

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 26, 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 7:30pm. 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>absent</u>
Mrs. Jocelyn Lewis	<u>present</u>
Mr. Sol Cohen	<u>absent</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 Brian Davis seconded by Keith Jones
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. Motion carried, voice vote, all present voting as follows:

Voting “yes”: Mr. Davis, Mr. Jones, Mr. Souza, Mr. Rodrigues, Mrs. Reilly, Mrs. Williams

Abstention from February 19, 2015 minutes approval – Mrs. Lewis, voting “yes” on March 19, 2015 minutes approval.

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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: _____.

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:

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- 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.

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 Brian Davis seconded by Cecil Rodrigues to open the meeting to the public for the discussion of agenda items only. Time in: 7:52pm. Motion carried, voice vote, all present voting “yes”.

9. Public Comments - Closed

Motion by Cecil Rodrigues seconded by Brian Davis to go close the meeting to the public. Time closed: 7:52pm. 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

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 Jeffrey Souza seconded by Keith Jones

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

E. Field Trips:

<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>Cost to Student</u>	<u>Cost to District</u>
Gr 4 – Bright		Nifty Fifties Restaurant – Turnersville Dragon Dollar Reward	04/17/15	\$0.00	two drivers, two buses

F. Safety and Security – JFK

<u>Type of Drill</u>	<u>Date and Time</u>	<u>Location of Drill</u>	<u>Route #'s</u>	<u>Drill Supervisor</u>
Fire	2/25/15 – 12pm			
Lockdown	2/12/15 – 1:30pm			
Bus Evacuation				

G. Safety and Security – DDE

<u>Type of Drill</u>	<u>Date and Time</u>	<u>Location of Drill</u>	<u>Route #'s</u>	<u>Drill Supervisor</u>
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 Jeffrey Souza seconded by Deanna Reilly
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

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

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

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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/ Unit Plans and Plan 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		

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

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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 Cecil Rodrigues seconded by Keith Jones
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. Motion carried, roll call vote, all present voting “yes”.

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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 Jeffrey Souza seconded by Brian Davis
 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. Motion carried, roll call vote, all present voting “yes”.

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 Deanna Reilly seconded by Keith Jones
 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. Motion carried, roll call vote, all present voting “yes”.

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11. Personnel

- a. Motion by Jeffrey Souza second by Keith Jones 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>Date</u>
Jessica German	JFK – LTS Preschool BA, Step 1,	\$48,957-pro-rated	on or about 04/27 – 06/30, 2015

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

- b. Motion by Jeffrey Souza , seconded by Keith Davis
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. Motion carried, roll call vote, all present voting “yes”.
- c. 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 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. Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Jeffrey Souza, seconded by Cecil Rodrigues
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 an Instructional Assistant since January 22, 2013. Motion carried, roll call vote, all present voting “yes”.
- e. Motion by Jeffrey Souza, seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteer:

Brian Green

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

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- f. Motion by Deanna Reilly, seconded by Keith Jones
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.)*
Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending January & February 2015

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 resolution:

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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

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

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- E. Motion by Jeffrey Souza seconded by Keith Jones 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 1st Grade</i>	\$0.00
D Smithen	\$235	BER, Cherry Hill – 05/18/15 <i>Integration of Technology for 1st 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

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

- F. Motion by Cecil Rodrigues, seconded by Jeffrey Souza 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.

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

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- G. Motion by Jeffrey Souza, second by Keith Jones
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

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

- H. Motion by Jeffrey Souza second by Brian Davis
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

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

- I. Motion by Cecil Rodrigues second by Deanna Reilly
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.

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

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- J. Motion by Keith Jones, second by Jeffrey Souza
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.

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

14. Old Business

Review of Revised 2014-2015 School Calendar

- a. Motion by Cecil Rodrigues second by Deanna Reilly
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.
Motion carried, roll call vote, all present voting “yes”.

15. New Business

Committee Updates
Negotiations
NJSBA
CCESC
Pine Hill Bd of Ed
CCSBA

Technology Update – Joel Brown

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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 Keith Jones seconded by Brian Davis to open the meeting to the public for the discussion of subjects. Time in: 8:59pm. Motion carried, voice vote, all present voting “yes”.

17. Public Comments - Closed

Motion by Cecil Rodrigues seconded by Brian Davis to go close the meeting to the public. Time closed: 8:59pm. 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: _____.

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 Keith Jones seconded by Cecil Rodrigues to adjourn the meeting. Meeting adjourned: 8:59pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator