

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

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>absent</u>
Mrs. Jocelyn Lewis	<u>arrived at 8:45pm</u>
Mr. Sol Cohen	<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>present</u>

4. Approval of Minutes

Motion by Brian Davis seconded by Jeffrey Souza
RECOMMEND that the Board of Education approve the minutes of the November 19, 2015 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

5. 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.

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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Students to be acknowledged from the John F. Kennedy Elementary School:

*Shabiha Tasnim, Zachary Bright, Sophia Sterling, Alexis Brennan, Te’Shan Bell,
Christopher Bastian, Harry Cieslak, Grace Ludwick, Sarah McGovern,
Jennifer Guemes Vargas*

Students to be acknowledged from the Dwight D. Eisenhower Middle School:

*Samihah Chowdhury, Marchese Brown, Isabella Boyle, Zachary Cramer,
Justice Bell, Axel Rivera, Keily Alvarez, Michael Burton,
Paige Roberts, Patrick Carbone*

Presentation of district’s 2014-2015 Vandalism and Violence Annual Report by Dr. Edythe Austermuhl

- a. Motion by Deanna Reilly seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the district Vandalism and Violence Annual Report to the department of education. See *handout summary*. Motion carried, roll call vote, all present voting “yes”.

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 Keith Jones seconded by Brian Davis to open the meeting to the public for the discussion of agenda items only. Time in: 7:45pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance:

Kimberly Reed, Rafad Ileese, Grace Ludwick, Sanzida Chowdhury

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

9. Public Comments - Closed

Motion by Brian Davis, seconded by Jeffrey Souza to go close the meeting to the public. Time closed: 7:45pm. 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

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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- 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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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

Date Reported to Superintendent	School	Case Number	Result	Action
12/16/15	DDE	2	HIB	1-1 Counseling, parent conference

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

Motion by Keith Jones seconded by Deanna Reilly

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 # 2) reported on November 30, 2015. Motion carried, roll call vote, all present voting “yes”.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
SGA Gr 6	S DeCaro	Berlin Twp. Municipal Bldg. Community Service – Food Drive	12/16/15	\$0.00	One driver, one bus
Gr 7	M Bright	Nifty Fifties, Turnersville Reward for Dragon Dollars Earned	12/22/15	\$0.00	One driver, one bus

F. Safety and Security – JFK

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
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Fire - November 20, 2015 – 12:10pm
 Lockdown/Evacuation - November 23, 2015 – 10:00am – JFK to DDE
 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 - November 9, 2015 – 1:10pm
 Lockdown/Evacuation – November 15, 2015 – 9:15am – DDE to JFK
 Bus Evacuation

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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
N/A			

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

I. Discussion Items:

Policy	Name	Bylaws	Name
N/A			

11. 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:

Name	Position	Salary	Start Date
Kayla Kasinski	PreK Aide	\$15,061 (pro-rated based on start date) Step 1	12/21/15
Janett Masterson	JFK Secretary	\$34,905 (pro-rated based on start date) Step 2	1/4/16

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- b. Motion by Keith Jones, seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

Tina Marie Santiago

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

- c. Motion by Keith Jones, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the December, 2015 listing of Source 4 Teachers substitutes. *(This list was uploaded to the portal for board review.)* Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

- a. 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 Dwight D. Eisenhower Guidance Curriculum and Grades 6 – 8 Art Curriculum. Motion carried, roll call vote, all present voting “yes”,

13. Business and Finance

Financial Report – Period Ending October, 2015

Motion by Brian Davis, seconded by Deanna Reilly
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 October, 2015. 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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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, 2015. The Treasurer’s and Secretary’s report are in agreement for the month of October, 2015.
- 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”.

- E. Motion by Deanna Reilly, 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>
H Mayer	\$65	Rowan University – 02/06/16 <i>Training ACCESS 2.0</i>	\$29.18
A Berth	\$0	Nehaunsey MS, Gibbstown – 12/7/15 <i>Hour of Code training</i>	\$0
C Pflugger	\$195	Rutgers, New Brunswick – 1/27/16 <i>Pesticide and fertilizer credits offered for licenses</i>	\$0
E Austermuhl	\$270	Harrah’s Atlantic City - Techspo – 1/28/16 <i>How to use technology within the district</i>	\$0
A Berth	\$420	Harrah’s Atlantic City - Techspo – 1/28 & 29/16 <i>How to use technology within the district</i>	\$0
D Bottley	\$135	Rowan-Math Coaches Workshop – 1/7, 3/1, & 5/3/2016 <i>STEM practices</i>	\$0
J Elias	\$199	Connecting with Reluctant Readers – 2/1/16	\$0

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

J Wright	\$199	Connecting with Reluctant Readers – TBD	\$0
S Reynolds	\$148.68	Knowledge Defines the Future – 1/14/16	\$0
E McCoach	\$148.68	Knowledge Defines the Future – 1/14/16	\$0
T VanCuren	\$148.68	Knowledge Defines the Future – 1/14/16	\$0
E Austermuhl	\$149	NGSS: Creativity in Implementation – 1/12/16	\$0

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

- F. Motion by Keith Jones, second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following budget transfer:

FROM: 11-190-100-610-E General Supplies \$600.00
TO: 11-000-222-610-E Library, Supplies \$600.00
Reason: A SMART Board was purchased for the library, however, the current laptop designated for the SMART Board will not work effectively with the new SMART Board.

- G. Motion by Keith Jones, second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 55 Amount \$ 534,692.78

- H. Motion by Jeffrey Souza, second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve a change in the financial institution for the district to Republic Bank. An RFP was posted on the district’s website.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

14. Old Business

- a. Motion by Keith Jones, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the CSA evaluation.

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

Thank you to Deanna Reilly and Cecil Rodrigues for their many years of service as Board of Education members for the Berlin Township School District.

15. New Business

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

Presentation of PARCC information by Mr. Jeffrey Patterson.

District Goals/Board Goals Discussion

This motion is tabled until the January 7, 2016 meeting

Motion by _____, seconded _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2015-2016 District Goals as presented in a separate handout.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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 Jeffrey Souza seconded by Brian Davis to open the meeting to the public for the discussion of subjects. Time in: 8:56pm. Motion carried, voice vote, all present voting “yes”.

17. Public Comments - Closed

Motion by Jeffrey Souza, seconded by Brian Davis, to go close the meeting to the public. Time closed: 8:56pm. Motion carried, voice vote, all present voting “yes”.

18. Executive Session – In

Motion by Keith Jones, seconded by Deanna Reilly, to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:57pm. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 17, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Resolution for Executive Session:

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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.

19. Executive Session – Close

Motion by Jeffrey Souza, seconded by Brian Davis, to come out of Executive Session. Time out: 9:08pm. Motion carried, voice vote, all present voting “yes”.

20. Adjournment

Motion by Deanna Reilly, seconded by Brian Davis, to adjourn the meeting. Meeting adjourned: 9:08pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator