

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 20, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Keith Jones, Vice-President, call this meeting to order under the Open Public Meetings Act at 7:32pm. 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 5, 2017, 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 11, 2017 and the Central Record the week of January 15, 2017 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Yr Began/Current Term Expires

Mr. Sol Cohen	<u>present</u>	2014 / 2017
Mr. Keith Jones, Vice President	<u>present</u>	2011 / 2017
Mrs. Mary Williams	<u>present</u>	2002 / 2017
Mr. Brian Davis	<u>present</u>	2012 / 2018
Mrs. Kimberly Reed	<u>absent</u>	2015 / 2018
Mrs. Joanne Young	<u>present</u>	2015 / 2018
Mr. Jeffrey Souza	<u>absent</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>absent</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>absent</u>	2016 / 2019
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 Mary Williams, seconded by Brian Davis
RECOMMEND that the Board of Education approve the minutes of the June 22, 2017 meeting as presented in duplicated form and dispense with the reading of the same.
Motion carried, voice vote, all present voting “yes”.

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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 – unless otherwise stated, all presentations will be held during the Action Meeting

There will be no student presentations this month.

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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: ____.

No public in attendance at this meeting

9. Public Comments - Closed

Motion by _____ seconded by _____ to close the meeting to the public. Time closed: ____.

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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

2016-2017

- Supervise the revision and implementation of all district curricula, focusing on Science, World Language and Technology as per the 2016 QSAC findings in order to continue to improve student growth and achievement.
- Work with the district administrative staff to investigate ways to increase the use of technology for instructional purposes.

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BOARD GOALS

- 1. Begin to review and revise, as needed, Board Policies as found in the 5000 section of the Policy Manual and continue through the 2016-2017 school year.
 - 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. Continue to work with the Board of Education to investigate ways to improve communication with district parents and the community.
- 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 – N/A
 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: N/A for this meeting

Grade Teacher Place Date Cost to Student Cost to District

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F. Safety and Security – JFK
Type of Drill Date and Time

Fire
Lockdown
Bus Evacuation
Bomb Threat

G. Safety and Security – DDE
Type of Drill Date and Time

Fire
Lockdown
Bus Evacuation
Bomb Threat

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
Approve Use of Facilities – **N/A for this meeting**
- c. Technology Coordinator
- d. Supervisor of Curriculum and Instruction
- e. JFK Principal
- f. DDE Principal

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I. Discussion Items:

Policy	Name	Regulation	Name
3516	Safety	5141.4R	Missing, Abused and Neglected Children
3510	Operation and Maintenance of Plant		
3542.2	School Meal Program Arrears		

- a. Motion by Mary Williams, second by Joanne Young
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve for first reading, Policies # 3516 – Safety, 3510 – Operation and Maintenance of Plant, 3542.2 – School Meal Program Arrears and Regulation # 5141R – Missing, Abused and Neglected Children. Motion carried, roll call vote, all present voting “yes”.

Policy	Name	Regulation	Name
5118	Nonresidents		
5141.4	Missing, Abused and Neglected Children		
5142	Student Safety Uber Update	5142 (R)	Dismissal Procedure

- b. Motion by Brian Davis, second by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies for second reading: Policy 5118 – Nonresidents, Policy 5141.4 – Missing, Abused and Neglected Children, Policy 5142 – Student Safety Uber Update, and Regulation 5142 – Dismissal Procedure. Motion carried, roll call vote, all present voting “yes”.

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11. Personnel

- a. Motion by Mary Williams, second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with certification and criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Amanda Leonard	FT/LTS – Gr 4 Science	\$51,495*, Step 1, BA * prorated	09/01/17 -12/31/2017
Serena Pearson	Sub Bus Aide – ESY	\$10.20/hour	07/10/17

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

- b. Motion by Brian Davis second by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the letter of resignation, with regret, from Ilana Gorelik, effective July 19, 2017. Ms. Gorelik has on staff as a Speech Language Specialist since August 16, 2013. Motion carried, roll call vote, all present voting “yes”.
- c. Motion by Brian Davis second by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the letter of resignation, with regret, from Virginia Popoli, effective September 17, 2017. Ms. Popoli has been on staff as a Teacher of the Deaf since September 1, 2015. Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Brian Davis, second by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator approve the following job descriptions (uploaded to the portal):

CARE Program Supervisor
 CARE Assistant Supervisor
 CARE Support Staff
 CARE Administrative Assistant

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

12. Curriculum and Instruction

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13. Business and Finance

Financial Report – Period Ending May 2017

Motion by Mary Williams, seconded by Joanne Young

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 May 2017. 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 May 2017. The Treasurer’s and Secretary’s report are in agreement for the month of May 2017.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A -16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4, we certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

Megan Stoddart, Business Administrator

Date

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

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- E. Motion by Brian Davis, seconded by Mary Williams 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>
E Austermuhl	\$40	Online, HIB Law Update, 08/17/17	\$0.00
E Austermuhl	\$180	Rutgers Ctr for Literacy Development New Brunswick, 10/27/17	\$0.00

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

- F. Motion by Mary Williams, seconded by Joanne Young
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 50 Amount \$129,758.68

Batch number 70 Amount \$225,346.16

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

- G. Motion by Mary Williams, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the July, 2017 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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

- H. Motion by Mary Williams, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the June 2016-2017 CARE disbursements for the month in the amount of \$129,784.25.

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

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- I. Motion by Mary Williams, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the June 2016-2017 Cafeteria disbursements for the month in the amount of \$0.00. Motion carried, roll call vote, all present voting “yes”.

- J. Motion by Mary Williams, seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the out-of-district tuition contract for special education student #3043480134 to attend the East Mountain School at a yearly rate of \$77,506.80. This placement is a continuation of current placement. Motion carried, roll call vote, all present voting “yes”.

- K. Motion by Mary Williams, seconded by Joanne Young
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the out-of-district tuition contract for special education student #7493285809 to attend Archway Programs at a yearly rate of \$38,520. This placement is a continuation of current placement. This student requires the support of a 1:1 aide at a yearly rate of \$25,200. Motion carried, roll call vote, all present voting “yes”.

- L. Motion by Mary Williams, seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the out-of-district tuition contract for special education student #9353925643 to attend the Kingsway Learning Center at a yearly rate of \$60,528.23. This placement is a continuation of current placement. Motion carried, roll call vote, all present voting “yes”.

- M. Motion by Mary Williams, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the out-of-district tuition contract for special education student #3668842816 to attend the Archbishop Damiano School at a yearly rate of \$52,714.20. This placement is a continuation of current placement due to the significant nature of this student’s disability. Motion carried, roll call vote, all present voting “yes”.

- N. Motion by Joanne Young, seconded by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement in the amount of \$1,000 for staff member Jessica Wright. *A copy of the tuition reimbursement detail form is included in the board packet and was uploaded to the portal for board review.* Motion carried, roll call vote, all present voting “yes”.

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14. Old Business

QSAC Interim Review Update – Dr. Austermuhl

15. New Business

Sadly, former staff member, Robert E. Murray, Sr. (“Woody”) passed away on June 29, 2017. Mr. Murray was employed in the district’s Maintenance Department for nearly ten years. He retired from the district in 2015 and will be missed.

- Committee Updates
- Negotiations
- NJSBA
- CCESC
- Pine Hill Bd of Ed
- CCSBA

16. Public Comments – Open – N/A

Recognition of Citizens – for subjects not appearing on agenda

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed and limited in length to 5 minutes.

Motion by _____seconded by _____ to open the meeting to the public for the discussion of subjects. Time in: _____.

17. Public Comments - Closed

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

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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:

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 - 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 Mary Williams, seconded by Joanne Young to adjourn the meeting. Meeting adjourned: 8:05pm.

Respectfully submitted,

Megan Stoddart, Business Administrator