

**Berlin Township School District
West Berlin, New Jersey 08091
Action Meeting Agenda
June 27, 2013**

1. Call Meeting to Order

I, Mary Williams, President, call this meeting to order under Open Public Meetings Acts at 6:45 pm.

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 10, 2013, 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 January 13, 2013 and the Central Record the week of January 14, 2013 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Linda Davis	_____
Cynthia Mozee	_____
Jocelyn Lewis	_____
Melanie Middleman	_____
Keith Jones	_____
Cecil Rodrigues	_____
Brian Davis	_____
Deanna Reilly, Vice President	_____
Mary Williams, President	_____
Leonard D. Fitts, Interim Superintendent	_____
Megan Stoddart, Business Administrator	_____
Charles Rizzi, Esq., Board Solicitor	_____

4. Approval of Minutes

Motion by _____ second by _____

RECOMMEND that the Board of Education approve the Action Meeting Minutes of May 23, 2013 and the Special Meeting Minutes of May 28, 2013 as presented in duplicated form and dispense with the reading of the same.

5. Executive Session (when needed)

Matters to be discussed under Section 8, Open Public Meeting Act.

Motion by _____ second by _____ to adopt the following resolution to recess meeting to discuss personnel, legal, contractual and/or negotiation issues.

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 option that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township School District, 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.

Time In: _____

Return to Public Session

Motion by _____ second by _____ to return to open public session.

Time Returned: _____

6. Presentations

1. Recognition of PEACE Officers for the 2012-2013 School Year:

Shawn Journeigan, Shawna Journeigan, Heather Roark, Lisa Kaiser, Vicky Olson, Loura Raynore, Verna Williams, Deb Stevenson

2. Recognition of PEACE Officers for the 2013-2014 School Year:

Lisa Kaiser, Heather Roark, Deana Rozanski, Christie Conn, Jeff Souza, Jeffrey Bayne, Barb Kirk, Jennifer Nelson, Kim Kustera

3. Recognition of Campus Clean-up Participants

Mrs. Phyllis Magazzu, Mayor

Mr. Mike Cangi, Director of Clean-ups, United by Blue

Mrs. Polly Taylor-Hearn, 7th Grade Teacher

7th Grade Student Representatives: Rachel Chopel, Emily John, Gabriella Young,
Isabel Davis, Alexis Eivich, Allie Roark,
Georgiana Pearson, Gianni Magazzu

7. 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 _____ second by _____ to open the meeting to the public for the discussion of agenda items only.

Time In: _____

Time Out: _____

8. Superintendent’s Report

A. Harassment, Intimidation and Bullying (HIB) Incident Report – May/June 2013

Date Reported to Superintendent	School	Case Number	Result	Action
05/23/13	DDE	18	HIB confirmed	Conference w/ABS
06/03/13	DDE	19	Normal Conflict	Conference w/ABS, Parent, Supt.
06/06/13	JFK	20	HIB confirmed	Conference w/Principal, ongoing student mtgs with counselor
06/10/13	DDE	21	HIB confirmed	CST involved adding a behavior plan to offender’s IEP

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

Motion by _____ second 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 bullying (HIB) incidents reported on May 23, 2013, June 3, 2013, June 6, 2013 and June 10, 2013.

C. Field Trips:

N/A

- D. Principal’s Report: John F. Kennedy Elementary School
 - 1. Lockdown Drill: 05/20/13
 - 2. Security Drill: 05/30/13 (Relocation Drill)

- E. Principal’s Report: Dwight D. Eisenhower Middle School
 - 1. Fire Drill: 05/10/13
 - 2. Security Drill: 05/29/13

- F. Supervisor of Special Services (uploaded to portal for review)

- G. Supervisor of Buildings and Grounds
 - 1. Use of School Facilities Approval

Motion by _____ second 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
N/A			

- H. Technology Coordinator (uploaded to portal for review)

- I. Supervisor of Curriculum and Instruction (uploaded to portal for review)

- J. Approval of Advance Volunteers

Motion by _____ second by _____ to approve the following ADVANCE volunteers:

Brenda Jones, Evelina Mateo, Sanzida Chowdhury, Margarita Torres, Lauren Carl, Dennis Hunter, Paul Billen, JoAnne Pritts, Helen Hunter, Gina Stump, Maria Karabell, Hector Salva, LaToya Harvey, Shukree Copeland

- K. Approval of 2013-2014 District Calendar

Motion by _____ second by _____ to approve the revised 2013-2014 District Calendar. This revised calendar was uploaded to the portal for board review.

- L. Appointment of School Officials

- 1. Motion by _____ second by _____ to appoint Megan Stoddart as School Business Administrator/Board Secretary for the 2013-2014 school year. Salary is to be \$84,897.00.

2. Motion by _____ second by _____ to appoint Kathleen Forsythe as Custodian of School Funds (Treasurer) for the 2012-2013 school year. Salary is to be \$3,467.00.
3. Motion by _____ second by _____ 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 2013-2014 school year. Pursuant to 18:A:18A-5(a)1, award of contract shall be printed in an official newspaper.
4. Motion by _____ second by _____ to appoint Ron Ianoale of the firm McManimon and Scotland as bond attorney under the terms of the professional contract for the 2013-2014 school year. Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.
5. Motion by _____ second by _____ to approve the continuation of the following services at the Camden County Educational Services Commission for the 2013-2014 school year:
 - a. Vocational Transportation
 - b. Special Education Transportation
 - c. Non-Public Transportation
 - d. Aide in Lieu Transportation
6. Motion by _____ second by _____ to approve Omni Group as the third party administrator of the district's 403(b) plan (Tax shelter) for the 2013-2014 school year.
7. Motion by _____ second by _____ to approve the following Tax Shelter Annuity companies for the 2013-2014 school year:
 - Equitable, Met Life (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning
8. Motion by _____ second by _____ to approve T.C. Irons/Haines and Haines as the district's risk management broker of record.
9. Motion by _____ second by _____ to approve Brown and Brown Benefit Advisors as the district's health insurance broker of record.
10. Motion by _____ second by _____ to appoint Franklin Family Practice 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 2013-2014
 Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.
11. Motion by _____ second by _____ to approve the following list of psychiatrists for our district's parent resource list:
 - Dr. Maria Doria, Dr. Edward Tobe, Dr. Zand, Dr. James Hewitt,
 - Dr. Peter Brancato, Dr. David Harwitz, Dr. Maju Matthews

Contact information in on file with the School Business Administrator.

12. Motion by _____ second by _____ to approve the following list of doctors for neurological evaluations for our district's parent resource list:
 - Dr. Donald Barone, Dr. Chester Minarcik, Dr. Peter Kollross,

Dr. Charles Brill, Brait, Partrow, Margolin & Sharetts, Children’s
 Regional Center of Voorhees,
 Neurology Consultants – Allen C. Zechow

Contact information in on file with the School Business Administrator.

9. Personnel

- a. Motion by _____ second by _____ 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>
Eric McCoach	Gr 5 SS/Sci Teacher	Step 1, MA \$48,913	09/01/13
Jennifer Blanchard	Reading Specialist	Step 7, BA \$55,013	09/01/13
Gina Pretko	ESY Speech <i>Anticipating Emergency Certification</i>	\$15/hr	07/08/13
Carissa Cavallaro	ESY Speech <i>Anticipating Emergency Certification</i>	\$15/hr	07/08/13
Jamie Friedman	ESY Teacher* <i>*Previously approved as an Aide</i>	\$35/hr	07/08/13
Lois Lang	ESY Wilson Instruction	\$35/hr	2hr/week, 4 weeks
Ramona Schlaegel	ESY Aide	\$12/hr	07/08/13
Melissa Riggio	ESY Aide	\$12/hr	07/08/13
Marissa Wolf	ESY Aide* <i>*Previously approved as a teacher</i>	\$12/hr	07/08/13
Kristy Evans	EST Aide	\$12/hr	07/08/13
	<i>Salary included in tuition contract for out of district student attending our ESY program</i>		

- b. Motion by _____ second by _____ to accept, with regret, the resignation letter from staff member Joseph Gentile, effective June 30, 2013. Mr. Gentile has been employed in the district since 2001.

- c. Motion by _____ second by _____ to approve the contract with Dr. Leonard D. Fitts, Interim Superintendent. This contract will be from July 1, 2013 – July 31, 2013. Salary will be \$500 per day, two days per week.
- d. Motion by _____ second by _____ to approve the medical leave request from employee #01228. This request will begin approximately September 13, 2013 and include 10 paid sick days followed by unpaid days and part of the Family Medical Leave. Return to work is anticipated for January 2, 2014.

10. Business and Finance

- a. Financial Report – Period Ending May 31, 2013

Motion by _____ second by _____

RECOMMEND that the Board of Education approve the following resolution:

Board Secretary Financial, Revenue and Treasurer’s Reports

1. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of May 2013. 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.
2. Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of May 2013. The Treasurer’s and Secretary’s report are in agreement for the month of May 2013.
3. 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.
4. 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

June 27, 2013
Date

- b. Budget Appropriation Transfers for June 2013

Motion by _____ second by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following budget appropriation transfers between accounts:

FROM: 11-190-100-610-K Supplies – JFK \$1,469.00
 TO: 11-190-100-640-K Textbooks – JFK \$1,469.00
 REASON: Teachers Edition textbook purchases for Foundations.

FROM: 11-000-222-890-E Media; Misc \$2,600.00
 TO: 11-000-222-590-K Media; Purch Serv \$2,600.00
 REASON: Increased bandwidth resulted in additional funds being needed.

c. Payment of Bills

Motion by _____ second by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills as follows:

Account Period/Batch Number	Amount
61	\$486,416.80

d. Motion by _____ second by _____ to approve the travel/professional development for the following staff members:

Name	Cost	Location	Date of Travel	Expense Amount
Dr. Leonard D. Fitts	N/A	New Haven, CT	07/08-12/13	none
		PIER 2013 Summer Institute		
Dr. Leonard D. Fitts	N/A	Ft. Myers, FL	07/14-16/13	none
		One2One Corporate Learning Summit		

e. Motion by _____ second by _____ to deposit, in accordance with N.J.A.C. 6A:23A-14.4(a), anticipated current year surplus not to exceed \$200,000 into Capital Reserve Account for projects in our Long Range Facilities Plan.

f. Motion by _____ second by _____ to approve the Source4 Teachers Substitute Teacher Placement Agreement for the 2013-2014 school year. Billable rates as follows:

Full Day: \$123.00 Half Day: \$71.50

g. Motion by _____ second by _____ to approve the renewal contract with New Jersey School Boards Association for online policy manual services. Cost of contract is \$2,500.

h. Motion by _____ second by _____ to approve the out of district tuition contract for Extended School Year services for a grade 12 special education student to attend the Hampton Academy at a rate of \$1,700.

- i. Motion by _____ second by _____ to approve the out of district tuition contract for Extended School Year for a 5th grade special education student to attend Archway Programs, Atco Campus at a rate of \$6,972.

- j. Motion by _____ second by _____ to approve the occupational therapy services contract with Heartland Rehabilitation Services for the 2013-2014 school year. The proposed contract reflects no rate increase from the previous school year. It is the recommendation of the CST Supervisor that we continue to contract with Heartland for these services since we continue to receive excellent services from their therapist.
- k. Motion by _____ second by _____ to approve the out of district tuition contract for a grade 6 special education student to attend the Brookfield Academy at a yearly rate of \$55,000. This placement is required because no in district program was found to meet the student's individual educational needs. This is a continuation of a previous placement currently anticipated in the budget.

I. ESTABLISHMENT OF FINANCIAL INSTITUTIONS

- i. Motion by _____ second by _____ to establish the following financial institutions for deposit of school funds: Citizens Bank
- ii. Motion by _____ second by _____ 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

- iii. Motion by _____ second by _____ to authorize the business administrator to purchase CD's and bank notes for investment purposes.
- iv. Motion by _____ second by _____ to authorize the business administrator to transfer/wire funds by telephone or internet.
- v. Motion by _____ second by _____ to appoint the business administrator as district purchasing agent and set the district's bid threshold at \$26,000 for the 2013-2014 school year and the district's quotation threshold at \$3,900 for the 2013-2014 school year.
- vi. Motion by _____ second by _____ 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.
- vii. Motion by _____ second by _____ to appoint Edythe Austermuhl, Superintendent, as the district Attendance Officer, effective August 1, 2013.

- viii. Motion by _____ second by _____ to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds; as the district Right to Know Coordinators.
- ix. Motion by _____ second by _____ to appoint Marilyn Bright, Principal of Dwight D. Eisenhower Middle School and John Davis, Curriculum Coordinator as the district's Affirmative Action Officers.
- x. Motion by _____ second by _____ to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Asbestos Compliance Officer.
- xi. Motion by _____ second by _____ to appoint Megan Stoddart, Business Administrator, as the district Public Agency Compliance Officer.
- xii. Motion by _____ second by _____ to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds, as the district PEOSHA Officers.
- xiii. Motion by _____ second by _____ to appoint Megan Stoddart, Business Administrator, as the district Custodian of Records.
- xiv. Motion by _____ second by _____ to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Safety Coordinator.
- xv. Motion by _____ second by _____ to appoint Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison.
- xvi. Motion by _____ second by _____ to appoint Megan Stoddart, Business Administrator, as the district Issuing Officer of Working Papers.
- xvii. Motion by _____ second by _____ to appoint Charles Pfluger, Supervisor of Buildings and Grounds as the district IPM Coordinator.

m. ESTABLISHMENT OF BOARD PROCEDURES AND POLICIES

- i. Motion by _____ second by _____ to designate the following locally circulated newspapers as official publications of advertising purposes: The Record Breeze and The Courier Post.
- ii. Motion by _____ second by _____ to resolve that the Berlin Township Board of Education adopt the established policies, rules and regulations of the Berlin Township Board of Education.

n. BUSINESS AND ADMINISTRATIVE PRACTICES

- i. Motion by _____ second by _____ 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 August 1, 2013.
- ii. Motion by _____ second by _____ 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, 2013.

iii. Motion by _____ second by _____ to approve the following:

Resolution Authorizing Contracts
With Certain Approved State Contract Vendors for Boards of Education
Pursuant to N.J.S.A. 18A:18A-10a

WHEREAS, the Berlin Township Board of Education, pursuant to N.J.S.A. 18:A-18:A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Berlin Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Berlin Township Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, the Berlin Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2013-2014 school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Berlin Township Board of Education Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Berlin Township Board of Education and the References State Contract Vendors shall be from
July 1, 2013 to June 30, 2014.

11. Curriculum and Instruction

12. Old Business

13. New Business

14. Recognition of Citizens – for non-agenda items

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 _____ second by _____ to open the meeting to the public for the discussion of non-agenda items.

Time In: _____

Time Out: _____

15. Executive Session (when needed)

Matters to be discussed under Section 8, Open Public Meeting Act.

Motion by _____ second by _____ to adopt the following resolution to recess meeting to discuss personnel, legal, contractual and/or negotiation issues.

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 option that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township School District, County of Camden, State of New Jersey, as follows:

- 2. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
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 - 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.

Time In: _____

Return to Public Session

Motion by _____ second by _____ to return to open public session.

Time Returned: _____.

16. Adjournment

Motion by _____ second by _____ to adjourn the meeting.