

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

BOARD OF EDUCATION MEETING

March 21, 2013

HUSTER ADMINISTRATIVE BUILDING

ACTION MEETING - 7:30 PM

Meeting called to order and flag salute by Deanna Reilly at 7:20pm.

Roll Call

Linda Davis	<u>absent</u>
Cynthia Mozee	<u>present</u>
Jocelyn Lewis	<u>present</u>
Melanie Middleman	<u>present</u>
Keith Jones	<u>present</u>
Cecil Rodrigues	<u>present</u>
Deanna Reilly, <i>Vice President</i>	<u>present</u>
Brian Davis	<u>present</u>
Mary Williams, <i>President</i>	<u>absent</u>
<i>Dr. Leonard D. Fitts, Interim Superintendent</i>	<u>present</u>
<i>Megan Stoddart, Business Administrator</i>	<u>present</u>
<i>Charles Rizzi, Board Solicitor</i>	<u>present</u>

This meeting has been advertised in accordance with the regulation of the New Jersey Sunshine Laws. Public notice of these meetings will be placed in the Courier Post and The Central Record posted at the Huster Administrative Building, Dwight D. Eisenhower Middle School, John F. Kennedy Elementary School, and the Berlin Township Municipal Building. Unless otherwise advertised, the meetings are held in the Huster Administration Building, 225 Grove Avenue, West Berlin. They begin at 6:45 PM with an Executive Session, which is closed to the public, and reconvene at 7:30 PM, during which public input is permitted and encouraged.

Laptops being used by Board members are property of the school district. These laptops were purchased for and are used on a daily basis by the district's students. After Board meetings, these computers are returned to the schools for student use.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

DISTRICT & BOARD OF EDUCATION GOALS

2011-2012

DISTRICT

1. Supervise the final stages of the construction project improving our facilities’ deficiencies and renovation needs.
2. Focus on maintaining and improving district programs and curriculum offerings in order to retain our current students and attract students from other communities through the school choice program.
3. Maintain a strong focus on and conviction to improving student performance, as measured in various ways, in the belief all students can learn and achieve at high levels.

BOARD GOALS

1. Increase the amount of communication with the superintendent in order to establish more input on decision making.
2. Develop and implement processes to engage and expand community involvement.

DISTRICT MISSION STATEMENT

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

The Berlin Township School District commits itself to all children by creating a standards-based school district in which all students receive the very best educational opportunities possible. 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

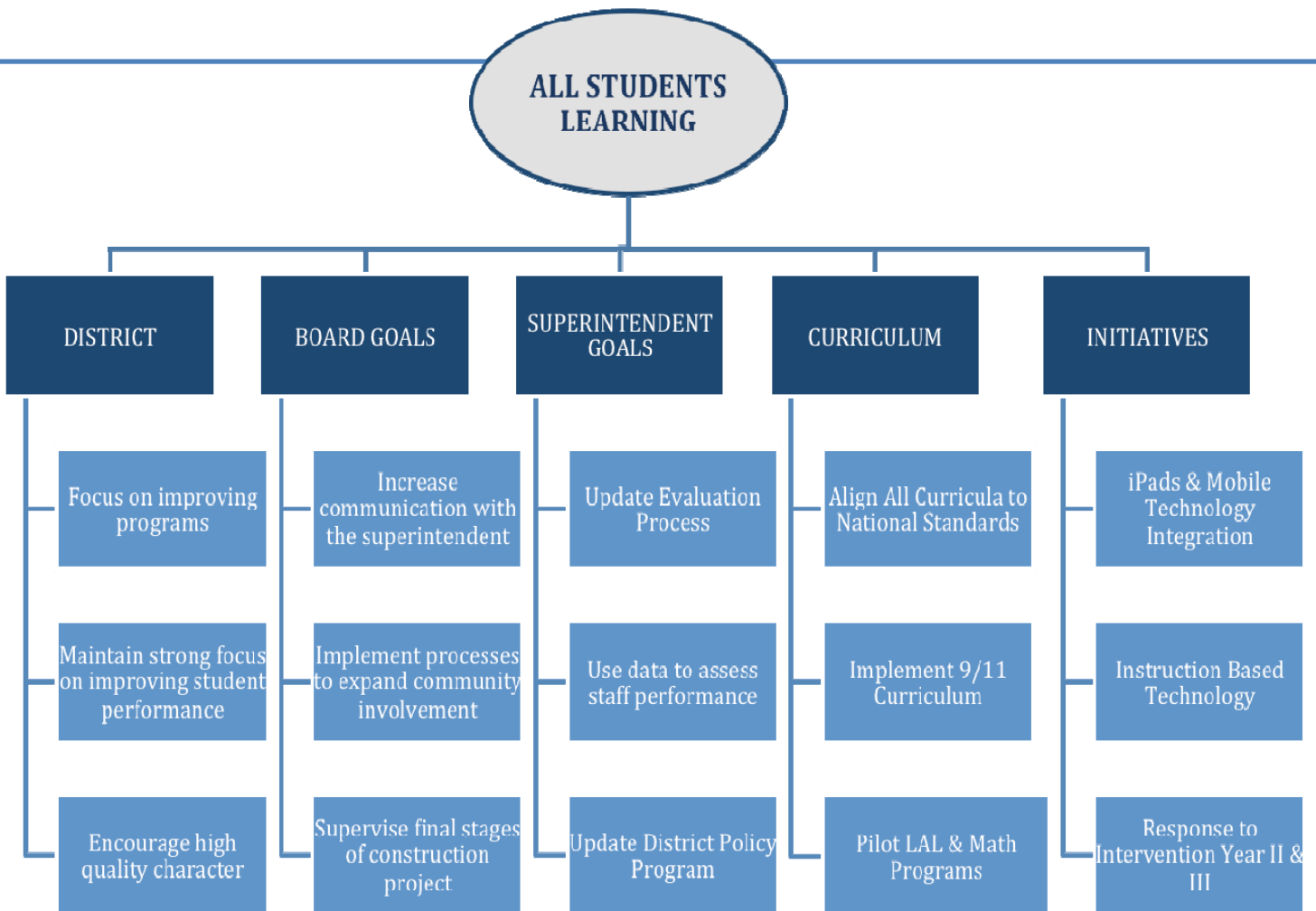
BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

MISSION:

- 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



BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

1. MINUTES APPROVAL

Motion by Melanie Middleman second by Cecil Rodrigues to approve the minutes of February 28 and March 6, 2013. Motion carried, voice vote, all present voting as follows:

Voting “yes”: Mrs. Middleman, Mr. Rodrigues, Mrs. Mozee, Mr. Jones,
Mr. Davis, Mrs. Reilly

Abstention: Mrs. Lewis

2. EXECUTIVE SESSION-IN

Motion by Brian Davis second by Cynthia Mozee to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:21pm. Motion carried, voice vote, all present voting “yes”.

3. EXECUTIVE SESSION-CLOSE

Motion by Cynthia Mozee second by Brian Davis to come out of Executive Session. Time out: 7:27pm. Motion carried, voice vote, all present voting “yes”.

4. PRESENTATIONS

- The following students from Dwight D. Eisenhower Middle School will be recognized for their efforts in the PBS program and being students of the month for February, 2013:

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. School utilizing PBS have the follow 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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

- *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*

***Cameron Costello, Faith Pearson, Tyler Smiley, Riley Roback, Kyler Reed,
Lauren Herrera, Dekovin McCauley, Stefanie Bray, Tri Nguyen, Simi Kaur***

5. PUBLIC COMMENTS - OPEN

Motion by Cynthia Mozee second by Keith Jones to open the meeting to the public for the discussion of agenda items only. Open time: 7:34pm. Motion carried, voice vote, all present voting “yes”.

Public in attendance as follows:

*Jeffrey Patterson, Dorothy Micale, Dan Costello, Jr., Jonathan Liano,
Bea Jackson, Jaime Friedman, Danielle Inman, Patti Tideman,
Danielle Alessandrine, Peggy Farlow, Ward Walker, Joe Campisi,
Denise Smithen, Kimberly and Ian Reed, Antonette and John Pearson,
Tammy and Dekovin McCauley*

6. PUBLIC COMMENTS - CLOSED

Motion by Cecil Rodrigues second by Jocelyn Lewis to close the meeting to the public. Close time: 7:35pm. Motion carried, voice vote, all present voting “yes”.

7. SUPERINTENDENT’S REPORT

- a. Review District Mission Statement
- b. Committee Reports:
 - i. Safety

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

c. Monthly Reports:

- i. -JFK Principal (M. Murphy)
- ii. -DDE Principal (M. Bright)
- iii. -Coordinator of Special Education (K. Braidwood)
- iv. -Supervisor Buildings & Grounds (C. Pfluger)
- v. -Technology Coordinator (J. Brown)
- vi. -Supervisor of Curriculum and Instruction (J. Davis)

d. Bullying Report

Date Reported to Superintendent	School	Result	Action
03/07/13	DDE	Confirmed HIB	CST Eval Pending
03/15/13	DDE	Normal Conflict	Student Conference w/ Principal

e. School and Community Events:

f. Staff Kudos

g. Structural Changes:

- Improved Student Achievement
- Improved Instructional Coherence
- An Experienced Teaching Staff to be Retooled
- Improved Functioning Data Management Systems
- School Safety

h. Field Trips:

<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>Cost to Student</u>	<u>Cost to District</u>
8	Mrs. Bright	Danks-Hinski Funeral Home	03/08/13	\$0.00	One driver, one bus
Preschool	Wolf/Virelli/ DiLeo/Delvecchio	Shoprite	04/23/13	\$0.00	Two drivers, two buses

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

Discussion Items:

Policy	Name	Bylaws	Name
3327	Relations with Vendors	9326	Minutes
6172	Alternative Educational Programs		
1140	Local Units		
5141.4	Child Abuse and Neglect		
5145.5	Photographs of Pupils		
5145.11	Questioning and Apprehension		

- i. Motion by Melanie Middleman second by Brian Davis to approve the second reading of Policies #3327 – Relations with Vendors and #6172 - Alternative Educational Programs and Bylaw #9326 – Minutes. Motion carried, voice vote, all present voting “yes”.

- j. Motion by Keith Jones second by Cecil Rodrigues to approve the second reading of Policies #1140 – Local Units, #5141.4 – Child Abuse and Neglect, #5145.5 – Photographs of Pupils, # 5145.11 – Questioning and Apprehension. Motion carried, voice vote, all present voting “yes”.

- k. Motion by Melanie Middleman second by Brian Davis to approve the revised 2012-2013 Berlin Township School District Calendar. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

- 1. Motion by Melanie Middleman second by Cecil Rodrigues to approve the draft 2013-2014 Berlin Township School District Calendar. Motion carried, voice vote, all present voting “yes”.

8. PERSONNEL

- a. Motion by Melanie Middleman second by Cynthia Mozee and adopted by all members present voting “yes” in a roll call to approve emergency 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>
Jessica German	P/T JFK Ed Asst	Step 1, \$11,908 pro-rated	03/04/13
Nicole Eder	P/T JFK Ed Asst	Step 1, \$11,908 pro-rated	03/14/13
Evelyn Harris	Sub School Nurse	\$125 per day	03/22/13
Eric McCoach	P/T DDE Ed Asst	Step 2, \$12,217 pro-rated	03/14/13
Lisa Gillespie	Sub School Nurse	\$125 per day	03/22/13

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

- b. Motion by Brian Davis second by Cecil Rodrigues to approve the adjusted start date for employee Michele Brewster, School Social Worker to March 18, 2013. Motion carried, roll call vote, all present voting “yes”.
- c. Motion by Cynthia Mozee second by Keith Jones to approve the paid medical leave for employee number 00159. Anticipated return date is April 8, 2013. Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Melanie Middleman second by Cynthia Mozee to approve, with regret, the resignation of employee Robert White. Effective date for resignation is March 22, 2013. Mr. White has been employed with the district since September, 2012. Motion carried, roll call vote, all present voting “yes”.
- e. Motion by Melanie Middleman second by Keith Jones to approve, with regret, the resignation of employee Jennifer Wierski. Effective date for resignation is May 17, 2013. Ms. Wierski has been employed with the district since September, 2010. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

9. CURRICULUM AND INSTRUCTION

N/A

10. BUSINESS & FINANCE

1. Motion by Keith Jones second by Cecil Rodrigues to approve the following items as listed in the February 2013 Financial Reports.

a. Expense Account Adjustments

b. Bank Reconciliations for:

General Account	January REVISED 2013
Construction Account	February 2013
Payroll Account	February 2013
Agency Account	February 2013
CARE Account	February 2013
Playground Fund	February 2013
Cafeteria Fund	February 2013
Unemployment Trust Fund	February 2013

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

Voting “yes”: Mr. Jones, Mr. Rodrigues, Mrs. Lewis, Mrs. Middleman,
Mrs. Mozee, Mr. Davis

Abstention on Playground Fund only, voting “yes” on all others: Mrs. Reilly

2. Motion by Keith Jones second by Melanie Middleman to accept the Treasurer’s Report and Secretary’s Report in accordance with N.J.A.C. 6A:23-2.11(c) 3 and N.J.A.C. 6A23-2.11(a) for the month of January 2013. The Treasurer’s Report and the Secretary’s Report are in agreement. The Board Secretary certified that no line account has been over-expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board certifies that as of January 31, 2013, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

3. Motion by Cecil Rodrigues second by Melanie Middleman to approve the following transfers:

FROM: 11-000-211-530 Attendance Computer Comm \$2,209.00
TO: 11-190-221-110-D Curriculum Development \$2,209.00
REASON: To cover the increased cost for Renaissance.

FROM: 11-000-251-890-D Misc Exp – Bus Admin \$200.00
TO: 11-000-251-610-D Supplies – Bus Admin \$200.00
REASON: To cover the cost of a new computer. Current computer needs to be updated.

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

4. Motion by Melanie Middleman second by Keith Jones to pay bills as presented. Motion carried, roll call vote, all present voting “yes”.

5. Motion by Melanie Middleman second by Cynthia Mozee to approve the placement of an 11th grade student at Daytop Village of New Jersey. The cost is \$114.00/diem. Start date for student is February 25, 2013. End date is June 30, 2013. Motion carried, roll call vote, all present voting “yes”.

6. Motion by Cynthia Mozee second by Keith Jones 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 Amt.</u>
Chuck Pfluger	\$100	Atlantic City, NJ <i>NJ Buildings & Grounds Assoc. Conference</i>	03/26,27/13	None
Frank Pupa	\$0	Camden County Office of Ed <i>Educational Technology Plan Assistance</i>	03/26,27/13	None

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

11. OLD BUSINESS

N/A

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey

March 21, 2013 Action Meeting Minutes

12. NEW BUSINESS

- Pine Hill Report
- Education Services Commission Report
- Board Member Reminder
- Update in Initiatives

13. PUBLIC COMMENTS-OPEN

Motion by Melanie Middleman second by Cynthia Mozee to open the meeting to the public for the discussion of school district issues. Open: 8:00pm. Motion carried, voice vote, all present voting “yes”.

14. PUBLIC COMMENTS-CLOSE

Motion by Keith Jones second by Melanie Middleman to close the meeting to the public. Close time: 8:00pm. Motion carried, voice vote, all present voting “yes”.

15. EXECUTIVE SESSION-IN

Motion by Melanie Middleman second by Cynthia Mozee to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:08pm. Motion carried, voice vote, all present voting “yes”.

16. EXECUTIVE SESSION-CLOSE

Motion by Melanie Middleman second by Cynthia Mozee to come out of Executive Session. Time out: 8:19pm. Motion carried, voice vote, all present voting “yes”.

17. ADJOURNMENT

Motion by Brian Davis second by Keith Jones to adjourn the meeting. Meeting adjourned: 8:19pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator