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

Meeting Called to Order

Roll Call

Salute to Flag

Silent Moment

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 Meeting Act", Northfield Board of Education at 3:00 p.m. on January 5, 2016 caused to be posted at the Office of the Board of Education located at 2000 New Road, Northfield, New Jersey and at 3:00 p.m. on January 5, 2016 mailed to The Press of Atlantic City and to The Current of Egg Harbor Township and 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 Executive Session minutes, personnel 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.

**2. Presentation**

- A. Recognize Quiz Bowl Students
- B. Recognize students that Attended the SETDA Convention.
- C. Audit Presentation - Mr. Eugene Taormina, CPA
- D. Motion to approve the 2015-2016 District Audit Report.
- E. Presentation of NJQSAC Statement of Assurance - Mr. Pedro Bretones

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

The Board of Education welcomes your comments, concerns, and questions. Every agenda provides two opportunities for concerned citizens to address the Board. Be advised that we do not discuss specific personnel or student matters in

public and if your comment concerns those matters, we ask that you speak to the Superintendent directly.

Effective responsible consideration of an issue by the Board is best accomplished when it is scheduled in advance, as an item on the meeting agenda. Therefore, while comments and questions are welcomed, the Board generally will not respond to items or engage in a dialogue during public comment. When appropriate, questions or concerns may be referred to Administration for investigation, referred to a Board committee for review, or referred to other staff or professionals for assistance, and if necessary, reported back to the Board at a later meeting. Please be advised that there is a 3 minute limit for each public speaker.

#### 4. Curriculum

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|----|--|-------------|
| A. | Curriculum Committee Report (Mrs. Levitt)  | Attachments |
| B. | November Monthly Report <ul style="list-style-type: none"> <li>• Mrs. Vaccaro</li> <li>• Mrs. Dye</li> <li>• Mr. Phommathep</li> <li>• Ms. Leatherwood</li> <li>• Ms. Leone</li> </ul>   | Attachments |
| C. | Motion to approve the following list of class trips for the 2016-2017 school year. <ul style="list-style-type: none"> <li>• School Sport Trips for the 2016-2017 school year. - destination Varies, Grades 5, 6,7 and 8th.</li> <li>• 1st grade to Cape May County Park on May 17th or TBD</li> <li>• 3rd grade to Atlantic County Park in Estell Manor, dates March 27, 28, and 29th (rain dates 3/30 and 3/31).</li> </ul> |             |
| D. | Motion to approve the NJQSAC Statement of Assurance Resolution.  |             |
| E. | Motion to approve the attached proposal for NCS Drama Club play for the 2016-2017 school year.   | Attachments |

#### 5. Personnel

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|----|--|-------------|
| A. | Personnel Committee Report (Mr. Wynne)   | Attachments |
| B. | Motion to approve the following students for the Student Teacher Placement Request from Stockton University for the Spring 2017 semester: <ul style="list-style-type: none"> <li>• Catherine Dell Elba - to work with Mrs. Andrea Vicente (K)</li> <li>• Sean Guest - to work with Kathy O' Connor (8th grade)</li> </ul>  |             |
| C. | Motion to approve, upon the recommendation of the Superintendent, Stephanie Stanger, as long-term substitute teacher replacement, effective December 19, 2016- through the last day of school June 2017, at a per diem rate of \$145.00 for the first 60 days then based on Step 1, BA of the 2015-2016 salary guide, with benefits for the remainder of the coverage. |             |
| D. | Motion to approve, the resignation of Aleng Phommathep, Technology Coordinator, effective November 27, 2016.   |             |
| E. | Motion to approve, the maternity leave of absence from Lynsey Ireland, 4th grade teacher, on or around February 10, 2017 through April 24, 2017.   |             |

- F. Motion to approve, the maternity leave of absence from Colleen Kennedy, BSI/Technology teacher, from February 3, 2017 through the remainder of the 2016-2017 school year.
- G. Motion to approve, the maternity leave of absence from Lynne Smith, 6th Grade Special Education teacher, from February 27, 2017 through the remainder of the 2016-2017 school year.
- H. Motion to approve, the maternity leave of absence from Melissa Juhr, 8th Grade Math teacher, from February 10, 2017 through May 22, 2017.
- I. Motion to approve the posting/advertising of the following positions:
- Technology Coordinator
  - 4th grade Teacher (Maternity Leave)
  - BSI/Technology Teacher (Maternity Leave)
  - 6th grade Special Education Teacher (Maternity Leave)
  - 8th grade Math Teacher (Maternity Leave)
- J. Motion to approve, upon the recommendation of the Superintendent, John Wilson, as Technology Coordinator, effective December 12, 2016 through June 30, 2017 at a salary of \$80,000 prorated, with benefits. Pending criminal clearance. Mr. Wilson replaces Aleng Phommathep who resigned.
- K. Motion to approve, the posting/advertising of the PTO Sponsored Clubs for the second half of the 2016-2017 school year. Attachments
- L. Motion to approve, the attached list of substitutes for the 2016-2017 school year. Attachments

## 6. Facilities

- A. Facilities Committee Report (Mr. Barnhart) Attachments
- B. Motion to approve the annual Inspection & Preventative Maintenance Service Agreement with Automation Specialties for maintenance, inspections, and emergency services of the HVAC system in the amount of \$16,800.00 (includes filters and coil cleaning).

## 7. Finance

- A. Finance Committee Report (Dr. Syed) Attachments
- B. Pursuant to NJAC 6A:23A-16:10(c)4, we certify that as of August 31, 2016, and having received the certification of the Business Administrator, pursuant to NJAC 6A:23A-16.10(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:23A-10(c)4, and that the sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- C. Motion to approve the attached list of Transfers for November 28, 2016. Attachments
- D. Motion to approve the Bill's List in the amount of \$554,988.88 Attachments
- E. Motion to approve the Board's Secretary Reports from September 30, 2016 and October 31, 2016. Attachments
- F. Motion to approve the Cash Reconciliation (Treasurer's) Report for September 30, 2016 and October 31, 2016. Attachments

- G. Motion to approve the 2016-2017 School Year Joint Transportation Agreement between Northfield Board of Education and Greater Egg Harbor Regional High School District for the YALE School, Audubon High School & Mansion Avenue School Route #YL-AUD to YALE School in Audubon in the amount of \$27,000.00.
- H. Motion to approve the 2016-2017 School Year Joint Transportation Agreement between Northfield Board of Education and Atlantic County Special Services School District for the Pilgrim Academy Route #293 to Pilgrim Academy for three student in the amount of \$2,652.00 (884.00) per student.
- I. Motion to approve the 2016-2017 School Year Joint Transportation Agreement between Northfield Board of Education and Atlantic County Special Services School District in the amount of \$131,412.50 for special education transportation as follows:
- Route #NORTH in the amount of \$89,408.90 – Northfield Community School
  - Route #ML3 in the amount of \$6,170.20 - ACSSSD
  - Route #ML14 in the amount of \$35,833.40 - ACSSSD
- J. Motion to approve the New Jersey Department of Education 2017 School Election and Budget Procedures Calendar, and the District Budget Calendar. Attachments
- K. Motion to approve, the attached list of professional development days for designated staff. Attachments

## 8. Policy

- A. Policy Committee Report (Mrs. Woodhouse-Hughes) Attachments
- B. Motion to approve. the 2nd and final reading of the following policy: Attachments
- Policy 4112.6/4212.6 Personnel Records
- C. Motion to approve. the 2nd and final reading of the following policy: Attachments
- Policy 4112.2 - Certification
- D. Motion to approve. the 2nd and final reading of the following policy: Attachments
- Policy 3100 - Budget Planning, Preparation and Adoption

## 9. Community Relations

- A. Community Relations Report (Mrs. Delcher)
- B. PTO Updates

## 10. Other Business

- A. Superintendent Report (Mr. Bretones)
- B. Motion to approve, HIB incident number 16-17MS1, as presented in executive session by the Superintendent on October 24, 2016.
- C. Motion to approve the Regular Session Meeting Minutes from October 24, 2016. Attachments
- D. Motion to approve the Executive Session Meeting Minutes from October 24, 2016.
- E. Motion to approve the Special Meeting Minutes from November 7, 2016. Attachments
- F. Motion to approve the Strategic Planning Special Board Meeting Minutes Attachments

from October 13, 2016.

**11. Open to the Public**

**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 a meeting on December 19, 2016 at 6:30 p.m. in the Northfield Community School Music Room; and WHEREAS, the Board of Education expects 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, executive session minutes, student issues, 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.

**13. Announcement**

Next Regular BOE Meeting, Monday, December 19, 2016, Vocal Room 6:30 p.m.  
Next Strategic Planning Meeting, Monday, December 12, 2016, at 7:00 p.m.

**14. Adjournment**