

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

February 19, 2015

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 _____
- Mr. Sol Cohen _____
- 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 action meeting minutes of the January 22, 2015 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

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 January for the John F. Kennedy Elementary School:

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*Braydon Balducci, Bryce Brown, Jared Virelli, Joelle Miner, Aaloki Patel,
Ashton Kubat, Gianna Buniak, Austin Souza, Cayleigh Young, Christopher Riess*

*The following students are being recognized as students of the month of January for the
Dwight D. Eisenhower Middle School:*

*Colin Kirk, Al’Patrice Hollimon, Tyrone Imes, Sanjida Khatoon,
Andi Mendez-Mateo, Olivia Cotterall, Anthony Denofa, Jenna Allen, Mohammed Sahir*

Presentation by the district’s CARE staff for the board.

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.

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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.

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

Date Reported to Superintendent	School	Case Number	Result	Action

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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:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
Gr 8	Reilly	Overbrook HS Freshman Orientation	March 20	\$0.00	2 drivers, 2 buses

F. Safety and Security – JFK

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
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Fire - 01/13/15
 Lockdown – 01/20/15
 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 - 01/30/15 – 10AM
 Lockdown – 01/21/15 – 1:30PM
 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 _____ 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
Youth Elite Sports	DDE Gymnasium	Extended Time: Jan 11 – Mar 1	<i>Correction from January meeting : Futsal Games – similar to soccer</i>

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

I. Discussion Items:

Policy	Name	Regulation	Name
6121	Nondiscrimination/Affirmative Action	6121	Affirmative Action Program for School and Classroom Practices Complaint Procedure
6122	Articulation	6141	Curriculum Content
6130	Organizational Plan	6142.10	Acceptable Use of Computer Network/Computers and Resources
6140	Curriculum Adoption	6142.10	Acceptable Use of Computer Network(s) /Computers and Resources by Staff Members
6141	Curriculum Design/Development		
6141.2	Recognition of Religious Beliefs and Customs		
6142	Subject Fields		
6142.1	Family Life Education		
6142.10	Internet Safety and Technology		
6142.12	Career and Technical Education		

- a. Motion by _____ seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of policies 6121- Nondiscrimination/Affirmative Action, 6122 – Articulation, 6130 – Organizational Plan, 6140 – Curriculum Adoption, 6141 – Curriculum Design/Development, 6141.2 – Recognition of Religious Beliefs and Customs, 6142 – Subject Fields, 6142.1 – Family Life Education, 6142.10 – Internet Safety and Technology, 6142.12 – Career and Technical Education and regulations 6121 – Affirmative Action Program for School and Classroom Practices Complaint Procedure, 6141 – Curriculum Content, 6142.10 – Acceptable Use of Computer

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Network/Computers and Resources, 6142.10 – Acceptable Use of Computer Network (s)/Computers and Resources by Staff Members.

Policy	Name	Regulation	Name
6142.2	English as a Second Language: Bilingual Programs	6142.2	Bilingual and ESL Education
6142.6	Basic Skills	6143.1	Lesson/ Unit Plans and Plan Books
6142.9	Arts	6145	Co-Curricular Activities
6142.13	HIV Prevention Education	5111	Eligibility of Resident/Non-Resident Students
6143	Curriculum Guides		
6144	Controversial Issues		
5118	Non-residents		
5118.1	School Choice Program		

- b. Motion by _____ seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of policies 6142.2 – English as a Second Language: Bilingual Programs, 6142.6 – Basic Skills, 6142.9 – Arts, 6142.13 – HIV Prevention Education, 6143 – Curriculum Guides, 6144 – Controversial Issues, 5118 – Non-residents, 5118.1 – School Choice Program and regulations 6142.2 – Bilingual and ESL Education, 6143.1 Lesson/~~Unit~~ Plans and ~~Plan Books~~, 6145 – Co-Curricular Activities and 5111 – Eligibility of Resident/Non-Resident Students.

Policy	Name	Regulation	Name
6145.1/6145.2	Intramural Competition: Interscholastic Competition	6145.1/6145.2	Sportsmanship
6145.3	Publications	6145.1/6145.2	Medical Examination to Determine Fitness for Participation in Athletics
6145.4	Public Performances by Students	6145.3	School Sponsored Publications
6145.5	Student Organizations	6145.7	Social Events and Class Trips
6145.7	Social Events and Class	6146.2	Promotion and

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	Trips		Retention
6146.2	Promotion/Retention		
6147	Standards of Proficiency		

- c. Motion by _____ seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the review of policies 6145.1/6145.2 – Intramural Competition: Interscholastic Competition, 6145.3 – Publications, 6145.4 – Public Performances by Students, 6145.5 – Student Organizations, 6145.7 – Social Events and Class Trips, 6146.2 – Promotion/Retention, 6147 – Standards of Proficiency and Regulations 6145.1/6145.2 – Sportsmanship, 6145.1/6145.2 – Medical Examination to Determine Fitness for Participation in Athletics, 6145.3 – School Sponsored Publications, 6145.7 – Social Events and Class Trips, 6146.2 – Promotion and Retention.

11. Personnel

- a. 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>
Anna Behnke	Sub Nurse	\$125.00 per diem	As needed
Lynn Lehner	IA, P/T Step 5	\$13,843, pro-rated	02/02/15
Lisa Wood	IA, P/T Step 6	\$14,200, pro-rated	TBD
Susan Tannahill	IA, P/T Step 7	\$14,569, pro-rated	02/17/15
Lisa Gillespie	Long Term Sub Nurse	\$ 48,957, pro-rated	02/23/15-06/30/15

- b. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve, with gratitude and regret, the resignation letter of staff member Edith Misiak. Mrs. Misiak has been employed with the district since January 1, 1995 as the school nurse at John F. Kennedy Elementary School. Anticipated last day of employment will be March 17, 2015.
- c. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the requested leave of absence for employee number 01375. The dates of the requested leave are from approximately April 24, 2015 through September 30, 2015.

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- d. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following candidate from Camden County College as a student intern. Information listed below:

<u>Name</u>	<u>College</u>	<u>Cooperating Teacher</u>	<u>Date</u>
Jade Pinto	Camden County College	Danielle Inman, grade 1 JFK	15 hours start date to be determined
Nicole Podwats	Rutgers, Camden	Maria McCutcheon, JFK	40 hours start date to be determined

- e. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

Herodia Saget-Syntil, Amei Geldrich

- f. Motion by _____ second by _____ and adopted by all members present voting “yes” in a roll call to approve hiring of coaches for spring sports as listed below:

<u>Name</u>	<u>Position</u>	<u>Stipend Amount/Year</u>	<u>Start Date</u>
Eric McCoach	Baseball Head Coach	\$1,750, 2 nd Yr	Feb 20, 2015
Brian Martino	Baseball Asst Coach	\$1,200, 3 rd Yr	Feb 20, 2015
John Kelly	Softball Head Coach	\$2,000, 3 rd Yr	Feb 20, 2015
Heidi Farlow	Softball Asst Coach	\$1,000, 2 nd Yr	Feb 20, 2015
Dina Bottley	Track Head Coach	\$1,400, 2 nd Yr	Feb 20, 2015
Laura Burke	Track Asst Coach	\$900, 1 st Yr	Feb 20, 2015

- g. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursements to be made in the total amount of \$2,000 (\$1000 for each staff member as per BTEA agreement) to the following staff members: *(see attached chart for detail on course reimbursement)*

Marisa McAleavey, Denise Smithen

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12. Curriculum and Instruction

Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Submission of 2015-2016 Preschool Plan to the State.

13. Business and Finance

Financial Report – Period Ending December 2014

Motion by _____, seconded by _____

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

02/19/2015

Date

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- E. Motion by _____ seconded by _____ to approve the travel/professional development for the following staff members:

Name	Cost	Location/Date of Travel	Expense Amount
P DiLeo	\$149	NJPSA, Monroe Twp., NJ 02/09/15 <i>Cross Curricular/Read Across America</i>	\$0.00
J Jennison	\$149	NJPSA, Monroe Twp., NJ 02/09/15 <i>Cross Curricular/Read Across America</i>	\$0.00
L Burke	\$229	BER, Cherry Hill, NJ 02/25/15 <i>Effective Ways to Manage & Organize Writing Programs</i>	\$0.00
J Uhniat	\$229	BER, Cherry Hill, NJ 02/25/15 <i>Core Curriculum Standards for Writing</i>	\$0.00
I Gorelik	\$140	CHOP Center for 03/06/15 Childhood Communication <i>Interventions for children with hearing loss</i>	\$0.00
S Troendle	\$199	PESI, Cherry Hill 03/06/15 <i>Strategies for Managing Disruptive Students</i>	\$0.00
C Pfluger	\$100	NJSB&G, Atlantic City 03/16-18/15 <i>Annual Buildings & Grounds Conference</i>	\$0.00
K Mitchell	\$100	CCESC 04/14/15 <i>Improve assessment practices</i>	\$0.00
M McCutcheon	\$200	Atlantic City 05/27,28/15 <i>Anti Bullying and School Safety Conference</i>	\$0.00
B Reilly	\$200	Atlantic City 05/27,28/15 <i>Anti Bullying and School Safety Conference</i>	\$0.00

- 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	Amount \$
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- G. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve a tuition contract with the Black Horse Pike Regional School District to pay the educational costs for McKinney-Vento eligible student for which Berlin Township is the district of last residence. The contract for 2014-2015 school year is \$14,958.

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14. Old Business

Budget Calendar Review – *(see attached calendar)*

BTEA Grievance Update

15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Release of Teacher SGP scores for final evaluation score

PARCC presentation by Jeff Patterson

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 _____ seconded by _____ to open the meeting to the public for the discussion of subjects. Time in: _____.

17. Public Comments - Closed

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

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

20. Adjournment

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