

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

March 26, 2015

Action Meeting Agenda

*“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**

- Mr. Jeffrey Souza \_\_\_\_\_
- Mrs. Cynthia Mozee \_\_\_\_\_
- Mrs. Jocelyn Lewis \_\_\_\_\_
- Mr. Sol Cohen \_\_\_\_\_
- Mr. Keith Jones \_\_\_\_\_
- Mr. Cecil Rodrigues \_\_\_\_\_
- Mr. Brian Davis \_\_\_\_\_
- Mrs. Deanna Reilly, Vice President \_\_\_\_\_
- Mrs. Mary Williams, President \_\_\_\_\_
- 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 February 19, 2015 and March 19, 2015 meetings as presented in duplicated form and dispense with the reading of the same.

**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:

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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

*Recognition of students from CARE who performed musical selections for the Board of Education in February:*

*Bridget Becker, Ciara Robinson, Colin Kirk*

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 February for the John F. Kennedy Elementary School:*

*Chase Tonczyczyn, Tyler Balducci, Joshua Wolf, Olivia VanElsland, Ava Brown, Rodrigo Luna-Perez, Shane Way, Anthony Gilbert, Arianna Brown, Leila Talosig*

**From January: Bryce Brown and Cayleigh Young**

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

*Lillian Reven, Joel Nicoletto, Daniela Peralta, Colin Podwats, Mia Shendock, Chad Cassario, Yasiris Ampier, Patrick Carbone, Dania Gastelum, Jordan Thompson*

Presentation by Mr. Dan Del Vecchio, Superintendent,  
Camden County Educational Services Commission

**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

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*“Educating Today for Tomorrow’s Success”*

## **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

### **B. Review District & Board of Education Goals**

#### **DISTRICT & BOARD OF EDUCATION GOALS**

2014-2015

1. 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.
2. Identify key instructional strategy deficiencies with administrative staff and explore ways to implement improvement activities.
3. 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.

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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
03/12/15	DDE	# 2	Normal Conflict	Letter in files, counseling, staff training, parent/student/supt.meeting

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 # 2) reported on March 12, 2015.

E. Field Trips:

Grade Teacher Place Date Cost to Student Cost to District

Gr 4 – Bright Nifty Fifties Restaurant – Turnersville 04/17/15 \$0.00 two drivers, two buses  
Dragon Dollar Reward

F. Safety and Security – JFK

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

Fire - 2/25/15 – 12pm  
Lockdown – 2/12/15 – 1:30pm  
Bus Evacuation

G. Safety and Security – DDE

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

Fire - 2/27/15 – 8:30am  
Lockdown – 2/12/15 – 12:50pm  
Bus Evacuation

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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
SJ Bandits – Softball	Fields	April to July – various dates	Practices and games
Nexxt Level Softball	Fields	May to Sept – various dates	Practices and games
SJ Chill – Softball	Fields	April to July – various dates	Practices and games

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

I. Discussion Items:

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/ <del>Unit</del> Plans and <del>Plan</del> Books
6142.9	Arts	6145	Co-Curricular Activities
6142.13	HIV Prevention Education	5111	Eligibility of Resident/Non-Resident Students
6143	Curriculum Guides		
6144	Controversial Issues		
5118	Non-residents		
5118.1	School Choice Program		

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- a. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading 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, 5118 – Non-residents, 5118.1 – School Choice Program and regulations 6142.2 – Bilingual and ESL Education, 6143.1 Lesson/~~Unit~~ Plans and ~~Plan~~ Books, 6145 – Co-Curricular Activities and 5111 – Eligibility of Resident/Non-Resident Students.

Policy	Name	Regulation	Name
6145.1/6145.2	Intramural Competition: Interscholastic Competition	6145.1/6145.2	Sportsmanship
6145.3	Publications	6145.1/6145.2	Medical Examination to Determine Fitness for Participation in Athletics
6145.4	Public Performances by Students	6145.3	School Sponsored Publications
6145.5	Student Organizations	6145.7	Social Events and Class Trips
6145.7	Social Events and Class Trips	6146.2	Promotion and Retention
6146.2	Promotion/Retention		
6147	Standards of Proficiency		

- b. 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 6145.1/6145.2 – Intramural Competition: Interscholastic Competition, 6145.3 – Publications, 6145.4 – Public Performances by Students, 6145.5 – Student Organizations, 6145.7 – Social Events and Class Trips, 6146.2 – Promotion/Retention, 6147 – Standards of Proficiency and Regulations 6145.1/6145.2 – Sportsmanship, 6145.1/6145.2 – Medical Examination to Determine Fitness for Participation in Athletics, 6145.3 – School Sponsored Publications, 6145.7 – Social Events and Class Trips, 6146.2 – Promotion and Retention.



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Policy	Name	Regulation	Name
5141.8	Sports Related Concussion and Head Injury		
6114	Emergencies and Disaster Preparedness		
7110	Long-Range Facilities Planning		

- c. 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 NJSBA updates to policies 5141.8 – Sports Related Concussion and Head Injury, 6114 – Emergencies and Disaster Preparedness, and 7110 – Long-Range Facilities Planning.

Policy	Name	Regulation	Name
6147.1	Evaluation of Individual Student Performance	6147.1	Grading System
6151	Class Size	6153	Field Trips
6153	Field Trips	6154	Homework
6154	Homework/Makeup Work	6160	Resource Materials
6156	Instructional Planning/Scheduling		
6160	Instructional Services and Resources		

- d. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the review of policies 6147.1 – Evaluation of Individual Student Performance, 6151 – Class Size, 6153 – Field Trips, 6154 – Homework/Makeup Work, 6156 – Instructional Planning/Scheduling, 6160 – Instructional Services and Resources, and regulations 6147.1 – Grading System, 6153 – Field Trips, 6154 – Homework, 6160 – Resource Materials.

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**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	Date
Jessica German	JFK – LTS Preschool BA, Step 1,	\$48,957-pro-rated	03/24 – 06/30, 2015

- b. 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 employee Mary Tomasello, effective February 25, 2015. Ms. Tomasello has been employed in the district as a custodian since November 1, 2011.
- 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 employee Lynne Lehner, effective February 26, 2015. Ms. Lehner has been employed in the district as an Educational Assistant since February 2, 2015.
- d. 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 employee Philip Vasta, effective February 26, 2015. Mr. Vasta has been employed in the district as a custodian since January 22, 2013.
- e. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteer:

*Brian Green*

- f. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the March, 2015 substitute listing received from Source 4 Teachers. *(This list was uploaded to the portal for review by the board and is on file with the business administrator.)*

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**12. Curriculum and Instruction**

**13. Business and Finance**

Financial Report – Period Ending January & February 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 months of January & February 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 months of January & February 2015. The Treasurer’s and Secretary’s report are in agreement for the months of January & February 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

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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>
L Wanko	\$140	CHOP, 03/13/15 <i>Working with Deaf Population</i>	\$0.00
L Burke	\$239	BER, Cherry Hill – 03/27/15 <i>Improving Reading Instruction</i>	\$0.00
J Edwards	\$0.00	Camden County Ed Services, 05/04/15 <i>Epilepsy Information and Understanding</i>	\$0.00
D Inman	\$235	BER, Cherry Hill – 05/18/15 <i>Integration of Technology for 1<sup>st</sup> Grade</i>	\$0.00
D Smithen	\$235	BER, Cherry Hill – 05/18/15 <i>Integration of Technology for 1<sup>st</sup> Grade</i>	\$0.00
S DeCaro	\$0.00	St. Paul School, Princeton – 05/26/15 <i>Information to support collaboration and curriculum support in the middle school</i>	\$0.00
E Austermuhl	\$299	Princeton, NJ – 05/04/15 <i>How to Properly Handle Student Records</i>	\$0.00

- F. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
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 7 special education student to attend the Clementon School District for the remainder of the 2014-2105 school year pro-rated at a yearly rate of \$18,561. This placement is needed because no in-district program was found to meet the student’s individual educational needs.

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- G. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following transfers:

FROM: 11-209-100-610-E	BD Supplies, DDE	\$2,600.00
11-209-100-640-E	BD Textbooks, DDE	\$ 600.00
11-190-100-610-E	General Supplies, DDE	\$2,100.00
TO: 11-213-100-610-E	Resource Room Supplies, DDE	\$5,300.00

- H. 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 60 Amount \$ 1,194,766.83**

- I. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following Nutri-Serve renewal:

We motion to renew the food service management contract for Nutri-Serve Food Management, Inc. at the flat fee of \$15,375.00 for the 2015-2016 school year.

- J. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

The Berlin Township Board of Education hereby approves the submission of grant application for the 2015 Safety Grant Program through the New Jersey Schools Insurance Group’s BACCEIC Sub fund for the purposed described in the application, in the amount of \$3,059.00 for the period July 1, 2014 through June 30, 2015.

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**14. Old Business**

Review of Revised 2014-2015 School Calendar

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the revised Berlin Township School District 2014-2015 school calendar.

**15. New Business**

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

Technology Update – Joel Brown

**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:
  - 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: \_\_\_\_\_.

**20. Adjournment**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to adjourn the meeting. Meeting adjourned: \_\_\_\_\_ pm.