

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 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 7:33pm. 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>arrived at 7:41pm</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>present</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 Sol Cohen

RECOMMEND that the Board of Education approve the action meeting minutes of the April 30, 2015 and the May 21, 2015 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” on April 30, 2015 minutes: all present.

Voting “yes” on May 21, 2015 minutes: Mr. Souza, Mr. Cohen, Mr. Davis,
Mrs. Reilly, Mrs. Williams

Abstention on May 21, 2015 minutes: Mrs. Mozee, Mrs. Lewis, Mr. Jones

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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: _____.

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

Musical Presentation by

David Lewis, James Havers, Evan Aubry

Recognition of 2015 Retirees

***Edith Misiak, for 20 years of service
and
Nora Hessel, for 39 years of service***

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Recognition of Students of the Month

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

The following students are being recognized as students of the month of April for the John F. Kennedy Elementary School:

Giovanni Lezama, Nicholas Branco, Layla Belisky, Gianna Ortiz-Csink, Trey Murrenburke, Hasan Ahmed, Eric Gilligan, Daysia McCaulley, Gavin Selenski, Camryn Roe

The following students are being recognized as students of the month of April for the Dwight D. Eisenhower Middle School:

Madelyn Russo, William Way, Joscelyn Jackson, Jacob Journeigan, Faith Pearson, Antonio Magazzu, Amanda Chopel, Chris Hovell, Nicole Kuriger, Isaiah Coleman

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: ____.

Public in Attendance as follows:

Nancy Sims, Charlotte Cohen, Joann Kirst, Nora Hessel, Guy Hessel, Eileen Ash, Pamela Selenski, David Belisky, K. Belisky, Edith Misiak, Stanley Misiak

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 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

May 28, 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

May 28, 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.

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

Date Reported to Superintendent	School	Case Number	Result	Action
05/06/15	JFK	3	Counseling, suspension from bus, targeted activities	Confirmed HIB
05/21/15	DDE	4	Action plan developed, sensitivity and tolerance training	Confirmed HIB

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

Motion by Jeffrey Souza seconded by Sol Cohen

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 # 3 reported on 05/06/15 and Case # 4 reported on 05/21/15. Motion carried, roll call vote, all present voting “yes”.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
8	Kolaski	Wildwood, NJ	06/15/15	incl. in activity fee	two drivers, two buses, tolls
4 – 8	Deaner/Friedman	Cape May Zoo	06/12/15	\$0	one driver, one bus, tolls
6 – 8	DeCaro	Camp Dark Waters			
		Medford, NJ	05/27/15	\$0	one driver, one bus

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

F. Safety and Security – JFK

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

Fire
Lockdown
Bus Evacuation – 05/18/2015

G. Safety and Security – DDE

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

Fire - 04/23/15 – 10:25am
Lockdown – 04/16/15 – 1:25pm
Bus Evacuation – 05/18/2015

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 Cynthia Mozee seconded by Brian Davis
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
YES! Youth Elite Sports	Ballfields	June 19, 20, 21	Games

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

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Discussion Items:

Policy	Name	Regulation	Name
6147.1	Evaluation of Individual Student Performance	6147.1	Grading System
6151	Class Size	6153	Field Trips
6153	Field Trips	6154	Homework
6154	Homework/Makeup Work	6160	Resource Materials
6156	Instructional Planning/Scheduling		
6160	Instructional Services and Resources		

- a. 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 second reading of policies 6147.1 – Evaluation of Individual Student Performance, 6151 – Class Size, 6153 – Field Trips, 6154 – Homework/Makeup Work, 6156 – Instructional Planning/Scheduling, 6160 – Instructional Services and Resources, and regulations 6147.1 – Grading System, 6153 – Field Trips, 6154 – Homework, 6160 – Resource Materials. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Policy	Name	Regulation	Name
6161	Equipment, Books and Materials	R 6161	Student Instrumental Loan Form
6161.2	Complaints Regarding Instructional Materials	R 6161	Instructional Supplies
6162.4	Community Resources	R 6161.1	Evaluation and Selection of Instructional Materials
6162.5	Research	R 6161.1	Adoption of Textbooks
6163.1	Media Center/Library	R 6163.3	Live Animals in School
6163.3	Live Animals in the Classroom		

- b. 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 first reading the following policies and regulations: Policies 6161 – Equipment, Books and Materials, 6161.2 – Complaints Regarding Instructional Materials, 6162.4 – Community Resources, 6162.5 – Research, 6163.1 – Media Center/Library, 6163.3 – Live Animals in the Classroom, and Regulations 6161 – Students Instrumental Loan Form, 6161 – Instructional Supplies, 6161.1 – Evaluation and Selection of Instructional Materials, and 6161.1 – Adoption of Textbooks, 6163.3 – Live Animals in School. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Policy	Name	Regulation	Name
6164.1	Intervention and Referral Services for General Education Students		
6164.2	Guidance Services	6164.2R	Guidance and Counseling , Regulation
6164.4	Child Study Team	6164.4R	Disaffected Students, Regulation
		6164.4R	Disruptive Students, Regulation
6171	Special Instructional Programs		
6171.1	Remedial Instruction		
6171.2	Gifted and Talented		
6171.3	At-Risk and Title 1	6171.3R	At-Risk Students, Regulation
		6171.3R	Title 1 Students, Regulation

- c. Motion by Jeffrey Souza seconded by Keith Jones
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve for review the following policies and regulations: 6164.1, Intervention and Referral Services for General Education Students; R 6164.1, Intervention and Referral Services for General Education Students; 6164.2, Guidance Services; 6164.2R, Guidance and Counseling , Regulation; 6164.4, Child Study Team; 6164.4R, Disaffected Students, Regulation; 6164.4R, Disruptive Students, Regulation; 6171, Special Instructional Programs; 6171.1, Remedial Instruction; 6171.2, Gifted and Talented; 6171.3, At-Risk and Title 1; 6171.3R, At-Risk Students, Regulation; 6171.3R, Title 1 Students, Regulation. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- d. Motion by Brian Davis seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2015-2016 district calendar. *(This document is attached and was uploaded to the portal for review.)*
Motion carried, all present voting as follows:

Voting “yes”: Mr. Davis, Mr. Jones, Mr. Souza, Mr. Cohen, Mrs. Mozee,
Mrs. Reilly, Mrs. Williams

Voting “no”: Mrs. Lewis

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

11. Personnel

- a. Motion by Deanna Reilly second by Cynthia Mozee 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>
Kimberly Kraus	F/T JFK Instruc. Asst.	Step 1 -\$14,702 pro-rated	05/18/15
Walter Miller	Summer Painter	\$10.40/hr.	06/25/15
Corey Bollinger	Summer Painter	\$10.20/hr.	06/25/15
William Hertens	P/T Custodian	\$10.15/hr.	07/01/15

ESY Staff – 2015

July 6 – August 6, 2015 - Monday through Thursday

July 7 – July 30, 2015 – Tuesday through Thursday

Jennifer Virelli	Teacher	\$35/hr	07/06 – 08/06
Diana Jemality	Teacher	\$35/hr	07/06 – 08/06
Lindsay Wanko	Teacher	\$35/hr	07/06 – 08/06
Meenu Joshi	Teacher	\$35/hr	07/06 – 08/06
Debra Wash	Teacher	\$35/hr	07/06 – 08/06
Emily Klinke	Teacher	\$35/hr	07/06 – 08/06
Mary Jo Kolaski	Teacher	\$35/hr	07/06 – 08/06
Rachel Deaner	Teacher	\$35/hr	07/06 - 08/06
Patricia Hockham	Asst. Teacher	\$12/hr	07/06 - 08/06
Jean Eddis	Asst. Teacher	\$12/hr	07/06 – 08/06
Carissa Cavallaro	Asst. Teacher	\$12/hr	07/06 – 08/06
Cheryl Johnson	Asst. Teacher	\$12/hr	07/06 – 08/06
Jan Jennison	Asst. Teacher	\$12/hr	07/06 – 08/06
Melissa Simon	Asst. Teacher	\$12/hr	07/06 – 08/06
Kimberly Kraus	Asst. Teacher	\$12/hr	07/06 – 08/06
Ilana Gorelik	Speech Therapist	\$38.20/hr	07/06 – 08/06
Heartland Rehabilitation	Occupational Therapist		
		\$76.50 Contracted rate	07/06 – 08/06
Voorhees Pediatrics	Physical Therapist		
		\$92.50 Contracted rate	07/06 – 08/06
Evelyn Harris	Nurse	\$35/hr	07/06 – 08/06

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

CST Staff Summer 2015

		Evaluations	Meetings
Kristy Mitchell	LDT/C	\$298.48/eval	\$41.69/hr
Ryan Rollins	School Psychologist	\$281.48/eval	\$39.31./hr
Michele Brewster	Social Worker	\$275.98/eval	\$38.54/hr
Ilana Gorelik	Speech Therapist	\$273.48/eval	\$38.20/hr
Kim Gadzinski	Speech Therapist	\$439.90/eval	\$61.44/hr

September 2015-2016 DDE Staff

Name	Position	Salary and Step
Shane Doyle	P/T, 2:1 aide	Step 2, \$13,422
Jean Eddis	P/T, 8 th gr in class support	Step 2, \$13,422
Sarah O’Toole	F/T, RTI in class support	Step 4, \$16,260
Colleen McCullough	P/T, MD classroom aide	Step 9, \$15,707
Sharon McDonough	P/T, MD classroom aide	Step 2, \$13,422
Heidi Farlow	P/T, 5 th gr in class support	Step 4, \$13,822
Mindy Pratt	P/T, 7 th gr in class support	Step 4, \$13,822
Ramona Schlaegel	P/T, 1:1 aide	Step 10, \$16,114
John Kelly	Athletics Coordinator	\$2,100
John Kelly	Soccer Coach – Girls	\$1,800
Dina Bottley	Soccer Coach – Boys	\$1,800

September 2015-2016 JFK Staff

Name	Position	Salary and Step
Carissa Cavallaro	P/T, Inst. Asst.	Step 4, \$13,822
Jessica German	F/T, Inst. Asst.	Step 4, \$16,260
Janett Masterson	F/T, Inst. Asst.	Step 8, \$18,013
Joan Saunders	P/T, Inst. Asst.	Step 8, \$15,310
Madeline Tresca	P/T, Inst. Asst.	Step 3, \$13,622
Amy Frymire	P/T, Inst. Asst.	Step 6, \$14,547
Cheryl Johnson	P/T, Inst. Asst.	Step 9, \$15,707
Patricia DiMaria	P/T, Inst. Asst.	Step 4, \$13,822
Jacquelyn Waterman	P/T, Inst. Asst.	Step 2, \$13,422
Lisa Wood	P/T, Inst. Asst.	Step 7, \$14,924
Denise Raroha	P/T, Inst. Asst.	Step 15, \$18,312
Kimberly Kraus	F/T, 1:1 Aide	Step 1, \$15,061

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- b. 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 request for Rowan University students for clinical practice placements:

<u>Name</u>	<u>School</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Molly Oleese	DDE	J Uhnat	Sept 2 – Dec 18, 2015
Taylor Katawick	JFK	P Farlow	Sept 2 – Dec 18, 2015
Destinee Barker	JFK	N Sims	Sept 2 – Dec 18, 2015

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

- c. Motion by Jeffrey Souza seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the request for Albright University student for additional clinical practice placement:

<u>Name</u>	<u>School</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Taylor Cohen	JFK	J Jennison	May 25 – June 23, 2015

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- d. Motion by Deanna Reilly seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

Andrea Larsen, Kristopher Larsen, Tamika Collins, Ernesta Vinalay, Maricela Aparicio, Kristin Reyes, Michael Mazakas, Karen Law, Charlotte Chabot, Juana Sebastian, Tai Santos, Toni Johnson, Valerie Nipe, Matthew Sullivan, Nicole Sullivan, DeWayne Pierre Marshall, Patrick Lyons, Theodor Taylor, Jr., Sheena Guss, Charlene Thomas, Thomas Boyer, Mistine Owens, Mary Hartman, Christine Marone, Kathleen Marone, Peter Ortiz, Victoria Ortiz, Carmen Tumaneny, Melissa Peters, Lisa Boyer, Jade Pinto, Leha Anderson-Rhyens, Sheree Cramer, Cheree Coleman, Olijuan Holmes, Jennifer McDonald, Taylor Esquilin, Bonnie Stintsman

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

- e. Motion by Jeffrey Souza seconded by Keith Jones

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the resignation, with regret, of staff member Nora Hessel. Mrs. Hessel has been employed in the district since 1977 and will retire this year. Motion carried, roll call vote, all present voting “yes”.

- f. *This item was voted on at the May 21, 2015 worksession meeting.*

Motion by Jeffrey Souza second by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the employment contract for submission to the county office of education for Megan Stoddart as School Business Administrator/Board Secretary for the 2015-2016 school year. Salary is to be \$88,327.00. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

12. Curriculum and Instruction

- a. Motion by Brian Davis second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the submission of the revised QSAC District Improvement Plan (DIP) to the New Jersey Department of Education. *(Plan was uploaded to the portal and is included in the board packet.)*

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

13. Appointment of School Officials

- a. Motion by Cynthia Mozee second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Megan Stoddart as School Business Administrator/Board Secretary for the 2015-2016 school year. Salary is to be \$88,327.00 pending approval from the county office. Motion carried, roll call vote, all present voting “yes”.
- b. 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 to appoint Kathleen Forsythe as Custodian of School Funds (Treasurer) for the 2015-2016 school year. Salary is to be \$3,698.00. Motion carried, roll call vote, all present voting “yes”.
- c. 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 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 2015-2016 school year. Pursuant to 18:A:18A-5(a)1, award of contract shall be printed in an official newspaper. Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Jeffrey Souza second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Omni Group as the third party administrator of the district’s 403(b) plan (Tax shelter) for 2015 - 2016 school year. Motion carried, roll call vote, all present voting “yes”.
- e. Motion by Deanna Reilly second by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following Tax Shelter Annuity companies for the 2015-2016 school year: Equitable, Met Life (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning. Motion carried, roll call vote, all present voting “yes”.
- f. Motion by Deanna Reilly second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve T.C. Irons/Haines and Haines as the district’s risk management broker of record for the 2015-2016 school year. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- g. Motion by Brian Davis second by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Brown and Brown Benefit Advisors as the district’s health insurance broker of record.
Motion carried, roll call vote, all present voting “yes”.
- h. Motion by Jeffrey Souza second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Tatem Brown Family Physicians 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 2015-2016
- Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.
Motion carried, roll call vote, all present voting “yes”.

This motion is tabled until the June meeting.

- i. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following list of psychiatrists for our district’s parent resource list:

LIST WILL BE FURNISHED BY K BRAIDWOOD

Contact information on file with the School Business Administrator.

This motion is tabled until the June meeting.

- j. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following list of doctors for neurological evaluations for our district’s parent resource list:

LIST WILL BE FURNISHED BY K BRAIDWOOD

Contact information on file with the School Business Administrator.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

"Educating Today for Tomorrow's Success"

14. Business and Finance

~~Financial Report – Period Ending April 2015~~

Motion by _____, seconded by _____

~~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 April 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 April 2015. The Treasurer's and Secretary's report are in agreement for the month of April 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 action here:

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- E. Motion by Cynthia Mozee seconded by Jeffrey Souza to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
Jeffrey Patterson	\$0	Trenton, LRC Central – 06/10/15	\$0
Judith Elias	\$0	Trenton, LRC Central – 05/28/15	\$0
Kristy Mitchell	\$0	Trenton, LRC Central – 05/28/15, 06/10/15	\$0
<i>To further district planning for students with dyslexia</i>			
Edythe Austermuhl	\$0	EIRC, Mullica Hill - 08/13,14/15	\$0
Kristin Braidwood	\$0	EIRC, Mullica Hill – 08/13, 14/15	\$0
<i>Planning for Pre-School Disabled Students</i>			
Marilyn Bright	\$0	East Windsor, NJ – 06/05/15	\$0
<i>Empowering the Conversation Teaching and Learning Conference</i>			

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

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

Batch number 62 Amount \$802,686.82

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

- G. Motion by Keith Jones second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to establish the following financial institutions for deposit of school funds: Citizens Bank.
Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- H. Motion by Jeffrey Souza second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve 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

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

- I. Motion by Brian Davis second by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to authorize the business administrator to purchase CD’s and bank notes for investment purposes. Motion carried, roll call vote, all present voting “yes”.
- J. Motion by Deanna Reilly second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to authorize the business administrator to transfer/wire funds by telephone or internet. Motion carried, roll call vote, all present voting “yes”.
- K. Motion by Jeffrey Souza second by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the business administrator as district purchasing agent and set the district’s bid threshold at \$26,000 for the 2015-2016 school year and the district’s quotation threshold at \$3,900 for the 2015-2016 school year. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- L. Motion by Jeffrey Souza second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve 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. Motion carried, roll call vote, all present voting “yes”.
- M. Motion by Deanna Reilly second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Edythe Austermuhl, Superintendent, as the district Attendance Officer for the 2015-2016 school year. Motion carried, roll call vote, all present voting “yes”.
- N. Motion by Cynthia Mozee second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds; as the district Right to Know Coordinators. Motion carried, roll call vote, all present voting “yes”.
- O. Motion by Jeffrey Souza second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Marilyn Bright, Principal of Dwight D. Eisenhower Middle School and Jeffrey Patterson, Curriculum Coordinator as the district’s Affirmative Action Officers. Motion carried, roll call vote, all present voting “yes”.
- P. Motion by Keith Jones second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Asbestos Compliance Officer. Motion carried, roll call vote, all present voting “yes”.
- Q. 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 to appoint Megan Stoddart, Business Administrator, as the district Public Agency Compliance Officer. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- R. Motion by Brian Davis second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds, as the district PEOSHA Officers. Motion carried, roll call vote, all present voting “yes”.
- S. 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 to appoint Megan Stoddart, Business Administrator, as the district Custodian of Records. Motion carried, roll call vote, all present voting “yes”.
- T. Motion by Deanna Reilly second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Safety Coordinator. Motion carried, roll call vote, all present voting “yes”.
- U. Motion by Deanna Reilly second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison. Motion carried, roll call vote, all present voting “yes”.
- V. Motion by Keith Jones second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Megan Stoddart, Business Administrator, and Mr. Brian Reilly, Dwight D. Eisenhower Middle School Guidance Counselor as the district Issuing Officers of Working Papers. Motion carried, roll call vote, all present voting “yes”.
- W. Motion by Brian Davis second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds as the district IPM Coordinator. Motion carried, roll call vote, all present “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- X. Motion by Jeffrey Souza second by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution for Archway Programs:
- Be it resolved that the Berlin Township Board of Education does not require the Archway Schools to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture’s Child Nutrition Program regulations.
Motion carried, roll call vote, all present voting “yes”.
- Y. 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 to appoint Bowman and Company as the district’s auditing firm for the 2015-2016 school year. Motion carried, roll call vote, all present voting “yes”.
- Z. 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 to designate the following locally circulated newspapers as official publications of advertising purposes: The Central Record and The Courier Post. Motion carried, roll call vote, all present voting “yes”.
- AA. Motion by Cynthia Mozee second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to resolve that the Berlin Township Board of Education adopt the established policies, rules and regulations of the Berlin Township Board of Education. Motion carried, roll call vote, all present voting “yes”.
- AB. Motion by Deanna Reilly second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve 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 July 1, 2015. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

AC. Motion by Jeffrey Souza second by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve 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, 2016. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

AD. 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 contract for the following services offered by the Camden County Educational Services Commission:

