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**NORTHFIELD COMMUNITY SCHOOL**  
**Northfield Community School, Vocal Music Room, 6:00 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 4, 2017 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 4, 2017 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.

**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, student issues 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.

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

**2. Presentation**

- A. Recognition: Athletes
- B. Grade 2 March/April Renaissance Initiative of Penny Wars to raise funds for Make-A-Wish Foundation. Grade 2 will report on how much was raised.
- C. Poem in a Pocket
- D. Superintendent Goals - Mr. Bretones
- E. Motion to approve the Superintendent's goals for the 2016-2017 school year.

**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

- |    |  |             |
|----|--|-------------|
| A. | Curriculum Committee Report (Mrs. Levitt)  | Attachments |
| B. | May Monthly Report <ul style="list-style-type: none"> <li>• Mr. Morrison</li> <li>• Mrs. Vaccaro</li> <li>• Mrs. Dye</li> <li>• Mrs. Oleszewski</li> <li>• Mr. Wilson</li> <li>• Ms. Leatherwood</li> <li>• Mr. Mease</li> </ul> | Attachments |
| C. | Motion to approve, the following list of school trips for the 2016-2017 school year. <ul style="list-style-type: none"> <li>• Grade 4 - Walking trip to Birch Grove Park, June 9, 2017.</li> </ul>                               |             |
| D. | Motion to approve the attached summer theater program proposal.  | Attachments |

#### 5. Personnel

- |    |  |             |
|----|--|-------------|
| A. | Personnel Committee Report (Mrs, Levitt)   | Attachments |
| B. | Motion to approve, upon the recommendation of the Superintendent, the following teachers, as Multiple Disabilities Teacher for the summer program from 7/10/17 -8/4/17, at a rate of \$42.00/hr for 20 hours per week, for 4 weeks at a cost of \$3,360. This program is funded by the IDEIA Grant. <ul style="list-style-type: none"> <li>• Mary Ellen Smith</li> <li>• Michelle Duffy</li> <li>• Jaclyn Malia - Autism</li> </ul>  |             |
| C. | Motion to approve, upon the recommendation of the Superintendent, the following aides in the Multiple Disabilities summer program from 7/10/17 - 8/4/17, at a rate of \$12.50/hr for 20 hours per week for 4 weeks at a cost of \$1,000/aide. This program is funded by the IDEIA Grant. <ul style="list-style-type: none"> <li>• Angeline Albright - Austim</li> <li>• Sharae Maysonnett - Austim</li> <li>• Lisa Harvey</li> </ul> |             |

- Brenda Breslin
  - Courtney Kappock
- D. Motion to approve, upon the recommendation of the Superintendent, Katie Hanlin, as Pre-School Disabilities Teacher for the summer program from 7/10/17 -8/4/17, at a rate of \$42.00/hr for 25 hours per week, for 4 weeks at a cost of \$4,200. This program is funded by the IDEIA Grant.
- E. Motion to approve, upon the recommendation of the Superintendent, the following, as Pre-School Disabilities Aides for the summer program from 7/10/17 -8/4/17, at a rate of \$12.50/hr for 25 hours per week for 4 weeks at a cost of \$1,250/aide. This program is funded by the IDEIA Grant.
- Sarah Barber
  - Krystle Panepinto
- F. Motion to approve, upon the recommendation of the Superintendent, the following special education tutors, for 12 hours/week for 4 weeks at a cost of \$42.00/hour or \$2,016/teacher from 7/10/17 - 8/4/17. This program is funded by the IDEIA Grant.
- Coreen Macaluso
  - Christy Strang
  - Lynn Brenner
  - Lauren Morales
  - Laurie Messina
  - Mary Kay McGlynn
- G. Motion to approve, upon the recommendation of the Superintendent, Tara Mousaw, as Speech/Language Specialist for 8 hours/week for 4 weeks at a cost of \$60.00/hour or \$1,920 from 7/10/17 - 8/4/17. This program is funded by the IDEIA Grant.
- H. Motion to approve the posting/advertising for Summer Curriculum Hours for June 2017.
- I. Motion to approve, upon the recommendation of the Superintendent, the attached Summer SACC Staff for 2017. Attachments
- J. Motion to approve the posting/advertising of the first half of the PTO Sponsored Clubs. Attachments
- K. Motion to approve the retirement of Karen Schwanzer, as Art Teacher, effective July 1, 2017.
- L. Motion to approve, upon the recommendation of the Superintendent, the following Student Leadership Interns for the Summer 2017 Camp Invention program.
- Alyssa Miller
  - Jenna Bongiovanni
  - Beth Anne Castellano - (if needed)
- M. Motion to approve the following students for Intermediate Fieldwork Placement for the Fall 2017 Semester from Stockton University.
- Iulia Avila - SindyBaker (Grade 2)
- N. Motion to approve the following students for Student Teaching Placement for the Fall 2017 Semester from Stockton University.
- Joni Ireland - Mr. Bryan Levy (Grade 4)
  - Lisa Paules - Mrs. Michelle Seals (Grade 2)

- O. Motion to approve the following student for Student Teaching Placement for the Fall 2017 Semester from Ramapo College.
- Michael McGlynn - Mr. Steve Miller (Grade 8)
- P. Motion to approve the following students for Clinical Practice Placement for the Fall 2017 Semester from Rowan University.
- Matthew Palmero - Mrs. Dale Burnett (Gym)
- Q. Motion to approve the attached list of substitutes for the 2016-2017 school year. Attachments
- R. Motion to approved the attached list of Substitutes for Summer Program. Attachments
- S. Motion to approve summer hours for Gabrielle Oleszewski and Lisa Dutra, School Nurses to review and update mandated immunization records for Kindergarten, Sixth grade and transfer students. At a rate of \$42.00/hour, 6 hours per nurse.
- T. Motion to approve the change in Maintenance Worker job description to reflect a \$5.00 per hour increase in the event that the Supervisor of Maintenance is out for more than 10 consecutive days and the Maintenance Worker assumes the carrying out of the additional responsibilities of the Supervisor, with the exception of conducting evaluations. The adjust ment will be retroactive to November 15, 2016.
- U. Motion to approve the posting/advertising of the following positions;
- (2) Special Education Teachers
  - (3) Special Education Aides
- V. Motion to approve the retirement of Elizabeth Chau, Cafeteria Worker, effective July 1, 2017.
- W. Motion to approve, upon the recommendation of the Superintendent, Juan Flores, as Full Time Custodian, from July 1, 2017 through June 30, 2018, at a salary of \$24, 226 (with benefits). Mr. Flores replaces Raymond Camp who retired.
- X. Motion to approve, upon the recommendation of the Superintendent, Hope Bernstein for Part time Elementary School Summer Office Help, Hours - as needed, up to 40 hours, at a rate of 10.00/hr July 1, 2017 through August 30, 2017.
- Y. Motion to approve, upon the recommendation of the Superintendent, the attached list for Advisors and Coaches for the 2017-2018 school year. Attachments
- Z. Motion to approve the resignation of Marlene Crump, Special Education Aide, effective June 14, 2017.
- AA. Motion to approve, upon the recommendation of the Superintendent, Lisa Haines, for Part time Middle School Summer Office Help, Hours - as needed, up to 40 hours, at a rate of 10.00/hr July 1, 2017 through August 30, 2017
- AB. Motion to approve, upon the recommendation of the Superintendent, Sandy Grob, as Occupational Therapist for the special education summer program for up to 6 hours/week for 4 weeks at a rate of \$58.00 per session from 7/10/17 - 8/4/17 (Pending Criminal clearance). This program is funded by the IDEIA Grant.
- AC. Motion to approve, upon the recommendation of the Superintendent, Kim Vona, as Physical Therapist for the special education summer program for up to 3 hours/week for 4 weeks at a rate of \$60.00 per session from

7/10/17 - 8/4/17. (Pending Criminal Clearance) This program is funded by the IDEIA Grant.

- AD. Motion to approve the retirement of Patricia Corvari, as Special Education Aide, effective July 1, 2017.
- AE. Motion to approve, upon the recommendation of the Superintendent, the following teachers for the positions of Middle School Central Detention Teachers at a salary of \$42.00 per hour for the 2017-2018 school year.
  - Patsy Stonelake
  - Raina Nash
- AF. Motion to approve, upon the recommendation of the Superintendent, the following staff members, as Chaperones for the 2017-2018 school year at a compensation rate of \$85.00 per event.
  - Steve Miller
  - Kathy O'Connor
  - Patsy Stonelake

**6. Facilities**

- A. Facilities Committee Report (Mr. Barnhart) Attachments
- B. Motion to approve Network Construction’s application for payment number 9 in the amount of \$90,761.56. This leaves a balance of \$20,000.00 to be held until after commissioning of the system through the humid season.
- C. Motion to approve COR # GC-8 in the amount of (\$12,665.00) credit for Warranty Ext., Commissioning, and Closeout.

**7. Finance**

- A. Finance Committee Report (Dr. Syed) Attachments
- B. Pursuant to NJAC 6A:23A-16:10(c)4, we certify that as of April 30, 2017, 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 Board's Secretary Report from April 30, 2017. Attachments
- D. Motion to approve the Cash Reconciliation(Treasurer's) Report for April 30, 2017. Attachments
- E. Motion to approve the attached list of Transfers for May 22, 2017. Attachments
- F. Motion to approve the Bill's List in the amount of \$449,266.26 Attachments
- G. Motion to approve a resolution that the Private School, Yale School(s), 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, 2017 and ending June 30, 2018.
- H. Motion to approve and establish petty cash fund and administrator as

follows:

- Northfield Community School - Linda Albright - \$250.00
  - Northfield Community School SACC - Linda Albright - \$50.00
  - Northfield Community Education Program - Linda Albright - \$100.00
- I. Motion to adopt a resolution approving the minimum chart of accounts under the mandated Generally Accepted Accounting Principals (GAAP) and that the Board will approve any necessary transfers at the minimum level set forth for the 2017/2018 budget format.
- J. Motion to approve a maximum of \$10,000.00 in the general fund 2017-2018 budget year allotted for travel and travel related expenditures as outlined in the Budget Resolution.
- K. Motion to appoint Dr. Bushay of Generations Family Medicine, as School Physician for the 2017-2018 school year for an annual retainer of \$5,000 under the terms of the proposed agreement
- L. Motion to appoint Preziosi, Nicholson & Associates PA, Certified Public Accountants, as School Auditor for the 2017-2018 school year at a rate of \$14,500.00, under the terms of the proposed agreement.
- M. Motion to approve the Peer Review Report for Preziosi, Nicholson and Associates for the 2017-2018 contract year.
- N. Motion to approve Schwartz, Simon, Edelstein & Celso, LLC as School Solicitor for the 2017-2018 school year, at an hourly rate of \$145.00 per hour, under the terms of the proposed agreement on an as need basis for issues and items currently on file.
- O. Motion to approve Scarinci & Hollenbeck, LLC as School Solicitor for the 2017-2018 school year, for an annual retainer of \$7,125.00 under the terms of the proposed agreement.
- P. Motion to approve the Continuing Disclosure Agent Service Agreement with Phoenix Advisors, LLC in the amount of \$850.00, all-inclusive fee, for the 2017-2018 school year.
- Q. Motion to appoint Spiezle Architectural Group as Architect of Record for the 2017-2018 school year under the fee structure and terms of the Architect of Record agreement.
- R. Motion to appoint TSA Consulting Group as 403(b) & 457 Third Party Administrator for the 2017-2018 school year (September 1, 2017 through August 31, 2018) under the terms of the existing agreement.
- S. Motion to approve the E-Rate Exchange Services Agreement for in the amount of \$1,350.00 to provide 2018 Category one E-rate services relating to the Universal service Administrative Company/School and Libraries Division E-rate application process for the 2017-2018 school year.
- T. Motion to approve the commercial security system agreement with Atlantic Coast Alarm for monitoring of burglar and fire alarm systems in the amount of \$980.00 per year for the 2017-2018 school year.
- U. Motion to approve the 2017 Annual Summer Preventative Maintenance Agreement with Elmer Schultz Commercial Cooking Equipment, for the kitchen equipment in the amount of \$255.50
- V. Motion to approve the Cooperative Transportation Agreement with ACSSSD as transportation provider for the 2017-2018 extended school

year & school year (rates provided after routes are developed).

- W. Motion to approve the School Staffing Agreement with Preferred Home Health Care and Nursing Services, Inc. to provide nursing services to DOB 7/20/09 for the 2017-2018 school year as follows: LPN - \$49.00 per hour, RN - \$54.00 per hour, per the terms of the agreement.
- X. Motion to approve participation in the Inter-Local Agency Shared Service Consortia Agreement with EIRC.
- Y. Motion to approve a resolution for Member Participation in a Cooperative Pricing System with the Middlesex Regional Services Commission, MRESC, and authorized the School Business Administrator to execute the agreement.
- Z. Motion to approve, the attached list of professional development days for designated staff. Attachments
- AA. Motion to approve the ABA Services Contract with Amazing Transformations for ABA services in the amount of \$120.00 per hour and per the terms and conditions of the proposal for the 2017-2018 school year.
- AB. Motion to approve the Emergency Operations Plan, Crisis Intervention Procedures and Emergency Management Plan.
- AC. Motion to approve the attached list of 2017-2018 anticipated contracts to be renewed, awarded, or to expire during the school year pursuant to PL2015, Chapter 47. Attachments
- AD. Motion to approve the following lunch prices for the 2017-2018 school year. (This is a mandatory \$0.05 cent increase based on the requirements of the new Federal legislation).
  - Student Lunch K-8 - \$2.80
  - Teacher Student Lunch - \$3.50
  - Adult Lunch - \$4.00
  - Breakfast - \$1.25

**8. Policy**

- A. Policy Committee Report (Ms. Woodhouse-Hughes) Attachments
- B. Motion to approve the 2nd and final reading of the following policy: Attachments
  - Policy 1315 - Distribution of Printed Materials
- C. Motion to approve the 2nd and final reading of the following policy: Attachments
  - 6164.4 Child Study Team

**9. Appointments and Procedures**

- A. Motion to approve the following officials for the 2017-2018 school year:
  - 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 \$6,000) without soliciting competitive quotations, and is authorized to seek quotations, when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,000.00) but less than the bid threshold of \$40,000.00

- Kevin Morrison as Affirmative Action Officer (Elementary School)
  - Maureen Vaccaro as Affirmative Action Officer (Middle School)
  - Kevin Morrison, Middle School Principal, 2000 New Road, Northfield, NJ 407-4000, as Title IX Coordinator
  - Lisa Harvey as Drug & Alcohol Coordinator
  - Pete Bretones as Emergency Management Coordinator
  - Janice Dye as School Improvement Coordinator
  - Janice Dye as Civil Rights Coordinator
  - Kevin Morrison as Section 504 Compliance Officer (Middle School)
  - Maureen Vaccaro as Section 504 Compliance Officer (Elementary School)
  - Vicky Georges, Child Study Team, 2000 New Road, Northfield, NJ 407-4000 as ADA Coordinator
  - Vicky Georges as Coordinator of Child Study Team per terms 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
  - Rollin Mease as The Integrated Pest Management Coordinator
  - Rollin Mease as The Indoor Air Quality Designee
  - Carole Lyons as Acting Board Secretary in the absence of the Board Secretary
  - Kim Zaretsky as Homeless Liaison
- B. 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
  - National Life Group, Michael Previti
  - Siracusa Benefits, Jared Gruccio
  - Vanguard Group
- C. Motion to approve the following supplemental insurance providers:
- AFLAC - Russell Burt
  - Phifer Financial Services - Walter Landgraf
  - Prudential Insurance Company - Leslie Kendus
  - UNUM Provident
- D. 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 Claims Act, N.J.S.A. 59:8-6, and as recommended by the ACCASBO JIF to which the Board is a member.
- E. Motion to approve the procurement of Goods & Services through State Agency Contracts.

## 10. Community Relations

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

**11. Other Business**

- A. Superintendent Report (Mr. Bretones)
- B. Motion to approve HIB incident number 16-17MS2, as presented in executive session by the Superintendent on May 1, 2017.
- C. HIB Reports
- D. Motion to approve the Executive Session Meeting Minutes from May 1, 2017.
- E. Motion to approve the Regular Session Meeting Minutes from May 1, 2017. Attachments

**12. Open to the Public**

**13. 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 an meeting on June 26, 2017 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, negotiations, student issues and other 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.

**14. Announcement**

Next Regular Meeting, Monday, June 26, 2017, Vocal Room, 6:30 p.m.

**15. Adjournment**