

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

January 28, 2016

Action Meeting

“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

Term Expires

Mr. Jeffrey Souza	_____	2016
Mrs. Jocelyn Lewis	_____	2016
Mr. Sol Cohen	_____	2017
Mr. Keith Jones	_____	2017
Mr. Brian Davis	_____	2018
Mrs. Kim Reed	_____	2018
Mrs. Joanne Young	_____	2018
Mrs. Cynthia Mozee, Vice President	_____	2016
Mrs. Mary Williams, President	_____	2017
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 December 17, 2015 and the reorganization meeting minutes of January 7, 2016 meetings 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.

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

*Jaden Marshall, Ava Nelson, Tyler Balducci, Leah Alexander, MaKayla Santos,
Jacqueline McWilliams, Danica Maggi, Daniel Stoddart, Natalia Handfield,
Charles Snyder*

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

*Arianna Brown, Carson Russo, Tabitha Warren, Cristian Bonilla, Joscelyn Jackson,
Farhan Chowdhury, Mia Shendock, Samir Griffin, Jamie Carns, Alberto Silva*

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.

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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
12/22/15	DDE	# 3	Confirmed HIB	Meeting with parents, offenders were suspended from school, individual counseling for all parties, community service programs for repeat offenders
01/04/16	JFK	# 4	Confirmed HIB	Conference with Principal and Guidance Counselor for all involved. A Behavior Mod Plan will be in place for offender

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 # 3 to 4) reported on December 22, 2015 and January 4, 2016.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
Preschool	All Teachers	Ronald McDonald House, Camden, NJ	02/11/16	\$0.00	Two drivers, two buses
Preschool	All Teachers	W Berlin Shoprite	04/12/16	\$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 – 12/10 – 2:35pm
 Lockdown – 12/11 – 2:15pm
 Bus Evacuation

G. Safety and Security – DDE

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

Fire – 12/08 – 10:40am
 Lockdown – 12/11 – 1:40pm – 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 – N/A

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

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I. Discussion Items:

Policy	Name	Bylaws	Name
5141.22	Medical Marijuana		
5141.22	Exhibit Document		
4112.8/4212.8	Nepotism		

- a. 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 5141.22 – Medical Marijuana and exhibit document and 4112.8/4212.8 – Nepotism. *These documents are included in board folders and were uploaded to the portal for board review*

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:

Name	Position	Salary	Start Date
Damien Damiano	PT Inst Asst DDE	Pro-rated \$13,222 Step 1	On/about 1/19/16
Carissa Cavallaro	FT Inst Asst JFK	Pro-rated \$16,260 Step 4	January 19, 2016
Mary Lyons	PT Inst Asst DDE	Pro-rated \$13,622 Step 3	February 1, 2016
Lucia Henry	PT Sub Custodian	\$9/hr	January 29, 2016

- b. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the substitute listing for January provided by Source 4 Teachers. *This list was uploaded to the portal for review and is on file with the Business Administrator.*

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- c. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the resignation, with regret, of Tanya Hernandez, effective January 31, 2016. Ms Hernandez has been employed in the capacity of Instructional Assistant since October 4, 2013.

- d. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the request for LaSalle University graduate student Natalie Cousar as a Speech/Language Therapy practicum student for the spring semester beginning on or about January 25, 2016 and ending May 6, 2016. Ms. Cousar will complete 3 days/week field experience under the supervision of the district’s speech therapist, Kimberly Gadzinski.

- e. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following mentors for novice staff members:

<u>Novice Teacher</u>	<u>Mentor Teacher</u>	<u>School</u>
Nicole Necowitz	Jennifer Virelli	JFK
Jessica German	Patricia DiLeo	JFK

12. Curriculum and Instruction

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13. Business and Finance

Financial Report – Period Ending November 2015

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 November 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 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 November 2015. The Treasurer’s and Secretary’s report are in agreement for the month of November 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 action here:

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- E. Motion by _____ seconded by _____ 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>
K Braidwood	\$149	EIRC, Mullica Hill, 02/11/16 Best practices for ABA services	\$0.00
J Kelly	\$149	FEA Conference Ctr, 03/01/16 21 st Century Skills in Health & PE	\$0.00
B Reilly	\$239	Voorhees, NJ, 03/15/16 Prof Development in the Area of Solution Focused Strategies	\$0.00
M McCutcheon	\$239	Voorhees, NJ, 03/15/16 Prof Development in the Area of Solution Focused Strategies	\$0.00
J Edwards	\$0	Virtua EMS Ed Center, NJ, 05/20/16 Prof Development in the Area of Pediatric Cardiac or Respiratory Emergency	\$0.00
D Iacovelli	\$239	Voorhees, NJ, 02/22/16 To Improve Writing Instruction	\$0.00
R Rollins	\$149	EIRC, NJ, 03/04/16 Training to Assess and Provide Interventions for Sp Ed and Gen Ed Students	\$0.00
A Berth	\$0	Salem County Community College, 02/29/16 Training for PARCC T.C. and Test Administrators	\$0.00
F Pupa	\$178	SRI & ETTC, Galloway, NJ, 03/21/16/16 Chromebook workshop – implementation in instruction	\$0.00
F Pupa	\$106	SRI & ETTC, Galloway, NJ, 03/09/16 Google site usage to drive instruction	\$0.00
P DiLeo	\$199	Voorhees, NJ, 05/19/16 Literature enrichment – author Judy Freeman	\$0.00
J German	\$199	Voorhees, NJ, 05/19/16 Literature enrichment – author Judy Freeman	\$0.00
K Mitchell	\$239	Cherry Hill, BER, 04/06/16 Integrating technology and 21 st century skills	\$0.00
R Poinsett	\$199.99	Tinton Falls, Long Branch, NJ, 03/21/16 Strategies, intervention techniques for students with Autism	\$0.00
P Farlow	\$239	BER, Cherry Hill, NJ, 04/06/16 Integrating technology and 21 st century skills	\$0.00

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P Sebastiano	\$199	Voorhees, NJ,	05/19/16	\$0.00
		Literature enrichment – author Judy Freeman		
L Burke	\$695	Cherry Hill, BER, NJ,	04/21 – 04/22/16	\$0.00
		Training to help teachers make reading a more integral part of the reading instruction		
J Virelli	\$199	Mount Laurel, NJ,	03/11/16	\$0.00
		Strategies to assist Autistic Students		
W Walker	\$239	BER, Cherry Hill, NJ ,	04/06/16	\$0.00
		Integrating technology and 21 st century skills		

F. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve NW Financial Group, LLC as Financial Advisor of Record. NW Financial will continue to provide services with regards to the district’s compliance with the Continuing Disclosure Cooperation Initiative.

G. 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 56 Amount \$1,080,130.57

H. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the increase in the fee for the district’s Athletic Fields usage from \$15 per day to \$25 per 3 hour period, \$25 each additional hour.

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14. Old Business

Discussion of 2014-2015 District HIB Grade – *this document is included in board folders and was uploaded to the portal for board review*

15. New Business

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

District Goals – *this document is included in board folders and was uploaded to the portal for board review*

Board Goals – *this document is included in board folders and was uploaded to the portal for board review*

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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 - 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.