

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession 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 7, 2016, 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 15, 2016 and the Central Record the week of January 18, 2016 a meeting notice setting forth the time, date and location of this meeting.

**2. Pledge of Allegiance**

**3. Roll Call**

**Term Expires**

Mr. Jeffrey Souza	<u>Present</u>	2016
Mrs. Cynthia Mozee	<u>Absent</u>	2016
Mrs. Jocelyn Lewis	<u>Present</u>	2016
Mr. Sol Cohen	<u>Present</u>	2017
Mr. Keith Jones	<u>Present</u>	2017
Mrs. Mary Williams	<u>Present</u>	2017
Mr. Brian Davis	<u>Absent</u>	2018
Mrs. Kimberly Reed	<u>Present</u>	2018
Mrs. Joanne Young	<u>Present</u>	2018
Dr. Edythe B. Austermuhl, Superintendent	<u>Present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>Present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>Absent</u>	

**4. Approval of Minutes**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education approve the action meeting minutes of the April 28, 2016 meeting as presented in duplicated form and dispense with the reading of the same.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**5. Executive Session – In**

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**

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**Presentations will be made for both  
Teacher and Bus Driver Nominations for Student Role Models of Positive Behavior**

***Students of the Month to be acknowledged from the John F. Kennedy Elementary School:***

*Bobbi Fields, Ryan Stoddart, Kyrie Lee-Tambriz, Frank DeNinno, Angelo Garay,  
Joelle Minerd, Ashton Kubat, Sophia Peticari, Nanzibah Hossain, Treylon McCaully*

***Students of the Month to be acknowledged from the  
Dwight D. Eisenhower Middle School:***

*Marissa Stires-Barreto, Samantha Barrile, Danica Simpson, Dennis Virelli, Kayla Van Elsland,  
Michael Gentile, Sanjida Khatoon, Thomas Garrity, Tara Consalvi, Brian Landolt*

***Transportation Students of the Month to be acknowledged from the  
John F. Kennedy Elementary School:***

*Jesus Chila, Alexa Labor, Qu’ran Griffin, Nanzibah Hossain, Julian Manning*

***Transportation Students of the Month to be acknowledged from the  
Dwight D. Eisenhower Middle School:***

*Logan Brown, Tyrone Imes, Balreet Kaur, Mikayla Jackson, Samia Slough*

***Musical Performances By:***

David Lewis, Jermaine Rhyens, Ciara Robinson, Faith Pearson

**8. Public Comments – Open**

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: \_\_\_\_.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

---

**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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

---

**B. Review District & Board of Education Goals**

**DISTRICT & BOARD OF EDUCATION GOALS  
2015-2016**

- Continue to supervise the revision and implementation of all district curricula, over the 3-year period (2013-2016) as per the 2013 QSAC findings in order to improve student growth and achievement.
- Work with the district administrative staff to identify and implement improved communication between the School District and parents and community at large via our web site and our student information system (OnCourse).
- Continue to work with the Board of Education to investigate ways to improve communication with district parents and community.

*These become the basis for the evaluation of the Superintendent, Edythe Austermuhl*

**BOARD GOALS**

1. Begin to review and revise, as needed, Board Policies as found in the 5000 section of the Policy Manual and continue through the 2016-2017 school year.
2. Develop and implement practices that will promote inter-district participation with Pine Hill and Clementon School Districts at both the Board and District staff levels.
3. Continue to work with the Board of Education to investigate ways to improve communication with district parents and the community.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

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

Date Reported to Superintendent	School	Case Number	Result	Action

**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
8	M J Kolaski	Morey’s Pier Wildwood	06/13/16	8 <sup>th</sup> gr Activity Fee	Two drivers, two buses, tolls
K	M Murphy	Camden Children’s Garden	06/08/16 – rain date	\$5.00	Two drivers, two buses

1. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the May 19, 2016 agenda.

**F. Safety and Security – JFK**

Type of Drill    Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**G. Safety and Security – DDE**  
Type of Drill      Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

**H. Monthly Reports Uploaded to Portal for Review**  
a. Coordinator of Special Services  
b. Supervisor of Buildings and Grounds  
    Approve Use of Facilities

Motion by Kimberly Reed seconded by Joanne Young  
**RECOMMEND** that the Board of Education, on the recommendation of the Superintendent, approve the use of facilities as listed below:

Organization	Facility	Date and Time	Event
YES! Youth Elite Sports	Baseball Field	May 20, 21, 22 2016	Games

Motion carried, voice vote, all present voting “yes”.

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

I. Discussion Items:

Policy	Name	Regulation	Name
5020	Role of Parents, Guardians	5111	Eligibility of Resident, Nonresident Students
5111	Admission	5111	Enrollment Accounting
5113	Attendance, Absences and Excuses current for update	5113	Attendance Regulation (09/2014)
5114	Suspension and Expulsion	5113	Late Arrival and Early Dismissal Regulation (09/2014)
9250	Expenses and Travel Reimbursements		
3570	District Records and Reports		

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for second reading: Policies 5020 – Role of Parents, Guardians; 5111 – Admission; 5113 – Attendance, Absences and Excuses; 5114- Suspension and Expulsion, 5111 – Eligibility of Resident, Nonresident Students; 5111 – Enrollment Accounting; 5113 – Attendance; 5113 – Late Arrival and Early Dismissal; 9250 – Expenses and Travel Reimbursements; 3570 – District Records and Reports.

*These items were uploaded to the portal, March board folder for review. Hard copies are included in the board packet for this meeting.*



**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

Policy	Name	Regulation	Name
5117	School Attendance Areas	5118	Education of Homeless Children
5118	School Choice	5124	Reporting Student Progress
5118	Nonresidents	5125	Student Records
5119	Transfers		
5120	Assessment of Individual Needs (10/2014)		
5124	Reporting to Parents; Guardians		
5125	Student Records		

- b. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for first reading: Policy 5117 – School Attendance Areas; 5118 – School Choice; 5118 – Nonresidents; 5119 – Transfers; 5120 – Assessment of Individual Needs; 5124 – Reporting to Parents; Guardians; 5125 – Student Records and Regulation 5118 – Education of Homeless Children; 5124 – Reporting Student Progress; 5125 – Student Records.

*These items were uploaded to the portal, April board folder for review.  
Hard copies are included in the board packet for this meeting.*

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

Policy	Name	Regulation	Name
3570	District Records and Reports		
9250	Expenses, Travel Reimbursement		

- c. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for first reading: Policy 3570 – District Records and Reports, Policy 9250 – Expenses, Travel Reimbursement. *These items were uploaded to the portal, May board folder for review. Hard copies are included in the board packet for this meeting.*

**Personnel**

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with certification and criminal history requirements as noted below:

Name \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_ Start Date \_\_\_\_\_

N/A

- b. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, for staff member Melissa Simon, effective June 16, 2016. Ms. Simon has been employed in the district since January 5, 2015.
- c. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the requested placement for Stockton University graduate student Juliet Jengehino as a Speech/Language Therapy Practicum student for the fall semester beginning on or about September 7, 2016 and ending December 23, 2016. Ms. Jengehino will complete five days /week field experience under the supervision of the district’s speech therapists, Kimberly Gadzinski (half time) and Ilana Gorelik (half time).

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- d. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the activity of National Junior Honor Society for the 2016-2017 school year. *Description document was uploaded to the portal for review, hard copy is included in board packet.*
- e. **Motion by Jeffrey Souza second by Kimberly Reed**  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the request for FMLA for staff number 01347. The dates of the leave are from Monday, April 18, 2016 through Wednesday, May 25, 2016. Motion carried, roll call vote, all present voting “yes”.
- f. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:
- Gale Labor, Nancy Gaston, Dawn VanZyl, Rikki Thornton, Monica Wall,  
Kathleen Brennan, Robert Brennan, Diana Barrett,  
Geraldine Barrett, Kyle Maddox, Summer McFee, Cynthia McFee*
- g. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the requested leave of absence for employee number 01309. The dates of leave are approximately from June 24, 2016 through September 1, 2016. A combination of sick and vacation days will be used.
- h. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2016-2017 School District Calendar. *This document was uploaded to the portal for review, hard copy is included in board packet.*

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- i. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following staff and rates of pay, according to the BTEA contract, for the summer Extended School Year Programs to be held July 5 through August 4, Monday through Thursday and July 5 through July 28, Tuesday through Thursday from 9am to 12pm:

CLASS	TEACHER	AIDE	SALARY
PSD	J VIRELLI		\$35/HR
PSD		J JENNISON	\$12/HR
PSD		C JOHNSON	\$12/HR
MD K-3	R DEANER		\$35/HR
MD K-3		J GERMAN	\$12/HR
MD K-3		C CAVALLARO	\$12/HR
MD 4-7	S BOWKER		\$35/HR
MD 4-7		M LYONS	\$12/HR
MD 4-7		H FARLOW	\$12/HR
AI	L WANKO		\$35/HR
AI	V POPOLI		\$35/HR
AI		J GASCOT	\$12/HR
LD MATH K -3	M JOSHI		\$35/HR
LD ELA K-3	D WASH		\$35/HR
LD 4-7	P HOCKHAM		\$35/HR
NURSE	J EDWARDS		\$35/HR
NURSE	L GILLESPIE		\$35/HR
SPEECH THERAPIST	I GORELIK		\$38.20/HR
OCCUPATIONAL THERAPIST	HEARTLAND REHABILITATION		CONTRACTED RATE: \$76.50/HR
PHYSICAL THERAPIST	VOORHEES PEDIATRICS		CONTRACTED RATE: \$92.50/HR

- j. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following staff and rates of pay for summer Child Study Team evaluations and meetings:

STAFF MEMBER	EVALUATIONS	MEETINGS
KRISTY MITCHELL – LDT/C	\$298.48/EVAL	\$41.69/HR
RYAN ROLLINS – SCHOOL PSYCHOLOGIST	\$281.48/EVAL	\$39.31/HR
MICHELE BREWSTER – SOCIAL WORKER	\$275.98/EVAL	\$38.54/HR
ILANA GORELIK – SPEECH THERAPIST	\$273.48/EVAL	\$38.20/HR
KIM GADZINSKI – SPEECH THERAPIST	\$439.90/EVAL	\$61.44/HR

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**12. Curriculum and Instruction**

**13. Business and Finance**

Financial Report – Period Ending March 2016

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

Board Secretary Financial, Revenue and Treasurer’s Reports

- A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of March 2016. 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 March 2016. The Treasurer’s and Secretary’s report are in agreement for the month of March 2016.
- 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

Motion action here:

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- E. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location/</u>	<u>Date of Travel</u>	<u>Expense Amount</u>
M Bright	\$0.00	NJPSA – Monroe Twp <i>Reimagining Learning: The Time is Now</i>	07/27/16	\$0.00

- F. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number                      Amount \$

- G. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the May, 2016 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- H. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the following board resolution for the 2014-2015 NJSIG Safety Grant:

Applicant District: Berlin Township Board of Education

The above named applicant hereby agrees that the information provided in this application is complete and correct.

The above named applicant hereby approved the digital submission of this application for the 2014-2015 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in this application, in the amount of \$3,764.13 for the July 1, 2014 through June 30, 2015 program period.

The above named applicant hereby grants authority to the undersigned Official Representative to submit the final required documents and digitally submit this application for review by the New Jersey Schools Insurance Group.

- I. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the following resolution:

Be it resolved that the Berlin Township Board of Education does not require the Archway Schools to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture’s Child Nutrition Program regulations.

- J. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the following resolution:

Be it resolved that the Berlin Township Board of Education does not require the Hampton Academy to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture’s Child Nutrition Program regulations.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

K. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to establish the following financial institutions for deposit of school funds: **Republic Bank**

L. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following designees as authorized check signers for each respective account:

<u>Account Name</u>	<u>Required Signatures</u>	<u>Authorized Signers</u>
General Account	any 3 of the 4	Pres., V. Pres., Treasurer, Board Secretary
Payroll, Agency, Latchkey, Unemployment Community Ed., & Contri.	any 1 of the 4	Pres., V. Pres., Treasurer, Board Secretary
Cafeteria and Student Acct.	any 2 of the 3	Board Sec., Supt, Principal

M. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to purchase CD’s and bank notes for investment purposes.

N. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to transfer/wire funds by telephone or internet.

O. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint the business administrator as district purchasing agent and set the district’s bid threshold at \$26,000 for the 2016-2017 school year and the district’s quotation threshold at \$3,900 for the 2016-2017 school year.



**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

---

- P. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to promptly handle business affairs including the payment of invoices that the board has contracted with or what are public utilities and to have these payments subsequently approved at the next action meeting.
- 14. Appointment of School Officials**
- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart as School Business Administrator/Board Secretary for the 2016-2017 school year. Salary is to be \$90,094.00 pending approval from the county office.
- b. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Kathleen Forsythe as Custodian of School Funds (Treasurer) for the 2016-2017 school year. Salary is to be \$3,772.00.
- c. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Rizzi, Jr. of the firm Capehart and Scatchard, as the Board of Education Solicitor under the terms of the professional contract for the 2016-2017 school year. Pursuant to 18:A:18A-5(a)1, award of contract shall be printed in an official newspaper.
- d. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Omni Group as the third party administrator of the district’s 403(b) plan (Tax shelter) for 2016 - 2017 school year.
- e. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following Tax Shelter Annuity companies for the 2016-2017 school year: Equitable, Met Life (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

f. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve T.C. Irons/Haines and Haines as the district’s risk management broker of record for the 2016-2017 school year.

g. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Brown and Brown Benefit Advisors as the district’s health insurance broker of record for the 2016-2017 school year.

h. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Tatem Brown Family Physicians under the terms of the professional contract to provide medical services for the board of education including, but not limited to:

- physical examinations (staff and sports physicals)
- tests
- other services deemed appropriate by the board of education for the school year 2016-2017

Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.

i. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following list of psychiatrists for our district’s parent resource list:

*LIST WILL BE FURNISHED BY K BRAIDWOOD*

Contact information on file with the School Business Administrator.

j. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following list of doctors for neurological evaluations for our district’s parent resource list:

*LIST WILL BE FURNISHED BY K BRAIDWOOD*

Contact information on file with the School Business Administrator.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- k. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Edythe Austermuhl, Superintendent, as the district Attendance Officer for the 2016-2017 school year.
- l. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds; as the district Right to Know Coordinators.
- m. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Asbestos Compliance Officer.
- n. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Public Agency Compliance Officer.
- o. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds, as the district PEOSHA Officers.
- p. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Custodian of Records.
- q. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Safety Coordinator.
- r. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- s. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, and Mr. Brian Reilly, Dwight D. Eisenhower Middle School Guidance Counselor as the district Issuing Officers of Working Papers.
- t. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds as the district IPM Coordinator.
- u. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Bowman and Company as the district’s auditing firm for the 2016-2017 school year.
- v. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to designate the following locally circulated newspapers as official publications of advertising purposes: The Record Breeze and The Courier Post.
- w. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to resolve that the Berlin Township Board of Education adopt the established policies, rules and regulations of the Berlin Township Board of Education.
- x. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to delegate the Board’s right of consent or approval to Edythe Austermuhl, Superintendent of Schools for expediting scheduling and other facility/field use activities in accordance with established Board policies, effective July 1, 2016.
- y. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to allow the school business administrator to maintain a petty cash fund in the amount of \$200. These funds are to be used for tolls associated with field trips as well as unexpected costs. Amounts are to be re-deposited in June, 2016.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

---

- z. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following:

We motion to renew the food service management contract for Nutri-Serve Food Management Inc. at the flat fee of \$15,375.00 for the 2016-2017 school year.

**15. Old Business**

Early Childhood Education/Preschool  
Policy #6178  
Revision Presentation

**16. New Business**

Committee Updates  
Negotiations  
NJSBA  
CCESC  
Pine Hill Bd of Ed  
CCSBA

CSA and Board Evaluation – *laptops available*

School Board Election – Nominating Petitions due 7/25/2016

**17. Public Comments – Open**

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 and limited in length to 5 minutes.

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to open the meeting to the public for the discussion of subjects. Time in: \_\_\_\_\_.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 19, 2016

Worksession Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**18. Public Comments - Closed**

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

**19. Executive Session – In**

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.

**20. Executive Session – Close**

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

**21. Adjournment**

Motion by Joyce Young seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 8:45pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,



Megan Stoddart, Business Administrator