

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

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 7:34pm. 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>absent</u>
Mrs. Cynthia Mozee	<u>present</u>
Mrs. Jocelyn Lewis	<u>present</u>
Mr. Sol Cohen	<u>present</u>
Mr. Keith Jones	<u>present</u>
Mr. Cecil Rodrigues	<u>absent</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>absent</u>

4. Approval of Minutes

Motion by Keith Jones seconded by Sol Cohen
RECOMMEND that the Board of Education approve the action meeting minutes of the July 23, 2015 meeting 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. Lewis, Mr. Jones, Mr. Cohen, Mrs. Williams
Abstentions: Mrs. Mozee, Mrs. Reilly

5. Executive Session – In N/A

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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 – N/A

8. Public Comments – Open – N/A – no public present

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

August 20, 2015

Action 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

B. Review District & Board of Education Goals

DISTRICT & BOARD OF EDUCATION GOALS

2014-2015

- 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.
- Identify key instructional strategy deficiencies with administrative staff and explore ways to implement improvement activities.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- Work with the Board of Education and district staff to identify and implement improved communication between the Board of Education, School Staff and the community.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

BOARD GOALS

1. Review and revise, as needed, Board Policies as found in the 6000 section of the District Policy Manual.
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. Work with the District Staff to identify and implement improvements in communication between the Board of Education, Staff and Community members.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action 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
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 _____.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
-------	---------	-------	------	-----------------	------------------

N/A

F. Safety and Security – JFK

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

Fire
 Lockdown – July 30, 2015 – 9:40am
 Bus Evacuation

G. Safety and Security – DDE

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

Fire – N/A
 Lockdown – N/A
 Bus Evacuation – N/A

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- b. Supervisor of Buildings and Grounds
Approve Use of Facilities

Motion by Deanna Reilly seconded by Sol Cohen
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
Jazzercise	DDE Apr/Gym	Dates during August	Exercise Classes
JFK 50 th Anniv/Berlin Twp Community Day	All buildings and grounds	October 24 th – all day	JFK 50 th Anniv/Berlin Twp Community Day
PEACE Events for 2015-2016 School Year	All buildings and grounds* <i>pending receipt of insurance</i>	Selected dates throughout the year	PEACE Events for 2015-2016 School Year

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

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

I. Discussion Items:

Policy	Name	Regulation	Name
		6143.1	Lesson Plans

- a. Motion by Keith Jones 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 Regulation 6143.1 – Lesson Plans.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Policy	Name	Regulation	Name
4119.22/4219.22	Conduct, Personal Property, and Dress		

- b. Motion by Cynthia Mozee seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of Policy 4119.22/4219.22 – Conduct, Personal Property, and Dress.
Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Policy	Name	Regulation	Name
6171.4	Special Education	6171.4	Special Education – Participation in Statewide Testing
6172	Alternative Educational Programs	6171.4	Special Education/Receiving Schools – IEP Implementation
6173	Home Instruction	6171.4	Special Education/Receiving Schools – IEP Compliance
6174	Summer School	6171.4	Special Education/Receiving Schools – In-Service Training
6178	Early Childhood Education/Preschool	6171.4	Special Education/Receiving Schools – Student Records
6300	Evaluation of the Instructional Program	6171.4	Special Education/Receiving Schools – Suspension/Expulsion
4119.22/4219.22	Conduct and Personal Property	6172	Home Schooling and Equivalent Education
		6172	Withdrawal From School
		6174	Summer School
		6143.1	Lesson Plans

- c. Motion by Deanna Reilly seconded by Sol Cohen
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve for second reading the following policies and regulations: Policies 6171.4 – Special Education, 6172 – Alternative Educational Programs, 6173 – Home Instruction, 6174 – Summer School, 6178 – Early Childhood Education/Preschool, 6300 – Evaluation of the Instructional Program, 4119.22/4219.22 – Conduct and Personal Property and Regulations 6171.4 – Special Education – Participation in Statewide Testing, 6171.4 – Special Education/Receiving Schools – IEP Implementation, 6171.4 – Special Education/Receiving Schools In-Service Training, 6171.4 – Special Education/Receiving Schools –Student Records, 6171.4 – Special Education/Receiving Schools – Suspension/Expulsion, 6172 – Home Schooling and Equivalent Education, 6172 – Withdrawal From School, 6174 – Summer School, 6173.1 – Lesson Plans and 6143.1 – Lesson Plans.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Policy	Name	Regulation	Name
6174	Summer Program		

- d. Motion by Keith Jones seconded by Deanna Reilly
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of Policy 6174 – Summer School.
 Motion carried, roll call vote, all present voting “yes”.

Policy	Name	Regulation	Name
		6164.1	Intervention and Referral Services for General Education Students

- e. Motion by Keith Jones seconded by Deanna Reilly
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of Regulation 6164.1 – Intervention and Referral Services for General Education Students.
 Motion carried, roll call vote, all present voting “yes”.

- f. Motion by Cynthia Mozee seconded by Deanna Reilly
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the August, 2015 revised Berlin Township School District Calendar to reflect dates of PARCC testing.
 Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

11. Personnel

- a. Motion by Keith Jones second by Jocelyn Lewis and adopted by all members present voting “yes” in a roll call to reaffirm 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>
Melissa Simon	JFK – F/T Inst Asst	Step 2 - \$15,450	09/01/15
Erika Reiss-Fasanella	JFK Teacher	MA, Step 9 \$62,680	09/01/15
Robyn Poinsett	JFK Teacher	BA, Step 4 \$51,995	09/01/15
Sarah Bowker	DDE Teacher	BA+30, Step 3 \$53,095	09/01/15
Amy Berth	Dist Tech Coordinator	\$75,000	09/01/15
Lisa Gillespie	JFK School Nurse	BA, Step 2 \$51,495	09/01/15

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

- b. Motion by Keith Jones seconded by Sol Cohen RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the practicum students from Rowan University as noted below:

<u>Name</u>	<u>Cooperating Teacher</u>	<u>Grade</u>	<u>Dates</u>
Danielle D’Amelio	Sharon Hulbert	6	Sept – Nov, 2015
Kristen Joyce Giles	Sharon Hulbert	6	Sept – Nov, 2015
Arianna Heins	Carrie Aloï	8	Sept – Nov, 2015
Daniel Aloysius Knighton	Carrie Aloï	8	Sept – Nov, 2015

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- c. Motion by Deanna Reilly seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the letter of resignation, with regret, of Cindy Musumeci, effective December 23, 2015. Mrs. Musumeci has been employed as a principal’s secretary in the district since August 10, 2011.
Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

13. Business and Finance

Financial Report – Period Ending July 2015

Motion by Deanna Reilly seconded by Keith Jones
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 June 2015. 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 June 2015. The Treasurer’s and Secretary’s report are in agreement for the month of June 2015.
- 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 carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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

Name	Cost	Location/Date of Travel	Expense Amount
M Murphy	\$0	NJPSA Council Member Mtg 09/18/15	\$0.00
T Williams	\$0	ETTC and EIRCC 08/20/15	\$0.00

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

- F. 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 payment of bills:

Batch number 51 Amount \$ 999,349.74

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

- G. Motion by Cynthia Mozee 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 12 special education student to attend the Archbishop Damiano School at a yearly rate of \$49,492.80. 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”.

- H. Motion by Deanna Reilly second by Sol Cohen 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 6 special education student to attend the Kingsway Learning Center at a yearly rate of \$62,724.90. 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”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- I. Motion by Deanna Reilly second by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the occupational therapy services contract with Heartland Rehabilitation Services for the 2015-2016 school year. The proposed contract reflects a 2% increase from \$76.50 to \$78.03 per hour for Occupational Therapist and \$56.10 o \$57.22 for COTA services. The Supervisor of Child Study Team is recommending that we continue to contract with Heartland for these services since we continue to receive excellent services from their therapist.
Motion carried, roll call vote, all present voting “yes”.

- J. Motion by Deanna Reilly second by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve REM Audiology to provide audiological consultation services in the district’s two Deaf and Hard of Hearing classes on a monthly basis for the 2015-2016 school year at an hourly rate of \$125/hour and \$75 for mileage.
Motion carried, roll call vote, all present voting “yes”.

- K. 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 12+ special education student to attend the Black Horse Pike Regional School District for the 2015-2016 school year at a yearly rate of \$23,000.
Motion carried, roll call vote, all present voting “yes”.

- L. Motion by Keith Jones second by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve Nora Casserly to provide Spanish interpreting services as needed by the Child Study Team for the 2015-2016 school year at an hourly rate of \$40.00/hr.
Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

14. Old Business

JFK 50th Anniversary – Celebration discussion was held

15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

16. Public Comments – Open – N/A

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: ____.

17. Public Comments - Closed

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 20, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

18. Executive Session – In

Motion by Keith Jones seconded by Cynthia Mozee to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:15pm. 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 Keith Jones seconded by Cynthia Mozee to come out of Executive Session. Time out: 9:00pm. Motion carried, voice vote, all present voting “yes”.

20. Adjournment

Motion by Keith Jones seconded by Cynthia Mozee to adjourn the meeting. Meeting adjourned: 9:00pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator