

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey*

*February 28, 2013 Action Meeting Minutes*

**BOARD OF EDUCATION MEETING**

**February 28, 2013**

HUSTER ADMINISTRATIVE BUILDING

ACTION MEETING - 7:30 PM

Meeting called to order and flag salute by Mary Williams at 7:30pm.

**Roll Call**

Linda Davis	<u>present</u>
Cynthia Mozee	<u>present</u>
Jocelyn Lewis	<u>absent</u>
Melanie Middleman	<u>present</u>
Keith Jones	<u>present</u>
Cecil Rodrigues	<u>present</u>
Deanna Reilly, <i>Vice President</i>	<u>present</u>
Brian Davis	<u>present</u>
Mary Williams, <i>President</i>	<u>present</u>
<i>Dr. Leonard D. Fitts, Interim Superintendent</i>	<u>present</u>
<i>Megan Stoddart, Business Administrator</i>	<u>present</u>
<i>Charles Rizzi, Board Solicitor</i>	<u>present</u>

This meeting has been advertised in accordance with the regulation of the New Jersey Sunshine Laws. Public notice of these meetings will be placed in the Courier Post and The Central Record posted at the Huster Administrative Building, Dwight D. Eisenhower Middle School, John F. Kennedy Elementary School, and the Berlin Township Municipal Building. Unless otherwise advertised, the meetings are held in the Huster Administration Building, 225 Grove Avenue, West Berlin. They begin at 6:45 PM with an Executive Session, which is closed to the public, and reconvene at 7:30 PM, during which public input is permitted and encouraged.

**Laptops being used by Board members are property of the school district. These laptops were purchased for and are used on a daily basis by the district's students. After Board meetings, these computers are returned to the schools for student use.**

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*“Educating Today for Tomorrow’s Success”*

## 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.

### 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

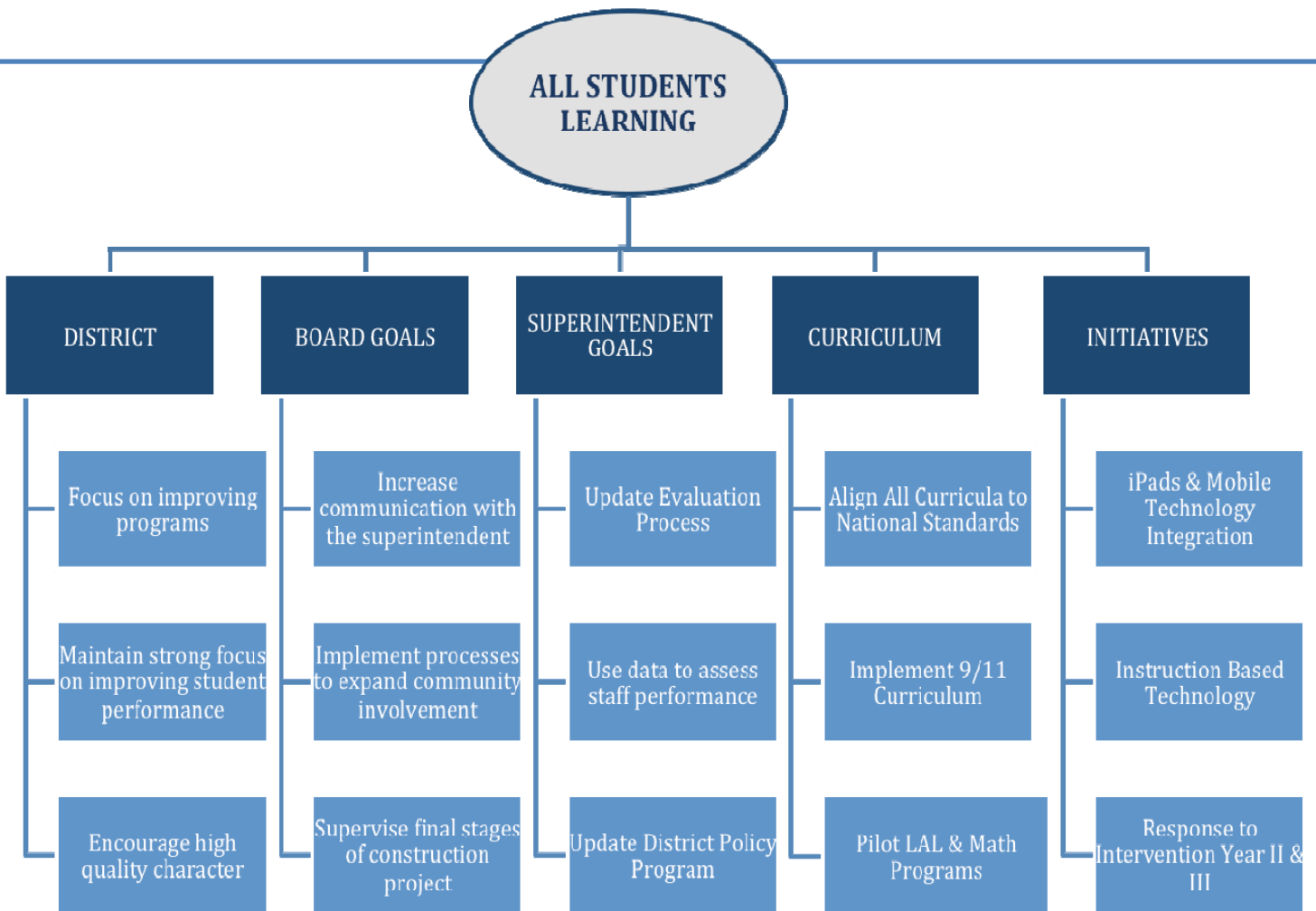
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## MISSION:

- 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



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## 1. MINUTES APPROVAL

Motion by Keith Jones second by Cynthia Mozee to approve the minutes of January 24, 2013 and February 21, 2013. Motion carried, voice vote, all present voting as follows:

Voting “yes” on January 24, 2013 – all present

Voting “yes” on February 21, 2013 – Mr. Jones, Mrs. Mozee, Mrs. Middleman,  
Mr. Rodrigues, Mrs. Davis, Mr. Davis,  
Mrs. Williams

Abstention: Mrs. Reilly

## 2. PRESENTATIONS

- **Positive Behavioral Supports Student Recognition**

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

The following students are Dwight D. Eisenhower’s Positive Behavioral Supports’ Students of the Month for December and January:

*Shane Stevenon, Sanjida Khatoon, Ben Boykin, Adrianna Ruggiero, Shawnae Keith, Jagger Pinto, Amber Yoder, Gianni Magazzu, Megan Greitzer, Mohammed Tuhin, Dylan Kaiser, Ciara Robinson, Mikayla Jackson, Brian Landolt, Sahijpreet Singh, Kathryn Seu, Kayla Santiago, Cooper Schipske, MinSoo Seon, Jill Shah*

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The following students are being recognized as our district's delegates to the 8<sup>th</sup> annual county sponsored event: 8<sup>th</sup> Grade Dialogue and Dessert, to be held at the Clementon School District on March 4, 2013

*Vincent Ruggiero, Jill Shah*

**3. PUBLIC COMMENTS - OPEN**

Motion by Linda Davis second by Cynthia Mozee to open the meeting to the public for the discussion of agenda items only. Open time: 7:42pm. Motion carried, voice vote, all present voting "yes".

*Public in attendance is as follows:*

*Tom Mozee, Evelyn Mozee, Karen Law, Marisa Seu, Tammy Ruggiero, Phyllis Magazzu, Frank Magazzu, Gianni Magazzu, Danielle Magazzu, Domenica Magazzu, Antonio Magazzu, Santino Magazzu, Phyllis Jeffries, Debbie Stevenson, Rick Stevenson, Jeff Souza*

**4. PUBLIC COMMENTS - CLOSED**

Motion by Linda Davis second by Brian Davis to close the meeting to the public. Close time: 7:43pm. Motion carried, voice vote, all present voting "yes".

**5. SUPERINTENDENT'S REPORT**

- a. Review District Mission Statement
- b. Committee Reports:
  - i. Safety
- c. Monthly Reports:
  - i. -JFK Principal (M. Murphy)
  - ii. -DDE Principal (M. Bright)
  - iii. -Coordinator of Special Education (K. Braidwood)
  - iv. -Supervisor Buildings & Grounds (C. Pfluger)
  - v. -Technology Coordinator (J. Brown)
  - vi. -Supervisor of Curriculum and Instruction (J. Davis)

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d. Bullying Report

Date Reported to Superintendent	School	Result	Action
02/01/13	JFK	Normal Conflict /Not HIB	Parent Contacted

e. School and Community Events: Mayor Magazzu informed the district that all voting will now take place at the township municipal building

f. Staff Kudos

g. School Safety – *document attached*

h. Structural Changes – *document attached*

- Improved Student Achievement
- Improved Instructional Coherence
- An Experienced Teaching Staff to be Retooled
- Improved Functioning Data Management Systems

i. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
PS	Virelli/DiLeo/ Wolf/DelVecchio	Ronald McDonald House, Camden	02/12/13	\$0.00	Two drivers, two buses
PS	Virelli/DiLeo/ Wolf/DelVecchio	Virtua Hospital	05/15/13	\$0.00	Two drivers, two buses

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Discussion Items:

Policy	Name	Bylaws	Name
<b>3327</b>	<b>Relations with Vendors</b>	<b>9326</b>	<b>Minutes</b>
<b>6172</b>	<b>Alternative Educational Programs</b>		
1140	Local Units		
5141.4	Child Abuse and Neglect		
5145.5	Photographs of Pupils		
5145.11	Questioning and Apprehension		

- j. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to approve the second reading of Policies #3327 – Relations with Vendors and #6172 - Alternative Educational Programs and Bylaw #9326 – Minutes will be postponed to the March 21, 2013 meeting. (Appears in bold).
  
- k. Motion by Linda Davis second by Cynthia Mozee to approve the first reading of Policies #1140 – Local Units, #5141.4 – Child Abuse and Neglect, # 5145.5 – Photographs of Pupils and #5145.11 – Questioning and Apprehension. Motion carried, voice vote, all present voting “yes”.

**6. PERSONNEL**

- a. Motion by Linda Davis second by Deanna Reilly and adopted by all members present voting “yes” in a roll call to approve emergency 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>
Linsey Seifert	LTS at JFK, Step 1, BA	\$45,713, pro-rated	Started 02/22/13

This motion was voted on at the February 21<sup>st</sup> meeting – start date has changed since that meeting.

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

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- b. Motion by Linda Davis second by Melanie Middleman to approve the tuition reimbursement totaling \$6,396\* for the following staff members:

*Jeffrey Patterson, Adrienne McManis, Rochelle Smith, Marisa Wolf, John Davis, Jonathan Liano, Jacklyn Lawlor*

**\* The chart supplying details of the courses taken, and grades earned was uploaded to the portal for the board’s review.**

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

- c. Motion by Linda Davis second by Deanna Reilly to approve, with regret, the termination the contract with long term substitute Barbara Lebedine. The contract termination date will be March 5, 2013. The termination of the contract is due to the return to work of the staff member. Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Linda Davis second by Cecil Rodrigues to approve, with regret, the resignation of staff member Cindy Schiiffman. Ms. Schiiffman has been employed as an Educational Assistant since September, 2011. Date of resignation will be March 1, 2013. Motion carried, roll call vote, all present voting “yes”.
- e. Motion by Linda Davis second by Keith Jones to approve the following field experience placements:

<u>Name</u>	<u>School/College</u>	<u>Cooperating Teacher</u>	<u>Start Date</u>
Kelli Wilson	Camden County College	Tim Van Curen, gr 8	15 hrs ( 3 hrs, 5 days)
Gladys Sekel	Rutgers Camden Ctr for the Arts	Kristin Braidwood	03/01/13

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

**7. CURRICULUM AND INSTRUCTION**

- Gifted and Talented Program Update
- a. Motion by Linda Davis second by Melanie Middleman to approve the district’s 2012-2013 Progress Target Action Plan for submission to the NJ Department of Education. Motion carried, roll call vote, all present voting “yes”.



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**8. BUSINESS & FINANCE**

1. Motion by Linda Davis second by Melanie Middleman to approve the following items as listed in the January 2013 Financial Reports.

- a. Expense Account Adjustments
- b. Bank Reconciliations for:
  - General Account January 2013
  - Construction Account January 2013
  - Payroll Account January 2013
  - Agency Account January 2013
  - CARE Account January 2013
  - Playground Fund January 2013
  - Cafeteria Fund January 2013
  - Unemployment Trust Fund January 2013

Motion carried, roll call vote, all present voting as follows:

Voting “yes”: Mrs. Davis, Mrs. Middleman, Mr. Rodrigues, Mrs. Mozee,  
Mr. Jones, Mr. Davis, Mrs. Williams

Abstention on Playground Fund only, voting “yes” on all others: Mrs. Reilly

2. Motion by Linda Davis second by Keith Jones to accept the Treasurer’s Report and Secretary’s Report in accordance with N.J.A.C. 6A:23-2.11(c) 3 and N.J.A.C. 6A23-2.11(a) for the month of January 2013. The Treasurer’s Report and the Secretary’s Report are in agreement. The Board Secretary certified that no line account has been over-expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board certifies that as of January 31, 2013, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

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

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3. Motion by Linda Davis second by Deanna Reilly to approve the following transfers:

FROM: 11-000-223-320-E Purch Prof Staff Training \$15,000.00  
TO: 11-190-100-640-E Textbooks: DDE \$15,000.00  
REASON: To cover the cost of the Pearson Math Series Gr 6-8.

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

- 4 . Motion by Linda Davis second by Melanie Middleman to pay bills as presented.  
Motion carried, roll call vote, all present voting “yes”.

5. Motion by Linda Davis second by Keith Jones 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 Amt.</u>
Chuck Pfluger	N/A	Pennsauken HS <i>Safer Schools Training</i>	02/28/13	None
Chuck Pfluger	N/A	Delran HS <i>School Security Seminar</i>	03/19/13	None
Michael Murphy	N/A	Prospect Park Elem Sch	02/04/13	None
Dr. Leonard Fitts	N/A	Braselton, Georgia <i>Security one2one Winter Summit</i>	02/25 & 26/13	None
Chuck Pfluger	\$20	HazCom Training	03/15/13	None

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

6. Motion by Linda Davis second by Cynthia Mozee to approve the tuition contract received for an out of district placement for a grade 11 special education student to attend the YALE School, Williamstown. The yearly rate is \$46,620. This placement is required because no in-district program was found to meet the student’s individual educational needs. The is a new placement not anticipated in the budget due to the placement decision being made after the budget was set. Motion carried, roll call vote, all present voting “yes”.

6. Motion by Linda Davis second by Melanie Middleman to approve independent contractor Mary Marinelli to conduct bilingual educational assessments as needed by the Child Study Team. The rate per evaluation is \$200. This is a savings of \$125 per evaluation from previously contracted bilingual learning consultants. Motion carried, roll call vote, all present voting “yes”.

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**9. OLD BUSINESS**

**10. NEW BUSINESS**

- Pine Hill Report
- Education Services Commission Report
- Board Member Reminder
- Update in Initiatives

**11. PUBLIC COMMENTS-OPEN**

Motion by Linda Davis second by Keith Jones to open the meeting to the public for the discussion of school district issues. Open: 8:10pm. Motion carried, voice vote, all present voting “yes”.

**12. PUBLIC COMMENTS-CLOSE**

Motion by Linda Davis second by Melanie Middleman to close the meeting to the public. Close time: 8:10pm. Motion carried, voice vote, all present voting “yes”.

**13. EXECUTIVE SESSION-IN**

Motion by Cecil Rodrigues second by Brian Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:11pm. Motion carried, voice vote, all present voting “yes”.

**14. EXECUTIVE SESSION-CLOSE**

Motion by Linda Davis second by Keith Jones to come out of Executive Session. Time out: 8:46pm. Motion carried, voice vote, all present voting “yes”.

**15. ADJOURNMENT**

Motion by Linda Davis second by Melanie Middleman to adjourn the meeting. Meeting adjourned: 8:46pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator