

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 - Absent, Present at 8:10 pm
Mrs. Delcher - Present
Mrs. Levitt - Absent, Present at 6:39 pm
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, bullying, residency 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 6:34 pm.

Let the minutes reflect that the Board of Education returned to regular session at 7:00 pm.

A Motion was made by Zubair Syed and seconded by Steve Wynne to approve item 1. The Motion Passed by a vote of 6 Aye and 0 Nay. Board Members voting Aye: Delcher, Milhous, Palmieri, Syed, White, Wynne. Board Members Absent: Barnhart, Levitt.

A Motion was made by Steve Wynne and seconded by Deborah Levitt to return to open session. The Motion Passed by a vote of 7 Aye and 0 Nay. Board Members voting Aye: Delcher, Levitt, Milhous, Palmieri, Syed, White, Wynne. Board Member Absent: Barnhart.

2. Presentation

A. Interview for Board of Education seat vacancy.

Attachments

Let the Minutes reflect that the Board of Education conducted items 2.A., 2.B, and 2.C. after the second Open to the Public section of the Board Meeting.

The NBOE interviewed three candidates for the BOE Seat vacancy - Ms. Woodhouse, Mrs. Marrone and Mr. Lischin.

Discussion: Three letters of interest for the open Board of Education seat had come in. The Three Candidates are present. Mr. Palmieri asked the three present candidates to tell the Board more about themselves and why they want to serve on the Northfield Board of Education:

- Ms. Woodhouse, new to the Northfield Community School, believes her financial experience with a multi-million dollar charity, which includes raising funds, budgeting and implementing program budgets would be tremendous asset to the School Board.
- Mrs. Marone, long time resident in the Mainland community and MRHS graduate, would like very much to remain engaged in education while raising her family.
- Mr. Lischin, a real estate agent, has young children in the Northfield Community School would like very much to serve and he feels that with his

strong background in business and construction he would be an excellent candidate for the open position.

- B. Motion to approve entering into executive session to discuss the board vacancy appointment.

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 the appointment to the vacant position on the board of education. 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 8:20 pm to discuss the candidates.

Let the minutes reflect that the Board of Education returned to regular session at 8:35 pm.

A Motion was made by Deborah Levitt and seconded by Steve Wynne to approve item 2.B. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Delcher, Levitt, Milhous, Palmieri, Syed, White, Wynne.

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

A Motion was made by Kevin Milhous and seconded by Deborah Levitt to approve the Nomination of Stephanie Woodhouse for the Board of Education Seat Vacancy. The Motion Passed by a vote of 8 Aye and 0 Nay. Board Members voting Aye: Barnhart, Delcher, Levitt, Milhous, Palmieri, Syed, White, Wynne.

- C. Administration of the Oath of Office by the Board Secretary

The Oath was read by Ms. Stephanie Woodhouse.

- D. Smartboard Technology Update (Aleng Phommathep)

Discussion: Aleng Phommathep reviewed a plan to replace smart boards that are out of warranty and are breaking. He demonstrated the Epson interactive projector as an affordable replacement option, explained it is much less expensive and does not require a physical board. Dr. Fipp asked about replacement of a burned bulb on the projector. Mr. Phommathep explained that if it is just the bulb, it is affordable to replace, but if it is the projector itself it is much more costly. Dr. Fipp asked what is the plan to repair or to replace. Mr. Phommathep explained that as of right now the out of order smart boards are being repaired whenever is financially feasible. Mr. Milhous asked if there is anything that you can't do with the Epson that you can do with the Smart board. Mr. Phommathep explained that this year Epson partnered with Smart boards and all the software is compatible. Mrs. Levitt asked what is the warranty on the Epson projector. Mr. Phommathep answered the warranty is 3 year for the projector and 1 year for the bulb. Mr. Wynne asked how many smart boards are out of warranty as of right now. Mr. Phommathep explained that the smart boards are regularly evaluated and numbers

are being compiled. Dr. Fipp thanked the NEF for purchasing so many of the NCS Smart boards and their support. Mrs. White asked if a decision is made to replace the Smart boards, is there a place that they can go to be either donated, or refurbished. Mr. Phommathep explained that this is also being researched.

E. Telephone System Update (Aleng Phommathep)

Discussion: Mr. Phommathep updated the Board of Education of the issues we were experiencing with the phone system. All of them were Verizon issues that occurred after a storm or a bad weather. Dr. Fipp added Verizon did not rush to aide when issues were reported, disregarded that we are a school and it is imperative to have reliable communication with the outside world. Dr. Fipp explained that we are experiencing phone system issues too often, asked what are our options. Mr. Palmieri asked what will it cost to get out of our MetTel contract. Mrs. Albright explained backing out of contract will be costly, added the contract runs out February 2015. Mrs. Albright is looking to budget a new system in the 2014-2015 school year. Different options were discussed. Mrs. White asked if there is an emergency and communication is needed between the NCS and the NPD is there a hard line that can accommodate that. Dr. Fipp explained that when phone issues occurred, a communication via email was sent to inform all parents and NPD of the cell phones they can use for emergency communication along with the fax lines, where a phone was plugged, to ensure effective communication.

F. Presentation in honor of John Palmieri for his 9 Plus years of dedicated service to the children, families and Northfield School community as a Board Member.

Discussion: Dr. Fipp presented Mr. Palmieri with a plaque and leaf for our donor tree in grateful appreciation of his dedicated service as Northfield Board of Education Member for 9 years with over 5 years as Board President. Dr. Fipp thanked Mr. Palmieri and his family for his outstanding service, added he always goes by the book, was extremely dedicated, and for over 9 years never missed a meeting. Mrs. White added it has been a pleasure, commended Mr. Palmieri for his leadership skills and dedication. Mr. Palmieri thanked everyone for the kind words, added he appreciated all Board of Education Members, which made it difficult to leave.

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

No Public addressed the Board at this time.

4. Curriculum

A. Curriculum Committee Report (Mrs. White)

Attachments

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

- ~ Book the Principal
- ~ 8th Grade ELA would like to enter National Writing Contest
- ~ Young Women's Conference on STEM at Princeton University
- ~ Mainland Regional connection for Student Ambassadors to assist with MS Field Day

B. November Monthly Reports

Attachments

- Mr. Robbins
- Mrs. Vaccaro

- Mr. Mease
- Ms. Hehre

Mrs. Vaccaro informed that two Emergency Procedures were conducted in November: November 11, 2013 Fire Drill 2:16-2:23 pm and November 14, 2013 Lockdown 9:15-9:26 am.

5. Personnel

A. Personnel Committee Report (Mr. Palmieri) Attachments

There was no meeting held.

B. Motion to approve the following student teacher placement requests from Stockton College for the Spring 2014 semester:

- Alyssa Parola - to work with Mrs. Shenkus (4th grade)
- Kevin Poltorak - to work with Mrs. Bennett (5th grade)
- Meghan Hooper-Jackson - to work with Mrs. Polak (6th grade)

C. Motion to approve the following fieldwork placement requests from Stockton College for the Spring 2014 semester:

- Alexandra Krantz - to work with Mrs. Smith (5th grade)
- Mikaella Salteras - to work with Mrs. Reid (6th grade)

D. Motion to approve the following ASK Prep teachers for the 2013-2014 school year at a stipend of \$40.00 per hour* for 14 weeks, one hour per week plus two hours prep time. *Salary to be adjusted, if necessary, upon ratification an approval of the negotiated agreement by the Association and the Northfield Board of Education.

- Grade 3 & 4 ELA - Kara Deslis
- Grade 5 & 6 ELA - Janel Schafer
- Grade 7 & 8 ELA - Denay Schallawitz
- Grade 3 & 4 Math - Amy Moskovitz
- Grade 5 & 6 Math - Raina Nash
- Grade 7 & 8 Math - Wendy Miller

E. Motion to approve, upon the recommendation of the Superintendent, Brenda Price as full time special education teacher beginning January 2, 2014 through the last day of school June, 2014 at a salary of \$49,267* (MA, Step 1). *Salary to be adjusted, if necessary, upon ratification and approval of the negotiated agreement by the Association and the Northfield Board of Education. Ms. Price will be replacing Mrs. Mewborn who is retiring.

F. Motion to approve the extension of a leave of absence request for Laurie Messina through February 28, 2014.

G. Motion to approve the attached list of volunteers/visitors. Attachments

H. Motion to approve the attached list of substitutes for the 2013-14 school year. Attachments

A Motion was made by John Palmieri and seconded by Steve Wynne to approve items 5.B., 5.C., 5D., 5.E., 5.F., 5.G., and 5.H. The Motion Passed by a vote of 7

Aye and 0 Nay. Board Members voting Aye: Delcher, Levitt, Milhous, Palmieri, Syed, White, Wynne. Board Member Absent: Barnhart.

6. Facilities

A. Facilities Committee Report

Attachments

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

- ~ Acceptance of NJ Department of Education Preliminary Eligible Cost (PEC) determination
- ~ Revision to the previously submitted ROD grant applications to debt service aid
- ~ Parking Drop Off

B. Motion to approve the attached resolution for Acceptance of NJ Department of Education Preliminary Eligible Cost (PEC) determination with regard to State Project #3720-056-14-1003-G04, Northfield Community Middle School HVAC Replacement.

Attachments

C. Motion to approve the attached resolution for Acceptance of NJ Department of Education Preliminary Eligible Cost (PEC) determination with regard to State Project #3720-056-14-1009-G04, Northfield Community Elementary School HVAC Replacement and Security Updates.

Attachments

D. Motion to approve a Resolution that the Northfield Board of Education rescinds the following previously submitted ROD grant applications made to the NJDOE:

1. State Project #3720-056-14-1001 - Electrical Upgrades, Northfield Community Middle School.
2. State Project #3720-056-14-1004 - Security and Communications System Upgrades, and Roofing Replacement, Northfield Community Middle School.
3. State Project #3720-056-14-1005 - Sensors, Flooring, and ADA Upgrades, Northfield Community Middle School.
4. State Project #3720-056-14-1006 - Sensors, Flooring, and ADA Upgrades, Northfield Community Elementary School.
5. State Project #3720-056-14-1007 - Lighting and Site Upgrades, Northfield Community Elementary School.
6. State Project #3720-056-14-1008 - Main Entrance Canopy, Northfield Community Elementary School.
7. State Project #3720-056-14-1010 - ADA, Security, Exhaust, Fire Alarms, Roofing, and misc. upgrades, Northfield Community Elementary School.

A Motion was made by Zubair Syed and seconded by Steve Wynne to approve items 6.B., 6.C., and 6.D. The Motion Passed by a vote of 7 Aye and 0 Nay. Board Members voting Aye: Delcher, Levitt, Milhous, Palmieri, Syed, White, Wynne. Board Member Absent: Barnhart.

7. Finance

A. Finance Committee Report (Mr. Wynne)

Attachments

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

- ~ Transfers, BSR and Treasurer's
- ~ Legal Costs
- ~ Phone issues

- B. Pursuant to NJAC 6A:23-2.12(c)4, we certify that as of November 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 November 30, 2013. Attachments
- D. Motion to approve the Cash Reconciliation (Treasurer's) Report for November 30, 2013. Attachments
- E. Motion to approve the attached list of Transfers for November 30, 2013. Attachments
- F. Motion to approve the Bill's List in the amount of \$215,015.40. Attachments
- G. Motion to approve the Applied Behavioral Analysis (ABA) for DOB 5/13/10 at a cost of \$55.00 per hour for 7 hours per week and consultative services not to exceed 8 hours per month at a cost of \$160.00 per hour, to be provided by Continuum Autism Spectrum Alliance. They are on the approved agency list supplied by the NJDOE.
- H. 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 Karyn White to approve items 7.C., 7.D., 7.E., 7.F., 7.G., and 7.H. The Motion Passed by a vote of 7 Aye and 0 Nay. Board Members voting Aye: Delcher, Levitt, Milhous, Palmieri, Syed, White, Wynne. Board Member Absent: Barnhart.

8. Policy

- A. Policy Committee Report (Mrs. Levitt) Attachments
- There was no meeting held. Mrs. Levitt noted next meeting will be in January.

9. Shared Services

- A. Shared Services Committee Report
- There was no meeting held.

10. Information

- A. PTO Update (Mrs. White & Dr. Fipp)
- Holiday Shop was a big success
 - Teacher Grants went out - may be revised in the future
- B. NEF Update (Mr. Milhous)

- Basketball Clinics are ongoing. They are very well attended
- Breakfast with Santa went well
- Evening of Enchantment is Thursday, December 19, 5:30 pm
- Lip-sync is upcoming
- Approved Smart Board projectors for Library
- Waiting on final approvals for uniforms

C. Sports Booster Update.

- Wizards' event was well attended and fun

D. Motion to approve the Meeting Minutes and Executive Session Meeting from November 25, 2013. Attachments

A Motion was made by John Palmieri and seconded by Steve Wynne to approve item 10.D. The Motion Passed by a vote of 7 Aye and 0 Nay. Board Members voting Aye: Delcher, Levitt, Palmieri, Syed, White, Wynne. Board Member Abstain: Milhous. Board Member Absent: Barnhart.

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 January 6, 2014 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 withdraw item 12. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Delcher, Levitt, Milhous, Palmieri, Syed, White, Woodhouse, Wynne.

13. Announcement

Next Regular BOE Meeting (Reorganization Meeting), Monday, January 6, 2014, Vocal Music Room, 7:00 PM

14. Adjournment

A Motion was made by Steve Wynne and seconded by Deborah Levitt to adjourn the meeting at 8:41 pm. The Motion Passed by a vote of 9 Aye and 0 Nay. Board Members voting Aye: Barnhart, Delcher, Levitt, Milhous, Palmieri, Syed, White, Woodhouse, Wynne.

Respectfully submitted,

Linda Albright
Business Administrator/Board Secretary