

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

March 19, 2015

Budget Submission – 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>arrived at 7:44pm</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>present</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>absent</u>

**4. Executive Session – In – N/A**

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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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.

**5. Executive Session – Close**

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

**6. 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 Cynthia Mozee 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”.

**7. Public Comments - Closed**

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

**8. Superintendent’s Report**

- A. Review District Mission Statement

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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.

BOARD GOALS

1. Review and revise, as needed, Board Policies as found in the 6000 section of the District Policy Manual.

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- 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.

**9. Personnel**

- a. Motion by Jeffrey Souza second by Deanna Reilly 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>
Jeanie Eddis	P/T Ed Assist DDE	\$12,752, Step 1 – pro-rated	03/02/15

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

**10. Business and Finance**

**A. BUDGET ADOPTION**

Motion by Cynthia Mozee second by Jeffrey Souza to approve the 2015-2016 Budget Adoption listed below:

	Budget	Local Tax Levy
General Fund	\$14,880,740	\$ 8,185,629
Special Revenue	\$ 368,977	\$ -0-
Debt Service	\$ 468,673	\$ 384,095
Total Base Budget	\$15,718,390	\$ 8,569,724

Total amount budgeted for travel related expenses in the 15 – 16 school district budget is \$44,247.00. This includes professional development and travel.

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

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- B. Motion by Jeffrey Souza seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the contract with Interactive Kids for behavioral therapist services for 1 and a half hours per day provided to four students in the Preschool Disabled class for the remainder of the 2014-2015 school year. Motion carried, roll call vote, all present voting “yes”.
  
- C. Motion by Cynthia Mozee seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the amended 2015 grant application for IDEA in order to incorporate carryover funds remaining from the 2014 grant. A total of \$289.00 in the Basic grant and \$808.00 in the preschool grant remain and must be carried over and budgeted into the current grant. Motion carried, roll call vote, all present voting “yes”.

**11. Old Business**

**12. New Business**

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

**13. 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.

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Motion by Jeffrey Souza seconded by Sol Cohen to open the meeting to the public for the discussion of subjects. Time in: 8:06pm. Motion carried, voice vote, all present voting “yes”.

**14. Public Comments - Closed**

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

**15. Executive Session – In – N/A**

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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  - 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.

**16. Executive Session – Close**

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

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**17. Adjournment**

Motion by Deanna Reilly seconded by Jeffrey Souza to adjourn the meeting. Meeting adjourned: 8:14pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator