

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 18, 2018

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Cynthia Mozee, President, call this meeting to order under the Open Public Meetings Act at 7:31pm. 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>absent</u>	2014 / 2020
Mr. Gerard Petersen	<u>present</u>	2017 / 2020
Mrs. Mary Williams	<u>present</u>	2002 / 2020
Mr. Brian Davis	<u>present</u>	2012 / 2018
Mrs. Kimberly Reed	<u>absent</u>	2015 / 2018
Mrs. Joanne Young	<u>absent</u>	2015 / 2018
Mr. Jeffrey Souza, Vice President	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>present</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 Brian Davis

RECOMMEND that the Board of Education approve the minutes of the September 27, 2018 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

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

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:

*Emily Payne, Lorenzo Lewin, Natalie Flanagan, Samuel Church, Kayla Alexander,
Nathan Negron, Cameron Mitchell, Madeline Folcher, Logan Balducci, Leah Alexander*

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

*Ciarra Coleman, Megan Mazakas, Sarah McGovern, Preslee Parker,
Savannah Intriago, Jacob Sullivan, Mark Oakes, Alexander Rozanski, Evan Brummell,
Isabella Boyle*

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

*Kamryn Willis, Natalie Flanagan, Luke Lopez, Brayden Lopez,
Emily Payne, Emmalee Foster, Maximus Santiago*

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

*Layla Graham, Angelo Garay, III, Alyssa Marchionese,
Arianna Richards, Joelle Miner, Isabelle Konopka*

**October is National Principal’s Appreciation Month
Thank you to Mrs. Bright and Mr. Murphy for all they do
For the students of Berlin Township**

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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 Jeffrey Souza, seconded by Aida Figueroa-Epifanio to open the meeting to the public for the discussion of agenda items only. Time in: 7:41pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance is as Follows

*Stephanie Bannan, Nicole Raroni, Carmelo Santiago, Karen Payne,
Scott Richards, Deana Rozanski, Megan Folcher, Travis Foster,
Amanda Flanagan, Natalie Flanagan, Kevin Flanagan,
Lisa Jarrell, Mark Oakes, Randy Cravins, Elisa Di Riego-Lewin*

9. Public Comments – Closed

Motion by Jeffrey Souza, seconded by Aida Figueroa-Epifanio to close the meeting to the public. Time closed: 7:41pm. Motion carried, voice vote, all present voting “yes”.

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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. 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

2018 - 2019 BOARD GOALS

BOARD GOAL #1: Complete all phases of the CSA evaluation process for the 2018-2019 school year by the June 30, 2019 deadline as described in NJ Administrative Code and Statute.

BOARD GOAL #2: Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.

BOARD GOAL #3: Continue to work as a Board of Education to investigate ways to improve communication with district parents and the community.

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District Goals for 2018-2019

- Continue to 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.
- Work with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

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

Date Reported to Superintendent	School	Case Number	Result	Action
N/A				

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

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 #) reported on MONTH DAY YEAR.

E. Field Trips:

Grade Teacher _____ Place _____ Date _____ Cost to Student _____ Cost to District _____

Preschool – Sejda/Flexon/Friedman West Berlin Fire House, 11/14/18 \$0.00 One driver, one bus

1. Motion by Brian Davis, seconded by Aida Figueroa-Epifanio

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the October 18, 2018 agenda. Motion carried, roll call vote, all present voting “yes”.

F. Safety and Security – JFK – September, 2018

Type of Drill _____ Date and Time _____

Fire – 09/27/18 – 2:11pm

Lockdown – 09/13/18 – 1:00pm

Bus Evacuation

Bomb Threat

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G. Safety and Security – DDE – September, 2018

Type of Drill Date and Time

- Fire – 09/07/18 – 9:00am
- Lockdown – 09/13/18 – 9:30am
- Bus Evacuation
- Bomb Threat

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, 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

I. Discussion Items:

Regulation	Name	Policy	Name
4151.1/4251.1R	FMLA Procedures	4151.1/4251.1	Family Leave and Medical Leave

1. Motion by Mary Williams, seconded by Aida Figueroa-Epifanio

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of Policy 4151.1/4251.1 – Family Leave and Medical Leave and Regulation 4151.1/4251.1R – FMLA Procedures. *These documents were uploaded to the board portal, September, 2018 folder for board review.*

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

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Regulation	Name	Policy	Name
		1250	Visitors
		1251	Causing Disturbances
		1330	Use of School Facilities
		3515	Smoking Prohibition
		5131.6	Drugs, Alcohol, Steroids, Tobacco (Substance Abuse)

2. 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 Policy 1250 – Visitors, Policy 1251 – Causing Disturbances, Policy 1330 – Use of School Facilities, Policy 3515 – Smoking Prohibition, Policy 511.6 – Drugs, Alcohol, Steroids, Tobacco (Substance Abuse). *These documents were uploaded to the board portal, October, 2018 folder for board review.*
 Motion carried, roll call vote, all present voting “yes”.

3. Motion by Mary Williams, seconded by Jeffrey Souza
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve submission of the 2018-2019 District Nursing Services Plan. *A copy of this plan was uploaded to the October board folder on the portal for review.*
 Motion carried, roll call vote, all present voting “yes”.

4. Motion by Brian Davis, seconded by Gerard Petersen
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve submission of the 2017-2018 HIB self Assessment. *These documents were uploaded to the board portal, October, 2018 folder for board review. Copy is included in the board packet.*
 Motion carried, roll call vote, all present voting “yes”.

5. Motion by Jeffrey Souza, seconded by Mary Williams
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2019-2020 Budget Development Calendar. *This document was uploaded to the board portal, October, 2018 folder for board review. A copy is included in the board packet.*
 Motion carried, roll call vote, all present voting “yes”.

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11. Personnel

- a. Motion by Gerard Petersen, seconded by Brian Davis
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>
Kolaski, Mary Jo	Yearbook Stipend (Year 3+)	\$819.15 (split)	09/2018
<i>This is an adjustment from September’s approval; years in position were incorrect</i>			

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

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

Rosalie Alvarez, Renee Alvarez, Leroy Alvarez, Victoria Balducci, Deborah Bond, Tiffany Bond, Melaney Buck, Elizabeth Burmylo, Stanley Burmylo, Dave Cronce, Gina DiSalvo, Sean Eang, Amanda Flanagan, Lisa Gaffney, Philip Gruender, Maria Lee, Eric Lucier, Patrick Lyons, Jane Lyons, Danielle Moser, Gerralynn Nelson-Weatherhead, Karen Weatherhead, Lisa Patnode, Kimberly Pease, Erhin Rastelli, John Rastelli, Barbara Reed, Jennifer Robillard, Victor Rozanski, Jr., Mark Russell, Jr., Mallika Shrimali, Colleen Simmons, Elizabeth Simpson, Amy Simpson, Christopher Smith, Michelle Sterling, Joseph Thompson,

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

- c. Motion by Mary Williams, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve DDE staff member Laura Burke as the mentor for Leonard Lewis, grade 5, LTS, Social Studies. Duration is 15 weeks.

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

- d. Motion by Brian Davis, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Andrew Cohen as a CARE Holiday Volunteer. Volunteer hours are needed for Eastern High School towards graduation.

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

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- e. Motion by Gerard Petersen, seconded by Aida Figueroa-Epifanio
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement request for staff member Rachel Deaner in the amount of \$1,000.

A chart with course details was uploaded to the month’s board folder for review and is included in the board packet.

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

- f. Motion by Jeffrey Souza, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the letter of resignation, with regret, from staff member Maria McCutcheon, effective 00/00/0000. Mrs. McCutcheon has been on staff as the JFK Guidance Counselor since October, 2010.

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

12. Curriculum and Instruction

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13. Business and Finance

Financial Report – Period Ending August 2018

Motion by Gerard Petersen, seconded by Jeffrey Souza

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 August 2018. 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 August 2018. The Treasurer’s and Secretary’s report are in agreement for the month of August 2018.
- 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 Gerard Petersen, seconded by Jeffrey Souza 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>
D Wash	\$850	Orton-Gillingham/Cooper Learning Center, Voorhees Dates: 09/28, 10/19, 11/30, 12/01, 2018 01/18/2019 <i>Solidify OG skills from summer workshop and troubleshoot areas of instruction that may need modification</i>	\$0.00
L Erickson C Bissic J Rotberg J Krachun	\$0	Pine Hill Bd of Ed, 10/17/18 <i>Articulation Meeting w/ Pine Hill and Clementon</i>	\$0.00
M Ivancich	\$125	NJ Assoc of School Social Workers, Monroe Twp., 10/23/18 <i>Topics include Suicide Risks, Behavior Interventions</i>	\$0.00
Kelly Mitchell	\$0	National Park School, SJ Ed Tech Group, 10/29/18 <i>Supports for Staff with Technology Integration</i>	\$0.00
K Braidwood	\$149	NJPSA/FEA, Monroe Twp. 11/02/18 <i>Innovative practices in Special Education</i>	\$0.00
E Austermuhl	\$75	NJPSA, Cherry Hill Library 11/02/18 <i>Innovative practices in Special Education</i>	\$0.00
J Perito S Troendle	\$199.99 each	PESI, Cherry Hill, 11/14/18 <i>Strategies for High Functioning Autistic Students</i>	\$0.00
E McCoach	\$259	Institute for Ed Development, Cherry Hill, 12/06/18 <i>Strategies to utilize Google classroom in Science class</i>	\$0.00
D Bottley	\$150	NJSIG, SJPSA – FEA 12/07/18 <i>Issues in School Law</i>	\$0.00
C Conicella	\$259	BER, Voorhees, 12/10/18 <i>Strategies to help children who have not attended preschool</i>	\$0.00
A Episcopo	\$75	NJPSAFEA, Cherry Hill, 12/14/18 <i>Writing Effective HIB Reports</i>	\$0.00

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L Burke	\$269	BER, Cherry Hill, <i>Strategies to customize Chrome to better meet the needs of all Learners through differentiation</i>	02/01/19	\$0.00
T Corbett	\$269	BER, Cherry Hill, <i>Strategies to customize Chrome to better meet the needs of all Learners through differentiation</i>	02/01/19	\$0.00
P Sebastiano	\$209	Voorhees, <i>Judy Freeman Workshop – collaboration ideas and strategies</i>	05/15/19	\$0.00

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

- F. Motion by Aida Figueroa-Williams, seconded by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 53 Amount \$713,098.96

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

- G. Motion by Mary Williams, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the October, 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 October folder on portal for the board review. A list is on file with the Business Administrator.*

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

- H. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 CARE disbursements for the month of September, 2018 in the amount of \$34,314.81. *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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- I. Motion by ____ seconded by _____ N/A
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 Cafeteria disbursements for the month of September, 2018 in the amount of \$0.00.
This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.

- J. Motion by Gerard Petersen, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the use of NW Financial Group, LLC to provide the continuing disclosure assessment services for the 2018-2019 school year. Cost is \$1,500.
Motion carried, roll call vote, all present voting “yes”.

14. Old Business

15. New Business

QSAC review by the Department of Education during 2018-2019
Committee Updates
Negotiations
NJSBA
CCESC
Pine Hill Bd of Ed
CCSBA

Research result letter from Jessica Rotberg to be presented to the board. Ms. Rotberg did a research report for grad school and one of the requirements is that she submit her findings to the board of education as an FYI.
Copies of result letter to be distributed by Dr. Austermuhl

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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 Gerard Petersen, seconded by Mary Williams to open the meeting to the public for the discussion of subjects. Time in: 8:06pm. Motion carried, voice vote, all present voting “yes”.

17. Public Comments – Closed

Motion by Aida Figueroa-Epifanio, seconded by Mary Williams to close the meeting to the public. Time closed: 8:06pm.

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

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18. Executive Session – In – N/A

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.

20. Adjournment

Motion by Gerard Petersen, seconded by Brian Davis to adjourn the meeting.
Meeting adjourned: 8:07pm.
Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator