

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

January 22, 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 7:33pm. 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>present</u>
Mr. Sol Cohen	<u>present</u>
Mr. Keith Jones	<u>present</u>
Mr. Cecil Rodrigues	<u>present</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 Keith Jones seconded by Jeffrey Souza
RECOMMEND that the Board of Education approve the action meeting minutes of December 18, 2014 and reorganization meeting minutes of January 8, 2015 as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting as follows:

- Voting “yes” on December 18 : Mr. Jones, Mr. Souza, Mrs. Lewis, Mr. Cohen, Mr. Rodrigues, Mrs. Williams
- Abstention on December 18: Mr. Davis, Mrs. Reilly
- Voting “yes” on January 8: Mr. Jones, Mr. Souza, Mrs. Lewis, Mr. Cohen, Mr. Rodrigues, Mr. Davis, Mrs. Reilly, Mrs. Williams

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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

Dr. Austermuhl will make a presentation to the members of the Board of Education in honor of School Board Recognition Month

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.

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The following students are being recognized as students of the month of December for the John F. Kennedy Elementary School:

Michael Ferris, Benjamin Harad, Ciarra Coleman, Ian Kirk, Evyania Papathanasiou, Gianna Simon, Abigail Boyle, Alexander Rozanski, Analia Franks, Araceli Olea

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

Dennis Virelli, Kenneth Canfield, Samir Griffin, Davon Thornton, Jagger Pinto, Isabella Boyle, Danielle Thoughill, Taylor Bastian, Jamie Carns, Shawnae Keith

8. Public Comments – Open – N/A

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

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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.
- 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
N/A				

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

a. 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 _____.

Dr. Austermuhl will present the district’s HIB grade report to the members of the board of education

b. Motion by Deanna Reilly seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to accept the district HIB grade report as presented by the Superintendent. Motion carried, roll call vote, all present voting “yes”.

E. Field Trips:

Grade/Teacher	Place	Date	Cost to Student	Cost to District
Preschool Virelli/DiLeo/McAleavey	Ronald McDonald House Camden, NJ	02/12/15	\$0.00	Two buses, two drivers

F. Safety and Security – JFK

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
Fire	December 17			
Lockdown – Evacuation	December 19			
Bus Evacuation				

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G. Safety and Security – DDE

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

Fire – December 1 – 1:30pm
Lockdown – December 19 – 9am – shelter in place
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 Keith Jones seconded by Sol Cohen
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 Gym	Jan 11 – Feb 22	Futsal Games

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

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

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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
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

- a. 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 second 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”.

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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		

- b. Motion by Deanna Reilly seconded by Sol Cohen RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first 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 Network/Computers and Resources, 6142.10 – Acceptable Use of Computer Network (s)/Computers and Resources by Staff Members. Motion carried, roll call vote, all present voting “yes”.

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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		
6143	Curriculum Guides		
6144	Controversial Issues		

- c. Motion by Brian Davis seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the review 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 and regulations 6142.2 – Bilingual and ESL Education, 6143.1 Lesson/~~Unit~~ Plans and ~~Plan Books~~, and 6145 – Co-Curricular Activities. Motion carried, roll call vote, all present voting “yes”.

11. Personnel

- a. Motion by Jeffrey Souza second by Brian Davis and adopted by all members present voting “yes” in a roll call to approve the superintendent to hire staff as necessary before the February 19th board meeting. (Instructional assistants and substitute school nurse.) Motion carried, roll call vote, all present voting “yes”.
- b. Motion by Deanna Reilly seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the resignation, with regret of staff member Bonnie Cox. Ms. Cox has been employed as an Educational Assistant in the district since September 1, 2014. Her resignation is effective January 27, 2015. Motion carried, roll call vote, all present voting “yes”.

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- c. 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 resignation, with regret of substitute staff member Evelyn Harris. Ms. Harris has been employed as long term substitute nurse in the district since September 1, 2014. Her resignation as a long term substitute is effective January 26, 2015. Motion carried, roll call vote, all present voting “yes”.

- d. 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 resignation, with regret of staff member Holly Saunders. Ms. Saunders has been employed as an Educational Assistant since September 1, 2013. Her resignation is effective as of February 6, 2015. Motion carried, roll call vote, all present voting “yes”.

- e. 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 the January listing of substitutes for Source 4 Teachers. (*This list was upload to the portal for board review and is included in the board packet for this meeting.*) Motion carried, roll call vote, all present voting “yes”.

- f. 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 the following ADVANCE volunteers:

Kathy Consalvi, Marylou Havers, Candace Hulse, Shaunna Moore

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

- g. Motion by Sol Cohen seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the placement of nursing student Lindsey Perales. Ms. Perales is a student at Holy Family University and is seeking a placement for volunteer work for a total of four hours. Our DDE nurse, Jennifer Edwards has agreed to be the cooperating teacher for this assignment. Ms. Perales will assist in coaching, team teaching a health class, screenings for students, and other school activities. Date to start to be determined. Motion carried, roll call vote, all present voting “yes”.

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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 the acceptance of a grant awarded to the district from Hewlett Packard for a maximum of 125 HP laptops model 14-B110US, laptop bags and 4 locking cabinet mobile carts. These laptops will 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”.

13. Business and Finance

- A. Motion by Keith Jones seconded by Brian Davis 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>
J. Brown	\$0.00	Vineland 01/21/15 <i>NJDOE Mandatory PARCC Preparation</i>	\$0.00
J. Patterson	\$0.00	Vineland 01/21/15 <i>NJDOE Mandatory PARCC Preparation</i>	\$0.00
B. Engelbert	\$0.00	Sheraton Hotel, Atlantic City – 02/02/15 <i>Mgt Conference – communication, motivation, team building</i>	\$0.00
K. Braidwood	\$0.00	Monroe Twp - 02/02/15 <i>NJPSA – Assistance in providing meaningful feedback in teacher evaluations</i>	\$0.00
B. Engelbert	\$0.00	Freehold – 02/23/15 <i>Identifying & Utilization of Information More Efficiently</i>	\$0.00
S. Reynolds	\$149	Foundation for Ed Admin, Monroe – 02/23/15 <i>Increase Knowledge in Best Practices for Literacy in Content Class</i>	\$0.00
T. VanCuren	\$149	Foundation for Ed Admin, Monroe – 02/23/15 <i>Increase Knowledge in Best Practices for Literacy in Content Class</i>	\$0.00
C. Conicella	\$242	Atlantic City – 02/23/15 <i>Math Teachers & LAL Differentiation, Center and Assessment Techniques</i>	\$0.00
J. Gascot	\$242	Atlantic City – 02/23/15	\$0.00

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Math Teachers & LAL Differentiation, Center and Assessment Techniques

M. Bright	\$150	Monroe Twp – 02/24/15 <i>FEA, Legal One, provide guidance on dealing with students with mental health issues, crisis, etc.</i>	\$0.00
B. Reilly	\$150	Monroe Twp – 02/24/15 <i>FEA, Legal One, provide guidance on dealing with students with mental health issues, crisis, etc.</i>	\$0.00
R. Rollins	\$149	EIRC – Mullica Hill – 03/27/15 <i>To help students with organizational skills and behavior mgt.</i>	\$0.00

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

- B. Motion by Jeffrey Souza second by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following budget line transfers:

FROM: 11-000-216-320-D Speech, Purch Serv \$1,000.00
TO: 11-000-213-320-D Nursing, Purch Serv \$1,000.00
REASON: To cover the costs associated with contracting substitute nursing services with CCESC.

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

- C. Motion by Jeffrey Souza 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 58 Amount \$846,869.44

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

14. Old Business

- a. Motion by Jeffrey Souza second by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Board Action Plans. Motion carried, roll call vote, all present voting “yes”.

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- b. Motion by Jeffrey Souza second by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, accept and approve the 2014-2014 School District Audit as presented by Bowman and Company at the December, 2014 meeting. Motion carried, roll call vote, all present voting “yes”.

BTEA Grievance Update

15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

JFK 50th Birthday Celebration –

representative for meeting on February 4, at 7pm requested

Pine Hill – 8th grade Parent Night - TBD

8th grade student orientation at Pine Hill – March 20

School Ethics Commission – keep an eye out for an email requesting completion of the annual ethics form

Discussion on PARCC concerns by board

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: _____.

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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 Jeffrey Souza seconded by Brian Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:51pm.

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 Cecil Rodrigues seconded by Jeffrey Souza to come out of Executive Session. Time out: 9:14pm. Motion carried, voice vote, all present voting “yes”.

20. Adjournment

Motion by Jeffrey Souza seconded by Keith Jones to adjourn the meeting. Meeting adjourned: 9:14pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator