

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 24, 2014

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Mary Williams, President, call this meeting to order under the Open Public Meetings Act at 7:30pm. Motion carried, voice vote, all present voting “yes”.

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,” the Berlin Township Board of Education on January 2, 2014, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 10, 2014 and the Central Record the week of January 13, 2014 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Mr. Jeffrey Souza	<u>present</u>
Mrs. Cynthia Mozee	<u>present</u>
Mrs. Jocelyn Lewis	<u>arrived at 8:18pm</u>
Mrs. Melanie Middleman	<u>present</u>
Mr. Keith Jones	<u>present</u>
Mr. Cecil Rodrigues	<u>present</u>
Mr. Brian Davis	<u>present</u>
Mrs. Deanna Reilly, Vice President	<u>present</u>
Mrs. Mary Williams, President	<u>present</u>
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>
Mrs. Megan Stoddart, Business Administrator	<u>present</u>
Charles Rizzi, Esq., Board Solicitor	<u>present</u>

4. Approval of Minutes

Motion by Keith Jones seconded by Deanna Reilly
RECOMMEND that the Board of Education approve the action meeting minutes of the June 26, 2014 and special meeting minutes of July 1, 2014 meetings as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting as follows:

Voting “yes”: Mr. Souza, Mrs. Mozee, Mr. Jones, Mr. Davis,
Mrs. Reilly, Mrs. Williams

Abstention on June 26, 2014 meeting minutes, voting yes on July 1, 2014 meeting minutes: Mrs. Middleman, Mr. Rodrigues

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5. Executive Session – In - N/A for this time period

Motion by _____ seconded by _____ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: _____.

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
 - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
 - b. Matters dealing with Federal Funding.
 - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
 - d. Matters dealing with collective bargaining.
 - e. Matters dealing with the sale or purchase of public land.
 - f. Discussion of any pending or anticipated litigation or contract negotiation.

6. Executive Session – Close

Motion by _____ seconded by _____ to come out of Executive Session. Time out: _____.

7. Presentations

8. Public Comments – Open – N/A for this meeting – no public in attendance.

Recognition of Citizens – for agenda items only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda and limited in length to 5 minutes.

Motion by _____ seconded by _____ to open the meeting to the public for the discussion of agenda items only. Time in: _____.

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There was no public attendance of this meeting.

9. Public Comments - Closed

Motion by _____ seconded by _____ to go close the meeting to the public. Time closed: _____.

10. Superintendent’s Report

A. Review District Mission Statement

DISTRICT MISSION STATEMENT

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

The Berlin Township School District commits itself to all children by creating a standards-based school district in which all students receive the very best educational opportunities possible. Each and every student will surpass the New Jersey Core Curriculum Content Standards. To achieve this, the members of the district will focus on:

- Establishing high standards of excellence for both staff and students
- Communicating openly and frequently within the district and with the community to foster a trusting relationship
- Ensuring a safe and orderly environment for staff and students
- Recognizing that a school district serves as a role model and has the responsibility to encourage high quality character behavior

B. Review District & Board of Education Goals

DISTRICT & BOARD OF EDUCATION GOALS

2013-2014

1. Supervise the revision and implementation of all district curricula, over the next 3 years (2013-2016) as per 2013 QSAC findings in order to improve student growth and achievement.

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2. Review and revise all district policies and procedures in order to maintain and improve district programs, curricula, and the teaching and learning process.
3. Supervise the implementation of Achieve NJ requirements in order to improve teacher performance resulting in increased student growth and academic achievement.

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BOARD GOALS

1. Complete the Superintendent Evaluation and Board of Education Self-Evaluation by July 1, 2014.
2. Plan a Board of Education retreat.
3. Review and revise, as needed, the Board of By Laws as found in the 9000 Section of the District Policy Manual.

C. Harassment, Intimidation and Bullying (HIB) Incident Report

Date Reported to Superintendent	School	Case Number	Result	Action
<i>N/A for this month</i>				

D. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions

Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case # _____ to _____) reported on _____.

E. Field Trips:

Grade Teacher Place Date Cost to Student Cost to District

N/A for this month

F. Safety and Security – JFK –

Type of Drill Date and Time Location of Drill Route #'s Drill Supervisor

Fire : 06/18/14

Lockdown: 06/10/14

Bus Evacuation

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G. Safety and Security – DDE –

Type of Drill Date and Time Location of Drill Route #'s Drill Supervisor _____

Fire : 06/19/14 – 9:00am
 Lockdown: Active Shooter: 06/05/14 – 9:30am
 Bus Evacuation

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
 Approve Use of Facilities – **N/A for this month**

Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the use of facilities as listed below:

Organization	Facility	Date and Time	Event

- c. Technology Coordinator
 - d. Supervisor of Curriculum and Instruction
 - e. JFK Principal
 - f. DDE Principal
- I. Discussion Items:

- a. Motion by Jeff Souza seconded by Deanna Reilly
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of policy 5113 – Attendance, Absences and Excuses and policy 5131.6 – Substance Abuse.

Policy	Name	Bylaws	Name
5113	Attendance, Absences and Excuses		
5131.6	Substance Abuse		

(These policies have been printed and included in the board packets and have been uploaded to the board portal for review.)

Motion carried, roll call vote, all present voting “yes”.

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- b. Motion by Brian Davis seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of policy 5111 – Early Admission and policy 4119.26/4219.26 – Electronic Communication.

Policy	Name	Bylaws	Name
5111	Early Admission		
4119.26/4219.26	Electronic Communication		

(These policies have been printed and included in the board packets and have been uploaded to the board portal for review.)

Motion carried, roll call vote, all present voting “yes”.

- c. Motion by Jeffrey Souza seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the District Mentoring Plan Statement of Assurance to the county office of education. Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Jeffrey Souza seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, review the 2014-2015 District Mentoring Plan. Motion carried, roll call vote, all present voting “yes”.
- e. Motion by Keith Jones seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the adoption of the Pre-School Curriculum and Gr. 4-8 Health and Physical Education Curriculum. Motion carried, roll call vote, all present voting “yes”.

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11. Personnel

- a. Motion by Jeffrey Souza second by Cynthia Mozee and adopted by all members present voting “yes” in a roll call to approve certification hiring of staff in accordance with criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Ryan Rollins	School Psychologist	MA +30, Step 1 \$53,757	07/03/14
		Per diem \$268.78	07/03/14
Molly Kwelty	DDE – 7 th Gr Math	MA, Step 7 \$58,657	09/01/14
Emily Klinke	Spanish Teacher	BA, Step 7 \$55,457	09/01/14

Motion carried, roll call vote, all present voting “yes”.

- b. Motion by Keith Jones seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, and with the approval of the Camden County Interim Executive Superintendent, approve the 2014-2015 contract for Mrs. Megan Stoddart, Business Administrator. Motion carried, roll call vote, all present voting “yes”.
- c. Motion by Keith Jones seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator to approve the medical leave for employee number 00159. This leave will begin September 1, 2014 and extend to on or about March 15, 2015. Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

13. Business and Finance – June and July will be presented in August for approval.

~~Financial Report – Period Ending _____~~

~~RECOMMEND that the Board of Education approve the following resolution:~~

~~Board Secretary Financial, Revenue and Treasurer’s Reports~~

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- ~~A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of _____. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.~~
- ~~B. Treasurer’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of _____. The Treasurer’s and Secretary’s report are in agreement for the month of _____.~~
- ~~C. Board Secretary in accordance with N.J.A.C. 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.~~
- ~~D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, we certify that 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 accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.~~

 _____ Megan Stoddart, Business Administrator _____ Date

- E. Motion by Keith Jones seconded by Jeffrey Souza to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location Date of Travel</u>	<u>Expense Amount</u>
Beverly Engelbert	\$49	Atlantic City, 08/22/14 <i>To improve communication skills</i>	\$0.00
Danielle Iacovelli	\$139	Online – BER – 7/18 and 8/30 <i>To improve reading instruction</i>	\$0.00
Danielle Iacovelli	\$139	Online – BER – 7/18 and 8/30 <i>To improve writing instruction</i>	\$0.00
Marilyn Bright	\$149	EIRC - CCTS <i>Leadership Conference for School Admin.</i>	\$0.00
E. Austermuhl	\$149	EIRC - <i>Reading Conference for School Admin.</i>	\$0.00
E. Austermuhl M. Murphy J. Patterson J. Jennison		Additional travel cost for Leaders as Scholars Workshop 07/14-16 (Parking fee)	\$20.00
E. Austermuhl	\$0.00	NJ DOE/Certification Update 07/31/14	\$18.60

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Brian Reilly	\$0.00	Washington Twp HS – 08/13/14	\$0.00
		Southern NJ Prosecutor Office	
		School Security & Safety	
Edythe Austermuhl	\$0.00	Washington Twp HS – 08/13/14	\$0.00
		Southern NJ Prosecutor Office	
		School Security & Safety	

Motion carried, roll call vote, all present voting “yes”.

- F. Motion by Cynthia Mozee second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 50 Amount \$88,540.52

Motion carried, roll call vote, all present voting “yes”.

- G. Motion by Melanie Middleman second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract with the N. J. Commission for the Blind and Visually Impaired for services provided to a visually impaired 5th grade student for the 2014-2015 school year. The Level of Service of the contract is “1” with an annual cost of \$1,800. Motion carried, roll call vote, all present voting “yes”.
- H. Motion by Keith Jones second by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract with the N. J. Commission for the Blind and Visually Impaired for services provided to a visually impaired 11th grade student for the 2014-2015 school year. The Level of Service of the contract is “1” with an annual cost of \$1,800. Motion carried, roll call vote, all present “yes”.

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- I. Motion by Jeffrey Souza second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract with the N. J. Commission for the Blind and Visually Impaired for services provided to a visually impaired 7th grade student for the 2014-2015 school year. The Level of Service of the contract is “1” with an annual cost of \$1,800. Motion carried, roll call vote, all present voting “yes”.

- J. Motion by Deanna Reilly second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the out of district tuition contract for a grade 11 special education student to attend the Archbishop Domiano School at a yearly rate of \$48,528.90. This placement is a continuation of a placement due to the significant nature of this student’s disability. Motion carried, roll call vote, all present voting “yes”.

- K. Motion by Jeffrey Souza second by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the out of district tuition contract for a grade 5 special education student to attend the Kingsway Learning Center at a yearly rate of \$59,142.30. This placement is required because no in-district program was found to meet the student’s individual educational needs. Motion carried, roll call vote, all present voting “yes”.

- L. Motion by Cynthia Mozee second by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the out of district tuition contract for a Grade 8 special education student to attend the Archway Programs at a yearly rate of \$70,249.10 (tuition and 1:1 aide). This placement is required because no in-district program was found to meet the student’s individual educational needs. Motion carried, roll call vote, all present voting “yes”.

14. Old Business

Reminder: Deadline for candidacy is Monday, July 28, 2014

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15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Congratulations to Keith Jones for attaining certificated board member status

16. Public Comments – Open – N/A – no public in attendance at this meeting.

Recognition of Citizens – for subjects not appearing on agenda

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda and limited in length to 5 minutes.

Motion by Keith Jones seconded by Brian Davis to open the meeting to the public for the discussion of agenda items only. Time in: 8:28pm. Motion carried, voice vote, all present voting “yes”.

17. Public Comments - Closed

Motion by Jeffrey Souza seconded by Cynthia Mozee to go close the meeting to the public. Time closed: 8:28pm. Motion carried, voice vote, all present voting “yes”.

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18. Executive Session – In

Motion by Jeffrey Souza seconded by Brian Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:29pm. Motion carried, voice vote, all present voting “yes”.

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
 - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
 - b. Matters dealing with Federal Funding.
 - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
 - d. Matters dealing with collective bargaining.
 - e. Matters dealing with the sale or purchase of public land.
 - f. Discussion of any pending or anticipated litigation or contract negotiation.

19. Executive Session – Close

Motion by Jocelyn Lewis seconded by Melanie Middleman to come out of Executive Session. Time out: 10:56pm. Motion carried, voice vote, all present voting “yes”.

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20. Adjournment

Motion by Keith Jones seconded by Deanna Reilly to adjourn the meeting.

Meeting adjourned: 10:56pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator