

**NORTHFIELD COMMUNITY SCHOOL**  
**Northfield Community School, Vocal Music Room, 6:45 PM**

Meeting Called to Order

The meeting was called to order by the Board of Education President, John Palmieri at 6:45 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. Brown

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 6:47 pm.*

*Let the minutes reflect that the Board of Education returned to regular session at 7:03 pm.*

A Motion was made by Angelic Delcher and seconded by Steve Wynne 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 Erland Chau 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. Presentation

A. Presentation: NJ ASK Test Scores and District Wide Performance Objectives (Dr. Fipp) Attachments

**Discussion:** Dr. Fipp reviewed the NJ ASK Test scores school wide and in subgroups for the Elementary School and Middle School. Dr. Fipp explained subgroups; performance standards and growth requirements; added this is a partial report. The full report is coming up and will contain detailed information which will permit for more detailed analysis. Teachers and students are working hard and clearly there is an improvement from the results we obtained last year in Math and ELA in the Elementary School. Middle School students showed consistent scores except for the students in 7th and 8th grade, that showed decreased proficiency in Math compared to the previous year scores. Dr. Fipp added a number of our goals this year have to do with working to enhance the overall academic success of our students and also the standardized test scores. Mr. Milhous asked when the Math standards were changed. Dr. Fipp explained that the common core standards were mandated to be implemented September 2012 for grades K to 5. The common core standards for grades 6, 7 and 8 were mandated to be implemented this past September, 2013. Dr. Fipp explained that grades 6, 7 and 8 were previously using the NJ State Standards, not the Common Core Standards. Mrs. Delcher added that we need to keep focus on the students and realize our students are growing even if it not with the speed the state mandates, added 6 out of the top 10 students in Mainland are Northfield

students.

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

- **Kristen Polak**, NEA President, EHT, would like to be noted that the Northfield Educational Association is not happy with the long term substitute position replacement of an approved one full time position with two part time teachers.

**4. Curriculum**

A. Curriculum Committee Report (Mrs. White)

Attachments

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

- ~ NJ ASK Test Scores
- ~ SGO / SGP progress
- ~ NCLB Parent Compact
- ~ Music Curriculum for Grade 8

B. September Monthly Reports

Attachments

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

**Discussion:** Mrs. Vaccaro informed that two Emergency Procedures were conducted in September: September 12, 2013 Fire Drill 10:00-10:07 pm and September 17, 2013 Full Evacuation 2:04-2:40 pm.

C. The annual mandated Violence & Vandalism Report for the 2012-13 school year (Dr. Fipp).

Attachments

Dr. Fipp reported as attached the following information:

Incidents:

- Violence - 0
- Vandalism - 0 with no cost to District
- Weapons - 0
- Substance Abuse - 0

Actions:

- Police notified (no complaints filed) - 0
- Police notified (complaints filed) - 0
- Expulsions - 0
- In-School suspensions - 0
- Out-Of-School suspensions - 0

Offenders:

- Students Offenders - 0

Victims:

- Student Victims - 0

Program Provided upon Disciplinary Action:

- Assignments, Instruction and/or Support Services - 0

Home Assignments:

- Home Assignment, Home Instruction - 0

- D. Motion to approve the Young Author's Workshop Afterschool Program for Attachments  
SACC per the attached.
- E. Motion to approve the NCS Choir Meadowview Nursing Home field trip  
on December 6, 2013.
- F. Motion to approve the following list of Music Textbooks and  
Supplemental materials.
- 8th Grade:
    - (Video) PBS - Broadway, The American Musical, 2004
    - Jazz for Young People Scholastic Inc. 2002
- G. Motion to approve the NCLB School Parent Compact for the 2013-14 Attachments  
school year.
- H. Motion to approve the NCLB District-wide Parent Involvement Policy for Attachments  
the 2013-14 school year.
- I. Motion to approve the NCLB Right to Know Teacher Highly Qualified Attachments  
Letter for the 2013-14 school year.
- J. Motion to approve and post for positions for the Afterschool One-on-One Attachments  
Tutoring Program per the attached.
- K. Motion to approve the attached 2013-14 Community Education Drama Attachments  
Club proposal.
- L. Motion to approve the attached Community Education Wizard of Oz Jr. Attachments  
proposal.
- M. Motion to approve the submission of the NJQSAC Statement of Assurance Attachments  
and the attached resolution.
- N. Motion to approve the attached Gilda's Club Support Group proposal. Attachments
- O. Motion to replace the Teachscape Teacher Evaluation tool with the  
iObservation Teacher Evaluation tool. We will receive a \$7,500 refund  
from Teachscape and the cost of iObservation including teacher training  
and the professional development library is \$7,700.
- P. Motion to approve the Philadelphia Eagles Play60 Assembly on November  
25, 2013 for 5th grade. The assembly will focus on health and nutrition.  
The Eagles MC, Cheerleaders and Mascot Swoop will present to our 5th  
grade students.

A Motion was made by Karyn White and seconded by Erland Chau to approve items 4.D., 4.E., 4.F., 4.G., 4.H., 4.I., 4.J., 4.K., 4.L., 4.M., 4.N., 4.O., and 4.P. 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. Personnel

### A. Personnel Committee Report (Mr. Palmieri)

There was no meeting held.

### B. Motion to approve the following NEF Club Advisors for the 2013-14 school year:

- MS Chess Club - Steve Vain
- MS Media Club - Janel Schafer
- MS Young Engineers Club - Kathleen O'Connor
- ES Chess Club - Laura Levy
- ES Book Club - Antoinette Hedrich

### C. Motion to approve the change in leave of absence request dates for Christine DiNizo to include "through the last day of school, June, 2014". (Previous motion granted leave through December 31, 2013. Mrs. DiNizo is requesting additional time).

### D. Motion to approve the posting for a long term substitute replacement LRP teacher effective January 2, 2014 through the last day of school June, 2014.

### E. Motion to accept the retirement notification from Virginia Wolf, Elementary School Nurse, effective June 30, 2014.

**Discussion:** Mrs. Levitt expressed her regrets. Mrs. Wolf has been with us for a long time, the school won't be the same without her. Mrs. Wynne added she was always very helpful and is sorry to see her going. Dr. Fipp added Mrs. Wolf is a very caring person, always resourceful and will be missed.

A Motion was made by John Palmieri and seconded by Steve Wynne to approve item 5.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, upon the recommendation of the Superintendent, Ellen Wilson as part time long term substitute replacement teacher at a per diem rate of \$100.00\* (no benefits) for the first 60 days then the per diem rate based on the 1st Step, BA (part time) of the 2012-13 salary guide effective October 30, 2013 through the last day of school June, 2014. \*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and the Board of Education. (Ms. Wilson is covering Mrs. Kennedy, part time, while she is on leave).

**Discussion:** Dr. Fipp explained that while she agrees with Mrs. Polak, could not find highly qualified teacher in both ELA and Science, which is taught by Mrs. Kennedy and this is the reason the position will be filled by two part time teachers.

A Motion was made by John Palmieri and seconded by Deborah Levitt to approve item 5.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.

- G. Motion to approve, upon the recommendation of the Superintendent, Kathleen Caffee as part time long term substitute replacement teacher at a per diem rate of \$75.00\* (no benefits) for the first 60 days then the per diem rate based on the 1st Step, BA (part time) of the 2012-13 salary guide effective October 30, 2013 through the last day of school June, 2014. \*Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and the Board of Education. (Ms. Caffee is covering Mrs. Kennedy, part time, while she is on leave).

**Discussion:** Mr. Milhous asked why the two different rates. Dr. Fipp explained it is based on the number of hours worked, which is different for each.

A Motion was made by John Palmieri and seconded by Steve Wynne to approve item 5.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. Motion to approve the following Engineers Club volunteers for the 2013-14 school year:

- John Masi, Atlantic County Civil Engineer
- Scott Macpherson, Atlantic County Civil Engineer
- Daniel Fitzpatrick, Atlantic County Civil Engineer, Student Intern (Drexel University)

- I. Motion to approve the following volunteers from Oceanside Gym to assist with 7th grade Science classes on November 6, 2013 for the Physics & Fitness Project (per the attached): Attachments

- Karen Walterson
- Ian Walterson
- Stephon Kent
- Erica Picking
- Jack Corcoran
- Pat Mullin
- Rafael Lopez

**Discussion:** Mrs. Levitt asked what is the number of days for the volunteers to help, Mr. Robbins answered one day.

A Motion was made by John Palmieri and seconded by Steve Wynne to approve item 5.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 accept the resignation of Elizabeth Hand as one on one aide effective 10/25/13.
- K. Motion to approve the posting and/or advertising for a part time aide to provide in-class services to special education students in the general education classrooms at an hourly rate range between \$10.55 - \$16.12\* (depending on successful candidate). \*Salary to be adjusted, if necessary,

upon ratification and approval of the negotiated agreement by the Association and Board of Education.

- L. Motion to approve the leave of absence for Laurie Messina effective October 21, 2013 through November 30, 2013.
- M. Motion to approve the posting and/or advertising for a long term substitute replacement Special Education teacher through November 30, 2013 (to cover Mrs. Messina while she is on leave).
- N. Motion to approve the attached list of substitutes for the 2013-14 school year. Attachments
- O. Motion to approve the attached list of volunteers and visitors for the 2013-14 school year. Attachments

A Motion was made by Jonh Palmieri and seconded by Karyn White to approve items 5.B., 5.C., 5.D., 5.H., 5.J., 5.K., 5.L., 5.M., 5.N., and 5.O. 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. Facilities

- A. Facilities Committee Report Attachments

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

- ~ HVAC balancing and OA calculations
- ~ NJDEP OPRA request information
- ~ Walkway path for young students in cul-de-sac
- ~ 3rd and 4th grade drop off area

## 7. 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
- ~ Substitute pay comparison
- ~ RFP Professional Services
- ~ Affordable Healthcare Act and part-time employees working more then 30 hours due to SACC and/or long term substitute employment

- B. Pursuant to NJAC 6A:23-2.12(c)4, we certify that as of September 30, 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 report for September 30, 2013. Attachments
- D. Motion to approve the Cash Reconciliation (Treasurer's) Report for September 30, 2013. Attachments

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|----|--|-------------|
| E. | Motion to approve the attached list of Transfers for September 30, 2013.       | Attachments |
| F. | Motion to approve the Bill's List in the amount of \$490,002.21.               | Attachments |
| G. | Discussion and possible motion to approve the following rates for substitutes: | Attachments |
- Certified Teacher per diem \$80.00-\$85.00 ? (Current rate: \$75.00)
  - Non Certified Teacher per diem \$75.00-\$80.00 ? (Current rate: \$70.00)
  - Nurse per diem \$110.00 ? (Current rate: \$90.00)
  - Secretaries per hour \$10 ? ( Current rate: \$9.00)

**Discussion:** Mr. Wynne explained that as a result of conversation at the last meeting, a survey was done to see what are the current substitute rates across the county. Mr. Wynne recommended \$85 per diem for certified teacher substitute rate, which puts us in line with Linwood and other medium sized districts; added hopefully the rate of \$85 per diem will attract the substitute teachers to fill the available positions. The recommendation for the non-certified teacher substitute rate is \$75 per diem. Dr. Fipp added we are short many day and we are not the only district experiencing difficulties finding subs. Mrs. White asked what is the cost of the proposed change to \$85 per certified and \$75 per non-certified. Mrs. Albright explained based on the last year teacher substitute needs (1,280 days), the increase of \$5 per diem will add \$6,400 to our cost. Mr. Milhous suggested \$80 per diem rate for certified teacher substitutes; added the suggested \$10 per diem increase will take from other student programs offered or issues we need to deal with within the district.

A Motion was made by Steve Wynne and seconded by Erland Chau to approve certified teacher per diem rate of \$85 effective November 1, 2013. The Motion Failed by a vote of 2 Aye and 7 Nay. Board Members voting Aye: Chau, Delcher, Wynne. Board Members voting Nay: Barnhart, Delcher, Levitt, Milhous, Palmieri, Syed, White.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve certified teacher per diem rate of \$80 effective November 1, 2013. The Motion Passed by a vote of 8 Aye and 1 Nay. Board Members voting Aye: Barnhart, Delcher, Levitt, Milhous, Palmieri, Syed, White, Wynne. Board Member voting Nay: Chau.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve non certified teacher per diem rate of \$75 effective November 1, 2013. 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 Erland Chau to approve nurse per diem rate of \$110 effective November 1, 2013. 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 Erland Cgau to approve secretaries per hour rate of \$10 effective November 1, 2013. 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. Motion to approve the attached list of CRT monitors and computers to be disposed. The CRT monitors will be picked up by a company that recycles them, free of charge to the district. The computers will be donated to YALE School Northfield, for their Green Vision project. Attachments

**Discussion:** Mr. Milhous asked if there is a way the information from the hard drives to be wiped. Mr. Phommathep answered that the recycling company will do that and provide us with a certificate.

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

- I. Motion to approve the attached list of Professional Development for district staff as indicated. Attachments

A Motion was made by Steve Wynne and seconded by Deborah Levitt to approve items 7.B., 7.C., 7.D., 7.E., 7.F. and 7.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.

## 8. Policy

A.

A. Motion to approve the second and final reading of the following revised policies:

- ~ Policy #9111, Qualifications and Requirements of Board Members
- ~ Policy #4112.2, Certification
- ~ Policy #4131/4131.1, Staff Development: In-Service Education/Visitations/Conference

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

## 9. Shared Services

A. Shared Services Committee Report (Mr. Chau)

There was no meeting held.

**Discussion:** Mrs. Chau expressed concern about online testing requirements and the purchase of equipment in the future to accommodate that. Mrs. Levitt expressed concern about elections held in school building with students attending. Mrs. Levitt suggested the issue be discussed with the City Council and a decision be made in the best interest of our students. Mrs. Levitt also inquired about the staff required to be present on election day when school is closed. Mr. Palmieri suggested this be discussed at Facility Committee Meeting.

## 10. Information

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

- Yankee Candle Fundraiser is wrapping up

- Coupon Books went home
- Teacher Grant Committee is meeting soon
- Secret Santa / Hanukah is coming up
- Looking for new Holiday shop organizer

B. NEF Update (Mr. Milhous)

- Mrs. Alper-Russo reported that 52 people signed up for the NY bus trip on November 2
- Coach Hoop Clinics are coming up
- Lip Sync scheduled for January 11, 2014
- Winter Carnival is February 28, 2014
- Dave's Day proceeds approved for new uniforms.

C. Sports Booster Update

- Harlem Wizards - Friday, December 13, 2013, looking for volunteers

D. Motion to approve the Meeting Minutes and Executive Session Minutes from September 23, 2013. Attachments

A Motion was made by John Palmieri and seconded by Steve Wynne to approve items 10.D. 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.

E.

E. Motion to approve the following NEF events/dates for the 2013-14 school year:

- ~ Coach Hoops & NEF Basketball clinics - November 13 & 20, December 4, 11 & 18
- ~ "A Night of Literature and The Arts" in memory of Dennis Gomes, a friend of Northfield School Community, December 12th 5:30-8:00 pm
- ~ Lip Sync - January 11, 2014
- ~ Winter Carnival - February 28, 2014

A Motion was made by John Palmieri and seconded by Deborah Levitt to approve item 10.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.

**11. Open to the Public**

No Public addressed the Board at this time.

**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 November 25, 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 Steve Wynne and seconded by Deborah Levitt 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.

*Let the minutes reflect that the Board of Education entered into executive session at 8:23 pm to discuss negotiations.*

*Let the minutes reflect that the Board of Education returned to regular session at 9:15 pm.*

A Motion was made by Zubair Syed and seconded by Steve Wynne to enter into executive 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.

A Motion was made by Zubair Syed and seconded by Steve Wynne 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.

### **13. Announcement**

Next Regular BOE Meeting, Monday, November 25, 2013, Vocal Music Room, 6:45 PM

### **14. Adjournment**

A Motion was made by John Palmieri and seconded by Steve Wynne to adjourn the meeting at 9:15 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