

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

January 24, 2013 Action Meeting Agenda

BOARD OF EDUCATION MEETING

January 24, 2013

HUSTER ADMINISTRATIVE BUILDING

EXECUTIVE SESSION – 6:45 PM

ACTION MEETING - 7:30 PM

Meeting called to order and flag salute by _____

Roll Call

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

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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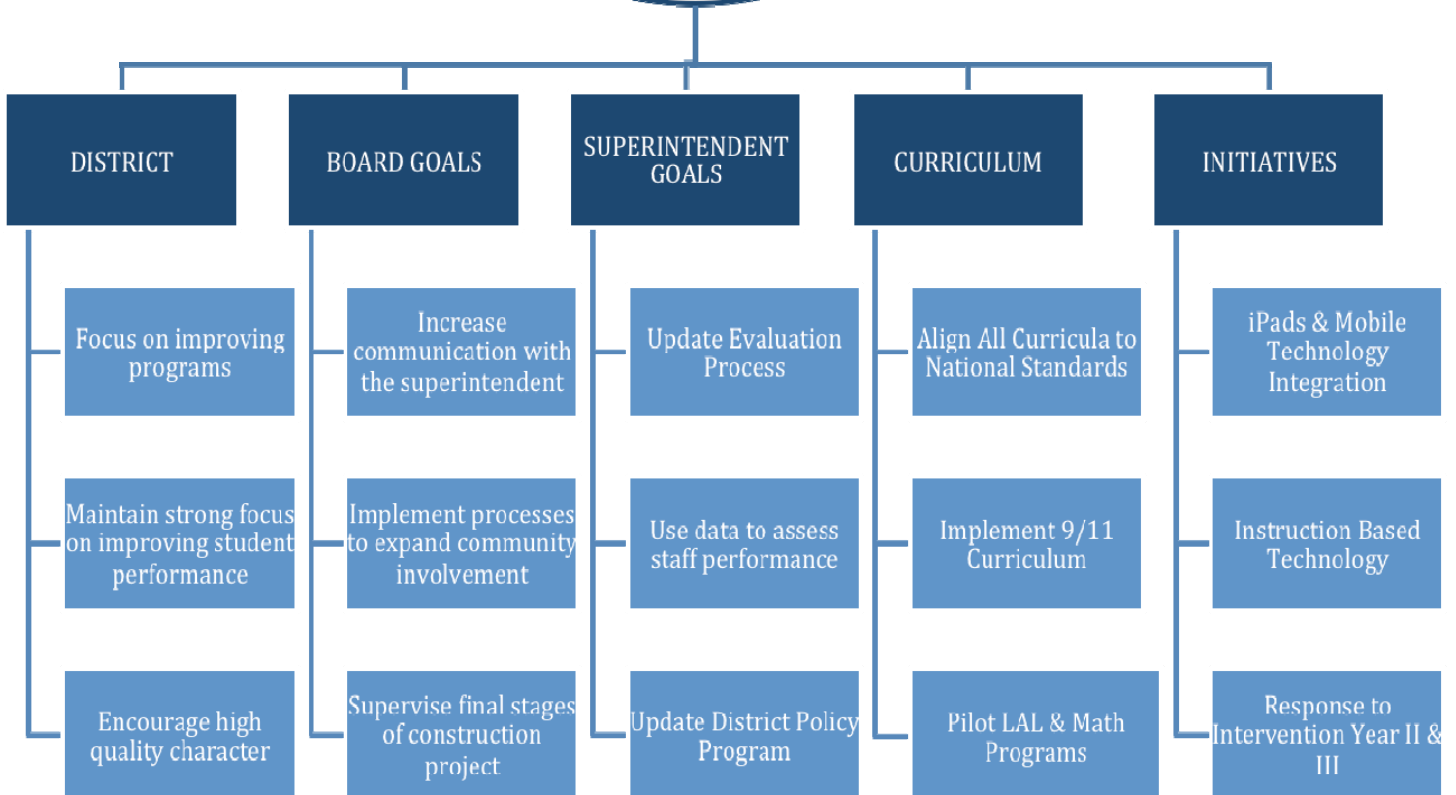
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MISSION:

- 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

ALL STUDENTS LEARNING



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1. MINUTES APPROVAL

Motion by _____ second by _____ to approve the minutes of December 20, 2012 and January 9, 2013.

2. EXECUTIVE SESSION-IN

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

3. EXECUTIVE SESSION-CLOSE

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

4. PRESENTATIONS

- N/A for January 24, 2013

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

5. PUBLIC COMMENTS - OPEN

Motion by _____ second by _____ to open the meeting to the public for the discussion of agenda items only. Open time: _____.

