superintendent
Dr. Fipp

Business Administrator/Board Secretary
Linda Albright

Solicitor
Mr. Geppert

Additional Administrators in Attendance
Mrs. Vaccaro
Mr. Robbins

Silent Moment

A silent moment was observed.

Salute to 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 February 11, 2013 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 February 11, 2013 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 executive session minutes, personnel negotiations, 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 6:33 pm.
Let the minutes reflect that the Board of Education returned to regular session at 6:47 pm.*

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve item 1. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

A Motion was made by Steve Wynne and seconded by Karyn White to return to open session. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

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

- **Dr. Janice Fipp**, 2045 Shepherd Drive, Superintendent of Schools, introduced and welcomed Lynsey Hehre, our new SACC/CE coordinator.

3. Curriculum

A. Curriculum Committee Agenda (Mrs. White) Attachments

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

- ~ Evaluation Process
- ~ PARCC field test
- ~ Week of Respect
- ~ NJ Assessment of Educational Progress Technology - Grade 8 (30 students)

B. Motion to approve the following Pre-School class trips for the 2013-14 school year:

- October 18, 2013 - Butterhof's Farm
- November 15, 2013 - Atlantic City Aquarium
- December 13, 2013 - Northfield Fire and Police Departments
- January 10, 2014 - Linwood Library
- March 7, 2014 - Mino's Bakery
- April 11, 2014 - Birch Grove Park
- May 9, 2014 - Cape May County Zoo

C. Motion to approve the following trip and dates for the 6th grade:

- 10/1, 10/15, 10/31, 11/12, and 11/21/13 - to Birch Grove Park

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

- NCS Band - Poinsettia Flower Sale
- NJHS - Rita's Water Ice (percentage of sales)
- NJHS - Bake Sale

E. Motion to approve the week of October 7, 2013 as a "Week of Respect" accompanied with instruction to all K-8 students in accordance with the Harassment, Intimidation and Bullying legislation. Attachments

F. Motion to approve the attached proposal for a volunteer to teach art workshops as part of the SACC program. Attachments

G. Motion to approve the attached goals and action plans for the 2013-14 school year. Attachments

Discussion: Dr. Fipp pointed out that there was a lot of input from Administration. Mrs. Levitt suggested a committee be formed for School Choice Goal. Mr. Wynne noted that the Facility improvements in the area of safety is a multi-year goal and suggested clarifying the first year goal.

A Motion was made by Karyn White and seconded by Erland Chau to approve item 3.G. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

H. FYI - 2013-14 Staff Evaluation Schedule Attachments

I. Motion to approve the participation in the 2014 Partnership for Assessment of Readiness for College and Careers (PARCC) per the attached. Attachments

Discussion: Mrs. Levitt asked if it is possible to get updates as the process is going on. Dr. Fipp answered yes.

A Motion was made by Karyn White and seconded by Steve Wynne to approve item 3.I. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

J. Motion to approve participation in the National Assessment of Education Progress (NAEP) for thirty 8th grade students per the attached letter. Attachments

Discussion: Mrs. Levitt asked if it is possible to get updates as the process is going on. Dr. Fipp answered yes.

A Motion was made by Karyn White and seconded by Steve Wynne to approve item 3.J. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

A Motion was made by Karyn White and seconded by Deborah Levitt to approve items 3.B., 3.C., 3.D., 3.E., and 3.F. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

4. Personnel

A. Personnel Committee Report (Mr. Palmieri) Attachments

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

- ~ PT Basic Skills Teacher
- ~ Lunch/Playground Aide
- ~ Dance Chaperones
- ~ Andrey Humphreys as Network Technician

- B. Motion to accept and ratify the resignation of Carleena Supp effective at the time a replacement can be secured for her (not to exceed 60 days).

A Motion was made by John Palmieri and seconded by Steve Wynne to remove item 4.B. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

- C. Motion to approve and ratify the posting and/or advertising for a middle school math teacher for the 2013-14 school (to replace Mrs. Supp).

- D. Motion to approve and ratify, upon the recommendation of the Superintendent, Wendy Miller as full time middle school math teacher for the 2013-14 school year at a salary of \$50,877.00* (BA, Step 7). Ms. Miller is replacing Mrs. Supp who has resigned. ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**

- E. Motion to approve and emergent hire, upon the recommendation of the Superintendent, Debra Murphy as a lunch/playground aide effective September 30, 2013 through the last day of school June, 2014 at an hourly rate of \$8.50* not to exceed 6 hours per week (no benefits). Employment pending approval of emergent hire status, successful completion of criminal history background check, physical and drug screening. Mrs. Murphy will be replacing Mrs. Martyn who was hired as a one on one aide. **Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**

- F. Motion to approve the following Stockton College Fieldwork Placement requests for the Fall, 2013 semester:

- Alexandra Krantz - to work with Mrs. Shenkus (4th grade)
- Nicole Chabak - to work with Mr. Law (6th grade)

- G. Motion to approve the following Band Volunteers for the 2013-14 school year:

- Steve Kintish
- Bill Sauerwald
- Pam Sauerwald
- Mike Wolf
- Craig Garwood
- Nancy Berenotto

- H. Motion to approve, upon the recommendation of the Superintendent, Kelly Boehmler as a temporary Physical Therapy replacement. Kelly Boehmler is a service provider from Caring for Kids Physical Therapy, which is under contract with the district.
- I. Motion to accept and ratify the resignation of Katie Neustadter as a part time Basic Skills teacher effective immediately.
- J. Motion to approve and ratify the posting and/or advertising for a part time basic skills teacher for the 2013-14 school year. (To replace Ms. Neustadter).
- K. Motion to rescind the motion to appoint Alicia Caprio as a substitute part-time Basic Skills teacher effective 9/1/13.
- L. Motion to approve, upon the recommendation of the Superintendent, Alicia Caprio as part time basic skills teacher retroactive to September 1, 2013 through the last day of school June 2014 at a salary of \$25,624.00* (BA, Step 1, no benefits). Ms. Caprio is replacing Ms. Neustadter. **Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- M. Motion to approve the following teachers as Central Detention Monitors at a stipend of \$40.00* per hour for the 2013-14 school year:
- Victoria Smith
 - Nick Corley
- *Stipend to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- N. Motion to approve, upon the recommendation of the Superintendent, the following staff members as dance chaperones at a stipend of \$84.00* per event for the 2013-14 school year:
- Melissa Petyo, Raina Nash, Denay Schallawitz, Todd Reitzel, Lynne Smith, Adam Law, Kathleen O'Connor, Janel Schafer, Rebecca Steelman, Lynne Brenner, Patsy Stonelake, Amy Moskovitz.
- *Stipend to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- O. Motion to approve, upon the recommendation of the Superintendent, Denay Schallawitz as Student Council Co-Advisor for the 2013-14 school year at a stipend of \$1,337.00* (to replace Ms. Neustadter). **Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**

- P. Motion to approve the attached list of substitutes for the 2013-14 Attachments school year.
- Q. Motion to approve the posting and/or advertising for a substitute middle school secretary.
- R. Motion to approve and ratify, upon the recommendation of the Superintendent, Elizabeth Hand as a one on one part time aide at an hourly rate of \$16.12* (no benefits) retroactive to September 1, 2013 and through the last day of school June, 2014. (Ms. Hand is replacing Ms. Braun who resigned). **Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- S. Motion to approve, upon the recommendation of the Superintendent, Andrew Humphreys as Network Technician at a salary of \$35,000.00 (to be pro-rated) beginning September 24, 2013 and for the remainder of the 2013-14 school year.
- T. Motion to approve the move on the 2012-13 salary guide for Jordan Conover from B.A. +30, Step 1 to M.A., Step 1 retroactive to September 1, 2013 at a salary of \$49,267.00*. This is the result of the completion of college courses. **Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- U. Motion to approve the move on the 2012-13 salary guide for Krystle Serago from B.A. +15, Step 4 to B.A. +30, Step 4 retroactive to September 1, 2013 at a salary of \$49,932.00*. This is the result of the completion of college courses. **Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- V. Motion to approve, upon the recommendation of the Superintendent, Andrew Egnor as Boys' Basketball Coach for the 2013-14 school year at a stipend of \$2,674.00*. **Stipend to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- W. Motion to approve the attached list of volunteers and visitors for the 2013-2014 school year.
- X. Motion to accept and ratify the resignation of Carleena Supp effective 9/23/2013. THIS MOTION REPLACES ITEM "B" ON THE ORIGINAL AGENDA.

A Motion was made by John Palmieri and seconded by Steve Wynne to approve items 4.C., 4.D., 4.E.,

4.F., 4.G., 4.H., 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., and 4.X. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

5. Facilities

- A. Facilities Committee Report Attachments

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

- ~ Addendum to Emergency Shelter Agreement
- ~ State ROD grant applications
- ~ HVAC Controls update
- ~ NJDEP Notice of Incident involving tank removal at Mill Road site in 1993

- B. Motion to approve the attached Addendum to Emergency Shelter Agreement. Attachments

A Motion was made by Jon Barnhart and seconded by Deborah Levitt to approve item 5.B. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

6. Finance

- A. Finance Committee Report (Mr. Wynne) Attachments

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

- ~ Bill's List, Transfers, BSR's and Treasurer's Report
- ~ NCLB FY14
- ~ Discussion of the new ECSBA instructions about Treasurer's Report and who can sign it

- B. Pursuant to NJAC 6A:23-2.12(c)4, we certify that as of August 31, 2013, 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 Reports for August 31, 2013. Attachments

- D. Motion to approve the Cash Reconciliation (Treasurer's) Report for August 31, 2013. Attachments

- E. Motion to approve the attached list of Transfers for August 31, 2013. Attachments

- F. Motion to approve the Bill's List in the amount of \$719,255.81. Attachments

- G. Motion to approve the following 2013-2014 partial school year salaries to be paid from the NCLB FY14 grant:

1. Title IA

- Rebecca Steelman - \$11,145.00
 - Linda Levitt-Doyle - \$11,145.00
 - Susan Farr - \$11,145.00
 - Edward Shilinsky - \$11,145.00
- H. Motion to approve an additional 5 hours per week for Linda Levitt-Doyle for SRA instruction in the Elementary School at an hourly rate of \$34.24*. ***Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and Board of Education.**
- I. Motion to approve the attached list of Staff Professional Development. Attachments
- J. Motion to approve the School Business Administrator to authorize US Bancorp, Lessor, a Payment of Proceeds for the following items pursuant to the Board Authorized lease purchase agreement dated June 24, 2013:
- Payment in the amount of \$118,541.00 to NWN Corporation for technology equipment.
 - Payment in the amount of \$108,252.26 to Tozour Trane for HVAC Control System.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve items 6.C., 6.D., 6.E., 6.F., 6.G., 6.H., 6.I. and 6.J. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

7. Policy

- A. Policy Committee Report (Mrs. Levitt) Attachments

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

- ~ Faculty use of school property
- ~ Internet safety
- ~ Requirements of BOE Members

- B. Motion to approve the second and final reading of the following Attachments policy:

- 6142.12 - Bring Your Own Device

A Motion was made by Deborah Levitt and seconded by Erland Chau to approve item 7.B. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

- C. Motion to approve the second and final reading of the following Attachments revised policy:

- 6142.10 - Acceptable Use of Computers Policy for Students

Discussion: Mrs. Levitt explained the language added per state recommendation.

A Motion was made by Deborah Levitt and seconded by Karyn White to approve item 7.C. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

D. Motion to approve the first reading of the following revised policy:

- 9111 - Qualifications and Requirements of Board Members.

Discussion: Mrs. Levitt explained that "I.2. The board shall reimburse the member for the cost of the criminal history record check, including all costs for administering and processing the check." will stay in the policy.

A Motion was made by Deborah Levitt and seconded by Karyn White to approve item 7.D. The Motion Passed by a vote of 8 Aye and 1 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Milhous , Palmieri , Syed , White , Wynne . Board Members voting Nay: Levitt .

E. Motion to approve the first reading of the following revised policy:

- 4112.2 - Certification.

Discussion: Mrs. Levitt explained there was a change in the state language.

A Motion was made by Deborah Levitt and seconded by Karyn White to approve item 7.E. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

F. Motion to approve the first reading of the following revised policy:

- 4131/4131.1 - Staff Development: In-service Education/Visitations/Conferences.

Discussion: Mrs. Levitt explained that there was a change in the state language.

A Motion was made by Deborah Levitt and seconded by John Palmieri to approve item 7.F. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

8. Shared Services

A. Shared Services Committee Report (Mr. Chau)

There was no meeting held.

9. Information

A. PTO Update (Mrs. White & Dr. Fipp)

- Meetings start this Wednesday. Will alternate mornings and evenings.
- Yankee Candle Fund Raiser is underway.
- Looking forward to a great year.

B. NEF Update (Mr. Milhous)

- Up and running for the year.

C. Sports Booster Update.

- First meeting held this evening.
- Reward Ceremony discussion.
- Fundraising ideas.

D. Motion to approve the Meeting Minutes and Executive Session Attachments
Minutes from August 26, 2013.

A Motion was made by Kevin Milhous and seconded by Erland Chau to approve item 9.C. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , Wynne . Board Members voting Abstain: White .

10. Other Business

A. Motion to approve the PTO fundraiser at Bright Stars
Gymnastics on Saturday, October 12th from 5:30 - 8:00 pm.

A Motion was made by John Palmieri and seconded by Steve Wynne to approve item 10.A. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

11. Open to the Public

- **Robin Moore**, 514 Fairbanks Avenue, Art Teacher at Belhaven School in Linwood expressed concern about students being allowed to opt out of Visual Arts and General Music programs for individual musical instrument instruction; explained they will be missing the foundation if they want to pursue general music and arts in High School. Mrs. Moore offered some suggestion for BOE to consider. Dr. Fipp thanked Mrs. Moore for sharing her concerns and explained that there are scheduling issues, and invited Mrs. Moore to be a part of a newly formed committee to address them.
- **Jennifer Van Dyke**, 24 Henry Drive, Substitute Teacher, expressed her concern about substitutes not taking the available substitute jobs at the NCS. Mrs. Van Dyke noted that this is because of the offered pay of \$70 per day which is the lowest in the county. Dr. Fipp confirmed that lately it is hard to find teachers to substitute when needed and she investigated the reasons for it. The reasons for not taking the jobs available included but were not limited to the substitutes obtaining long term substitute jobs, family matters, having not being processed yet etc. Mrs. Van Dyke added in order to entice teachers to accept jobs posted in AESOP it would be beneficial to add a description of the job.
- **Maggie Zequell**, 21 Ridgewood Court, asked if there are any rules concerning the BYOD Policy. Dr. Fipp explained yes, there are specific rules to be followed, added they will be distributed to the students in the upcoming days.

12. Executive Session

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 October 28, 2013 at 6:45 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, student matters, 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 Zubair Syed and seconded by Steve Wynne to approve item 12. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau , Delcher , Levitt ,

Milhous , Palmieri , Syed , White , Wynne .

13. Announcement

Next Regular BOE Meeting, Monday, October 28, 2013, Vocal
Music Room, 6:30 PM

14. Adjournment

A Motion was made by Erland Chau and seconded by Deborah Levitt to adjourn the meeting at 7:55
pm. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart , Chau ,
Delcher , Levitt , Milhous , Palmieri , Syed , White , Wynne .

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary