

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 17, 2013

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 7:31pm.

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, 2013, 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 13, 2013 and the Central Record the week of January 14, 2013 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Mrs. Linda Davis	<u>present</u>
Mrs. Cynthia Mozee	<u>present</u>
Mrs. Jocelyn Lewis	<u>present</u>
Mrs. Melanie Middleman	<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>present</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>present</u>

4. Approval of Minutes

Motion by Linda Davis seconded by Deanna Reilly
RECOMMEND that the Board of Education approve the minutes of the September 26, 2013 action meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

5. Executive Session – In – Not needed at this meeting

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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: ____.

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. 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
- 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

**1) RECOGNITION OF THE FOLLOWING PBS STUDENTS OF THE MONTH
JOHN F. KENNEDY AND DWIGHT D. EISENHOWER SCHOOLS
MONTH OF SEPTEMBER, 2013**

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Sabrina Barrile, Aidan Folcher, Mia Shendock, Joshua Cason, Jennifer Canas, Henry Quintanilla, Kathryn Seu, Nathan Thibodeau, Georgianna Pearson, Cooper Schipske, Ashlie Shendock, Jonathan Jackson, Ava Landolt, Carmen Olea, Justin LaBar, Alex Rozanski, Jaideen Nguyen, Evan Brummel, Da’Shawn Waller, Tazwar Sabur

2) RECOGNITION OF THE DISTRICT PRINCIPALS DURING NATIONAL PRINCIPAL’S MONTH

**MRS. MARILYN BRIGHT, PRINCIPAL
DWIGHT D. EISENHOWER MIDDLE SCHOOL**

**MR. MICHAEL MURPHY, INTERIM PRINCIPAL
JOHN F. KENNEDY ELEMENTARY SCHOOL**

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 Linda Davis seconded by Keith Jones to open the meeting to the public for the discussion of agenda items only. Time in: 7:43pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance as Follows:

Jonathan Liano, Jonathan Jackson, Wanda Jackson Bose, John LaBar, Renee LaBar, Kelley McCauley, Ashlie Shendock, Megan Shendock, Alan Karas, Jeff Patterson, Sherbeth Ngyuen, Monique Barker, Deana Rozanski, Vic Rozanski, Charlotte Cohen

9. Public Comments - Closed

Motion by Linda Davis seconded by Cecil Rodrigues to go close the meeting to the public. Time closed: 7:43pm. Motion carried, voice vote, all present voting “yes”.

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

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.

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

Date Reported to Superintendent	School	Case Number	Result	Action
10/02/13	DDE	02	Confirmed HIB	Offender and target receive counseling from school counselor & school psychologist Students separated during day Parent mtg w/Admin, CST, Supt

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

Motion by Deanna Reilly seconded by Linda Davis

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) incident (Case # 02) reported on October 2, 2013. Motion carried,

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
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N/A

F. Safety and Security – JFK

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
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Fire drills as of 10/15/13 – September 27, 2013
 Lockdown as of 10/15/13 – September 12, 2013
 Bus Evacuation

G. Safety and Security – DDE

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
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Fire drills as of 10/15/13 – October 8, 2013
 Lockdown as of 10/15/13 - TBD
 Bus Evacuation

H. Monthly Reports Uploaded to Portal for Review

a. Coordinator of Special Services

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- b. Supervisor of Buildings and Grounds
Approve Use of Facilities

Motion by Linda Davis seconded by Cynthia Mozee
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
BTAA	DDE and JFK	Month of November	Basketball Practices
		Monday/Wednesday	

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:

Motion by Linda Davis seconded by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of the policies 1410, 3327, 5111, 6178:

Policy	Name	Bylaws	Name
1410	Local Units		
3327	Relations with Vendors		
5111	Admission		
6178	Early Childhood Education/Preschool		

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

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J. Motion by Cynthia Mozee seconded by Linda Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of policies 5141.4, 4121, 5145.11, 3514, 5145.5, and regulations 6142.10, 9313, and 1200:

Policy	Name	Regulations	Name
5141.4	Child Abuse and Neglect	6142.10	Acceptable Use of Computer Network/Computers and Resources
4121	Substitute Teachers	9313	Formulation, Adoption, Amendment of Administrative Regulations
5145.11	Questioning and Apprehension	1200	School Volunteers
3514	Equipment – creation of district form		
5145.5	Photographs of Students		

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

K. Motion by Linda Davis seconded by Deanna Reilly

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the 2013-2014 Berlin Township School District NJ Quality Single Accountability Continuum (NJQSAC) Statement Of Assurance to the Department of Education. Motion carried, roll call vote, all present voting “yes”.

L. Motion by Keith Jones seconded by Cynthia Mozee

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2013-2014 Berlin Township School District Nursing Plan and Medical Standing Order Documents for submission to the county office of education. Motion carried, roll call vote, all present voting “yes”.

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M. Motion by Linda Davis seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2013-2014 Annual Review and Affirmation of the Memorandum of Agreement (MOA) between the school district and the local law enforcement. Motion carried, roll call vote, all present voting “yes”.

N. Motion by Linda Davis seconded by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

Deborah Bond, Tiffany Bond, Shannon Smith, Jessica Boykin, Jeffrey McGovern

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

O. Motion by Linda Davis seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement for staff members: Marisa McLeavey in the amount of \$1,000 and Rochelle Smith in the amount of \$430.50. *Tuition reimbursement chart and documentation was uploaded to the portal for review.*
Motion carried, roll call vote, all present voting “yes”.

P. Motion by Linda Davis seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the substitute list from Source 4 Teachers for the month of October.
Motion carried, roll call vote, all present voting “yes”.

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11. Personnel

- a. Motion by Linda Davis second by Deanna Reilly 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>
Kristy Mitchell	L-DTC	Step 5, BA, \$51,446	Approx 12/01/13
Jeffrey Patterson	Supervisor of Curriculum & Instruction	\$68,375.20 – pro-rated	Approx 12/01/13

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

- b. Motion by Linda Davis seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the stipends for the 2013-2014 school year listed below:

POSITION	STAFF NAME	STIPEND AMOUNT
Head Boys Basketball Coach	John Kelly	\$2,000
Head Girls Basketball Coach	Patricia Hockham	\$1,500
Shared Assistant Coach for Boys and Girls Basketball	Brian Reilly	\$900
Security Personnel (2) for Home Games	Heidi Farlow / Robin Schaffer	\$20 per hour

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

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12. Curriculum and Instruction

N/A

13. Business and Finance

Financial Report – Period Ending August 2013

Motion by Cynthia Mozee seconded by Melanie Middleman

RECOMMEND that the Board of Education 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 2013. 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 2013. The Treasurer’s and Secretary’s report are in agreement for the month of August 2013.
- 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 Linda Davis seconded by Deanna Reilly 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 Amount</u>
John Davis	\$0.00	NJDOE	10/03/13, 10/08/13	\$0.00
Sheila Draft	\$0.00	SS Test	10/18/13	\$0.00
Jaime Friedman	\$154	HSC Workshop Cherry Hill, NJ	11/12/13	
Danielle Alessandrine	\$154	HSC Workshop Cherry Hill, NJ	11/12/13	\$0.00 \$0.00

<u>Name</u>	<u>Cost</u>	<u>Location</u>	<u>Date of Travel</u>	<u>Expense Amount</u>
Danielle Alessandrine	\$0.00	Rider University	12/03/13	\$0.00
Jaime Friedman	\$0.00	Rider University	12/03/13	\$0.00
Polly Taylor-Hearn	\$229	BER – Voorhees	12/04/13	\$0.00
Jennifer Blanchard	\$509	AIM Academy-Wilson Partner School	12/10 – 12/12/2013	\$0.00

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

F. Motion by Linda Davis second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the assignment of staff under the FY14 NCLB Grant as follows:

<u>Name</u>	<u>Grant</u>	<u>Grant Funds</u>	<u>%age Funded</u>
Nora Hessel	Title I	\$16,842	20%
Debra Rice	Title I	\$43,557	80%
Ernest Zimmerman	Title I	\$65,146	100%
Denise Smithen	Title IIA	\$38,112	70%

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

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- G. Motion by Linda Davis second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve payment of the bills. Motion carried, roll call vote, all present voting “yes”.

14. Old Business

- QSAC District Improvement Plan acceptance letter
(was uploaded to portal for board review)

15. New Business

- Review draft version of board goals that was uploaded to the portal for board review
- Review district goals and action plan *(uploaded to portal for review)*

Motion by Linda Davis seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2013-2014 District Goals and Action Plan.

Goals:

Goal 1: Supervise the revision and implementation of all district curricula, over the next three years (2013-2016) as per 2013 QSAC findings in order to improve student growth and achievement.

Goal 2: Review and revise all district policies and procedures in order to maintain and improve district programs, curricula and the teaching and learning process.

Goal 3: Supervise the implementation of Achieve NJ requirements in order to improve teacher performance in increased student growth and academic achievement.

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

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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 on the published agenda and limited in length to 5 minutes.

Motion by Linda Davis seconded by Brian Davis to open the meeting to the public for the discussion of agenda items only. Time in: 8:23pm. Motion carried, voice vote, all present voting “yes”.

Deana Rozanski submitted a document on behalf of the PEACE Organization in support of Mr. Michael Murphy’s continued employment as principal of JFK.

17. Public Comments - Closed

Motion by Linda Davis seconded by Cynthia Mozee to go close the meeting to the public. Time closed: 8:26pm. Motion carried, voice vote, all present voting “yes”.

18. Executive Session – In – Not needed at this meeting

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:

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- 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 Cynthia Mozee seconded by Brian Davis to adjourn the meeting. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator