

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 12, 2013

Worksession 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 7:43pm.

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>absent</u>
Mrs. Cynthia Mozee	<u>present</u>
Mrs. Jocelyn Lewis	<u>absent</u>
Mrs. Melanie Middleman	<u>absent</u>
Mr. Keith Jones	<u>present</u>
Mr. Cecil Rodrigues	<u>absent</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. Approval of Minutes**

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

RECOMMEND that the Board of Education approve the minutes of the August 22, 2013 Action 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 – 09/26/13**

Charlotte Cohen, CARE Program Staff and Students  
Presenting on Summer Program 2013

**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.

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Motion by Cynthia Mozee seconded by Keith Jones to open the meeting to the public for the discussion of agenda items only. Time in: 7:44pm. Motion carried, voice vote, all present voting “yes”.

*Public in Attendance: Charlotte Cohen*

**9. Public Comments - Closed**

Motion by Keith Jones seconded by Deanna Reilly to go close the meeting to the public. Time closed: 7:44pm. Motion carried, voice vote, all present voting “yes”.

**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**

2011-2012

**DISTRICT**

1. Supervise the final stages of the construction project improving our facilities’ deficiencies and renovation needs.

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2. Focus on maintaining and improving district programs and curriculum offerings in order to retain our current students and attract students from other communities through the school choice program.
3. Maintain a strong focus on and conviction to improving student performance, as measured in various ways, in the belief all students can learn and achieve at high levels.

**BOARD GOALS**

1. Increase the amount of communication with the superintendent in order to establish more input on decision making.
2. Develop and implement processes to engage and expand community involvement.

**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:**

Motion by Deanna Reilly seconded by Cynthia Mozee

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the following field trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
Gr 8	B. Reilly	CCTS	09/23/13	\$0.00	1 driver, 1 bus
Gr 8	K. Braidwood	CCTS	09/18 & 19/13	\$0.00	Transportation provided

Motion carried, voice vote, all present voting “yes”.

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F. Safety and Security – JFK

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
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Fire  
Lockdown  
Bus Evacuation

G. Safety and Security – DDE

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
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Fire  
Lockdown  
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 Deanna Reilly seconded by Brian Davis

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
PEACE	Both schools	Yearly Schedule on file with Board Office	
Sterling HS Choice Program	DDE APR	09/25	Information Table at B2S
Girl Scouts	JFK and DDE APR	09/23, 24, 25	Information Table at B2S
Girl Scout Troop 30540	DDE	Yearly Meeting Schedule on file with Board Office	Club meetings

Motion carried, voice vote, all present voting “yes”.

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

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- g. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the second reading of the following policies:

Policy	Name	Bylaws	Name
4112.2	Certification		
4131/4131.1	Staff Development: Inservice Education/Visitations/Conferences		
6142.10	Internet Safety and Technology		

- h. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the first reading of the following policies:

Policy	Name	Bylaws	Name
1410	Local Units		
3327	Relations with Vendors		
5111	Admission		
6178	Early Childhood Education/Preschool		

- i. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the Source 4 Teachers September Substitute List. *This list was uploaded to the portal for board review.*

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**11. Personnel**

- a. Motion by Cynthia Mozee second by Deanna Reilly and adopted by all members present voting “yes” in a roll call to affirm the recommendation of the superintendent 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>
<i>Salary adjustment</i>			
Mark Hollern	DDE – F/T Sci/SS	<del>MA, Step 2, \$50,146</del>	09/01/13
		MA + 15, Step 2, \$50,946	9/01/13
<i>Revised salary</i>			
Jaime Murray Power	Discrete Trial Trainer	<del>\$23,989.10</del> \$20,160	09/01/13
Cynthia Rivas	LTS, JFK, Gr 1 Sp Ed	BA + 30, Step 2, \$48,546 Pro-rated from 09/03/13 to 12/31/13	
Lisa Connelly	PT/Instr Asst – JFK	Step 2, \$12,515	09/01/13
To be completed	Speech Therapist	TBD	TBD
To be completed	Supv of Curric & Instr	TBD	TBD
<i>Staff who were approved in August and declined positions</i>			
<del>Dana Twarkowski</del>	<del>JFK – P/T IA</del>	<del>Step 1, \$12,315</del>	<del>09/01/13</del>
<del>Sarah Soden</del>	<del>JFK – LTS Gr 1</del>	<del>MA, Step 1, \$49,946, pro-rated</del>	<del>09/01 – 12/31</del>

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

- b. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following resignations:

To accept, with regret, the resignation of Fabian Brown, effective August 30, 2013. Mr. Brown has been employed in our district as a teacher of music since September 1, 2002.

To accept, with regret, the resignation of Sarah Minardi, effective August 25, 2013. Ms. Minardi has been employed in our district as an Instructional Assistant since September 1, 2012.

To accept the abandoned position of staff member Justin Pino, effective September 1, 2013. Mr. Pino has been employed in our district as a substitute custodian in the Maintenance Department since February 27, 2012.

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- c. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following request for leave:

To approve the requested leave of absence for employee number 01242. Employee would like to request leave to begin approximately December 23, 2013 through April 15, 2014. Sick days will be used.

- d. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following request:

To approve the submission of the 2013 NJ QSAC District Improvement Plan.  
*Copy of this document was uploaded to the portal for board review.*

**12. Curriculum and Instruction**



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**13. Business and Finance**

Financial Report – Period Ending July, 2013.

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

E. Payment of Bills

Motion by \_\_\_\_\_ second by \_\_\_\_\_

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

Account Period/Batch Number	Amount
	\$

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F. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location</u>	<u>Date of Travel</u>	<u>Expense Amount</u>
E. Austermuhl	\$199	EIRC	09/18/13	

G. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education of Berlin Township approve the Student Activity Transportation Services Jointure by and Between the Pine Hill Board of Education and the Berlin Township Board of Education.

**14. Old Business**

QSAC District Improvement Plan (DIP) – *This document was uploaded to the portal for board review.*

**15. New Business**

Policy Manual – BOE Portal/Public Version

Staff Handbook – 2013-2014 – *Copy was uploaded to portal for board review.*

ADVANCE Training Dates – 9/16 and 9/23

**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 Brian Davis seconded by Cynthia Mozee to open the meeting to the public for the discussion of agenda items only. Time in: 8:12pm. Motion carried, voice vote, all present voting “yes”.

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**17. Public Comments - Closed**

Motion by Deanna Reilly seconded by Cynthia Mozee to go close the meeting to the public. Time closed: 8:12pm. Motion carried, voice vote, all present voting “yes”.

**18. Executive Session – In**

Motion by Deanna Reilly seconded by Keith Jones to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:12pm. Motion carried, voice vote, all present voting “yes”.

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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  - 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 Deanna Reilly seconded by Keith Jones to come out of Executive Session. Time out: 8:26pm. Motion carried, voice vote, all present voting “yes”.

**20. Adjournment**

Motion by Cynthia Mozee seconded by Brian Davis to adjourn the meeting. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator