

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 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 7:07pm. 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>absent</u>
Mrs. Cynthia Mozee	<u>absent</u>
Mrs. Jocelyn Lewis	<u>absent</u>
Mr. Sol Cohen	<u>present</u>
Mr. Keith Jones	<u>present</u>
Mr. Cecil Rodrigues	<u>present</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 Keith Jones seconded by Brian Davis
RECOMMEND that the Board of Education approve the action meeting minutes of June 25, 2015 as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

5. Executive Session – In

Motion by Brian Davis seconded by Cecil Rodrigues to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:08pm.
Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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 Cecil Rodrigues seconded by Brian Davis to come out of Executive Session. Time out: 7:36pm. Motion carried, voice vote, all present voting “yes”.

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 _____ seconded by _____ to open the meeting to the public for the discussion of agenda items only. Time in: ____.

9. Public Comments - Closed

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

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July 23, 2015

Action Meeting Minutes

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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

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.
- 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

July 23, 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
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 _____.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
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N/A

F. Safety and Security – JFK

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
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Fire - 6/22/15 – 10:45am

Lockdown – 6/18/15 – 10:30am

Bus Evacuation

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

G. Safety and Security – DDE

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

Fire - 6/5/15 – 2:10pm

Lockdown – Active Shooter – 6/18/15 - 9:45am

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
N/A			

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

I. Discussion Items:

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

- a. Motion by Cecil Rodrigues seconded by Keith Jones
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve for second reading 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

July 23, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Policy	Name	Regulation	Name
6171.4	Special Education	6171.4	Special Education – Participation in Statewide Testing
6172	Alternative Educational Programs	6171.4	Special Education/Receiving Schools – IEP Implementation
6173	Home Instruction	6171.4	Special Education/Receiving Schools – IEP Compliance
6174	Summer School	6171.4	Special Education/Receiving Schools – In-Service Training
6178	Early Childhood Education/Preschool	6171.4	Special Education/Receiving Schools – Student Records
6300	Evaluation of the Instructional Program	6171.4	Special Education/Receiving Schools – Suspension/Expulsion
4119.22/4219.22	Conduct and Personal Property	6172	Home Schooling and Equivalent Education
		6172	Withdrawal From School
		6174	Summer School
		6143.1	Lesson Plans

- b. Motion by Brian Davis seconded by Cecil Rodrigues
 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 6171.4 – Special Education, 6172 – Alternative Educational Programs, 6173 – Home Instruction, 6174 – Summer School, 6178 – Early Childhood Education/Preschool, 6300 – Evaluation of the Instructional Program, 4119.22/4219.22 – Conduct and Personal Property and Regulations 6171.4 – Special Education – Participation in Statewide Testing, 6171.4 – Special Education/Receiving Schools – IEP Implementation, 6171.4 – Special Education/Receiving Schools In-Service Training, 6171.4 – Special Education/Receiving Schools –Student Records, 6171.4 – Special Education/Receiving Schools – Suspension/Expulsion, 6172 – Home Schooling and Equivalent Education, 6172 – Withdrawal From School, 6174 – Summer School, 6173.1 – Lesson Plans and 6143.1 – Lesson Plans. Motion carried, roll call vote, all present voting “yes”.
 Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Policy	Name	Regulation	Name
6174	Summer Program		

- c. Motion by Cecil Rodrigues seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve for review policy 6174 – Summer Program. Motion carried, roll call vote, all present voting “yes”.

11. Personnel

- a. Motion by Cecil Rodrigues second by Brian Davis 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>
Tanya Hernandez	JFK PT/Ed Asst	\$13,622, step 3	09/01/15
<i>The initial contract was approved at the June, 2015 board meeting. This contract contained an incorrect step 2 and salary of \$12,952. The corrected step is step 3 and the corrected salary is \$13,622.</i>			
Susan Tannahill	JFK PT/Ed Asst	\$15,310, step 8	09/01/15
Nancy Sims	ESY Teacher – Wilson	\$35/hr	07/06-08/06
Patricia DiMaria	ESY Asst Teacher	\$12/hr	07/06-08/06
Laura Carione	P/T Ed Asst DDE	Step 1, \$13,222	09/01/15
Tara Williams-Smith	Tech Teacher DDE	MA, Step 6 \$58,195	09/01/15
Danielle Forte	P/T Ed Asst DDE	Step 1, \$13,222	09/01/15
Sharon Parisi	CARE Employee	\$8.67/hr	07/01/15
Corey Bollinger	Substitute Custodian	\$9.18/hr	07/01/15
Jessica Wright	ELA Teacher – DDE	MA, Step13 \$74,680	09/01/15

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- b. Motion by Cecil Rodrigues seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve, with regret, the letter of resignation from Joel Brown. Mr. Brown has been employed in our district as Technology Coordinator since July 1, 2014. Motion carried, roll call vote, all present voting “yes”.

- c. 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 request for leave from employee # 01501. The leave is anticipated to be from September 25, 2015 through January 3, 2016. Motion carried, roll call vote, all present voting “yes”.

- 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 contract with Interactive Kids for \$45 per hour for our ESY program. The personnel used will be for ABA therapy. Motion carried, roll call vote, all present voting “yes”.

- e. Motion by Cecil Rodrigues second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the received lists of psychiatrists and neurologists for our district’s parent resource file. These lists are provided by Kristen Braidwood, Supervisor of Child Study Team. Contact information will be on file with the School Business Administrator. *These lists are included in the board packets and were uploaded to the portal for board review.*
Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

12. Curriculum and Instruction

- a. Motion by Sol Cohen seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following:

Art - Pre K, 3rd to 5th grades

Music – Pre K to 3rd grade

Music – 4th to 8th grades

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

13. Business and Finance

- A. Motion by Cecil Rodrigues seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A 18A:18A-3(b), on July 1, 2015 has increased the bid threshold amount for school districts whose purchasing agents do not possess a qualified purchasing agent (QPA) certificate, from \$26,000 to \$29,000.

WHEREAS, the Berlin Township School District would like to take advantage of the maximum statutory bid threshold amount of \$29,000 for school districts who do not have a qualified purchasing agent.

NOW, THEREFORE BE IT RESOLVED that the Berlin Township Board of Education establishes and sets the bid threshold amount of \$29,000 for the board of education, and further authorizes Megan Stoddart, School Business Administrator to award contracts, in full accordance with N.J.S.A. 18A:18A-3(a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- B. Motion by Brian Davis seconded by Keith Jones 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>
K Braidwood	\$0.00	EIRC – Mullica Hill, 08/13, 14/15 <i>The Needs of Preschool Students w/ Disabilities</i>	\$0.00
E Austermuhl	\$150.00	FEA – Monroe Twp, 08/25/15 <i>Arbitration and Tenure</i>	\$0.00
F Pupa	\$300.00	EIRC – Mullica Hill, 08/13, 14/15 <i>Google Bootcamp</i>	\$0.00

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

- C. Motion by Keith Jones seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following transfers:

FROM: 11-190-100-320-D	General Purch Serv	\$6,754.00
TO: 11-000-219-390-D	CST, Purch Serv	\$6,754.00
REASON: Cover remaining CST Purchases services costs.		

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

- D. Motion by Brian Davis seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 50 Amount \$ 429,940.13

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

- E. Motion by Brian Davis seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the affiliation agreement with Stockton University for student interns for the 2015-2016 school year. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- F. 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 submission of the FY2016 NCLB and IDEA Grants in the amounts listed below:

NCLB -
 Title IA: \$196,308.00
 Title IIA: \$47,713.00

IDEA –
 Preschool: \$6,275.00
 Basic: \$155,931.00

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

- G. Motion by Brian Davis seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2015-2016 school lunch prices:

Student Breakfast	Full Price: \$1.10	Reduced Price: \$0.30
Student Lunch	Full Price: \$2.60	Reduced Price: \$0.40

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

14. Old Business

- Superintendent Evaluation
- Board Evaluation

15. New Business

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 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: _____.

18. 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.
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BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

19. Executive Session – Close

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

20. Adjournment

Motion by Sol Cohen seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 8:10pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator