

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 18, 2014

Worksession Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Deanna Reilly, Vice President, call this meeting to order under the Open Public Meetings Act at 7:30pm.

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>arrived at 7:38pm</u>
Mrs. Jocelyn Lewis	<u>absent</u>
Mrs. Melanie Middleman	<u>present</u>
Mr. Keith Jones	<u>present</u>
Mr. Cecil Rodrigues	<u>present</u>
Mr. Brian Davis	<u>present</u>
Mrs. Deanna Reilly, Vice President	<u>present</u>
Mrs. Mary Williams, President	<u>arrived at 8:01pm</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 _____ seconded by _____

RECOMMEND that the Board of Education approve the action meeting minutes of the August 28, 2014 meeting as presented in duplicated form and dispense with the reading of the same.

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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

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: _____.

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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

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B. Review District & Board of Education Goals

DISTRICT & BOARD OF EDUCATION GOALS

2013-2014

1. Supervise the revision and implementation of all district curricula, over the next 3 years (2013-2016) as per 2013 QSAC findings in order to improve student growth and achievement.
2. Review and revise all district policies and procedures in order to maintain and improve district programs, curricula, and the teaching and learning process.
3. Supervise the implementation of Achieve NJ requirements in order to improve teacher performance resulting in increased student growth and academic achievement.

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BOARD GOALS

1. Complete the Superintendent Evaluation and Board of Education Self-Evaluation by July 1, 2014.
 2. Plan a Board of Education retreat.
 3. Review and revise, as needed, the Board of By Laws as found in the 9000 Section of the District Policy Manual.
- 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
8	Reilly	CCTS	09/30/14	\$0.00	one driver, one bus

- F. Safety and Security – JFK
- | Type of Drill | Date and Time | Location of Drill | Route #'s | Drill Supervisor |
|----------------|---------------|-------------------|-----------|------------------|
| Fire | | | | |
| Lockdown | | | | |
| Bus Evacuation | | | | |

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G. Safety and Security – DDE

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

- Fire
- Lockdown
- Bus Evacuation

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

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

I. Discussion Items:

Policy	Name	Regulations	Name
4119.26/4219.26	Electronic Communication by School Staff	5113	Attendance; Late Arrival and Early Dismissal

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- a. Motion by _____ seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of Policy 4119.26/4219.26 – Electronic Communication by School Staff and Regulation 5113 – Attendance and Late Arrival and Early Dismissal.

Policy	Name	Regulations	Name
5120	Assessment of Individual Needs	5113	Attendance Regulation Update
3542.1	Local Wellness, Nutrition for NJBA review		
6142.4	Physical Education and Health		

- b. Motion by _____ seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of Policy 5120 – Assessment of Individual Needs, 3542.1 – Local Wellness, Nutrition for NJBA review, 6142.4 – Physical Education and Health, Regulation – 5113 – Attendance Regulation Update.

- c. **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 submission of the School Self-Assessment for determining grades for JFK Elementary School and DDE Middle School for the 2013-2014 school year. Documents were uploaded to portal and included for board review. Motion carried, voice vote, all present voting “yes”.

11. Personnel

- a. Motion by _____ second by _____ and adopted by all members present voting “yes” in a roll call to approve the co-curricular positions and stipends for the 2014-2015 school year as noted below:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Start Date</u>
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Student Gov’t Advisor
8 th Gr Activities Coordinator
Yearbook Advisor
Band Director

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- b. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the substitute list for the month of September by Source 4 Teachers. *List is included and was uploaded to portal for board review.*
- c. **Motion by Cecil Rodrigues seconded by Cynthia Mozee**
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following list of ADVANCE volunteers:
Nichole Walizer, Yvonne Walizer, Matthew Regan, Valerie Nipe, Melissa Powell, Nathan Montgomery, Christina Simmons, Amanda Walker, Ashley Simpson, Heather Tonczyk, Lauren Michetti, Enza DeNinno, Kim Chojnacki, Kristen Dubler, Kevin Dubler, Victoria Gallaher, Sheryl Waldron, Ivan Lopez, Diana Gastelum, Christeen Harad, Brian Harad, Susan Walker-Carpenter, Kimberly Maddox, Kyle Maddox, Rich Weglzyzniak, Kimberly Basquez, Laurajean Hettel, Robert Hettel, Daniel Nelson, Beverly Alexander, Dylan Alexander, Kathleen Ortiz, Christopher Ortiz, Todd Bannan, Stephanie Bannan, Robert Spackman, Lisa Spackman, Josh Walker, Mary Hartman, Brian Waldron, Rebecca Manning, Regina Mitchell, Harold Mitchell, Jr., Adrian Walker, Valerie Castner, Michael Schaffield, Audrey Barbera, Katherine Futia, Malinda Taylor, Tyrone Fisher, Wilma Doty, H. JoAnne Gumson, Joe Layman, Meghan Folcher, Stephanie Miner, Karen Payne, Linda Monetti, Patricia Barry, Stefanea Moore, Gary Gumson, Pam Selenski, Jonathan Jackson, Nicole Scardigli, Miriam Ahmed, Tareque Kazi, Sean Mears, Kim Molins, Hans Molins, Jeffrey Bayne, Lynn Kuriger, Bernadette Grabert, Leilani Talosig, Tara Sullivan, Jessica Chance, David Lewis, Kieshia Savage, Carol Savage, Jeffrey Souza, Gina Odegaard, Jacob Odegaard, Loura Raynore, Ronald Odegaard, Carly Odegaard, Dana Landolt, Jillian Vazquez, Aliencia Lipscomb, Verna Cornish Williams, Tammy Ruggiero, Debra Stevenson, Heather Roark, Lisa Kaiser, Jennifer Nelson, Brittany Green, Heather Henderson
Motion carried, voice vote, all present voting “yes”.
- d. **Motion by Keith Jones seconded by Cecil Rodrigues**
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the requested leave without pay for employee number 01462 for the dates of September 25 and 26.
Motion carried, roll call vote, all present voting “yes”.

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12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending August 2014

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 August 2014. 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 August 2014. The Treasurer’s and Secretary’s report are in agreement for the month of August 2014.
- 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

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>
Jacklyn Lawlor	\$175	AENJ – Long Branch, NJ	10/05-07/14	None
Emily Klinke	\$350	ERIC – South Jersey,	9/23, 10/08 10/27, 11/3, 1/15, 4/28	None
Ryan Rollins	\$150	FEA, Rutgers, Newark, NJ	8/27/14	None
Dorothy Micale	\$400	EIRC – Mullica Hill, NJ	10/22, 12/3, 1/21, 2/25, 3/18	None
Dina Bottley	\$400	EIRC – Mullica Hill, NJ	10/22, 12/3, 1/21, 2/25, 3/18	None
Jeffrey Patterson	\$400	EIRC – Mullica Hill, NJ	10/10, 10/24, 12/15, 1/16, 1/20	None

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Judith Elias \$400 EIRC – Mullica Hill, NJ 10/10, 10/24, None
12/15, 1/16, 1/20

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

Batch number Amount \$

- G. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the tuition contract between Berlin Township Board of Education and Pine Hill Board of Education. Cost is \$3,043,444.00 (\$14,774 x 206 pupils).

- H. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, 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 \$50,000.

- I. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition contract between Berlin Township School District and Camden County Technical Schools. Cost is \$144,768.00.

- J. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract with Rutgers University for the state mandated Dyslexia Training. This training will take place on October 10, 2014 for the district staff. Cost is \$1,500.

- K. Motion by _____ second by _____
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 8 special education student to attend the Pine Hill Schools at a yearly rate of \$22,933. This placement is needed because no in-district program was found to meet the student’s individual educational needs.

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14. Old Business

15. New Business

- Committee Updates
 - Negotiations
 - NJSBA
 - CCESC
 - Pine Hill Bd of Ed
 - CCSBA
 - Joint NJSBA training session to be held with Clementon Board of Education –
November 3, 2014 at 6:30pm
 - Special Education Department of Education Review –
It has been determined that the Berlin Township School District “meets requirements” with regard to implementation of special education requirements for the 2012-2013 school year. (This statement comes from the Department of Education, Office of Special Education Programs.)
 - Guidance Department – Anti-Bullying Themes for Each Month
 - Draft Board Goals for 2014-2015 – see August 28, 2014 board minutes
- a. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the District Goals for the 2014-2015 school year. *See attached document, this was also uploaded to the portal for board review.*

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16. 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 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: _____.

17. Public Comments - Closed

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

18. 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:

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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.

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- f. Discussion of any pending or anticipated litigation or contract negotiation.

19. Executive Session – Close

Motion by _____ seconded by _____ to come out of Executive Session. Time out: ____.

20. Adjournment

Motion by Brian Davis seconded by Cynthia Mozee to adjourn the meeting.
Meeting adjourned: 8:18pm.

Respectfully submitted,

Megan Stoddart, Business Administrator