

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 19, 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 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 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>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>present</u>
Mr. Brian Davis	<u>present</u>
Mrs. Deanna Reilly, Vice President	<u>arrived at 8:30pm</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 Cynthia Mozee
RECOMMEND that the Board of Education approve the action meeting minutes of the November 21, 2013 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting as follows:

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

Abstention: Mrs. Davis, Mr. Rodrigues

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5. Executive Session – In – N/A

Motion by _____seconded by _____

RECOMMEND that the Board of Education 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 _____

RECOMMEND that the Board of Education come out of Executive Session. Time out: _____.

7. Presentations

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged
- Positive adult-to-student interactions exceed negative
- Administrators are active participants

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- Data & team-based action planning & implementation
- Function based behavior support is a foundation for addressing problem behavior
- Full continuum of behavior support is available to all students

**RECOGNITION OF THE FOLLOWING PBS STUDENTS OF THE MONTH
JOHN F. KENNEDY AND DWIGHT D. EISENHOWER SCHOOLS
MONTH OF NOVEMBER, 2013**

Gianni Gonzalez, Alexis Brennan, Daniel Stoddart, Ava Brown, Charles Snyder, Natalia Handfield, Samihah Chowdhury, Matthew Carden, Caitlin Garrity, Justin Llano, Raina Boykin, Axel Rivera, Emma Bell, Brandon Jones, Adrianna Ruggerio, Tyler Smiley, Cassidy Middleman, Shriful Islam, Rachel Chopel, Logan Corson

RECOGNITION OF THE BERLIN TOWNSHIP WALMART

Our district received twenty \$50 gift cards for John F. Kennedy Elementary School Teachers for classroom use

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 Linda Davis seconded by Keith Jones to open the meeting to the public for the discussion of agenda items only. Time in: 7:33pm. Motion carried, voice vote, all present voting “yes”.

9. Public Comments - Closed

Motion by Keith Jones seconded by Linda Davis to go close the meeting to the public. Time closed: 7:33pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance as follows:

Jonathan Liano, Corson Family, Jen Snyder and family, Garrity Family, Renee Smiley, Tammy Ruggiero, Joyce Jones, Charlotte Handfield, Nancy Sims, Jeff Patterson, Dom Devlin

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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

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.

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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 _____.

E. Field Trips:

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

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F. Safety and Security – JFK

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
Fire	11/06/13			
Lockdown				
Bus Evacuation				
Safety Drill				
Bomb Threat	11/22/13			

G. Safety and Security – DDE

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
Fire	11/14/13			
Lockdown				
Bus Evacuation				
Safety Drill				
Bomb Threat	11/21/13			

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 for December			

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

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I. Discussion Items:

Policy	Name	Bylaws	Name
6172	Alternative Educational Programs	9326	Minutes
5118.1	School Choice		

- a. Motion by Linda Davis seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the second reading of policies and bylaws 6172, 5118.1 and 9326.

Policy	Name	Bylaws	Name
4116	Evaluation of Teaching Staff Members		
2130	Principal Evaluation		

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

- b. Motion by Linda Davis seconded by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the first reading of policies and bylaws 4116 and 2130. Motion carried, roll call vote, all present voting “yes”.

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11. Personnel

- a. Motion by Cynthia Mozee second by Melanie Middleman 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>
Christine Solinski	P/T IA – DDE	Step 3, \$12,839	12/02/13
Maureen Grabosky	Sp Ed JFK	MA, Step 1, \$49,946 pro-rated	12/04/13
Gina Pretko	CARE Employee	\$8.00/hour	12/09/13
Music Teacher	JFK F/T	per current contract	
Michael Murphy	JFK Principal	– compensation details to follow	01/01/14
Brian Martino	LTS extension	per current contract	1/2 -15/14
Instructional Asst	P/T JFK	per current contract	TBD

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

- b. Motion by Linda Davis seconded by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the following ADVANCE volunteers:

Scott Rickards, Isabelle Skaler, Susan Scott, Maria Simon, Arlene Cooper

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

- c. Motion by Linda Davis seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the revised request for leave for employee number 01242. The request has been changed to December 2, 2013 through approximately April 15, 2014. Motion carried, roll call vote, all present voting “yes”.

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d. Motion by Keith Jones seconded by Linda Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the December substitute list from Source 4 Teachers. *(This list was scanned and uploaded to the portal for board review. The list is on file with the Business Administrator.)* Motion carried, roll call vote, all present voting “yes”.

e. Motion by Linda Davis seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the following clinical practice requests:

<u>Name</u>	<u>College</u>	<u>School/Coop Teacher</u>	<u>Dates</u>
Lisa Birson	Rutgers	DDE – Polly Taylor-Hearn	01/03 – 01/15
Alyssa Cooper	Rowan	DDE – Carrie Aloï	01/21 – 05/09

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

f. Motion by Linda Davis seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the medical leave request for employee number 01336. The approximate date the leave will begin is March 21, 2014. The expected return date is September 1, 2014. Sick time will be used for this leave. Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

N/A

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13. Business and Finance

Financial Report – Period Ending October 2013

Motion by Linda Davis seconded by Brian Davis

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 October 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 October 2013. The Treasurer’s and Secretary’s report are in agreement for the month of October 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

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

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E. Motion by Keith Jones seconded by Cynthia Mozee to approve the travel/professional development for the following staff members:

Name	Cost	Location	Date of Travel	Expense Amount
J. Patterson	\$0.00	Huster Bldg.	11/20/13 Transition Mtgs	\$0.00
K. Gadzinski	\$0.00	Voorhees Twp.	12/12/13 Use of CELF 5	\$0.00
C. Pfluger	\$0.00	Westampton	12/12/13 IPM Training	\$0.00
I. Gorelik	\$0.00	Voorhees Twp.	12/12/13 Use of CELF 5	\$0.00
M. Murphy	\$0.00	Trenton	01/17/14 Best Practices	\$0.00
N. Sims	\$0.00	Trenton	01/17/14 Best Practices 02/28/14, 03/21/14 04/25/14, 05/16/14	\$0.00
D. Allesandrine	\$0.00	Trenton	01/17/14 Best Practices 02/28/14, 03/21/14 04/25/14, 05/16/14	\$0.00
D. Jemielly	\$195	Voorhees Twp.	02/27/14 AEP Connections 02/28/14	\$0.00
M. Stoddart	\$50	Mt. Laurel	03/06/14 NJASBO	\$0.00

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

F. Motion by Linda Davis second by Cynthia Mozee

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 55 Amount \$ 551,226.45

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

G. Motion by Linda Davis second by Melanie Middleman

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the anticipated expenses for the superintendent to attend the ASSA National Conference on Education in Nashville, TN. Conference dates are February 12-16, 2014. Total anticipated expenses \$2,120. Motion carried, roll call vote, all present voting “yes”.

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- H. Motion by Linda Davis second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the anticipated expenses for the supervisor of curriculum and instruction to attend McRel Evaluator Training at the EIRC. Date is to be determined. Anticipated fee is \$225. Motion carried, roll call vote, all present voting “yes”.

- I. Motion by Linda Davis second by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator approve the following resolution:

**RESOLUTION TO SUPPORT SCHOOL FUNDING FORMULA BASED UPON ENROLLMENT
NOT ATTENDANCE FOR THE 2014-2015 BUDGET**

Whereas, the School funding Reform Act of 2008 provides that the funding formula for school aid shall be based on the “enrollment” of resident district children, and

Whereas, the State Legislature, through budget adoption language over the past two years, has modified the funding formula to provide that funding be adjusted based upon the “attendance” of resident children, and

Whereas, the Department of Education has determined that an appropriate average daily attendance rate of 96% shall be the level of attendance for all New Jersey school districts, and districts that demonstrate an attendance rate of less than 96% shall suffer a loss of school aid, and

Whereas, a 96% attendance rate is equal to a child being absent from school no more than seven days in one school year, and

Whereas, it is the opinion of the Berlin Township Board of Education that a 96% attendance rate is an arbitrary standard to apply to all New Jersey School Districts and is contrary to the history of funding in this State and the School Funding Reform Act of 2008, and

Whereas, New Jersey school districts must staff, equip, feed, and transport our children based upon the enrollment of students, and we do not send teachers home, or stop the buses, or turn off the lights, or sell their textbooks when a child is absent for health or other family reasons, and

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Whereas, a loss of state aid due to average daily attendance simply shifts the burden to support a thorough and efficient education to the local taxpayer,

Now Therefore Be It Resolved that the Berlin Township Board of Education hereby urges the Department of Education and the New Jersey State Legislature to fully fund the School Funding Reform Act of 2008 and to avoid modifying the formula in such a way as to penalize districts based on the attendance of children and to recognize that districts provide staff and resources for an adequate public education for all “enrolled” resident children, and

Be it Further Resolved that the Berlin Township Board of Education directs the School Business Administrator to distribute a copy of this resolution to local legislators, the Commissioner of Education, the New Jersey School Boards Association, and the New Jersey Association of School Business Administrators.

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

- J. Motion by Linda Davis second by Melanie Middleman
RECOMMEND that the Board of Education approve the following budget transfers:

FROM: 11-190-100-610-K Supplies, General \$75.00

TO: 11-213-100-610-K Supplies, BD \$75.00

REASON: Covers the cost of supplies for the BD program at JFK School.

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

- K. Motion by Linda Davis second by Keith Jones
RECOMMEND that the Board of Education approve the out of district tuition contract between Berlin Township School District and Gloucester County Special Services School District – Bankbridge Developmental Center for a Grade 2 special education student. Cost of placement is \$34,560. This placement was anticipated in the budget.

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

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14. Old Business

Action Plan for Board Goals – Mrs. Mary Williams, Board President, appointed lead people to monitor progress on each goal:

Goal 1 – Keith Jones

Goal 2 – Melanie Middleman and Cynthia Mozee

Goal 3 – Jocelyn Lewis

15. New Business

Date for Re-Org Meeting – January 2, 2014

Thank you to Linda Davis for her service on the board

Dr. Koczur is amenable to holding a 7th grade student/parent orientation. Board members discussed the best time for this meeting and selected the months of May and September.

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 Cynthia Mozee seconded by Linda Davis to open the meeting to the public for the discussion of agenda items only. Time in: 8:14pm. Motion carried, voice vote, all present voting “yes”.

17. Public Comments - Closed

Motion by Cynthia Mozee seconded by Linda Davis to go close the meeting to the public. Time closed: 8:14pm. Motion carried, voice vote, all present voting “yes”.

18. Executive Session – In

Motion by Cynthia Mozee seconded by Linda Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:15pm.

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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 Linda Davis seconded by Cecil Rodrigues to come out of Executive Session. Time out: 8:59pm. Motion carried, voice vote, all present voting “yes”.

20. Early Admission to Kindergarten

Motion by Linda Davis, seconded by Deanna Reilly (1) to change the Board’s policy of no early admission to kindergarten for children who are not 5 years old by October 1st of the school year to permit an exception for children who are academically advanced of age level peers as initially determined by the child’s parents and who meet standards of assessment to be determined by the Board and (2) because there is insufficient time to determine an assessment component in the new policy before the student could be admitted into kindergarten, to, in the exercise of its discretion, make an exception to the current policy to allow D. J. Lewis to attend Kindergarten in September, 2014 upon the administration’s review and approval of the testing assessments that were performed by another school or educational organization. The administrative staff shall research the type of testing assessment to be provided for gifted and talented children in the future and make a recommendation for its inclusion in the new policy for adoption by the Board.

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21. Adjournment

Motion by Cynthia Mozee seconded by Linda Davis to adjourn the meeting. Time meeting adjourned: 9:02pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator