

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

April 24, 2014

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 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 _____
- Mrs. Cynthia Mozee _____
- Mrs. Jocelyn Lewis _____
- Mrs. Melanie Middleman _____
- Mr. Keith Jones _____
- Mr. Cecil Rodrigues _____
- Mr. Brian Davis _____
- Mrs. Deanna Reilly, Vice President _____
- Mrs. Mary Williams, President _____
- Dr. Edythe B. Austermuhl, 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 March 27, 2014 meeting as presented in duplicated form and dispense with the reading of the same.

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

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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

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.
- 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.

The following students are being recognized as Students of the Month of March for the Dwight D. Eisenhower Middle School:

*Colin Podwats, Kyra Schipske, Nicholas Maslin, Sanjida Khatoon, Darrian Wurst,
Olivia Cotterall, Tyler Lentz, Amanda Souza, Kevin Dawson, Kaylee Barrett*

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The following students are being recognized as Students of the Month of March for the John F. Kennedy Elementary School:

Dylan Miller, Kaden Reed, Hasan Ahmed, Nicholas Mealey, Thomas Payne, Kaitlyn Duras, Ariyana Thompson, Adelyna Hernandez, Humayra Tasnim, Dennis Virelli

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 go close the meeting to the public. Time closed: _.

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:

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- 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.

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.

For monthly review: 9130 – Committees; 9150 – Board Consultants; 9200 – Orientation and Training of Board Members; 9250 – Expenses, Travel Reimbursements; 9270 – Conflict of Interest; 9271 – Code of Ethics; 9311 – Formulation, Adoption, Amendment of Policies; 9312 – Formulation, Adoption, Amendment of Bylaws. *(These policies were uploaded to the board folder for review and are attached to this agenda. Copied in light blue.)*

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C. Harassment, Intimidation and Bullying (HIB) Incident Report

Date Reported to Superintendent	School	Case Number	Result	Action
04/15/14	DDE	#12	Confirmed HIB	Counseling session with school guidance counselor

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 # 12) reported on April 15, 2014.

E. Field Trips:

Grade Teacher Place Date Cost to Student Cost to District

N/A

F. Safety and Security – JFK

Type of Drill Date and Time Location of Drill Route #'s Drill Supervisor

Fire - 3/12/14
 Lockdown – (Relocation) – 3/25/14
 Bus Evacuation

G. Safety and Security – DDE

Type of Drill Date and Time Location of Drill Route #'s Drill Supervisor

Fire – 3/25/14
 Lockdown – (Relocation) – 3/20/14
 Bus Evacuation

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services

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- 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
South Jersey Bandits Softball Team	School Fields	April 1 through October 1, Sat & Sun 9am-12 pm, Tues 6pm-9pm	Softball practice and games

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

I. Discussion Items:

Policy	Name	Regulation	Name
2224	Nondiscrimination Affirmative Action	5141.6	Self Injury/Self-Mutilation
4111.1/4211.1	Nondiscrimination Affirmative Action	5131.5	Reporting Violence, Vandalism, Alcohol and Other Drug Abuse
5145.4	Equal Educational Opportunity		
4111	Recruitment, Selection and Hiring		
5141	Health		
6121	Nondiscrimination/Affirmative Action		
6145	Extracurricular Activities		
6147.1	Evaluation of Individual Student Performance		
5141.6	Crisis Response and Suicide Prevention		

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a. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of Regulations 5131.5(R) Reporting Violence, Vandalism, Alcohol and Other Drug Abuse and 5141.6(R) Self Injury/Self-Mutilation and Policy 5141.6 (P) Crisis Response and Suicide Prevention. *(These regulations and policies have been printed and included in the board packet and have been uploaded to the board portal for review.)*

b. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of Policies 2224 Nondiscrimination Affirmative Action, 4111.1/4211.1 Nondiscrimination Affirmative Action, 5145.4 Equal Educational Opportunity, 4111 Recruitment , Selection and Hiring, 5141 Health, 6145 Extracurricular Activities, 6147.1 Evaluation of Individual Student Performance. *(These policies have been printed and included in the board packet and have been uploaded to the board portal for review.)*

11. Personnel

a. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the job description for Technology Coordinator. *(Job description was uploaded to the board portal for review and is attached to this agenda.)*

b. Motion by _____ second by _____ 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>
Joel Brown	Technology Coordinator	\$67,626	07/01/14

c. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to accept, with regret, the resignation of newly hired maintenance department employee, Joseph Mellon. Mr. Mellon’s resignation is effective as of April 24, 2014.

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- d. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approval of the following ADVANCE volunteers:

Brian Law, Danielle Magazzu, Sandy Running Crane

- e. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approval of the April Source 4 Teachers substitute list. *(This list was uploaded to the board portal for the board’s review.)*

- f. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approval of the district’s 2014-2015 school calendar.

- g. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to accept, with regret, the letter of resignation received from staff member Ernest Zimmerman, III. Mr. Zimmerman has been employed as a teacher in the district for the past nineteen years, since September 1, 1995.

- h. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2014-2015 district staff list and salaries listed below:

EMPLOYEE NAME	CONTRACTED SALARY
ALESSANDRINE, DANIELLE	\$68,146.00
ALOI, CARRIE	\$75,746.00
AMANTO, KELLY	\$12,952.00
AUSTERMUHL, EDYTHE	\$131,580.00
BEACH, JANE	15.40/HOUR
BEERS, KRISTIN	\$64,657.00
BLANCHARD, JENNIFER	\$60,157.00

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BOTTLEY, DINA	\$58,657.00
BRAIDWOOD, KRISTIN	\$82,767.00
BREWSTER, MICHELE	\$52,657.00
BRIGHT, MARILYN	\$120,286.00
BROWN, JOEL	\$67,626.00
BROWN, MICHAEL	\$27,460.00
BURKE, LAURA	\$87,804.00
CAMACHO, TARA	125.00/DAY
CARROLL, DANA	\$50,957.00
CARVER, CONSTANCE	\$33,537.00
CAVALLARO, CARISSA A	\$13,152.00
CHILDS, STACEY	\$83,496.00
COHEN, CHARLOTTE	\$42,895.00
CONICELLA, CATHERINE	\$83,496.00
CONNELLY, LISA	\$13,152.00
CORBETT, TARA	\$65,208.00
DAIRJOU, MELISSA	125/DAY
DASHER, BONNIE	\$57,157.00
DEANER, RACHEL	\$50,957.00
DECARO, STACEY	\$58,757.00
DEMEO, JACKLYN	125/DAY
DEPPEN, DANIELLE	\$60,157.00
DILEO, PATRICA	\$64,346.00
DRAFT, SHIELA	\$71,946.00
EDER, NICOLE	\$13,152.00
EDWARDS, JENNIFER	\$60,257.00
ENGELBERT, BEVERLY	\$44,060.00
FARLOW, HEIDI	\$13,152.00
FARLOW, MARGARET	\$86,942.00
FOLCHER, JOSEPH	\$26,011.00
FOX, LINDA	125/DAY

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FORSYTHE, KATHLEEN	\$3,625.00
FRIEDMAN, JAIME	\$58,657.00
GADZINSKI, KIMBERLY	\$83,496.00
GARTON, CHERI	\$71,592.00
GASCOT, JENNIFER	\$52,158.00
GENTILE, KARA	125/DAY
GERMAN, JESSICA	\$13,152.00
GORELIK, ILANA	\$52,157.00
GRABOSKY, MAUREEN	\$52,157.00
GRIETZER, JOY	125/DAY
HARRIS, EVELYN	125/DAY
HERNANDEZ, TANYA (CUST)	\$26,661.00
HERNANDEZ, TANYA (IA)	\$12,952.00
HERTENS, WILLIAM F	9.00/HR
HESSEL, NORA	\$85,220.00
HOCKHAM, PATRICIA	\$53,957.00
HOFF, EILEEN	\$61,457.00
HOLCOMB, BURTON	18.68/HR
HUGHES, CHERYL	\$83,496.00
HULBERT, SHARON	\$83,496.00
IANNUZZI, ROSEMARY	\$62,257.00
INMAN, DANIELLE	\$68,146.00
JEMIELITY, DIANA	\$52,457.00
JENNISON, JANET	\$71,592.00
JOHNSON, CHERYL	\$14,945.00
JOSHI, MEENU	\$52,157.00
KELLY, JOHN	\$75,746.00
KOLASKI, MARY JO	\$62,257.00
LANG, LOIS	\$82,992.00
LAWLOR, JACKLYN	\$57,957.00
LIANO, JONATHAN	\$58,557.00

