

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

January 7, 2016

Re-Organization Meeting – 7pm

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Megan Stoddart, Business Administrator, call this meeting to order under the Open Public Meetings Act at 7:02pm. 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.

The oath of office will be given by Charles Rizzi, Board Solicitor, to the following elected Board of Education members:

Brian Davis, Kimberly Reed, Joanne Young

2. Pledge of Allegiance

3. Roll Call

| | | Term Expires |
|---|----------------|---------------------|
| Mr. Jeffrey Souza | <u>present</u> | 2016 |
| Mrs. Cynthia Mozee | <u>present</u> | 2016 |
| Mrs. Jocelyn Lewis | <u>present</u> | 2016 |
| Mr. Sol Cohen | <u>present</u> | 2017 |
| Mr. Keith Jones | <u>present</u> | 2017 |
| Mrs. Mary Williams | <u>present</u> | 2017 |
| Mr. Brian Davis | <u>present</u> | 2018 |
| Mrs. Kim Reed | <u>present</u> | 2018 |
| Mrs. Joanne Young | <u>present</u> | 2018 |
| Dr. Edythe B. Austermuhl, Superintendent | <u>present</u> | |
| Mrs. Megan Stoddart, Business Administrator | <u>present</u> | |
| Charles Rizzi, Esq., Board Solicitor | <u>present</u> | |

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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.

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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.

4. PRESENTATION

2014-2015 School District Audit Presented by Bowman & Company

- a. Motion by Jeffrey Souza second by Brian Davis to accept the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2015 and the auditor's Management Report - Financial, Compliance, and Performance, for the fiscal year ending June 30, 2015. Motion carried, roll call vote, all present voting “yes”.

Public in Attendance:

Thomas Young

5. OFFICER AND DELEGATE NOMINATIONS

- a. Motion by Jeffrey Souza second by Cynthia Mozee to nominate Mary Williams for school board president. Motion carried, roll call vote, all present voting “yes”.
- b. Motion by Brian Davis second by Keith Jones to appoint Mary Williams for school board president. Motion carried, roll call vote, all present voting “yes”.

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- c. Motion by Jeffrey Souza second by Brian Davis to nominate Cynthia Mozee and Keith Jones for school board vice president. Motion carried, roll call vote, all present voting as follows:

Voting for Keith Jones: Mr. Cohen, Mrs. Reed, Mr. Davis, Mrs. Young
Voting for Cynthia Mozee: Mrs. Mozee, Mr. Souza, Mr. Jones, Mrs. Lewis,
Mrs. Williams

- d. Motion by Brian Davis second by Kimberly Reed to appoint Cynthia Mozee for school board vice president. Motion carried, roll call vote, all present voting “yes”.

- e. Motion by Jeffrey Souza second by Joanne Young to appoint Cynthia Mozee as the delegate to the New Jersey Schools Boards Association. Motion carried, roll call vote, all present voting “yes”.

- f. Motion by Jeffrey Souza second by Cynthia Mozee to appoint Jeffrey Souza as the alternate delegate to the New Jersey Schools Boards Association. Motion carried, roll call vote, all present voting “yes”.

- g. Motion by Kimberly Reed second by Brian Davis to appoint Joanne Young as the delegate to the Camden County Schools Boards Association. Motion carried, roll call vote, all present voting “yes”.

- h. Motion by Jeffrey Souza second by Keith Jones to appoint Kimberly Reed as the alternate delegate to the Camden County Schools Boards Association. Motion carried, roll call vote, all present voting “yes”.

- i. Motion by Brian Davis second by Sol Cohen to appoint Brian Davis as the representative to the Camden County Educational Services Commission. Motion carried, roll call vote, all present voting “yes”.

- j. Motion by Jeffrey Souza second by Kimberly Reed to appoint Kimberly Reed as the representative to the Pine Hill Board of Education from this date to the date of the next reorganization meeting in 2017. Motion carried, roll call vote, all present voting “yes”.

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- k. Motion by Cynthia Mozee second by Brian Davis to appoint the following members to, or advisors of the Board’s negotiations committee:

Keith Jones (chairperson)

Brian Davis (member)

Jeffrey Souza (member)

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

6. ESTABLISHMENT OF BOARD PROCEDURES AND POLICIES

- a. Motion by Brian Davis second by Sol Cohen to resolve that the Berlin Township Board of Education establish the time and date of their regularly scheduled meetings as the 4th Thursday of each month as listed below:

BERLIN TOWNSHIP BOARD OF EDUCATION
MEETING CALENDAR
2016

| | |
|---|-----------------------------------|
| January 28, 2016 /Action Meeting | June 23, 2016/Action Meeting |
| February 25, 2016/Action Meeting | July 28, 2016/ Action Meeting |
| March 17, 2016/Action Meeting/ Budget Submission | August 18, 2016/ Worksession |
| April 28, 2016/Budget Hearing/Action Meeting | August 25, 2016/Action Meeting |
| May 19, 2016/Worksession Meeting* | September 22, 2016/Action Meeting |
| May 26, 2016/Action Meeting | October 20, 2016/Action Meeting* |
| | November 17, 2016/Action Meeting* |
| | December 22, 2016/Action Meeting |

***All meetings are scheduled on the 4th Thursday of the month unless otherwise noted.**

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

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7. PERSONNEL

- a. Motion by Jeffrey Souza second by Kimberly Reed and adopted by all members present voting “yes” in a roll call to re-affirm 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> |
|-----------------|-----------------------|-----------------------------|-------------------|
| Taylor Katawick | F/T PS Ins Asst – JFK | \$15,061 prorated Step 1 | 01/04/16 |

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

8. NEW BUSINESS

Code Of Ethics Training Session conducted by Charles Rizzi, Board Solicitor.

- a. Motion by Cynthia Mozee second by Jeffrey Souza to approve the Code of Ethics Resolution below:

The Board of Education Members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Manalapan-Englishtown Regional Board of Education:

CODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

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- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

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

- b. Information sheets to be completed by the board and returned to Dr. Austermuhl before you leave this evening.
- c. Pine Hill joint county meeting January 13, 2016 at 6:30pm.

9. ADJOURNMENT

Motion by Brian Davis second by Kimberly Reed to adjourn the meeting. Time meeting adjourned 8:09pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator