

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 21, 2013

Action Meeting

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, _____, President, call this meeting to order under the Open Public Meetings Act at _____.

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
- Mrs. Cynthia Mozee
- Mrs. Jocelyn Lewis
- Mrs. Melanie Middleman
- Mr. Keith Jones
- Mr. Cecil Rodrigues
- Mr. Brian Davis
- Mrs. Deanna Reilly, Vice President
- Mrs. Mary Williams, President
- Dr. Edythe B. Austermuhl, Superintendent
- Mrs. Megan Stoddart, Business Administrator
- Charles Rizzi, Esq., Board Solicitor

4. Approval of Minutes

Motion by _____ seconded by _____
RECOMMEND that the Board of Education approve the minutes of the October 17, 2013 meeting as presented in duplicated form and dispense with the reading of the same.

5. Executive Session – In

Motion by _____ seconded by _____ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: _

Resolution for Executive Session:

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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

Berlin Home Depot representative Ms. Jan DeVoe will be recognized for the donations made by Home Depot to our CARE program.

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 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.

John F. Kennedy Students to be recognized as Students of the Month for October are: *Carley Reeve, Danielle Powell, Jayden Llano, Mya Torres, Dontrell Jasper, Abigail Boyle, Trinity Bell, Mia Mazakas, Colin Kirk, Jamie White*

Dwight D. Eisenhower Students to be recognized as Students of the Month for October are: *Joshua Liss, Jennifer Leal, John Saltmer, Camryn Murray, Benjamin Boykin, Kayla McDonald, Thomas Kemble, Raquel Casteneda Sebastian, Logan Brown, Balreet Kaur*

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The district’s audit presentation will be done by representatives of the Bowman & Company organization.

Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve and accept the district audit findings as presented.

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 _____ seconded by _____ to open the meeting to the public for the discussion of agenda items only. Time in: _____.

9. Public Comments - Closed

Motion by _____ seconded by _____ to go close the meeting to the public. Time closed: _____.

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:

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- 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

2013-2014

1. Supervise the revision and implementation of all district curricula, over the next 3 years (2013-2016) as per 2013 QSAC findings in order to improve student growth and achievement.
2. Review and revise all district policies and procedures in order to maintain and improve district programs, curricula, and the teaching and learning process.
3. Supervise the implementation of Achieve NJ requirements in order to improve teacher performance resulting in increased student growth and academic achievement.

BOARD GOALS

1. Complete the Superintendent Evaluation and Board of Education Self-Evaluation by July 1, 2014.
2. Plan a Board of Education retreat.
3. Review and revise, as needed, the Board of By Laws as found in the 9000 Section of the District Policy Manual.

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

Date Reported to Superintendent	School	Case Number	Result	Action
10/15/13	DDE	# 3	Meeting with school counselor	Not HIB
10/17/13	DDE	# 4	Meeting with school counselor	Confirmed HIB

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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 # 3 and 4) reported on October 15 and 17.

E. Field Trips:

Grade Teacher Place Date Cost to Student Cost to District

5 M. Bright Sahara Sam’s 12/5/13 \$0 One driver, one bus
 This is being sponsored by the Berlin Township Police Department as a celebration for the students completing the TOO GOOD (for drugs) (formerly DARE) program.

F. Safety and Security – JFK

Type of Drill Date and Time Location of Drill Route #'s Drill Supervisor

Fire – 10/15/13
 Lockdown – 10/12/13
 Bus Evacuation

G. Safety and Security – DDE

Type of Drill Date and Time Location of Drill Route #'s Drill Supervisor

Fire - 10/08/13
 Lockdown – 10/25/13
 Bus Evacuation

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 _____ seconded by _____

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 Gym	Month of November	Basketball Clinic

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

I. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the second reading of policies 5141.4, 4121, 5145.11, 3514, 5145.5 and regulations 6142.10, 9313 and 1200:

Policy	Name	Regulation	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		

J. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the first reading of policies and bylaws 9326, 6172, 5118.1:

Policy	Name	Bylaw	Name
6172	Alternative Educational Programs	9326	Minutes
5118.1	School Choice		

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11. Personnel

- a. Motion by _____ second by _____ 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>
Meghan Sowinski	Substitute School Nurse	\$125 per day	11/22/13
Dennis Pistille	Substitute Custodian	\$9.00 per hour	11/22/13
Rachel Deaner	Teacher	Step 3 \$48,446 BA	On or about 1/2/14
Mindy Pratt	Long Term Sub	Step 1 \$46,746 BA	11/22/13 - On or about 4/4/14

- b. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the requested leave of absence for employee number 00098. The dates of the leave will be December 2, 2013 through approximately January 13, 2014.
- c. Motion by _____ second by _____
RECOMMEND that the Board of Education accept, with regret, the resignation of Kaitlin Richards. Ms. Richards has been a CARE employee since 2010.
- d. Motion by _____ second by _____
RECOMMEND that the Board of Education approve two (2) Overbrook High School National Honor Society students to volunteer at CARE’s Annual Babysitting Night. Paperwork from Overbrook High School is in the Business Administrator’s office for signature upon completion of their service. The students’ names are as follows:

Taylor Cohen and Olivia Epley

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e. Motion by _____ second by _____
RECOMMEND that the Board of Education approve the requested leave of absence for employee number 01129. The scheduled time is from December 10, 2013 through approximately January 22, 2014. Sick days will be used for this time.

f. Motion by _____ second by _____
RECOMMEND that the Board of Education approve the Superintendent to hire staff needed for the 2013-2014 school year. The board will affirm those hired at the next scheduled action meeting.

12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending September 2013

Motion by _____ second by _____
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 September 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 September 2013. The Treasurer’s and Secretary’s report are in agreement for the month of September 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

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E. Motion by _____ seconded by _____
RECOMMEND that the Board of Education 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>
E. Austermuhl	\$0.00	BCC, Mt. Laurel	01/10/14	\$0.00
		CCSS and PARCC tests		
M. Bright	\$149	Forsgate Country Club		
		ASCD Conference	02/28/14	\$0.00
K. Braidwood	\$149	Forsgate Country Club		
		ASCD Conference	02/28/14	\$0.00
C. Aloï	\$229	BER, Cherry Hill	12/04/12	\$0.00
		Ed apps for the i-Pad		
J. Patterson	\$0.00	Ed Serv Commision	11/21/13	\$0.00
H. Mayer	\$174	New Brunswick	05/28/13	\$0.00

F. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 54 Amount \$971,339.30

G. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the out of district contract for a grade 10 special education student to attend the Archbishop Damiano School at a yearly rate of \$47,310.90. This placement is a continuation of a placement due to the significant nature of this student’s disability.

H. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, review and approve the 2014-2015 Budget Development Calendar. *This calendar was uploaded to the portal for the board’s review.*

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- I. Motion by _____ second by _____
RECOMMEND that the Board of Education approve the participation in the Alliance for Competitive Telecommunications (ACT) with the Middlesex Regional Educational Services Commission (MRESC) and the New Jersey Association of School Business Officials (NJASBO) for the period November 1, 2013 to June 30, 2014.

- J. Motion by _____ seconded by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve a contract with the N.J. Commission for the Blind and Visually Impaired for services provided to a visually impaired 6th grade student for the 2013-2014 school year. The Level of Service of the contract is “1” with an annual cost of \$1,750.00

Financial Report – Period Ending _____

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 _____. 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 _____. The Treasurer’s and Secretary’s report are in agreement for the month of _____.
- 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

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E. Motion by _____ seconded by _____ 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>
E. Austermuhl	\$0.00	BCC, Mt. Laurel	01/10/14	\$0.00
		CCSS and PARCC tests		
M. Bright	\$149	Forsgate Country Club		
		ASCD Conference	02/28/14	\$0.00
L. Braidwood	\$149	Forsgate Country Club		
		ASCD Conference	02/28/14	\$0.00
C. Aloï	\$229	BER, Cherry Hill	12/04/12	\$0.00
		Ed apps for the i-Pad		

F. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, review and approve the 2014-2015 Budget Development Calendar. *This calendar was uploaded to the portal for the board’s review.*

14. Old Business

Review and Draft Action Plans for 2013-2014 Board Goals

15. New Business

Presentation of the Anti-Bullying Proclamation from the Township

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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 _____ seconded by _____ to open the meeting to the public for the discussion of agenda items only. Time in: ____.

17. Public Comments - Closed

Motion by _____ seconded by _____ to go close the meeting to the public. Time closed: ____.

18. Executive Session – In

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.

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19. Executive Session – Close

Motion by _____ seconded by _____ to come out of Executive Session. Time out: ____.

20. Adjournment

Motion by _____ seconded by _____ to adjourn the meeting.

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Motion by _____ second by _____

RECOMMEND that the Board of Education accept the abandoned position of staff member Scott Thayer, effective November 22, 2013. Mr. Thayer has been employed in our district as an Instructional Assistant at Dwight D. Eisenhower Middle School since September 1, 2013.