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LINDNER, EVAN	\$58,657.00
LITCHFIELD-MUSUMECI,LUCINDA	\$44,060.00
MADARA, JOAN	125/DAY
MALATINO, PAMELA	\$60,757.00
MARSHALL, LORETTA	\$56,245.00
MARTINO, BRIAN	\$49,457.00
MASON, EMILY	\$63,157.00
MASTERSON, JANETT	\$14,569.00
MATYSIK, JILLIAN	\$55,757.00
MAYER, HELEN	\$79,192.00
MCCOACH, ERIC	\$52,157.00
MCCULLOUGH, COLLEEN	\$14,945.00
MCCUTCHEON, MARIA	\$54,157.00
MICALE, DOROTHY	\$83,496.00
MILLER, WALTER	\$16,555.00
MISIAK, EDITH	\$75,746.00
MITCHELL, KELLY	\$56,957.00
MITCHELL, KRISTY	\$54,757.00
MURPHY, MICHAEL	\$86,700.00
MURACZEWSKI, PAULA	125/DAY
MURRAY, ELWOOD	10.97/HR
O'TOOLE, SARAH	\$13,152.00
PATTERSON, JEFFREY	\$69,743.00
PEARSON, ANTONETTE	16.27/HR
PEIDL, DENISE	18.68/HR
PFLUGER, CHARLES	\$85,016.00
PRATT, MINDY	\$13,493.00
PRETKO, GINA	\$13,493.00
PUFTA, DIANE	15.40/HR
PUPA, FRANK	\$54,157.00
RAROHA, DENISE	\$17,424.00

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REILLY, BRIAN J	\$55,757.00
REYNOLDS, SCOTT	\$64,346.00
RICE, DEBRA	\$56,957.00
RICHARDS, TRACEY	\$14.49
RIDLEY, JENNIFER	\$60,157.00
RIGGIO, MELISSA	\$53,957.00
SAUNDERS, HOLLY	\$12,952.00
SAUNDERS, JOAN	\$14,569.00
SAVIDGE, PATRICIA (CUST)	12.65/HR
SAVIDGE, PATRICIA (BUS)	19.82/HR
SCHAFER,DAWN	\$68,146.00
SCHAFFER, ROBIN	\$37,484.00
SCHLAEGEL, RAMONA	\$15,333.00
SCHNEIDER, HAROLD	12.93/HR
SEBASTIANO, PATRICIA	\$58,657.00
SIMS, NANCY	\$58,657.00
SMITH-BISSIC, CARLA	\$68,146.00
SMITH, ROCHELLE	\$44,958.00
SMITHEEN, DENISE	\$56,957.00
SOLINSKI, CHRISTINE	\$13,493.00
SOWINSKI, MEGHAN	125/DAY
STODDART, MEGAN	\$86,595.00
TAYLOR-HEARN, POLLY	\$63,157.00
TIDEMAN, PATRICIA	\$57,757.00
TOMASELLO, MARY	10.46/HR
TROENDLE,SHERIE	\$83,496.00
UHNIAT, JENNIFER	\$68,146.00
VAN CUREN, TIMOTHY	\$82,992.00
VANDEGRIFT, THERESA	19.82/HR
VASTA, PHILIP	\$13,152.00
VIRELLI, JENNIFER	\$58,657.00

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WALKER, WARD	\$79,546.00
WANKO, LINDSAY	\$58,657.00
WASH, DEBRA	\$79,192.00
WHITE, JAMES	\$28,769.00
WILSON, ROBERT	\$61,457.00
MCALEAVEY, MARISA	\$56,457.00

12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending February 2014

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 February 2014. The Board Secretary certifies that no line item count 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 February 2014. The Treasurer’s and Secretary’s report are in agreement for the month of February 2014.
- 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:

Name	Cost	Location	Date of Travel	Expense Amount
N/A				

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

Batch number 59 Amount \$ 229,702.90

- G. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the occupational therapy services contract with Heartland Rehabilitation Services approved for the 2014-2015 school year. The proposed contract reflects a 2% increase from \$75.00 to \$76.50 per hour for Occupational Therapist and \$56.10 for COTA services. It is the recommendation of the Supervisor of Child Study Team to continue to contract with Heartland for these services.

- H. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to renew the food service management contract for Nutri-Serve Food Management Inc at the flat fee of \$15,150.00 for the 2014-2015 school year.

14. Old Business

Confirmation of June 12, 2014 for Board Retreat

15. New Business

ACLU Registration Requirements – C. Rizzi

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 _____ seconded by _____ to open the meeting to the public for the discussion of agenda items only. Time in: ____.

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17. Public Comments - Closed

Motion by _____ seconded by _____ to go close the meeting to the public. Time closed: _____.

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:

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 _____ seconded by _____ to come out of Executive Session. Time out: _____.

20. Adjournment

Motion by _____ seconded by _____ to adjourn the meeting. Meeting adjourned: _____ pm.