

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

February 27, 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 7:31pm. 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>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 Deanna Reilly seconded by Brian Davis
RECOMMEND that the Board of Education approve the action meeting minutes of the January 23, 2014 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

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:

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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:

Gavin DiGiacomo, Haley Lebar, Harry Cieslak, Samuel Boykin, Dylan Wilde, Rory Brennan, Kayla Muff, Camryn Roe, Joshua Carbone, Alex Graham

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

Nicholas Tortu, Isaiah Coleman, Samir Riley, Xzavier Riley, Michael Gentile, Emily John, Shawnae Keith, Laney Romano, Keily Alvarez, Joscelyn Jackson

Recognition of parent/resident Ms. Robyn Journeigan. Ms. Journeigan is an employee of TD Bank and was randomly selected to have a \$100 donation given on her behalf to the charity of her choice. Ms. Journeigan selected John F. Kennedy School as the recipient of this gift.

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 Cynthia Mozee seconded by Deanna Reilly to open the meeting to the public for the discussion of agenda items only. Time in: 7:39pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance as Follows:

Jeff Patterson, Hester Hannon, Lisa Hill-Muff, Sam Yaworski, James Nichols, Yenny Murillo, Charlotte Cohen, Ward Walker, Meenu Joshi, Jennifer Jackson, Wanda Bose, John Cieslak, Deana Rozanski

9. Public Comments - Closed

Motion by Brian Davis seconded by Keith Jones to go close the meeting to the public. Time closed: 7:40pm. 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

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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

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.

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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. **See Policies: 9000, 9010, 9020, 9110, 9111.**

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

Date Reported to Superintendent	School	Case Number	Result	Action
02/12/14	DDE	7	Confirmed HIB	Suspension, counseling session with HIB Specialist

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

Motion by Jeffrey Souza 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 # 7 to _) reported on February 12, 14. Motion carried, voice vote, all present voting “yes”.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
6, 7, 8 Student Gov’t	VanCuren	Int Sports Cherry Hill Sports Leadership	03/12/14	\$10	Two drivers, two buses
5	Deaner	Bottom Dollar Clementon, NJ	03/27/14	\$0	One driver, one bus
8	Taylor	Community Clean Up – Day Ave	06/05/14	\$0	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 – 01/27/14

Lockdown – 01/29/14

Bus Evacuation

G. Safety and Security – DDE

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

Fire - 01/31/14

Lockdown – Secure Perimeter – 01/30/14

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
N/A			

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

Policy	Name	Regulation	Name
5141.6	Self-Injury/Self-Mutilation		
		4116	Evaluation of Teaching Staff Members
		2130	Principal Evaluation

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- h. Motion by Brian Davis second by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of Policy 5141.6, Regulation 4116 Evaluation of Teaching Staff Members, Regulation 2130 Principal Evaluation. Motion carried, roll call vote, all present voting “yes”.

- i. Motion by Keith Jones second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the acceptance of a \$100 donation from TD Bank for the John F. Kennedy Elementary School. This gift was designated by TD Bank employee Ms. Robyn Journeigan, who is a parent of students in our district. Motion carried, roll call vote, all present voting “yes”.

11. Personnel

- a. Motion by Deanna Reilly second by Jeffrey Souza 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>
Joseph Mello	Substitute Custodian	\$9/hr	02/28/14
William Hertens	Substitute Custodian	\$9/hr	02/28/14

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

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

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Eric McCoach	Baseball, Head Coach	1 st year \$1,500
Brian Martino	Baseball, Asst Coach	2 nd year \$1,000
Dina Bottley	Cross Country, Head Coach	1 st year \$1,200
Danielle Deppen	Cross Country, Asst Coach	1 st year \$900
John Kelly	Softball, Head Coach	3 rd year \$2,000
Heidi Farlow	Softball, Asst Coach	1 st year \$900
Patricia Walkar	Interim LDT-C	Per diem \$50/hour
	Approx 2/26/14 – 6/30/14	

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

- c. Motion by Deanna Reilly second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following placements for field experience:

<u>Name</u>	<u>Assignment/Cooperating Teacher</u>	<u>Dates</u>
Samantha Yaworski	PreSchool to Gr 2 - Mrs. Corbett	Spring - 15 hours
Ashley Kearns	Elementary – Mrs. Farlow	Spring – 100 hours

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

- d. Motion by Keith Jones second by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement amount of \$3,770.00 for the following staff members:

Rochelle Smith, Kimberly Gadzinski, Ilana Gorelik, Lindsay Wanko, Kristy Mitchell, Denise Smithen – a chart detailing individual amounts was uploaded to the portal and attached to this agenda for review.

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

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- e. Motion by Deanna Reilly second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

Tracey Dolbow, Constance Morris, Julianne Mazzarella, Rebecca Gillis, Kara Lyons, Jessica Cusato, Cathy Linane, Donna M. Nelson

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

12. Curriculum and Instruction

- a. Motion by Jeffrey Souza second by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the DEAC committee for the 2013-2014, 2014-2015 school years. List of members follows:

DEAC Committee Restructuring
(District Evaluation Advisory Committee)

Superintendent –	Edythe Austermuhl
Supervisor of Curriculum & Instruction -	Jeffrey Patterson
Supervisor of Special Services -	Kristin Braidwood
JFK Principal -	Michael Murphy
DDE Principal -	Marilyn Bright
Special Areas -	Frank Pupa, Pamela Malatino
Grades K – 1 -	Nancy Sims
Grades 2 – 3 -	Tara Corbett
Grades 4 – 5 -	Jennifer Uhniat
Grades 6 – 8 -	Dina Bottley
BTEA Representative -	Kris Beers
Parent Representative -	Eric Lucier
BOE Representative -	Cynthia Mozee
Special Ed Teacher -	Debra Wash

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

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13. Business and Finance

Financial Report – Period Ending December 2013

MOTION BY Keith Jones SECOND BY Brian Davis

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

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

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E. Motion by Deanna Reilly seconded by Jeffrey Souza 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>
Chuck Pfluger	\$100	Atlantic City, NJ NJSB&GA Conf	04/14-15/2014	\$0
Maria McCutcheon	\$0	BCC, Mt. Laurel NJ ASK training	03/21/14	\$0
Stacey DeCaro	\$0	Cherry Hill, NJ Poetry Conference	03/28/14	\$0
Laura Burke	\$229	Cherry Hill, NJ Bureau of Education Engaging students through use of iPads and iPad Apps	03/10/14	\$0
Lindsay Wanko	\$45	Middlesex Reg'l Ed Services Comm. NJ Deaf Ed Affiliates	03/22/14	\$0
Chuck Pfluger	\$20	Rutgers Coop. Ext. Clayton, NJ – Pesticide Re-Cert 1/2	03/12/14	\$0
Chuck Pfluger	\$20	Rutgers Coop. Ext. Clayton, NJ – Pesticide Re-Cert 2/2	04/16/14	\$0
Jillian Matysik	\$120	NJ Assoc of School Psych Mtg – East Windsor, NJ	05/09/14	\$0
Jeffrey Patterson	\$25	Rutgers Univ Piscataway, NJ SS integration into ELA and Math Curric	03/19/14	\$0
Michael Murphy	\$25	Rutgers Univ Piscataway, NJ SS integration into ELA and Math Curric	03/19/14	\$0

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

F. Motion by Cynthia Mozee second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 57 Amount \$ 579,861.69

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

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- G. Motion by Jeffrey Souza second by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the out of district tuition contract for a grade 4 special education student to attend the Kingsway Learning Center at a yearly rate of \$56,739.90. This placement is required because no in-district program was found to meet the individual’s educational needs. Motion carried, roll call vote, all present voting “yes”.

14. Old Business

N/A

15. New Business

- Motion by Jeffrey Souza second by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the revision of the 2013-2014 school calendar. Motion carried, roll call vote, all present voting “yes”.

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 Deanna Reilly to open the meeting to the public for the discussion of agenda items only. Time in: 8:29pm. Motion carried, voice vote, all present voting “yes”.

Mrs. Hannon spoke regarding having travel plans in place during spring break. Questioned how will students who are absent will make that time up. Dr. Austermuhl responded that students who will be out for travel reasons during what would have been spring break will have this time reflected as excused absences. They will be allowed time to make up any missed work.

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17. Public Comments - Closed

Motion by Cynthia Mozee seconded by Brian Davis to go close the meeting to the public. Time closed: 8:34pm. Motion carried, voice vote, all present voting “yes”.

18. Executive Session – In

Motion by Jeffrey Souza seconded by Keith Jones to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:37pm. 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:

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 Keith Jones seconded by Brian Davis to come out of Executive Session. Time out: 8:47pm. Motion carried, voice vote, all present voting “yes”.

20. Adjournment

Motion by Jeffrey Souza seconded by Deanna Reilly to adjourn the meeting. Meeting adjourned: 8:47pm.

Respectfully submitted,

Megan Stoddart, Business Administrator