Please state your name and address at the outset.

6. PUBLIC COMMENTS - CLOSED

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

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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)

ii. -DDE Principal (M. Bright)

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	Topic/Summary	Investigation	Result	Action
01/02/13	DDE	Teasing, name calling between students	Completed	Non HIB	Counseling

e. School and Community Events:

f. Staff Kudos

g. Updates:

h. Field Trips: None to report for January 24, 2013

Grade Teacher Place Date Cost to Student Cost to District

N/A

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Discussion Items:

Policy	Name	Bylaws	Name
3327	Relations with Vendors	9326	Minutes
6172	Alternative Educational Programs		

- i. Motion by _____ second by _____ to approve the first reading of Policies #3327 – Relations with Vendors and #6172 - Alternative Educational Programs and Bylaw #9326 – Minutes.

8. PERSONNEL

- a. Motion by _____ second by _____ 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>
Kenneth Rodenheiser	Sub Nurse	\$125/day	01/25/13

- b. Motion by _____ second by _____ to approve the appointment of JFK staff member Brian Martino as an enrichment teacher for the district’s CARE program after school. Rate of pay is to be \$35 per hour.
- c. Motion by _____ second by _____ to approve rescinding the approved resignation of part time Social Worker Michelle Brewster.
This resignation was approved at the December, 2012 board meeting.
- d. Motion by _____ second by _____ to approve the full time employment for Social Worker Michelle Brewster as of March 1, 2013. Salary is to be \$49,913, MA, Step 1, pro-rated for the remainder of the 2012-2013 school year.
- e. Motion by _____ second by _____ to approve the leave of absence without pay for staff member # 00057 from January 2, 2013 through January 18, 2013.

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- f. Motion by _____ second by _____ to approve DDE staff member Robin Schaffer as an enrichment teacher/secretary for the district’s CARE program after school. Rate of pay is to be \$19.58 per hour.
- g. Motion by _____ second by _____ to approve the Secretary to the Child Study Team job description and position to be returned to the status of a non-confidential secretary.
- h. Motion by _____ second by _____ to approve JFK Interim Principal Michael Murphy to attend a three day McRel Evaluation Program Training. Fee to be determined.
- i. Motion by _____ second by _____ to approve DDE staff member Jonathan Liano to enter into the Principal Certification Program. Administrator John Davis will be Mr. Liano’s mentor for this program.
- j. Motion by _____ second by _____ to approve the request for lateral movement on the payscale for DDE staff member Jonathan Liano. Mr. Liano has submitted paperwork to the Business Office indicating that he has achieved the credits to move from BA to BA+15. This change in pay rate will be effective as of February 1, 2013.
- k. Motion by _____ second by _____ to approve the resignation, with regret of substitute custodian George Smith. Mr. Smith has been employed with the district since 2008. His resignation is effective as of January 8, 2013.
- l. Motion by _____ second by _____ to approve the following practicum:

<u>Name</u>	<u>School</u>	<u>Cooperating Teacher</u>	<u>Date</u>
Alex Merlino	Temple University	Kim Gadzinski	one day only – TBD
- m. Motion by _____ second by _____ to approve the following stipends:

NAME	STIPEND	POSITION
Eileen Hoff	\$900	Assistant Girls Softball Coach

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9. CURRICULUM AND INSTRUCTION

N/A

10. BUSINESS & FINANCE

1. Motion by _____ second by _____ to approve the following items as listed in the December 2012 Financial Reports.

a. Expense Account Adjustments

b. Bank Reconciliations for:

General Account	December 2012
Construction Account	December 2012
Payroll Account	December 2012
Agency Account	December 2012
CARE Account	December 2012
Playground Fund	December 2012
Cafeteria Fund	December 2012
Unemployment Trust Fund	December 2012

2. Motion by _____ second by _____ 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 December 2012. 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 December 31, 2012, 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

3. Motion by _____ second by _____ to pay bills as presented.

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4. Motion by _____ second by _____ to approve the following travel/professional development:

<u>Name</u>	<u>Date</u>	<u>Event/Location</u>	<u>Cost to District</u>
Dr. Leonard D. Fitts	01/14/13	Bullying Seminar/NY, NY	\$0.00 – N/C

11. OLD BUSINESS

12. NEW BUSINESS

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

13. PUBLIC COMMENTS-OPEN

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. EXECUTIVE SESSION-IN (if needed)

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

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16. EXECUTIVE SESSION-CLOSE (if needed)

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

17. ADJOURNMENT

Motion by _____ second by _____ to adjourn the meeting. Meeting adjourned: _____.