Transportation Services		
• Contracted Routes	Vendor cost plus 5%	
• Aide in Lieu	State limit plus 5%	
192-193 Services (Nonpublic Schools)		
• Compensatory Education	-	Cost not to exceed State funding
• ESL		
• Home Instruction		
• Supplemental Instruction		
• Speech-Language Services		
• Examination and Classification		
• Nursing Services		
Child Study Team Services (Public Schools)		
<i>Evaluations¹:</i>		
• Psychological, Educational, Social, Speech/Language	\$360 per evaluation	\$505 non-English
• Three Evaluation Bundle	\$975	\$1,450 non-English
• Psychoeducational	\$710	\$985 non-English
• IEP/Service Plan Development	\$125	
Case Management & IEP/ISP Development	\$165/Case	
Annual Review	\$150	
Transfer Case Review of Records	\$50	
Service Plan/IEP Revision	\$45	
Independent Reading Inventory	\$45	
CST Consultation	\$75 per hour	
SEMI Oversight and logging by CCC/SLP	Custom Quote	
Related Services 3 rd Party (Speech, Physical, or Occupational Therapy)		
• Services Only	Vendor Cost plus 5%	
• Services and Case Management	Vendor cost plus 10%	
Purchased Educational Services (IDEA, Title I)		
• Instructional Assistant-Full Time (6.5 hours/day)	\$5,895-36 weeks, one day/week	
• Instructional Assistant-Part Time (up to 4 days/week)	\$4,895-36 weeks, one day/week	Subject to availability of staff

¹ Includes eligibility conference

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

• Teacher/Certified Professional	\$15,900-36 weeks, one day/week	
• Educational Specialist Speech-Language Specialist, School Counselor LDTC, School Psychologist Occupational/Physical Therapist, School Nurse	\$68 per hour (minimum 6.5 hours @ \$442.00)	
• Teacher-NJ DOE Certificated	\$15,900-36 weeks, one day/week	
\ Substitute Nursing Services		
• BSN or RN	\$43/hr	Minimum 4 hours
Public Home Instruction		
• General or Special Education Certificated	\$45/hr	

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

- AE. Motion by Keith Jones second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Internet Policy Services and License Agreement with New Jersey School Boards Association. Cost is \$2,500. Motion carried, roll call vote, all present voting “yes”.
- AF. 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 to accept and award the bid to Multi-Temp Mechanical for the HVAC Upgrade at the Huster Administration Building. The amount of the base bid is \$320,000.00. Motion carried, roll call vote, all present voting “yes”.
- AG. Motion by Jeffrey Souza 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 9 special education student to attend the Archway Programs at a yearly rate \$42,709.75. This student requires the support of a 1:1 aide at a yearly rate of \$30,100.00. This placement is continued 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

May 28, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- AH. Motion by Jeffrey Souza 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 10 special education student to attend the Archway Programs at a yearly rate \$42,709.75. This placement is continued because no in-district program was found to meet the student’s individual educational needs. Motion carried, roll call vote, all present voting “yes”.

- AI. Motion by Keith Jones second by Jeffrey Souza
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 11 special education student to attend the Archway Programs at a yearly rate \$42,709.75. This placement is continued because no in-district program was found to meet the student’s individual educational needs. Motion carried, roll call vote, all present voting “yes”.

- AJ. Motion by Deanna Reilly second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2015-2016 contract with Bayada Home Health Care, Inc. to provide school nurse substitutes. Motion carried, roll call vote, all present voting “yes”.

14. Old Business

15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 28, 2015

Action Meeting Minutes

"Educating Today for Tomorrow's Success"

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 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

May 28, 2015

Action Meeting Minutes

"Educating Today for Tomorrow's Success"

18. Executive Session – In – N/A

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.

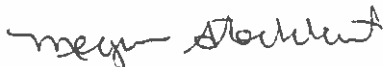
19. Executive Session – Close

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

20. Adjournment

Motion by Jeffrey Souza seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 9:05pm. Motion carried, voice vote, all present voting "yes".

Respectfully submitted,



Megan Stoddart, Business Administrator