

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 18, 2014

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 7:32pm. 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>present</u>
Mrs. Melanie Middleman	<u>present</u>
Mr. Keith Jones	<u>present</u>
Mr. Cecil Rodrigues	<u>present</u>
Mr. Brian Davis	<u>absent</u>
Mrs. Deanna Reilly, Vice President	<u>absent</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>present</u>

4. Approval of Minutes

Motion by Keith Jones seconded by Cynthia Mozee
RECOMMEND that the Board of Education approve the action minutes of the November 20, 2014 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting as follows:

Voting “yes”:	Mr. Jones, Mrs. Mozee, Mrs. Middleman, Mr. Rodrigues, Mrs. Williams
Abstentions:	Mr. Souza, Mrs. Lewis

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5. Presentations

Performance by Mr. Evan Lindner and the Dwight D. Eisenhower Middle School Band

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 October for the Dwight. D. Eisenhower Middle School:

Kathryn Seu, Brian Landolt, Mikayla Jackson, Peter Jake Horay, Carly Thomas Boyer, Zachary Ketchum, Raina Boykin, James Castracane, Adelyna Hernandez, Savneet Singh

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

Maclian Glezman, Leah Alexander, Sabbir Emtiyas, Kayla Allen, Helen Chen, Harry Cieslak, Alison Lucier, Sarah McGovern, Mia Mazakas, Evan Aubry

6. Executive Session – In

Motion by Jeffrey Souza seconded by Cynthia Mozee to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:47pm. 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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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.

7. Executive Session – Close

Motion by Keith Jones seconded by Jeffrey Souza to come out of Executive Session. Time out: 7:53pm. Motion carried, voice vote, all present voting “yes”.

There will be a presentation on the district’s audit report by Bowman and Group.

- a. Motion by Jeffrey Souza seconded by Melanie Middleman RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve receipt of the donation of \$1,000 from the corporate headquarters of Walmart located in Bentonville, Arkansas. The Walmart Foundation Local Facility Giving Grant was applied for by parent Mrs. Kimberly Reed, parent of a current grade 8 student. Motion carried, voice vote, all present voting “yes”.

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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 Jeffrey Souza seconded by Cynthia Mozee to open the meeting to the public for the discussion of agenda items only. Time in: 7:59pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance as Follows:

Sol Cohen

*Board President Mary Williams welcomed Mr. Sol Cohen,
our board of education member elect.*

9. Public Comments - Closed

Motion by Keith Jones seconded by Jeffrey Souza to go close the meeting to the public. Time closed: 8:00pm. 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.

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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.
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.

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

Date Reported to Superintendent	School	Case Number	Result	Action
12/09/14	DDE	01	Confirmed HIB	Participation in lessons on responsible use of technology. Small group counseling. Conversation with school principal.

D. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions

- a. Motion by Jeffrey Souza seconded by Keith Jones
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) incident, Case # 01 reported on December 09, 2014. Motion carried, roll call vote, all present voting “yes”.

- b. Motion by Cecil Rodrigues seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the district Vandalism and Violence Report for the 2013-2014 school year. Motion carried, roll call vote, all present voting “yes”.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
6 – 8	DeCaro	Municipal Bldg	12/16/14	\$0.00	one driver, one bus
4	Reilly	Carmike Theater Voorhees	12/18/14	\$0.00	two drivers, two buses

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F. Safety and Security – JFK

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

Fire – 11/04/14
 Lockdown – Evacuation – 11/26/14
 Bus Evacuation

G. Safety and Security – DDE

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

Fire – 11/25/14 – 9am
 Lockdown
 Bus Evacuation
 Bomb Threat – 11/21/14 – 2pm

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 _____ 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

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

I. Discussion Items:

Policy	Name	Regulation	Name
6010	Goals and Objectives	6112 R	School Closings
6111	School Calendar	6114 R	Bomb Threats
6112	School Day	6114 R	Emergency Evacuation Plan

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6114	Emergencies and Disaster Preparedness	6114 R	Fire and Fire Drills
6115	Ceremonies and Observances	6114 R	Natural Disasters and Man-Made Catastrophes
		6114 R	Toxic Hazard Preparedness Program

- g. Motion by Cecil Rodrigues seconded by Cynthia Mozee RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of the following policies and regulations: Policy 6010 – Goals and Objectives, policy 6111 – School Calendar, policy 6112 – School day, policy 6114 – Emergencies and Disaster Preparedness, policy 6115 – Ceremonies and Observances and Regulation 6112 – School Closings, regulation 6114 – Bomb Threats, regulation 6114 – Emergency Evacuation Plan, regulation 6114 – Fire and Fire Drills, regulation 6114 – Natural Disasters and Man-Made Catastrophes, regulation 6114 – Toxic Hazard Preparedness Program. Motion carried, roll call vote, all present voting “yes”.

11. Personnel

- a. Motion by Jeffrey Souza second by Keith Jones and adopted by all members present on the recommendation of the Superintendent and School Business Administrator to approve the Superintendent to hire Instructional aides in accordance with criminal history requirements to be reaffirmed at the January 8, 2015 Board Meeting:

Name _____ Position _____ Salary _____ Start Date _____

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

- b. Motion by Keith Jones seconded by Jeffrey Souza RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the December listing of substitutes through Source 4 Teachers. *(This list was uploaded to the portal for board review.)* Motion carried, roll call vote, all present voting “yes”.

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- c. Motion by Jeffrey Souza seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

Barbara Updegraff, Reyna Vargas, Carlos Guemes, Kimberly Maddox, Bouchra Mzireg, Tom Devlin, Krystal Horwath, Kristen Riess, Robin Thompson, Christina Whalen, Theresa Rosiak, Amina Saeed, Patricia Vega Piedra

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

- d. Motion by Melanie Middleman seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract for Principal Michael Murphy for the term of January 1, 2015 through June 30, 2015. *(This contract was uploaded to the portal for board review.)*
Motion carried, roll call vote, all present voting “yes”.

- e. Motion by Keith Jones seconded by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, accept the resignation of Christine E. Solinski, Instructional Assistant, effective January 9, 2015. Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

- a. Motion by Jeffrey Souza seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve a motion to submit a grant application to Hewlett Packard for a maximum of 125 HP laptops model 14-B110US, laptop bags and 4 locking cabinet mobile carts. (If donated, these laptops would be utilized as mobile computer labs to augment our Middle School Science curriculum and the new Science standards as well as being used as PARCC compliant testing devices.)
Motion carried, roll call vote, all present voting “yes”.

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- b. Motion by Keith Jones seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve participation of select staff members (volunteers) in a research project with Chandra Orrill at UMass-Dartmouth of grades 6-8 math teachers. Teachers have been asked to participate in a study looking at how teachers think about proportions. The goal of this research is to understand the kinds of approaches teachers use for solving a wide array of problems. The study will lead to the development of tools to support teachers and students in learning about proportions. Participation is outside of the school day and participants will be offered a stipend not to exceed \$200 for their time. Motion carried, roll call vote, all present voting “yes”.

13. Business and Finance

Financial Report – Period Ending October 2014

Motion by Cynthia Mozee seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

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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 October 2014. 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 October 2014. The Treasurer’s and Secretary’s report are in agreement for the month of October 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.

Megan Stoddart, Business Administrator

Date

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

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- E. Motion by Jeffrey Souza seconded by Keith Jones 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>
M. Murphy	\$0.00	NJPSA – Monroe Junction 12/02/2014 <i>NJSPA Council Member Meeting</i>	\$0.00
I. Gorelik	\$169	EIRC – Swedesboro 03/20/2015 <i>Managing Speech Caseloads Using Technology</i>	\$0.00
K. Gadzinski	\$169	EIRC – Swedesboro 03/20/2015 <i>Managing Speech Caseloads Using Technology</i>	\$0.00
P. Taylor	\$229	BER – Voorhees 04/15/14 <i>Align SS Instruction w/ Common Core Standards</i>	\$0.00
R. Deaner	\$195	AEP – Mt. Laurel 02/19, 20/2015 <i>Apply Different Behavioral & Cognitive Strategies to Sp Ed Students</i>	\$0.00

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

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

Batch number 57 Amount \$ 831,729.24

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

14. Old Business

Motion by _____ second by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Board Action Plans.

This motion will be tabled until the January, 2015 action meeting.

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15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Shared Services/Berlin Township Library

Presentation on Microsoft/Google - by Joel Brown,
District Technology Coordinator

Congratulations to Mr. Michael Murphy, Principal of JFK, on his
appointment to the NJPSA Council as a member at large.

- a. Motion by Jeffrey Souza seconded by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the
Superintendent and School Business Administrator, approve the appointment of
Jocelyn Lewis as the board representative to the Pine Hill School District as per the
attached letter from the state department of education. *(This document was
uploaded to the portal for board review and is included in the board packet.)*
Motion carried, roll call vote, all present voting as follows:

Voting “yes”: Mr. Souza, Mrs. Middleman, Mr. Rodrigues, Mrs. Mozee,
Mr. Jones, Mr. Davis, Mrs. Reilly, Mrs. Williams

Voting “no”: Mrs. Lewis

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.

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Motion by Jeffrey Souza seconded by Keith Jones to open the meeting to the public for the discussion of subjects. Time in: 9:31pm. Motion carried, voice vote, all present voting “yes”.

Mr. Sol Cohen addressed the group and commended the students for their musical performance.

17. Public Comments - Closed

Motion by Cynthia Mozee seconded by Cecil Rodrigues to go close the meeting to the public. Time closed: 9:34pm. Motion carried, voice vote, all present voting “yes”.

18. 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:

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.

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19. Executive Session – Close

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

20. Adjournment

Motion by Keith Jones seconded by Cynthia Mozee to adjourn the meeting. Meeting adjourned: 9:37pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator