

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 25, 2013

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 6:56pm.

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 10, 2013, 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 13, 2013 and the Central Record the week of January 14, 2013 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Mrs. Linda Davis	<u>absent</u>
Mrs. Cynthia Mozee	<u>absent</u>
Mrs. Jocelyn Lewis	<u>absent</u>
Mrs. Melanie Middleman	<u>present</u>
Mr. Keith Jones	<u>present</u>
Mr. Cecil Rodrigues	<u>arrived at 7:00pm</u>
Mr. Brian Davis	<u>present</u>
Mrs. Deanna Reilly, Vice President	<u>present</u>
Mrs. Mary Williams, President	<u>present</u>
Dr. Leonard D. Fitts, Interim 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 Keith Jones.

RECOMMEND that the Board of Education approve the minutes of the June 27, 2013 meeting as presented in duplicated form and dispense with the reading of the same.

Motion carried, voice vote, all present voting “yes”.

5. Executive Session –

Matters to be discussed under Section 8, Open Public Meeting Act.

Motion by Deanna Reilly second by Keith Jones to adopt the following resolution to recess meeting to discuss personnel, legal, contractual and/or negotiation issues.

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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 School District, 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.

Time In: 6:58pm – Motion carried, all present voting “yes”.

Time Out: 7:35pm

6. Presentations

- Mr. Alberto Silva will present regarding lighting for the baseball field
- Ms. Katrice Cornett will present about the program at the HP Performing Arts Center in Atco, NJ

7. 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.

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Motion by Deanna Reilly seconded by Brian Davis to open the meeting to the public for the discussion of agenda items only.

Time In: 7:43pm – Motion carried, voice vote, all present voting “yes”.

Public in Attendance as follows:

*John Kelly, Robin Schaffer, Peg Farlow, Deb Wash, Pat DiLeo, Carrie Aloj,
Danielle Alessandrine, Jaime Friedman, Nancy Sims, Denise Smithen,
Ward Walker, Maria McCutcheon, Katrice Cornett, Brian Martino,
Lois Lang, Cheryl Hughes*

Ward Walker spoke regarding the BTEA’s recognition of the Board and the negotiation process.

Time Out: 7:44pm

8. Superintendent’s Report

Dr. Fitts addressed the board and gave recognition to the grounds crew for cleaning the buildings and maintaining the grounds this summer. He also thanked the Board of Education for the opportunity to work together.

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:

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- 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
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.

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

Date Reported to Superintendent	School	Case Number	Result	Action
N/A				

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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:

<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>District Cost</u>	<u>Student Cost</u>
K – 3	Page/Wanko	Library, Berlin	8/1/13	\$0	\$0

F. Principal’s Report – JFK

- a. Fire and Security Drills
Firedrill – 06/19/13
Lockdown – 06/03/13

G. Principal’s Report – DDE

- a. Fire and Security Drills
Firedrill – 06/12/13
Lockdown – 06/04/13

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
N/A			

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

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- f. DDE Principal
- g. District Self Assessment for Determining School Grades Under the Anti-Bullying Act – Kristin Braidwood

- 1. Motion by Brian Davis seconded by Deanna Reilly
RECOMMEND that the Board of Education approves the District Self Assessment for Determining School Grades Under the Anti-Bullying Act.

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

h. Discussion Items:

Policy	Name	Bylaws	Name
N/A			

- i. Motion by Keith Jones seconded by Melanie Middleman

RECOMMEND that the Board of Education approve the agreement between the Berlin Township Board of Education and the Berlin Township Education Association for the time period of July 1, 2013 through June 30, 2016.

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

9. Personnel

- a. Motion by Deanna Reilly seconded by Melanie Middleman
CERTIFIED that the Board of Education 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:

Name	Position	Salary	Start Date
Walt Miller	Summer Maintenance	\$10/hr	06/21/13

The following staff members indicated by “*” were approved at the June, 2013 meeting. They appear again with the revised salaries according to the BTEA Contract for 2013-2016:

Eric McCoach*	Gr 5 SS/Sci Teacher	Step 1, MA \$49,946	09/01/13
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Jennifer Blanchard*	Reading Specialist	Step 7, BA+30 \$56,046	09/01/13
Jennifer Gascot	Kindergarten	Step 1, MA \$49,946	09/01/13
Stacey DeCaro	DDE Media Specialist	Step 5, MA30 \$56,246	09/01/13

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

- b. Motion by Deanna Reilly seconded by Cecil Rodrigues

RECOMMEND that the Board of Education accept, with regret, the resignation letter of Linsey Seifert, effective July 10, 2013. Ms. Seifert has been employed with the district as an educational assistant since January 27, 2012.

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

- c. Motion by Brian Davis seconded by Melanie Middleman

RECOMMEND that the Board of Education accept, with regret, the resignation letter of Adrienne McManis, effective July 23, 2013. Mrs. McManis has been employed with the district as a teacher since March 1, 2006.

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

- d. Motion by Cecil Rodrigues seconded by Brian Davis

RECOMMEND that the Board of Education accept, with regret, the resignation letter from Betsy Wasiak effective June 30, 2013. Mrs. Wasiak has been employed with the district as DDE Media Specialist since January 1, 2009.

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

- e. Motion by Deanna Reilly seconded by Keith Jones

RECOMMEND that the Board of Education approve the District Staff and Salaries for the 2013-2014 school year.

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ALESSANDRINE, DANIELLE	\$61,946.00	BA, Step 12
ALOI, CARRIE	\$68,892.00	BA, Step 14
AUSTERMUHL, EDYTHE	\$129,000.00	
BEACH, JANE	\$15.40/hour	
BEERS, KRISTIN	\$62,146.00	MA, Step 10
BLANCHARD, JENNIFER	\$56,046.00	BA30, Step 7
BOTTLEY, DINA	\$56,146.00	MA, Step 6
BRAIDWOOD, KRISTIN	\$81,144.00	
BREWSTER, MICHELE	\$50,146.00	MA, Step 2
BRIGHT, MARILYN	\$117,927.00	
BROWN, FABIAN	\$57,446.00	BA, Step 9
BROWN, MICHAEL	\$26,922.00	
BURKE, LAURA	\$86,793.00	MA15, Step 17
CARROLL, DANA	\$48,446.00	BA, Step 3
CARVER, CONSTANCE	\$32,879.00	
CAVALLARO, CARISSA A	\$12,515.00	Step 2
CHILDS, STACEY	\$82,485.00	BA, Step 17
COHEN, CHARLOTTE	\$42,053.70	
CONICELLA, CATHERINE	\$82,485.00	BA, Step 17
CORBETT, TARA	\$61,246.00	BA15, Step 11
CUNLIFFE, ALYSON	\$13,862.00	
DASHER, BONNIE	\$56,146.00	MA, Step 6
DAVIS, JOHN	\$65,867.00	
DEPPEN, DANIELLE	\$57,646.00	MA, Step 7
DILEO, PATRICA	\$60,446.00	BA, Step 11
DRAFT, SHIELA	\$64,359.00	BA, Step 13
EDER, NICOLE	\$12,515.00	Step 2
EDWARDS, JENNIFER	\$61,946.00	BA, Step 12
ENGELBERT, BEVERLY	\$42,993.00	Step 15
EVANS, KRISTINA	\$12,839.00	Step 3
FARLOW, HEIDI	\$12,515.00	Step 2
FARLOW, MARGARET	\$85,931.00	MA, Step 17

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FOX, LINDA	\$125/day	
FORSYTHE, KATHLEEN	\$3,554.00	
FRIEDMAN, JAIME	\$56,146.00	MA, Step 6
GADZINSKI, KIMBERLY	\$81,158.00	MA, Step 16
GARTON, CHERI	\$65,146.00	MA, Step 12
GENTILE, KARA	\$125/day	
GERMAN, JESSICA	\$12,515.00	Step 2
GREEN, FLORENCE	\$125/day	
GRIETZER, JOY	\$125/day	
HARRIS, EVELYN	\$125/day	
HERNANDEZ, TANYA	\$26,138.00	
HESEL, NORA	\$84,208.00	BA30, Step 17
HOCKHAM, PATRICIA	\$51,446.00	BA, Step 5
HOFF, EILEEN	\$58,946.00	BA, Step 10
HOLCOMB, BURTON	\$18.31/hour	
HOPSON, JILLIAN	\$53,246.00	MA30, Step 3
HUGHES, CHERYL	\$82,485.00	BA, Step 17
HULBERT, SHARON	\$77,958.00	BA, Step 16
IANNUZZI, ROSEMARY	\$59,746.00	BA15, Step 10
INMAN, DANIELLE	\$61,946.00	BA, Step 12
JEMIELITY, DIANA	\$49,946.00	BA, Step 4
JENNISON, JANET	\$65,146.00	MA, Step 12
JOHNSON, CHERYL	\$14,222.00	Step 7
JOSHI, MEENU	\$15,753.00	Step 11
KELLY, JOHN	\$68,892.00	BA, Step 14
KOLASKI, MARY JO	\$59,746.00	BA15, Step 10
LANG, LOIS	\$76,625.00	MA, Step 15
LAWLOR, JACKLYN	\$53,046.00	BA30, Step 5
LIANO, JONATHAN	\$55,246.00	BA15, Step 7
LINDNER, EVAN	\$56,146.00	MA, Step 6
LITCHFIELD-MUSUMECI, LUCINDA	\$42,993.00	Step 15
MADARA, JOAN	\$125/day	
MALATINO, PAMELA	\$58,246.00	BA15, Step 9

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MARSHALL, LORETTA	\$55,142.00	
MARTINO, BRIAN	\$46,946.00*LTS	BA, Step 2
MASTERSON, JANETT	\$13,862.00	Step 6
MAYER, HELEN	\$72,092.00	MA, Step 14
MCCOACH, ERIC	\$49,946.00	BA, Step 4
MCCULLOUGH, COLLEEN	\$14,222.00	Step 7
MCCUTCHEON, MARIA	\$51,646.00	MA, Step 3
MICALE, DOROTHY	\$82,485.00	BA, Step 17
MINARDI, SARA	\$13,172.00	Step 4
MISIAK, EDITH	\$68,892.00	BA, Step 14
MITCHELL, KELLY	\$54,446.00	BA, Step 7
MITCHELL, KRISTY	\$51,446.00	BA, Step 5
MURPHY, MICHAEL	\$74,312.00*Interim	
MURACZEWSKI, PAULA	\$125/day	
MURRAY, ELWOOD	\$10.97/hour	
PATTERSON, JEFFREY	\$56,146.00	MA, Step 6
PEARSON, ANTONETTE	\$15.95/hour	
PEIDL, DENISE	\$18.31/hour	
PFLUGER, CHARLES	\$83,349.00	
PFLUGER JANICE	\$15.40/hour	
POWER, JAIME	\$23,989.10	
PRATT, MINDY	\$12,515.00	Step 2
PRETKO, GINA	\$12,839.00	Step 3
PUFTA, DIANE	\$15.40/hour	
PUPA, FRANK	\$51,646.00	MA, Step 3
RAROHA, DENISE	\$16,580.00	Step 13
REILLY, BRIAN J	\$53,246.00	MA30, Step 3
REYNOLDS, SCOTT	\$60,446.00	BA, Step 11
RICE, DEBRA	\$54,446.00	BA, Step 7
RICHARDS, KAITLIN	\$8.61/hour	
RICHARDS, TRACEY	\$14.21/hour	
RIDLEY, JENNIFER	\$57,646.00	MA, Step 7
RIEPEN, LAUREN	\$9.13/hour	

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RIGGIO, MELISSA	\$51,446.00	BA, Step 5
SAUNDERS, JOAN	\$13,862.00	Step 6
SAVIDGE, PATRICIA	\$19.43/hour	
SAVIDGE, PATRICIA	\$12.65/hour	
SCHAFFER, DAWN	\$61,946.00	BA, Step 12
SCHAFFER, ROBIN	\$35,742.00	Step 10
SCHLAEGEL, RAMONA	\$14,590.00	Step 8
SCHNEIDER, HAROLD	\$12.93/hour	
SEBASTIANO, PATRICIA	\$56,146.00	MA, Step 6
SIMS, NANCY	\$56,146.00	MA, Step 6
SMITH-BISSIC, CARLA	\$61,946.00	BA, Step 12
SMITH, ROCHELLE	\$44,075.50	
SMITHEN, DENISE	\$54,446.00	BA, Step 7
STODDART, MEGAN	\$84,897.00	
SYVERTSEN, LINDSEY	\$51,646.00	MA, Step 3
TAYLOR-HEARN, POLLY	\$60,646.00	MA, Step 9
TIDEMAN, PATRICIA	\$55,246.00	BA15, Step 7
TOMASELLO, MARY	\$10.25/hour	
TROENDLE, SHERIE	\$77,958.00	BA, Step 16
UHNIAT, JENNIFER	\$61,946.00	BA, Step 12)
VAN CUREN, TIMOTHY	\$76,625.00	MA, Step 15
VANDEGRIFT, THERESA	\$19.43/hour	
VASTA, PHILIP	\$12,515.00	Step 2
VIRELLI, JENNIFER	\$56,146.00	MA, Step 6
WALKER, WARD	\$73,425.00	BA, Step 15
WANKO, LINDSAY	\$56,146.00	MA, Step 6
WASH, DEBRA	\$72,092.00	MA, Step 14
WHITE, JAMES	\$28,205.00	
WILSON, ROBERT	\$58,946.00	BA, Step 10
WOLF, MARISA	\$53,946.00	MA15, Step 4
ZIMMERMAN, ERNIE	\$65,146.00	MA, Step 12

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

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10. Curriculum and Instruction

N/A

11. Business and Finance

Motion by Melanie Middleman seconded by Deanna Reilly

Financial Report – Period Ending JUNE 2013

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 JUNE 2013. 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 JUNE 2013. The Treasurer’s and Secretary’s report are in agreement for the month of JUNE 2013.
- 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
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Motion carried, roll call vote, all present voting “yes”.

- E. Motion by Melanie Middleman seconded by Keith Jones_ to approve the bills to be paid as follows:

Batch 50 – Total \$284,553.99

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

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- F. Motion by Keith Jones seconded by Deanna Reilly 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>
C. Pfluger	\$244	Rutgers University, Mays Landing	07/19/13 - Leadership in Crisis Situations	\$0.00
J. Davis	\$0.00	Stockton College	07/16/13 – Certification & Professional Development	\$0.00
M. Bright	\$0.00	Stockton College	07/16/13 – Certification & Professional Development	\$0.00
E. Austermuhl	\$0.00	Washington Twp HS	08/07/13 -Safety and Security	\$6.38*Mileage

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

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G. Motion by Melanie Middleman seconded by Deanna Reilly

RECOMMEND that the Board of Education approve the contract with the N.J. Commission for the Blind and Visually Impaired for services provided to a visually impaired 4th grade student for the 2013-2014 school year. The Level of Service of the contract is “1” with an annual cost of \$1,750.

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

H. Motion by Keith Jones seconded by Deanna Reilly

RECOMMEND that the Board of Education approve the contract with the N.J. Commission for the Blind and Visually Impaired for services provided to a visually impaired 10th grade student for the 2013-2014 school year. The Level of Service of the contract is “1” with an annual cost of \$1,750.

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

I. Motion by Deanna Reilly seconded by Keith Jones

RECOMMEND that the Board of Education approve the McKinney-Vento tuition contract with Winslow Township School District for a 6th grade regular education student in the amount of \$13,805.00.

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

J. Motion by Deanna Reilly seconded by Melanie Middleman

RECOMMEND that the Board of Education approve the McKinney-Vento tuition contract with Winslow Township for a 3rd grade regular education student in the amount of \$13,893.00.

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

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- K. Motion by Deanna Reilly seconded by Melanie Middleman

RECOMMEND that the Board of Education approve the McKinney-Vento tuition contract with Winslow Township for a 5th grade regular education student in the amount of \$13,893.00

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

12. **Old Business**

N/A

13. **New Business**

- Staff Member John Kelly presented a proposal for a soccer program for 2013-2014 school year – the board will review

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14. 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 Brian Davis seconded by Melanie Middleman to open the meeting to the public for the discussion of agenda items only.

Time In: 8:12pm – Motion carried, voice vote, all present voting “yes”.

Cheryl Hughes thanked Dr. Fitts for his time in our district

Time Out: 8:13pm

15. Adjournment

Motion by Keith Jones seconded by Cecil Rodrigues to adjourn the meeting.
Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator