

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 25, 2014

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 7:30pm. 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>present</u>
Mrs. Cynthia Mozee	<u>present</u>
Mrs. Jocelyn Lewis	<u>present</u>
Mrs. Melanie Middleman	<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>absent</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 Brian Davis seconded by Cynthia Mozee
RECOMMEND that the Board of Education approve the action meeting minutes of the August 28, 2014 meeting and the work session minutes of the September 18, 2014 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, all present voting as follows:

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

Abstention on Minutes from August 28, 2014 : Mrs. Middleman, voting yes on others.

Abstention on Minutes from September 18, 2014: Mr. Souza and Mrs. Lewis, voting yes on others.

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N/A

5. Executive Session – In

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

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
 - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
 - b. Matters dealing with Federal Funding.
 - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
 - d. Matters dealing with collective bargaining.
 - e. Matters dealing with the sale or purchase of public land.
 - f. Discussion of any pending or anticipated litigation or contract negotiation.

6. Executive Session – Close

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

7. Presentations – N/A

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 Jeffrey Souza seconded by Keith Jones to open the meeting to the public for the discussion of agenda items only. Time in: 7:35pm. Motion carried, voice vote, all present voting “yes”.

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9. Public Comments - Closed

Motion by Keith Jones seconded by Brian Davis to go close the meeting to the public. Time closed: 7:36pm. Motion carried, voice vote, all present voting “yes”.

10. Superintendent’s Report

A. Review District Mission Statement

DISTRICT MISSION STATEMENT

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

The Berlin Township School District commits itself to all children by creating a standards-based school district in which all students receive the very best educational opportunities possible. Each and every student will surpass the New Jersey Core Curriculum Content Standards. To achieve this, the members of the district will focus on:

- Establishing high standards of excellence for both staff and students
- Communicating openly and frequently within the district and with the community to foster a trusting relationship
- Ensuring a safe and orderly environment for staff and students
- Recognizing that a school district serves as a role model and has the responsibility to encourage high quality character behavior

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B. Review District & Board of Education Goals

DISTRICT & BOARD OF EDUCATION GOALS
2013-2014

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

BOARD GOALS

1. Complete the Superintendent Evaluation and Board of Education Self-Evaluation by July 1, 2014.
2. Plan a Board of Education retreat.
3. Review and revise, as needed, the Board of By Laws as found in the 9000 Section of the District Policy Manual.

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

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

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

Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case # _____ to _____) reported on _____.

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E. Field Trips:

<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>Cost to Student</u>	<u>Cost to District</u>
8	Reilly	CCTS	09/30/14	\$0.00	one driver, one bus

F. Safety and Security – JFK

<u>Type of Drill</u>	<u>Date and Time</u>	<u>Location of Drill</u>	<u>Route #'s</u>	<u>Drill Supervisor</u>
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Fire - N/A for the month of August, 2014
 Lockdown
 Bus Evacuation

G. Safety and Security – DDE

<u>Type of Drill</u>	<u>Date and Time</u>	<u>Location of Drill</u>	<u>Route #'s</u>	<u>Drill Supervisor</u>
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Fire – N/A for the month of August, 2014
 Lockdown
 Bus Evacuation

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
 Approve Use of Facilities

Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the use of facilities as listed below:

Organization	Facility	Date and Time	Event

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

I. Discussion Items:

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

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a. Motion by Keith Jones seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of Policy 4119.26/4219.26 – Electronic Communication by School Staff and Regulation 5113 – Attendance and Late Arrival and Early Dismissal. Motion carried, roll call vote, all present voting “yes”.

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

b. Motion by Jeffrey Souza seconded by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of Policy 5120 – Assessment of Individual Needs, 3542.1 – Local Wellness, Nutrition for NJBA review, 6142.4 – Physical Education and Health, Regulation – 5113 – Attendance Regulation Update. Motion carried, roll call vote, all present voting “yes”.

The following agenda item was voted on during the September 18, 2014 worksession meeting.

c. **Motion by Deanna Reilly seconded by Keith Jones**
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the School Self-Assessment for determining grades for JFK Elementary School and DDE Middle School for the 2013-2014 school year. Documents were uploaded to portal and included for board review. Motion carried, voice vote, all present voting “yes”.

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11. Personnel

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

Name	Position	Stipend
Stacey DeCaro	Student Gov’t Advisor	\$1,350
Carrie Aloï & Mary Jo Kolaski	8 th Gr Activities Coord Yearbook Advisor <i>Splitting positions and stipends</i>	\$2,100
Evan Lindner	Band Director	\$4,400

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

- b. Motion by Keith Jones seconded by Melanie Middleman RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the substitute list for the month of September by Source 4 Teachers. *List is included and was uploaded to portal for board review.* Motion carried, roll call vote, all present voting “yes”.

The following agenda item was voted on during the September 18, 2014 worksession meeting.

- c. **Motion by Cecil Rodrigues seconded by Cynthia Mozee RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following list of ADVANCE volunteers:**
Nichole Walizer, Yvonne Walizer, Matthew Regan, Valerie Nipe, Melissa Powell, Nathan Montgomery, Christina Simmons, Amanda Walker, Ashley Simpson, Heather Tonczykzyn, Lauren Michetti, Enza DeNinno, Kim Chojnacki, Kristen Dubler, Kevin Dubler, Victoria Gallaher, Sheryl Waldron, Ivan Lopez, Diana Gastelum, Christeen Harad, Brian Harad, Susan Walker-Carpenter, Kimberly Maddox, Kyle Maddox, Rich Weglzyzniak, Kimberly Basquez, Laura Jean Hettel, Robert Hettel, Daniel Nelson, Beverly Alexander, Dylan Alexander, Kathleen Ortiz, Christopher Ortiz, Todd Bannan, Stephanie Bannan, Robert Spackman, Lisa Spackman, Josh Walker, Mary Hartman, Brian Waldron, Rebecca Manning, Regina Mitchell, Harold Mitchell, Jr., Adrian Walker, Valerie Castner, Michael Schaffield, Audrey Barbera, Katherine Futia, Malinda Taylor, Tyrone Fisher,

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Wilma Doty, H. JoAnne Gumson, Joe Layman, Meghan Folcher, Stephanie Miner, Karen Payne, Linda Monetti, Patricia Barry, Stefanea Moore, Gary Gumson, Pam Selenski, Jonathan Jackson, Nicole Scardigli, Miriam Ahmed, Tareque Kazi, Sean Mears, Kim Molins, Hans Molins, Jeffrey Bayne, Lynn Kuriger, Bernadette Grabert, Leilani Talosig, Tara Sullivan, Jessica Chance, David Lewis, Kieshia Savage, Carol Savage, Jeffrey Souza, Gina Odegaard, Jacob Odegaard, Laura Raynore, Ronald Odegaard, Carly Odegaard, Dana Landolt, Jillian Vazquez, Alicia Lipscomb, Verna Cornish Williams, Tammy Ruggiero, Debra Stevenson, Heather Roark, Lisa Kaiser, Jennifer Nelson, Brittany Green, Heather Henderson

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

The following agenda item was voted on during the September 18, 2014 worksession meeting.

- d. Motion by Keith Jones seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the requested leave without pay for employee number 01462 for the dates of September 25 and 26.
Motion carried, roll call vote, all present voting “yes”.**

- e. Motion by Keith Jones seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteer:**

Kim Reed

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

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- f. Motion by Keith Jones second by Jeffrey Souza and adopted by all members present voting “yes” in a roll call to approve certification hiring of staff in accordance with criminal history requirements for the 2014-2015 school year as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Madeline Tresca	LTS P/T Ed Asst.	\$12,952, Step 2, Pro-rated	Approx 10/1 /14 Through 2/1/15
Sharon Parisi	CARE Staff	\$8.50/hour	09/04/2014
Shari Kaufman	DDE Tech. Teacher	\$59,957, Step 10, BA	Approx 10/6/14

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

12. Curriculum and Instruction

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13. Business and Finance

A. Motion by Jeffrey Souza seconded by Brian Davis to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location</u>	<u>Date of Travel</u>	<u>Expense Amount</u>
Jacklyn Lawlor	\$175	AENJ – Long Branch, NJ	10/05-07/14	None
Emily Klinke	\$350	ERIC – South Jersey,	9/23, 10/08 10/27, 11/3, 1/15, 4/28	None
Ryan Rollins	\$150	FEA, Rutgers, Newark, NJ	8/27/14	None
Dorothy Micale	\$400	EIRC – Mullica Hill, NJ	10/22, 12/3, 1/21, 2/25, 3/18	None
Dina Bottley	\$400	EIRC – Mullica Hill, NJ	10/22, 12/3, 1/21, 2/25, 3/18	None
Jeffrey Patterson	\$400	EIRC – Mullica Hill, NJ	10/10, 10/24, 12/15, 1/16, 1/20	None
Judith Elias	\$400	EIRC – Mullica Hill, NJ	10/10, 10/24, 12/15, 1/16, 1/20	None
Marilyn Bright	\$150	FEA Monroe Twp – Student Mental Health	10/15/14	None
Brian Reilly	\$150	FEA Monroe Twp – Student Mental Health	10/15/14	None
E Austermuhl	\$0	Dept of Ed – Trenton, NJ	10/17/14	\$11.16
Eric McCoach	\$99	EIRC – Mullica Hill,	10/8 – 11/12	None
Jeffrey Patterson	\$0	Camden County College –	10/22 <i>Research for school leadership</i>	None
E Austermuhl	\$0	Camden County College –	10/22 <i>Research for school leadership</i>	None

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

B. 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 payment of bills:

Batch number 53 Amount \$315,875.90

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

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- C. Motion by Melanie Middleman second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the tuition contract between Berlin Township Board of Education and Pine Hill Board of Education. Cost is \$3,043,444.00 (\$14,774 x 206 pupils). Motion carried, roll call vote, all present voting “yes”.
- D. Motion by Keith Jones second by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the tuition contract between Berlin Township Board of Education and Pine Hill Board of Education for resource room services. Cost of the contract is \$50,000. Motion carried, roll call vote, all present voting “yes”.
- E. 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 tuition contract between Berlin Township School District and Camden County Technical Schools. Cost is \$144,768.00. Motion carried, roll call vote, all present voting “yes”.
- F. 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 contract with Rutgers University for the state mandated Dyslexia Training. This training will take place on October 10, 2014 for the district staff. Cost is \$1,500. Motion carried, roll call vote, all present voting “yes”.
- G. 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 out of district tuition contract for a grade 8 special education student to attend the Pine Hill Schools at a yearly rate of \$22,933. This placement is needed because no in-district program was found to meet the student’s individual educational needs. 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 Douglas Bacher of NW Financial, LLC, for Disclosure Audit Services in regards to the Securities and Exchange Commission’s recent MCDC initiative. Services are \$150/hour, not to exceed \$750/annually. Motion carried, roll call vote, all present voting “yes”.

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14. Old Business

CSA Evaluation Process Update

15. New Business

- Committee Updates
 - Negotiations
 - NJSBA
 - CCESC
 - Pine Hill Bd of Ed –
 - district will advertise for HS Principal – would like Berlin and Clementon to be on interview committee*
 - CCSBA
 - Words of Encouragement Activity
- Joint NJSBA training session to be held with Clementon Board of Education –
November 3, 2014 at 6:30pm
- Special Education Department of Education Review –
It has been determined that the Berlin Township School District “meets requirements” with regard to implementation of special education requirements for the 2012-2013 school year. (This statement comes from the Department of Education, Office of Special Education Programs.)
- Guidance Department – Anti-Bullying Themes for Each Month
- Draft Board Goals for 2014-2015 – see August 28, 2014 board minutes

- a. Motion by Jeffrey Souza seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the District Goals for the 2014-2015 school year. *See attached document, this was also uploaded to the portal for board review.* Motion carried, voice vote, all present voting “yes”.

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- b. 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 Board Goals for the 2014-2015 school year. *See attached document, this was also uploaded to the portal for board review.* Motion carried, voice vote, all present voting “yes”.

16. Public Comments – Open

Recognition of Citizens – for subjects not appearing on agenda

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

Motion by Jeffrey Souza seconded by Keith Jones to open the meeting to the public for the discussion of agenda items only. Time in: 8:08pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance as follows:

Charlotte Cohen, Al Silva, Greg Hines

Al Silva – on behalf of BTAA – outlined possible future 2014-2015 plans for the fields, shed purchase, fence renovations, working with Mid-Atlantic Baseball Academy for skill training, clinics, etc.

17. Public Comments - Closed

Motion by Keith Jones seconded by Jeffrey Souza to go close the meeting to the public. Time closed: 8:20pm. Motion carried, voice vote, all present voting “yes”.

N/A

18. Executive Session – In

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

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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 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 Cynthia Mozee to adjourn the meeting. Meeting adjourned: 8:35pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator