

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 20, 2017

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, \_\_\_\_\_, President, call this meeting to order under the Open Public Meetings Act at \_\_\_\_\_.

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 5, 2017, 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 11, 2017 and the Central Record the week of January 15, 2017 a meeting notice setting forth the time, date and location of this meeting.

**2. Pledge of Allegiance**

**3. Roll Call**

**Yr Began/Current Term Expires**

Mr. Sol Cohen	_____	2014 / 2017
Mr. Keith Jones, Vice President	_____	2011 / 2017
Mrs. Mary Williams	_____	2002 / 2017
Mr. Brian Davis	_____	2012 / 2018
Mrs. Kimberly Reed	_____	2015 / 2018
Mrs. Joanne Young	_____	2015 / 2018
Mr. Jeffrey Souza	_____	2014 / 2019
Mrs. Cynthia Mozee, President	_____	2013 / 2019
Mrs. Aida Figueroa-Epifanio	_____	2016 / 2019
Dr. Edythe B. Austeruhl, Superintendent	_____	
Mrs. Megan Stoddart, Business Administrator	_____	
Charles Rizzi, Esq., Board Solicitor	_____	

**4. Approval of Minutes**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education approve the minutes of the June 22, 2017 meeting as presented in duplicated form and dispense with the reading of the same.

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**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 – unless otherwise stated, all presentations will be held during the Action Meeting**

**There will be no student presentations this month.**

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**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 close the meeting to the public. Time closed: \_\_\_\_.

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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

2016-2017

- Supervise the revision and implementation of all district curricula, focusing on Science, World Language and Technology as per the 2016 QSAC findings in order to continue to improve student growth and achievement.
- Work with the district administrative staff to investigate ways to increase the use of technology for instructional purposes.

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BOARD GOALS

1. Begin to review and revise, as needed, Board Policies as found in the 5000 section of the Policy Manual and continue through the 2016-2017 school year.
  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. Continue to work with the Board of Education to investigate ways to improve communication with district parents and the community.
- C. Harassment, Intimidation and Bullying (HIB) Incident Report

Date Reported to Superintendent	School	Case Number	Result	Action

- 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: N/A for this meeting

Grade Teacher                      Place                      Date      Cost to Student                      Cost to District

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F. Safety and Security – JFK  
Type of Drill      Date and Time

Fire  
Lockdown  
Bus Evacuation  
Bomb Threat

G. Safety and Security – DDE  
Type of Drill      Date and Time

Fire  
Lockdown  
Bus Evacuation  
Bomb Threat

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds  
Approve Use of Facilities – **N/A for this meeting**
- c. Technology Coordinator
- d. Supervisor of Curriculum and Instruction
- e. JFK Principal
- f. DDE Principal

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I. Discussion Items:

Policy	Name	Regulation	Name
3516	Safety	5141.4R	Missing, Abused and Neglected Children
3510	Operation and Maintenance of Plant		
3542.2	School Meal Program Arrears		

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve for first reading, Policies # 3516 – Safety, 3510 – Operation and Maintenance of Plant, 3542.2 – School Meal Program Arrears and Regulation # 5141R – Missing, Abused and Neglected Children.

Policy	Name	Regulation	Name
5118	Nonresidents		
5141.4	Missing, Abused and Neglected Children		
5142	Student Safety Uber Update	5142 (R)	Dismissal Procedure

- b. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies for second reading: Policy 5118 – Nonresidents, Policy 5141.4 – Missing, Abused and Neglected Children, Policy 5142 – Student Safety Uber Update, and Regulation 5142 – Dismissal Procedure.

**11. Personnel**

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with certification and criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Amanda Leonard	FT/LTS – Gr 4 Science	\$51,495, Step 1, BA	09/01/17
Serena Pearson	Sub Bus Aide – ESY	\$10.20/hour	07/10/17

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- b. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the letter of resignation, with regret, from Ilana Gorelik. Ms. Gorelik has on staff as a Speech Language Specialist since August 16, 2013.
  
- c. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the letter of resignation, with regret, from Virginia Popoli, effective September 17, 2017. Ms. Popoli has been on staff as a Teacher of the Deaf since September 1, 2015.
  
- d. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator approve the following job descriptions (uploaded to the portal):

CARE Program Supervisor  
CARE Assistant Supervisor  
CARE Support Staff  
CARE Administrative Assistant

**12. Curriculum and Instruction**

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**13. Business and Finance**

Financial Report – Period Ending May 2017

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, 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 May 2017. 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 May 2017. The Treasurer’s and Secretary’s report are in agreement for the month of May 2017.
- 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.

\_\_\_\_\_ Date  
Megan Stoddart, Business Administrator

- E. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ 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>
E Austermuhl	\$40	Online, HIB Law Update, 08/17/17	\$0.00
E Austermuhl	\$180	Rutgers Ctr for Literacy Development New Brunswick, 10/27/17	\$0.00

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- F. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 50      Amount \$129,758.68**

**Batch number 70      Amount \$225,346.16**

- G. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the July, 2017 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*
- H. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the June 2016-2017 CARE disbursements for the month in the amount of \$129,784.25.
- I. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the June 2016-2017 Cafeteria disbursements for the month in the amount of \$0.00.
- J. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the out-of-district tuition contract for special education student #3043480134 to attend the East Mountain School at a yearly rate of \$77,506.80. This placement is a continuation of current placement.
- K. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the out-of-district tuition contract for special education student #7493285809 to attend Archway Programs at a yearly rate of \$38,520. This placement is a continuation of current placement. This student requires the support of a 1:1 aide at a yearly rate of \$25,200.

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- L. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the out-of-district tuition contract for special education student #9353925643 to attend the Kingsway Learning Center at a yearly rate of \$60,528.23. This placement is a continuation of current placement.
  
- M. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the out-of-district tuition contract for special education student #3668842816 to attend the Archbishop Damiano School at a yearly rate of \$52,714.20. This placement is a continuation of current placement due to the significant nature of this student’s disability.
  
- N. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement in the amount of \$1,000 for staff member Jessica Wright.  
*A copy of the tuition reimbursement detail form is included in the board packet and was uploaded to the portal for board review.*

**14. Old Business**

QSAC Interim Review Update – Dr. Austermuhl

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**15. New Business**

*Sadly, former staff member, Robert E. Murray, Sr. (“Woody”) passed away on June 29, 2017. Mr. Murray was employed in the district’s Maintenance Department for nearly ten years. He retired from the district in 2015 and will be missed.*

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

**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 close the meeting to the public. Time closed: \_\_\_\_\_.

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**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:

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  - 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 \_\_\_\_\_ seconded by \_\_\_\_\_ to adjourn the meeting. Meeting adjourned: \_\_\_\_\_ pm.