

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 19, 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>arrived at 7:34pm</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>arrived at 7:41pm</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>absent</u>

4. Approval of Minutes

Motion by Cecil Rodrigues, seconded by Brian Davis
RECOMMEND that the Board of Education approve the action meeting minutes of the October 22, 2015 and special meeting minutes of November 11, 2015 meetings as presented in duplicated form and dispense with the reading of the same.

Motion carried, voice vote, all voting as follows:

Voting “yes” for October 22 meeting minutes: Mrs. Mozee, Mr. Cohen, Mr. Jones, Mr. Rodrigues, Mr. Davis, Mrs. Reilly, Mrs. Williams

Abstention on vote for October 22 meeting minutes: Mrs. Lewis, Mr. Souza

Motion carried, all present voting “yes” on November 11 meeting minutes.

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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: _____.

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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.

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

Jacob Inman, Anna Mason, James Elliott, Anthony Pach, Lily Gall, Dionna Mena, Ava Brown, Vance Updegraff, Kaitlyn Duras, Eric Gilligan

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

Mia Mazakas, Luis Rodrigues, Jamie Geiger, Colin Kirk, Olivia Lucier, Logan Brown, Taylor Bastian, Shane Stevenson, Adrianna Ruggiero, Frank Funari

- a. Motion by Cynthia Mozee, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the donation of twenty gift cards for Dwight D. Eisenhower School Staff from Walmart Corporation, West Berlin Store. The amount of each gift card is \$50.
Motion carried, voice vote, all present voting “yes”.

We acknowledge the generosity of the Walmart Corporation to our School District:

Stacey Karas, Helena Lee, Fran Jaworski

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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 Keith Jones seconded by Jeffrey Souza to open the meeting to the public for the discussion of agenda items only. Time in: 7:42pm.

Public in Attendance is as Follows:

Heather Pach, Eric Lucier, Alexandra Roman, Nateesha Blunt, Shane Blunt, Stacey Gall, Tom Mason, Tammy Ruggiero, Tara Bastian, Doug Bruder, Helena Lee, Debra Stevenson, Barbara Updegraff, Kimberly Reed, Stephanie Bannan

9. Public Comments - Closed

Motion by Brian Davis, seconded by Cynthia Mozee to go close the meeting to the public. Time closed: 7:42pm.

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.

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.

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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 – N/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 _____.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
5	E McCoach	Sahara Sam’s	12/11/15	\$0.00	2 drivers, 2 buses
5	L Burke	Children’s Theatre Works Washington Twp.	02/23/16	\$9.25	2 drivers, 2 buses
8	B Reilly	Overbrook HS Visit Pine Hill	11/30/15	\$0.00	2 drivers, 2 buses

F. Safety and Security – JFK

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
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Fire – 10/23/15 – 2pm

Lockdown – 10/27/15 – 10:45am

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 – 10/21/15 – 10am
 Lockdown – 10/27/15 – 9:30am
 Bus Evacuation – 10/26, 27 and 29/15

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 Deanna Reilly, 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
NJ Gators – youth softball	DDE Gym	Various dates Nov – March – 6 to 8pm	Softball practice

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

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

I. Discussion Items:

Policy	Name	Bylaws	Name
6173	Home Instruction		
4112.8/4212.8	Nepotism		

Motion by Jeffrey Souza, seconded by Brian Davis
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of Policies 6173 – Home Instruction, 4112.8/4212.8 – Nepotism.

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

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11. Personnel

- a. Motion by Keith Jones, seconded by Sol Cohen 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:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Joleen Kavaliauskas	LTS – DDE grade 6	BA, Step 1 Prorated \$51,495	11/24/15
Alyssa Meighan	F/T JFK Inst Asst	Step 1, Prorated \$15,061 On or about	12/02/15
Carrie Field	Sub Nurse - District	\$125/day	11/20/15

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

- b. Motion by Cynthia Mozee, seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the October, 2015 and November, 2015 Source 4 Teachers substitute lists. *(These lists were uploaded to the portal for board review.)*

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

- c. Motion by Brian Davis, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

*Linda Fox, Tara Bastian, Stephanie Fox, Bob Fox, Becki Natter,
Tracie Funari, Gina Stump, Tiffany Ortiz, Kristin Russo,
Maria Karabell, Nateesha Blunt, Joanne Young, Brian Schafer, Heather Schafer*

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

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- d. Motion by Keith Jones, seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the clinical practice placement request from Rowan University for the following teacher candidate:

<u>Student Name</u>	<u>Cooperating Teachers</u>	<u>Dates</u>
Valerie Feldman	Dawn Schafer - DDE	January 20 – May 9, 2016
	Bonnie Dasher – DDE	May 10 – June 22, 2016
Briana Rohle	Denise Smithen – JFK	January 20 – May 9, 2016

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

- e. Motion by Deanna Reilly, seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the class observation for the following teacher candidate from The University of the Arts:

<u>Student Name</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
John Imhoff	Jackie Lawlor - DDE	Total of 24 hours to be completed by mid-December

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 list of applicants to be included in a pool of educators for homebound instruction. This list will be kept by the superintendent and added to as needed. This will be used during the school year when the need for homebound instruction arises. Salary will be based on the current BTEA contract amount.

Emily Klinke

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

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12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending September 2015

Motion by Cynthia Mozee, seconded by Sol Cohen

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 September 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 September 2015. The Treasurer’s and Secretary’s report are in agreement for the month of September 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 carried, roll call vote, all present voting “yes”.

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- E. Motion by Deanna Reilly, seconded by Cecil Rodrigues 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	\$89	JFK Webinar – 11/10/15 <i>Academics for students with hearing loss</i>	\$0.00
V Popoli	\$89	JFK Webinar – 11/10/15 <i>Cross curricular approach for improvement in Audition, language and academics</i>	\$0.00
P Sebastiano	\$140	Long Branch, NJ – 11/15/15 <i>NJ Association of School Librarians Mtg.</i>	\$0.00
R Rollins	\$124	Atlantic City Convention Center – 11/16/15 <i>Developmental Resources – identification Of mental health issues</i>	\$0.00
B Reilly	\$124	Atlantic City Convention Center – 11/16/15 <i>Developmental Resources – identification Of mental health issues</i>	\$0.00
M McCutcheon	\$124	Atlantic City Convention Center – 11/16/15 <i>Developmental Resources – identification Of mental health issues</i>	\$0.00
S Bowker	\$149	EIRC, Mullica Hill, NJ – 12/3/15 <i>Strategies to improve co-teaching</i>	\$0.00
D Bottley	\$239	BER, Cherry Hill, NJ – 12/08/15 <i>Practical Strategies for Underperforming Students</i>	\$0.00
P Taylor-Hearn	\$239	BER, Cherry Hill, NJ – 12/08/15 <i>Practical Strategies for Underperforming Students</i>	\$0.00
J Friedman	\$199.99	Mt Laurel, NJ – 12/11/15 <i>Intervention and strategies for working with students with Autism, ADHD, and anxiety in the classroom</i>	\$0.00
S Troendle	\$199.99	Cherry Hill, NJ – 12/14/15 <i>New techniques and strategies to help my students succeed</i>	\$0.00

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M Joshi	\$239	BER, Voorhees, NJ – 1/12/16 <i>Provide center ideas for Math</i>	\$0.00
T Corbett	\$239	BER, Voorhees, NJ – 1/12/16 <i>Provide center ideas for Math</i>	\$0.00
T Williams-Smith	\$350	ETTC, Galloway, NJ – 1/25 & 26/16 <i>Google Apps for Education</i>	\$0.00
J Wright	\$245	BER, Cherry Hill, NJ – 2/8/16 <i>To increase knowledge of young adult literature</i>	\$0.00
S DeCaro	\$245	BER, Cherry Hill, NJ – 2/8/16 <i>To increase knowledge of young adult literature</i>	\$0.00
J Gascot	\$235	Atlantic City, NJ – 2/22/16 <i>Strategies and practices for Kindergarten instruction</i>	\$0.00
N Sims	\$235	Atlantic City, NJ – 2/22/16 <i>Strategies and practices for Kindergarten instruction</i>	\$0.00
C Conicella	\$235	Atlantic City, NJ – 2/22/16 <i>Strategies and practices for Kindergarten instruction</i>	\$0.00
J Jennison	\$242	Atlantic City, NJ – 2/23/16 <i>Differentiate instruction to provide literacy across the curriculum</i>	\$0.00
P Tideman	\$242	Atlantic City, NJ – 2/23/16 <i>Differentiate instruction to provide literacy across the curriculum</i>	\$0.00
S Bowker	\$239	Voorhees, NJ – 2/29/16 <i>To improve writing strategies</i>	\$0.00
L Lang	\$135	FEA Conference Center, NJ – 2/29/16 <i>Strategies to translate NGSS to practice, strategies to modify lessons to align with NGSS</i>	\$0.00

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

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- 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 payment of bills:

Batch number 54 Amount \$ 774,712.89

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

- G. Motion by Jeffrey Souza, seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve an out of district tuition contract for a grade 6 special education student to attend the Gloucester County Special Services School District Bankbridge School at a yearly rate of \$35,820. There is an additional \$3,000 out of county cost. This placement is needed because no in-district program was found to meet the student’s individual educational needs. Motion carried, roll call vote, all present voting “yes”.

- H. Motion by Cynthia Mozee, seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve tuition reimbursement for staff members:

Bonnie Dasher - \$675, Denise Smithen - \$1,000

(The tuition reimbursement chart with course details was uploaded to the portal for board review.)

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

- I. 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 following McKinney-Vento contracts for students attending Pemberton Township Schools.

Grade K: \$13,453.00/year

Grade 1: \$15,950.00/year

Grade 4: \$15,950.00/year

Grade 6: \$16,629.00/year

Grade 9: \$17,502.00/year

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

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- J. Motion by Jeffrey Souza seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following out of district tuition contract with the Clementon School District for a Grade 8 special education student at a yearly rate of \$18,561.00. Motion carried, roll call vote, all present voting “yes”.

14. Old Business

15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed – 8th gr orientation, new BA appointed

CCSBA

Budget Development Calendar – *copies printed and in board folders*

Date of Re-Organizational Meeting – January 1 – 7, 2016

PARCC Score Review – presentation by Jeffrey Patterson

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 Cynthia Mozee, seconded by Jeffrey Souza to open the meeting to the public for the discussion of subjects. Time in: 8:46pm. Motion carried, voice vote, all present voting “yes”.

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17. Public Comments - Closed

Motion by Jeffrey Souza, seconded by Cynthia Mozee to go close the meeting to the public. Time closed: 8:53pm. Motion carried, voice vote, all present voting “yes”.

18. Executive Session – In

Motion by Cynthia Mozee, seconded by Brian Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:53pm.

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.

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19. Executive Session – Close

Motion by Jeffrey Souza, seconded by Brian Davis to come out of Executive Session. Time out: 9:33pm. Motion carried, voice vote, all present voting “yes”.

20. Adjournment

Motion by Jeffrey Souza seconded by Cynthia Mozee to adjourn the meeting. Meeting adjourned: 9:33pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator/Board Secretary