

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 22, 2013

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 6:52pm.

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 on 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**

Mrs. Linda Davis	<u>Present</u>
Mrs. Cynthia Mozee	<u>Present</u>
Mrs. Jocelyn Lewis	<u>Absent</u>
Mrs. Melanie Middleman	<u>Present</u>
Mr. Keith Jones	<u>Present</u>
Mr. Cecil Rodrigues	<u>Arrived at 6:54pm</u>
Mr. Brian Davis	<u>Absent</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 Deanna Reilly seconded by Keith Jones  
RECOMMEND that the Board of Education approve the Action Meeting minutes of the July 25, 2013 and the Worksession Meeting minutes of August 15, 2013 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”: Mrs. Reilly, Mr. Jones, Mrs. Middleman, Mr. Rodrigues, Mrs. Williams  
Abstention from July 25, 2013 approval, voting yes on August 15, 2013 approval, Mrs. Davis.  
Abstention August 15, 2013 approval, voting yes on July 25, 2013 approval, Mrs. Mozee.

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**5. Executive Session – In**

Motion by Cynthia Mozee seconded by Linda Davis

RECOMMEND that the Board of Education enter into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:53pm. 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.

**6. Executive Session – Close**

Motion by Linda Davis seconded by Keith Jones

RECOMMEND that the Board of Education come out of Executive Session. Time out: 7:38pm. Motion carried, voice vote, all present voting “yes”.

**7. Presentations –**

Dr. Austermuhl presented an overview of a district team building activity –  
School and district banners

**8. Public Comments – Open – No public in attendance at this meeting**

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.

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Action Meeting Minutes

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

RECOMMEND that the Board of Education open the meeting to the public for the discussion of agenda items only. Time in: \_\_\_\_\_.

**9. Public Comments - Closed**

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

RECOMMEND that the Board of Education 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

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DISTRICT & BOARD OF EDUCATION GOALS  
2011-2012

DISTRICT

1. Supervise the final stages of the construction project improving our facilities’ deficiencies and renovation needs.
2. Focus on maintaining and improving district programs and curriculum offerings in order to retain our current students and attract students from other communities through the school choice program.
3. Maintain a strong focus on and conviction to improving student performance, as measured in various ways, in the belief all students can learn and achieve at high levels.

BOARD GOALS

1. Increase the amount of communication with the superintendent in order to establish more input on decision making.
2. Develop and implement processes to engage and expand community involvement.

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

Date Reported to Superintendent	School	Case Number	Result	Action
N/A				

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 \_\_\_\_\_. *See template that was uploaded to portal for board review.*

E. Field Trips:

Grade Teacher \_\_\_\_\_ Place \_\_\_\_\_ Date \_\_\_\_\_ Cost to Student \_\_\_\_\_ Cost to District \_\_\_\_\_

N/A

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

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August 22, 2013

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- F. Safety and Security Drills – JFK
  - a. Fire and Security Drills – July - N/A
  
- G. Safety and Security Drills – DDE
  - a. Fire and Security Drills – July – N/A
  
- 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 \_\_\_\_\_ 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
N/A			

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

- a. Motion by Linda Davis seconded by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the first reading of the following policies:

Policy	Name	Bylaws	Name
4112.2	Certification		
4131/4131.1	Staff Development: Inservice Education/Visitations/Conferences		
6142.10	Internet Safety and Technology		

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

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Action Meeting Minutes

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**11. Personnel**

- a. Motion by Linda Davis second by Keith Jones 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>
Walter Miller	DDE – P/T IA	Step 11, \$15,753	09/01/13
Scott Thayer	DDE – P/T IA	Step 1, \$12,315	09/01/13
Meenu Joshi	JFK – F/T Sp Ed	MA, Step 1, \$49,946	09/01/13
Mark Hollern	DDE – F/T Sci/SS	MA, Step 2, \$50,146	09/01/13
Dana Twarkowski	JFK – P/T IA	Step 1, \$12,315	09/01/13
Sarah Soden	JFK – LTS Gr 1	MA, Step 1, \$49,946, pro-rated	09/01 – 12/31
Joseph Folcher	F/T; Maintenance	\$25,500	08/23/13
Holly Saunders	DDE – P/T IA	Step 1, \$ 12,315	09/01/13
Kelly Amanto	DDE – P/T IA	Step 1, \$ 12,315	09/01/13

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

- b. Motion by Linda Davis seconded by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve corrections to salaries listed below:

<u>Name</u>	<u>Action</u>
Charles Pfluger	to correct 2012-2013 listed salary on July 26, 2012 board meeting minutes: \$81,316 was listed, actual salary was \$81,456
Jennifer Edwards	to correct 2013-2014 listed salary on July 25, 2013 board meeting minutes: BA, Step 12, \$61,946 was listed, actual information is MA+30, Step 6, \$57,746

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

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*West Berlin, New Jersey 08091*

August 22, 2013

Action Meeting Minutes

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- c. Motion by Linda Davis seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the master list of substitutes for the 2013-2014 school year from Source 4 Teachers. *List was uploaded to the portal for board review.* Motion carried, roll call vote, all present voting “yes”.
  
- d. Motion by Linda Davis seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the district’s afterschool game officials’ rate of \$50 per game. Motion carried, roll call vote, all present voting “yes”.
  
- e. Motion by Linda Davis seconded by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to discard the following items:

<u>Item</u>	<u>Inventory #</u>	<u>Serial #</u>
(1) Viewex Film Strip Projector	00140	LR8313
(1) Dukane Film Strip Projector	00165	1374249
(1)Addo-X Adding Machine	N/A	M00-44E654363

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

- f. Motion by Deanna Reilly seconded by Linda Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, acknowledge the results of the 2013 QSAC district performance review. *This letter was uploaded to the portal for the board review.* Motion carried, roll call vote, all present voting “yes”.
  
- g. Motion by Linda Davis seconded by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator to accept, with regret the resignation of staff member Lindsey Syvertsen, effective August 19, 2013. Ms. Syvertsen has been employed in our district since January of 2012 as a speech therapist. Motion carried, roll call vote, all present voting “yes”.

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*West Berlin, New Jersey 08091*

August 22, 2013

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- h. Motion by Linda Davis seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator to accept, with regret the resignation of staff member John Davis, effective August 21, 2013. Mr. Davis will be held to the full term and condition of his contract, unless a replacement is found earlier. Mr. Davis has been employed in our district since September 1, 2008 in the capacity of computer teacher, Technology Coordinator and finally Supervisor of Curriculum and Instruction. Motion carried, roll call vote, all present voting “yes”.
  
- i. Motion by Linda Davis seconded by Melanie Middleman  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator to approve the Superintendent to hire remaining staff needed for the start of the 2013-2014 school district. The board will affirm those hired at the next scheduled action meeting. Motion carried, roll call vote, all present voting “yes”.

**12. Curriculum and Instruction**

N/A

**13. Business and Finance: \*\*JULY 2013 will be presented in September. Waiting on Audit Journal Entries from the Auditors in order to reconcile.**

~~Financial Report – Period Ending \_\_\_\_\_~~

~~RECOMMEND that the Board of Education 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 \_\_\_\_\_. 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~~



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August 22, 2013

Action Meeting Minutes

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~~(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. Payment of Bills

Motion by Keith Jones second by Linda Davis  
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
51	\$510,792.53

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

F. Motion by Deanna Reilly seconded by Linda Davis

RECOMMEND that the Board of Education approve the travel/professional development for the following staff members:

Name Cost Location Date of Travel Expense Amount

E. Austermuhl, M. Bright, M. Murphy, ~~J. Davis~~, K. Braidwood  
EIRC – Mullica Hill, August 27, 2013  
OMG-SGO’s – to assist with developing Student Growth Objectives for the district @ \$139 = ~~\$695~~ \$556

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

G. Motion by Linda Davis second by Cynthia Mozee

RECOMMEND that the Board of Education approve the tuition contract between Berlin Township Board of Education and Pine Hill Board of Education. Cost is \$3,056,124.00 (\$14,200 x 194 pupils).

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

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*“Educating Today for Tomorrow’s Success”*

- H. Motion by Linda Davis second by Keith Jones  
RECOMMEND that the Board of Education approve the tuition contract between Berlin Township Board of Education and Pine Hill Board of Education for resource room services. Cost of the contract is \$150,000. Motion carried, roll call vote, all present voting “yes”.
- I. Motion by Linda Davis second by Cynthia Mozee  
RECOMMEND that the Board of Education approve our schools to operate dual use classrooms per the standard practice/history of our district and according to NJ Statute 18A-20-34. The board resolution will be attached to the application when sent to the county office. Motion carried, roll call vote, all present voting “yes”.
- J. Motion by Linda Davis second by Melanie Middleman  
RECOMMEND that the Board of Education approve the out of district tuition contract for a grade 8 special education student to attend the Archway Programs at a yearly rate of \$42,828. 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”.
- K. Motion by Linda Davis second by Melanie Middleman  
RECOMMEND that the Board of Education approve the request by LaSalle University graduate student Nicole Brewin as a Speech/Language Therapy Practicum student for the fall semester beginning in September, 2013. Ms. Brewin will complete a three day/week field experience under the supervision of the district’s speech therapist, Kimberly Gadzinski. Motion carried, roll call vote, all present voting “yes”.
- L. Motion by Cynthia Mozee second by Linda Davis  
RECOMMEND that the Board of Education approve the out of district tuition contract for a grade 12 special education student to attend the Hampton Academy at a yearly rate of \$55,831. 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”.
- M. Motion by Linda Davis second by Keith Jones  
RECOMMEND that the Board of Education approve the agreement with Brookfield Schools for homebound instruction services. The amount that will be charged for the 2013-2014 school year will be \$35 per hour. Motion carried, roll call vote, all present voting “yes”.

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August 22, 2013

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N. Motion by Linda Davis second by Keith Jones  
RECOMMEND that the Board of Education approve the out of district tuition contract for a grade 7 special education student to attend the Archway Programs at a yearly rate of \$42,828. 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”.

O. Motion by Linda Davis seconded by Keith Jones  
RECOMMEND that the Board of Education, approve the submission of the 2013-2014 No Child Left Behind grant as follows:

Title 1	\$160,377
Title 11a	\$ 47,492

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

**14. Old Business**

**15. New Business**

HIB Reporting Process for the Board Members

**16. Public Comments – Open – No public in attendance**

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

RECOMMEND that the Board of Education open the meeting to the public for the discussion of agenda items only. Time in: \_\_\_\_\_.

**17. Public Comments - Closed**

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

RECOMMEND that the Board of Education close the meeting to the public. Time closed: \_\_\_\_\_.

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**18. Executive Session – In – N/A**

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

RECOMMEND that the Board of Education enter 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.

**19. Executive Session – Close**

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

RECOMMEND that the Board of Education come out of Executive Session. Time out: \_\_\_\_\_.

**20. Adjournment**

Motion by Linda Davis seconded by Cecil Rodrigues

RECOMMEND that the Board of Education adjourn the meeting. Time adjourned: 8:24pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator