

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

April 25, 2013 – Action Meeting Minutes

BOARD OF EDUCATION MEETING

April 25, 2013

HUSTER ADMINISTRATIVE BUILDING

EXECUTIVE SESSION – 6:45 PM

ACTION MEETING - 7:30 PM

Meeting called to order and flag salute by Mary Williams at 6:48pm.

Roll Call

Linda Davis	<u>present</u>
Cynthia Mozee	<u>present</u>
Jocelyn Lewis	<u>present</u>
Melanie Middleman	<u>absent</u>
Keith Jones	<u>present</u>
Cecil Rodrigues	<u>absent</u>
Deanna Reilly, <i>Vice President</i>	<u>absent</u>
Brian Davis	<u>present</u>
Mary Williams, <i>President</i>	<u>present</u>
<i>Dr. Leonard D. Fitts, Interim Superintendent</i>	<u>present</u>
<i>Megan Stoddart, Business Administrator</i>	<u>present</u>
<i>Charles Rizzi, Board Solicitor</i>	<u>present</u>

This meeting has been advertised in accordance with the regulation of the New Jersey Sunshine Laws. Public notice of these meetings will be placed in the Courier Post and The Central Record posted at the Huster Administrative Building, Dwight D. Eisenhower Middle School, John F. Kennedy Elementary School, and the Berlin Township Municipal Building. Unless otherwise advertised, the meetings are held in the Huster Administration Building, 225 Grove Avenue, West Berlin. They begin at 6:45 PM with an Executive Session, which is closed to the public, and reconvene at 7:30 PM, during which public input is permitted and encouraged.

Laptops being used by Board members are property of the school district. These laptops were purchased for and are used on a daily basis by the district's students. After Board meetings, these computers are returned to the schools for student use.

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“Educating Today for Tomorrow’s Success”

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.

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

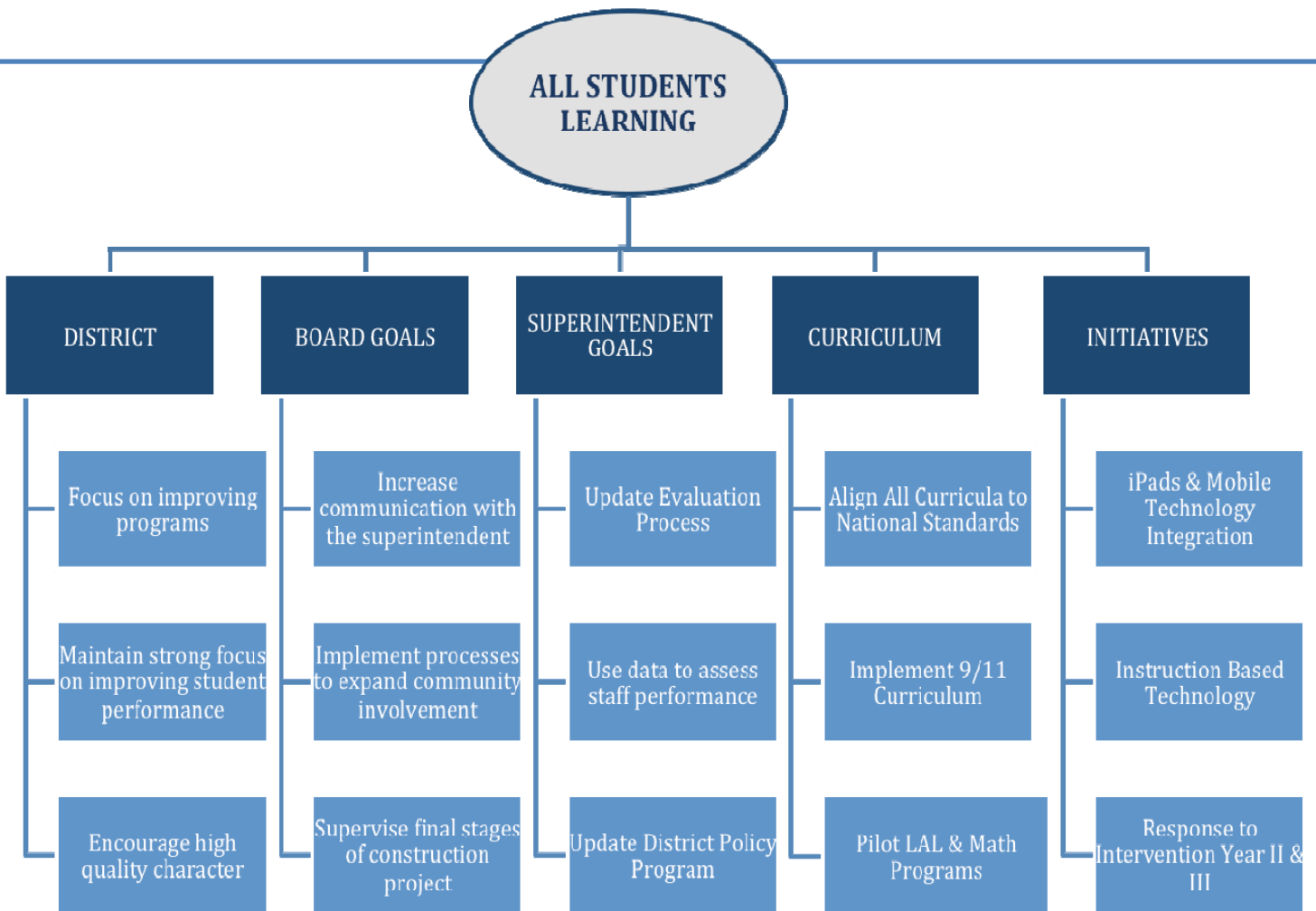
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MISSION:

- 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



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1. MINUTES APPROVAL

Motion by Linda Davis second by Keith Jones to approve the minutes of March 21, 2013 Public Hearing Minutes and March 21, 2013 Action Meeting Minutes. Motion carried, voice vote, all present voting “yes”.

2. EXECUTIVE SESSION-IN

Motion by Keith Jones second by Brian Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:49pm. Motion carried, voice vote, all present voting “yes”.

3. EXECUTIVE SESSION-CLOSE

Motion by Linda Davis second by Cynthia Mozee to come out of Executive Session. Time out: 7:42pm. Motion carried, voice vote, all present voting “yes”.

4. PRESENTATIONS

- None at this meeting

Unless otherwise noted, presentations will occur during the regular action meeting.

5. PUBLIC COMMENTS - OPEN

Motion by Linda Davis second by Keith Jones to open the meeting to the public for the discussion of agenda items only. Open time: 7:44pm. Motion carried, voice vote, all present voting “yes”.

No public in attendance at this meeting.

6. PUBLIC COMMENTS - CLOSED

Motion by Cynthia Mozee second by Brian Davis to close the meeting to the public. Close time: 7:44pm. Motion carried, voice vote, all present voting “yes”.

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7. SUPERINTENDENT’S REPORT

- a. Review District Mission Statement
- b. Committee Reports:

- i. Safety

- c. Monthly Reports:

- i. -JFK Principal (M. Murphy)
Fire drill – 03/27/13
Lockdown Drill (Red) – 03/21/13
 - ii. -DDE Principal (M. Bright)
Fire drill – 03/28/12
Lockdown Drill (Red) – 03/28/13
 - iii. -Coordinator of Special Education (K. Braidwood)
 - iv. -Supervisor Buildings & Grounds (C. Pfluger)
 - v. -Technology Coordinator (J. Brown)
 - vi. –Supervisor of Curriculum and Instruction (J. Davis)

- d. Bullying Report

Date Reported to Superintendent	School	Result	Action

- e. School and Community Events:

- f. Staff Kudos

- g. Structural Changes:

- Improved Student Achievement
 - Improved Instructional Coherence
 - An Experienced Teaching Staff to be Retooled
 - Improved Functioning Data Management Systems
 - School Safety

- h. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
8	Kolaski	Morey’s Pier, Wildwood	06/10/13	\$50.00	2 drivers, 2 buses

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Discussion Items:

Policy	Name	Bylaws	Name
N/A			

- i. Motion by Linda Davis second by Keith Jones to approve the district’s Nursing Services Plan for the 2012-2013 School Year. Motion carried, roll call vote, all present voting “yes”.

- j. Motion by Linda Davis second by Cynthia Mozee to approve the offer of a grant from the Subaru Foundation and United by Blue for \$1,385. This grant was obtained by Mrs. Polly Taylor-Hearn, Science Teacher at Dwight D. Eisenhower Middle School. Approval is requested for students with parent approval in grades four through eight, hosted by the seventh grade students, to participate in the School Grounds Clean Up Project. The project is part of the Cooper River Watershed Project. Motion carried, roll call vote, all present voting “yes”.

- k. Motion by Linda Davis second by Keith Jones to approve the Phillie Phitness visit to JFK. The Philadelphia Phillies and NovaCare Rehabilitation have partnered together and developed Phillies Phitness. This year, our 1st to 3rd grade students participated in a writing contest hosted by Phillies Phitness. The students were asked to explain why the Phillies Phitness program should visit the John F. Kennedy Elementary School. The Philadelphia Phillies and NovaCare staff were so impressed with our students’ writing that they have chosen to visit JFK on May 9, 2013. NovaCare Rehabilitation trainers will come to the school and discuss the importance of being active through both exercise and activities that can be done every day, as well as the importance of making smart food choices. Motion carried, roll call vote, all present voting “yes”.

- l. Motion by Cynthia Mozee second by Brian Davis to approve the district’s participation in the G.I. Go Jeans for Troops Day. This program is sponsored by the NJEA and is proposed to take place on May 23, 2013. To participate, employees donate \$5.00 to this fund and are then allowed to wear jeans to work on May 23rd. The money collected benefits the G.I. Go Fund to further their mission of supporting military personnel and veterans with programs designed to assist in job searches, college searches, health care and housing. Motion carried roll call vote, all present voting “yes”.

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8. PERSONNEL

- a. Motion by Linda Davis second by Keith Jones and adopted by all members present voting “yes” in a roll call to approve emergency 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>
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To correct the full time salary for School Social Worker Michelle Brewster, Should be recorded as Step 1, MA, \$48,913, pro-rated from March 22, 2013 through June 30, 2013.

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

- b. Motion by Linda Davis second by Cynthia Mozee to approve the adjusted medical leave return date for employee #00159. The former date was April 8, 2013. New date is April 29, 2013. Motion carried, roll call vote, all present voting “yes”.
- c. Motion by Linda Davis second by Keith Jones to approve, with regret, the retirement letter from staff member, Evelyn Fithian, effective June 30, 2013. Mrs. Fithian has been employed by the district since October 17, 1988. Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Linda Davis second by Cynthia Mozee to approve the April listing of Source 4 Teachers employees. Motion carried, roll call vote, all present voting “yes”.
(List was uploaded to portal for the board’s review.)
- e. Motion by Linda Davis second by Keith Jones to approve, with regret, the retirement letter from staff member, Beatrice Jackson, effective June 30, 2013. Mrs. Jackson has been employed by the district since September 1, 1975. Motion carried, roll call vote, all present voting “yes”.
- f. Motion by Linda Davis second by Cynthia Mozee to approve the medical leave for employee number 00044 from April 11, 2013 through a date to be determined. Motion carried, roll call vote, all present voting “yes”.
- g. Motion by Cynthia Mozee second by Linda Davis to approve the retirement letter, with regret, from staff member Patricia Standen, effective June 30, 2013. Mrs. Standen has been employed with the district since September, 2001. Motion carried, roll call vote, all present voting “yes”.

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- h. Motion by Linda Davis second by Keith Jones to approve the lateral movement for staff member Nancy Sims. This approval will be for retro payment from 02/01/12 through 06/30/12 and will result in \$1,600 compensation. Motion carried, roll call vote, all present voting “yes”.

- i. Motion by Linda Davis second by Keith Jones to approve the following ESY program employees for the 2013 summer months:

<u>Class</u>	<u>Teacher</u>	<u>Rate</u>	<u>Aide</u>	<u>Rate</u>	<u>Dates</u>
PSD	Virelli	\$35/hr	Jennison	\$12/hr	07/08-08/08
AI	Wanko	\$35/hr	Gascot	\$12/hr	07/08-08/08
MD K-3	Page	\$35/hr	Wash	\$12/hr	07/08-08/08
MD 4-7	Mitchell	\$35/hr	Friedman	\$12/hr	07/08-08/08
LD K-3	Wolf	\$35/hr			07/09-08/01
LD 4-7	Uhnat	\$35/hr			07/09-08/01
Nurse	Edwards	\$35/hr			07/08-08/08
Speech	Personnel To be determined				

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

9. CURRICULUM AND INSTRUCTION

N/A

10. BUSINESS & FINANCE

- 1. Motion by Linda Davis second by Cynthia Mozee to approve the following items as listed in the March 2013 Financial Reports.
 - a. Expense Account Adjustments
 - b. Bank Reconciliations for:

General Account	March 2013
Construction Account	March 2013
Payroll Account	March 2013
Agency Account	March 2013
CARE Account	March 2013
Playground Fund	March 2013
Cafeteria Fund	March 2013
Unemployment Trust Fund	March 2013

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

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2. Motion by Cynthia Mozee second by Linda Davis to accept the Treasurer’s Report and Secretary’s Report in accordance with N.J.A.C. 6A:23-2.11(c) 3 and N.J.A.C. 6A23-2.11(a) for the month of March 2013. The Treasurer’s Report and the Secretary’s Report are in agreement. The Board Secretary certified that no line account has been over-expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board certifies that as of March 30, 2013, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

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

3. Motion by Linda Davis second by Keith Jones to approve the following transfers:

FROM: 11-190-100-610-K Supplies, JFK \$600.00
TO: 11-190-100-610-E Supplies, DDE \$600.00
REASON: Cover costs associated with building supplies.

FROM: 11-000-100-566-D Tuition, Handicapped/Private \$18,500.00
TO: 11-000-100-565-D Tuition, CSSD/Reg Day Sch \$18,500.00
REASON: Appropriate placement of funds for Special Services School District.

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

4. Motion by Linda Davis second by Cynthia Mozee to pay bills as presented. Motion carried, roll call vote, all present voting “yes”.
5. Motion by Jocelyn Lewis second by Keith Jones to approve the contract with Nutri-Serve Food Management for the 2013-2014 school year. This is year 1 of 5. The Berlin Township went out to quote for food service management companies. The 2013-2014 fee is \$15,000.00. Motion carried, roll call vote, all present voting “yes”.
6. Motion by Linda Davis second by Cynthia Mozee to approve the 2013-2014 One-Year Preschool Plan. Motion carried, roll call vote, all present voting “yes”.

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7. Motion by Cynthia Mozee second by Linda Davis to approve award of the following bids:

Parks and Billak	General Construction	\$117,211.00
Singer Equipment	Kitchen Equipment	\$121,258.00
C.J.Schmidt and Sons	Plumbing & Drainage	\$ 67,500.00
Driscoll Mechanical	HVAC Contractor	\$ 36,000.00
Ray Angelini, Inc	Electrical Contractor	\$ 35,184.00
TOTAL		\$377,153.00

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

8. Motion by Linda Davis second by Keith Jones to approve the submission of the Technology Plan for 2013-2016. Mr. Joel Brown has revised this document for submission. Motion carried, roll call vote, all present voting “yes”.

9. Motion by Linda Davis second by Keith Jones to approve the request for approval of an amendment to the IDEA FY 13 grant application to incorporate carry over funds from the IDEA FY 12 grant. \$14,830 will be added to the Basic grant for out of district tuition costs and \$2,327 will be added to the Preschool grant for instructional supplies. Motion carried, roll call vote, all present voting “yes”.

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10. Motion by Linda Davis second by Brian Davis 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 Amt.</u>
Kristin Braidwood	\$0	Clarksboro, NJ	04/22/13	None
Maria McCutcheon	\$0	ERIC – Transition Students w/ Disabilities	04/23/13	None
Dr. Leonard Fitts	\$0	Piscataway – PTSM Training	04/24/13	None
Betsy Wasiak	\$99	EIRC-Smartboard Training	04/25/13	None
Rosemary Iannuzzi	\$99	EIRC- Smartboard Training	04/25/13	None
Polly Taylor-Hearn	\$99	EIRC- Smartboard Training	04/25/13	None
Stacey Childs	\$99	EIRC- Smartboard Training	04/25/13	None
Carla Bissic	\$99	EIRC- Smartboard Training	04/25/13	None
Cheryl Hughes	\$99	EIRC- Smartboard Training	04/25/13	None
Cheri Garton	\$99	EIRC- Smartboard Training	04/25/13	None
Nora Hessel	\$99	EIRC- Smartboard Training	04/25/13	None
Dawn Schafer	\$99	EIRC- Smartboard Training	04/25/13	None
Michele Brewster	\$0	CCES – Clementon <i>Suicide Prevention</i>	04/16 & 05/01	None

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

11. Motion by Linda Davis second by Cynthia Mozee to approve the requested one to one aide contract for a grade 1 special education out of district student at a per diem rate of \$192.50. This support is required to meet the student’s individual educational needs. Motion carried, roll call vote, all present voting “yes”.

11. OLD BUSINESS

N/A

12. NEW BUSINESS

- Pine Hill Report
- Education Services Commission Report
- Board Member Reminder
- Update in Initiatives

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13. PUBLIC COMMENTS-OPEN – NO PUBLIC IN ATTENDANCE

Motion by _____ second by _____ to open the meeting to the public for the discussion of school district issues. Open: _____.

14. PUBLIC COMMENTS-CLOSE

Motion by _____ second by _____ to close the meeting to the public. Close time: _____.

15. ADJOURNMENT

Motion by Linda Davis second by Cynthia Mozee to adjourn the meeting. Meeting adjourned: 8:12pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart
Business Administrator