

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 26, 2018

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Megan Stoddart, Business Administrator, call this meeting to order under the Open Public Meetings Act at 6:52pm. 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 10, 2018, 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 16 , 2018 and the Central Record the week of January 15 , 2018 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Yr Began/Current Term Expires

Mr. Sol Cohen	<u>present</u>	2014 / 2020
Mr. Gerard Petersen	<u>participation by telephone</u>	2017 / 2020
Mrs. Mary Williams	<u>present</u>	2002 / 2020
Mr. Brian Davis	<u>present</u>	2012 / 2018
Mrs. Kimberly Reed	<u>present</u>	2015 / 2018
Mrs. Joanne Young	<u>absent</u>	2015 / 2018
Mr. Jeffrey Souza, Vice President	<u>absent</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>absent</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>present</u>	2016 / 2019
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>absent</u>	
Lauren Tedesco, Capehart & Scatchard	<u>present</u>	

4. Approval of Minutes

Motion by Mary Williams, seconded by Aida Figueroa-Epifanio

RECOMMEND that the Board of Education approve the minutes of the June 21, 2018 meeting as presented in duplicated form and dispense with the reading of the same.

Motion carried, voice vote, all present voting as follows:

Voting “yes”: Mrs. Williams, Mrs. Figueroa-Epifanio, Mr. Cohen, Mr. Petersen, Mrs. Reed

Abstention: Mr. Davis

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5. Executive Session – In

Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues.
Time in: 6:53pm. 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.

6. Executive Session – Close

Motion by Aida Figueroa-Epifanio, seconded by Sol Cohen to come out of Executive Session. Time out: 7:01pm. Motion carried, voice vote, all present voting “yes”.

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7. Presentations – unless otherwise stated, all presentations will be held during the Action Meeting

No presentations for the month of July, 2018

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.

**Presentations will be made for both
Teacher and Bus Driver Nominations for Student Role Models of Positive Behavior**

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

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

***Transportation Students of the Month to be acknowledged from the
John F. Kennedy Elementary School:***

***Transportation Students of the Month to be acknowledged from the
Dwight D. Eisenhower Middle School:***

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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 Kimberly Reed, seconded by Aida Figueroa-Epifanio, to open the meeting to the public for the discussion of agenda items only. Time in: 7:33pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance is as Follows

Tracey Richardson, Charlotte Cohen

9. Public Comments – Closed

Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio to close the meeting to the public. Time closed: 7:33pm. 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.

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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 GOALS

2017-2018

1. Supervise the organization and implementation of articulation meetings with Administrative Teams from Pine Hill, Clementon and Berlin Township for curriculum articulation and sharing of best practices
2. Work with the district administrative staff to investigate the Future Ready School initiative for ways to increase the use of technology for instructional purposes.

BOARD GOALS

1. Complete all phases of the CSA evaluation process for the 2017-2018 school year by the June 30, 2018 deadline as described in NJ Administrative Code and Statute.
2. Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.
3. Continue to work as a Board of Education to investigate ways to improve communication with district parents and the community.

C. Review of ADVANCE training presentation.

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

Date Reported to Superintendent	School	Case Number	Result	Action

This is the first report of the above incidents. No action is necessary at this time.

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

Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed

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 # 4803) reported on May 18, 2018.

Date Reported to Superintendent	School	Case Number	Result	Action
May 18, 2018	DDE	4803	HIB	Suspension, counseling

Motion carried, roll call vote, all present voting as follows:

Voting “yes”: Mrs. Figueroa-Epifanio, Mrs. Reed, Mr. Cohen, Mr. Davis, Mrs. Williams

Abstention: Mr. Petersen

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F. Field Trips: **N/A**

Grade Teacher Place Date Cost to Student Cost to District

1. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the MONTH DAY YEAR agenda.

G. Safety and Security – JFK – June, 2018

Type of Drill Date and Time

- Fire – June 19 – 2:16pm
- Lockdown – June 12 – 10:30am
- Bus Evacuation – June 5
- Bomb Threat

H. Safety and Security – DDE – June, 2018

Type of Drill Date and Time

- Fire – June 22 – 10:55am
- Lockdown – June 21 – 10:00am
- Bus Evacuation – June 5
- Bomb Threat

I. 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 Aida Figueroa-Epifanio, seconded by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the use of facilities as listed below:

Organization	Facility	Date and Time	Event
PEACE	Both Schools	All school year 2018-2019	Various

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

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

J. Discussion Items:

Regulation	Name	Bylaws/Policy	Name
		2131	Chief School Administrator
		4116	Evaluation of Teaching Staff Members
4131/4131.1 R	Professional Development	4131/4131.1	Staff Development: Inservice Education/Visitations/Conferences
5131R	Conduct/Discipline	5131	Conduct/Discipline
		5131.1	Harassment, Intimidation and Bullying
		5131.5	Vandalism/Violence
		5131.6	Drugs, Alcohol, Steroids, Tobacco
		5145.4	Equal Educational Opportunity
		6145.1/6145.2	Intramural Competition: Interscholastic Competition
		6171.3	Title 1 Improving Academic Achievement and parent and Family Engagement
		6171.4	Special Education

1. Motion by Brian Davis, seconded by Mary Williams
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of 2131 Chief School Administrator, 4116 Evaluation of Teaching Staff Members, 4131/4131.1 Staff Development: Inservice Education/Visitations/Conferences, 4131/4131.1 R Professional Development, 5131 Conduct/Discipline, 5131R Conduct/Discipline, 5131.1 Harassment, Intimidation and Bullying, 5131.5 Vandalism/Violence, 5131.6 Drugs, Alcohol, Steroids, Tobacco, 5145.4 Equal Educational Opportunity, 6145.1/6145.2 Intramural Competition: Interscholastic Competition, 6171.3 Title 1 Improving Academic Achievement and parent and Family Engagement, 6171.4 Special Education.

These documents were uploaded to the board portal, July folder for board review.

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

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Regulation	Name	Bylaws/Policy	Name
1200R	<i>School Volunteers -tabled at 07/26/18 meeting</i>	4111	Recruitment, Selection and Hiring
1200R	Volunteer Coaches	4211	Recruitment, Selection and Hiring
4111/4211 Exhibit	Sexual Misconduct/Abuse Disclosure Form	3570.1	Electronic Signatures
4116	Evaluation of Teaching Staff Members		

2. Motion by Mary Williams, seconded by Brian Davis
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of 1200R Volunteer Coaches, 4111/4211 Exhibit Sexual Misconduct/Abuse Disclosure Form, 4116 Evaluation of Teaching Staff Members and policies 4111 Recruitment, Selection and Hiring, 4211 Recruitment, Selection and Hiring, 3570.1 Electronic Signatures.
These documents were uploaded to the board portal, June folder for board review.

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

11. Personnel

- a. Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with receipt of emergency certification and criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Molly Olcese	DDE Gr 4 LA	\$53,632, BA, Step 3	09/01/2018
Kassidy DiTolla	DDE Gr 7 LA	\$55,582, MA, Step 1 Pending provisional cert.	09/01/2018
Morgan Flexon	JFK PS	\$52,382, BA, Step 1	09/01/2018
Tracey Richards	CARE Director	\$40,000	09/01/2018
Kelly Amanto	District Copy Staff	\$27,500	09/01/2018

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

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- b. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

N/A

- c. Motion by Mary Williams, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of retirement, with regret and gratitude, from Charlotte Cohen, effective September 1, 2018. Mrs. Cohen has been on staff since November, 1987. She was the Director/Supervisor of the district C.A.R.E. program and most recently, has been the district copy staff member.
Motion carried, roll call vote, all present voting “yes”.

- d. Motion by Aida Figueroa-Epifanio, seconded by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following stipend positions and amounts, based on the BTEA contract:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Start Date</u>
Jessica Wright	SGA – Advisor	\$1,952.25	09/01/2018
Sarah Zimmerman	SGA – Co-Advisor	\$1,233.00	09/01/2018
Frank Pupa	NJHS – Advisor	\$1,146.80	09/01/2018
Jacklyn Lawlor	Yearbook Advisor – shared	\$793.75	09/01/2018
Frank Pupa	Yearbook Advisor – shared	\$770.63	09/01/2018
Mary Jo Kolaski	8 th Gr Activities Coord – shared	\$1,146.80	09/01/2018
Frank Pupa	8 th Gr Activities Coord – shared	\$1,146.80	09/01/2018
John Kelly	Athletic Coordinator	\$2,293.60	09/01/2018
Evan Lindner	Band Director	\$4,805.64	09/01/2018
John Kelly	Soccer Coach – Girls	\$1,965.95	09/01/2018
Brian Martino	Soccer Coach – Boys	\$1,904.99	09/01/2018
Ana Klinke	Soccer Coach – Asst	\$1,269.99	09/01/2018

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

12. Curriculum and Instruction

- a. Motion by Brian Davis, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the use of the NJ Dept of Education Evaluation tool for the Principals referred to as the “New Jersey Principal Evaluation for Professional Learning Observation Instrument” for the 2018-2019 school year.
Motion carried, roll call vote, all present voting “yes”.

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- b. Motion by Kimberly Reed, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2018 -2019 Mentoring Plan for the Berlin Township School District. Motion carried, roll call vote, all present voting “yes”.

13. Business and Finance

Financial Report – Period Ending May & June 2018

Motion by Brian Davis, seconded by Aida Figueroa-Epifanio

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 months of May & June. 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 months of May & June. The Treasurer’s and Secretary’s report are in agreement for the months of May & June.
- 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 Kimberly Reed, seconded by Aida Figueroa-Epifanio 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 Uhnat	\$850	Voorhees, Aug 6 – 10, 2018 <i>Orton Gillingham Training</i>	\$0.00
J Virelli	\$850	Voorhees, Aug 6 – 10, 2018 <i>Orton Gillingham Training</i>	\$0.00
D Wash	\$850	Voorhees, Aug 6 – 10, 2018 <i>Orton Gillingham Training</i>	\$0.00
K Gray	\$635	Phila, PA, Nov 7 & 8, 2018 <i>RTI Reading – LLI Programming</i>	\$0.00

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

- F. Motion by Kimberly Reed, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 50 Amount \$572,335.00

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

- G. Motion by Kimberly Reed, seconded by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the July, 2018 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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

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- H. Motion by Brian Davis, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 CARE disbursements for the month of June, 2018 in the amount of \$53,298.21. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*
Motion carried, roll call vote, all present voting “yes”.
- I. Motion by Kimberly Reed, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 Cafeteria disbursements for the month of June, 2018 in the amount of \$57,628.43. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*
Motion carried, roll call vote, all present voting “yes”.
- J. Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and the Business Administrator, approve the Shared Services Agreement with the Township for School Security Officers for the 2018-2019 school year.
Motion carried, roll call vote, all present voting as follows:
Voting “yes”: Mrs. Reed, Mrs. Figueroa-Epifanio, Mr. Cohen, Mr. Davis,
Mr. Petersen
Voting “no”: Mrs. Williams
- K. Motion by Brian Davis, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and the Business Administrator, approve the 2018-2019 contract for Megan Stoddart, Business Administrator as approved by the County Executive Superintendent.
Motion carried, roll call vote, all present voting as follows:
Voting “yes”: Mr. Davis, Mrs. Reed, Mrs. Williams, Mr. Cohen,
Mrs. Figueroa-Epifanio
Abstention: Mr. Petersen

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L. Motion by Sol Cohen, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2018-2019 ten month school year:

For Yale School Southeast:

Grade 1 Special Education Student #4414621881, at a yearly rate of \$76,074.60.

Grade 5 Special Education Student #8845927697, at a yearly rate of \$59,514.00.

For Archway Programs:

Grade 3 Special Education Student #4046440105, at a yearly rate of \$48,207.30. This student also requires the support of a 1:1 assistant at a rate of \$30,100.

For Eastern Camden County Regional School District:

Grade 12+ Special Education Student #2517460406, at a yearly rate of \$19,000.

For Archbishop Damiano School:

Grade 12+ Special Education Student #3668842816, at a yearly rate of \$52,117.80.

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

M. Motion by Sol Cohen, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019 ESEA Consolidated Application. Grant awards are as follows:

Title IA	\$189,305
Title IIA	\$ 30,257
Title IVA	\$ 11,372

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

14. Old Business

NJSBA Joint Training Meeting with Pine Hill and Clementon. Will take place on August 13 at 7:00pm (refreshments at 6:30pm) at the Huster Administration Building.

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15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Music program discussion

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: _____pm.

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17. Public Comments – Closed

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

18. Executive Session – In

Motion by _____, seconded by _____ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: _____pm.

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

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20. Adjournment

Motion by Aida Figueroa-Epifanio, seconded by Sol Cohen to adjourn the meeting. Meeting adjourned: 9:22pm.

Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator