

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

January 23, 2014

Action Meeting

“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

Swearing in of board member Jeffrey Souza by Board Solicitor Charles Rizzi, Esq.

3. Roll Call

Mr. Jeffrey Souza	<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 Cynthia Mozee seconded by Brian Davis
RECOMMEND that the Board of Education approve the action meeting minutes of the December 19, 2013 and reorganization meeting minutes of the January 2, 2014 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”: Mrs. Mozee, Mrs. Lewis, Mrs. Middleman, Mr. Jones, Mr. Rodrigues, Mr. Davis, Mrs. Williams

Abstentions: Mrs. Lewis, Mrs. Reilly

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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

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.

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The following students are being recognized as John F. Kennedy Elementary School’s December Students of the Month:

William Stanley, Drake Peterson, Cayleigh Green, Braydon Balducci, Devon Howell, Sarah McGovern, Evan Aubry, Arianna Brown, Anthony Podwats, Isabella Boyle

The following students are being recognized as Dwight D. Eisenhower Middle School’s December Students of the Month:

Olivia Lucier, Kevin Chalchi-Popoca, Emily Olson, Michael Burton, Mikayla Jackson, Alberto Silva, Mikaela Shendock, Andrew Cohen, Gabrielle Young, Daniel Gentile

The following staff members are being recognized as being selected to receive the Phoenix Advisors, LLC Teacher Classroom Enhancement Grant. This grant is being awarded for a proposed project on Edgar Allen Poe.

Mary Jo Kolaski and Carrie Aloï

The following CARE students are performing for the board this evening under the direction of Mr. Evan Lindner and Mrs. Charlotte Cohen:

Tyler Cudeyro – playing piano – selection “In the Mood”

Jonathan Hannon – playing guitar – selection “Let It Be”

Colin Kirk – playing guitar – selection “Greensleeves”

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 Deanna Reilly seconded by Cynthia Mozee to open the meeting to the public for the discussion of agenda items only. Time in: 7:48pm. Motion carried, voice vote, all present voting “yes”.

Public In Attendance As Follows:

Nancy Sims, Hester Hannon, Charlotte Cohen, Vicki Balducci

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9. Public Comments - Closed

Motion by Deanna Reilly seconded by Melanie Middleman to go close the meeting to the public. Time closed: 7:48pm. Motion carried, voice vote, all present voting “yes”.

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 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.

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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
01/02/14	DDE	6	Not HIB	Student Suspension for one day

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

Motion by Deanna Reilly seconded by Melanie Middleman

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 # 6) reported on January 2, 2014. Motion carried, roll call vote, all present voting “yes”.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
Pre-K Classes		Ronald McDonald House	02/11/14	\$0.00	1 bus, 1 driver
Pre-K Classes		West Berlin Shop Rite	03/20/14	\$0.00	1 bus, 1 driver

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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	12/19/13			Murphy
Lockdown	12/17/13 – shelter in place			Murphy
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	12/02/13			Bright
Lockdown	12/17/13 – shelter in place			Bright
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 Deanna Reilly seconded by Melanie Middleman
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
Girl Scout Troop 30217	JFK-APR	01/27/14	Meeting

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:

Policy	Name	Bylaws	Name
4116	Evaluation of Teaching Staff Members		
2130	Principal Evaluation		

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- a. Motion by Keith Jones seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of Policies 4116, Evaluation of Teaching Staff Members and 2130, Principal Evaluation. Motion carried, roll call vote, all present voting “yes”.

11. Personnel

- a. Motion by Cynthia Mozee 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>
Emily Mason	JFK F/T Music MA, Step 9,	\$60,646 pro-rated	02/10/14
Jennifer Blanchard	DDE Basic Skills MA, Step 7	\$57,646*	02/01/14

*The salary adjustment was contingent on JB obtaining Masters Degree, which she has.

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

- b. Motion by Deanna Reilly seconded by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the hourly rate of pay for CARE staff:

Gina Pretko	Increase to \$8.25 per hour (Minimum wage)
Heidi Farlow	Increase to \$8.25 per hour (Minimum wage)

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

- c. Motion by Deanna Reilly seconded by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the leave of absence request for employee number 01378. The anticipated dates of leave are approximately February 21, 2014 with a return expected on September 1, 2014. Unused sick time, personal time and the Family Leave Act will be used for this time off. Motion carried, roll call vote, all present voting “yes”.

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- d. Motion by Cynthia Mozee seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve extended request for leave for employee number 01129. Revised expected date of return to work will be February 18, 2014. Motion carried, roll call vote, all present voting “yes”.

- e. Motion by Cynthia Mozee seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the request for leave of absence for employee number 01143. An unexpected leave was added to planned time out. Absence began on December 18, 2013 and planned date of return is January 23, 2014. Unused sick time will be used for this absence. Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

13. Business and Finance

Motion by Keith Jones seconded by Deanna Reilly

Financial Report – Period Ending November 2013

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 November 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 November 2013. The Treasurer’s and Secretary’s report are in agreement for the month of November 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.

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

Megan Stoddart, Business Administrator

Date

- E. Motion by Cynthia Mozee 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>Exp Amt</u>
Jeffrey Patterson	\$200	EIRC- McRel Training	01/27/14	N/A
Dawn Schafer	\$30	Glassboro, NJ	01/29/14	N/A
		The Reading Council of South Jersey		
Edythe Austermuhl	\$235	TECHSPO – AC, NJ	01/31/14	N/A
Jeffrey Patterson	\$0	Stockton College	02/04/14	N/A
		Setting SGO’s and SGP’s		
Beverly Engelbert	\$138	Camden County College	02/05-04/30	N/A
		Spanish Course		
Jennifer Virelli	\$169	Summit Education		
		Cherry Hill, NJ	02/06/14	N/A
Edythe Austermuhl	\$2,120	AASA, Nashville, TN	02/13-15/2014	N/A
		CCSS Implementation		
Danielle Alessandrine	\$0	NJ Dept of Ed, Trenton	01/17, 02/28	
		CCSS and assessments	03/21, 04/25, 05/16	N/A
Patricia Sebastiano	\$199	Voorhees, NJ	04/30/14	N/A
		Judy Freeman Winners		
Marilyn Bright	\$0	FEA/NJSPA	04/08/14	N/A
Danielle Deppen	\$139	EIRC; Guided Reading	01/28/14	N/A

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

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- F. Motion by Deanna Reilly seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 56 Amount \$ 819,649.54

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

- G. Motion by Deanna Reilly seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve LaSalle University graduate student Joseph Saylor as a Speech/Language Therapy Practicum student for the spring semester beginning on January 22, 2014 and ending May 2, 2014. Mr. Saylor will complete a three day/week field experience under the supervision of the district’s speech therapist, Kimberly Gadzinski. Motion carried, roll call vote, all present voting “yes”.

- H. Motion by Deanna Reilly seconded by Keith Jones
RECOMMEND that the Board of Education, approve the following resolution for member participation in a cooperative pricing system.

A RESOLUTION AUTHORIZING THE (CONTRACTING UNIT)
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

RESOLUTION NUMBER

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Middlesex Regional Educational Services Commission, hereinafter referred to as the “Lead Agency ” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on January, 23, 2014 the governing body of the Berlin Township Board of Education, County of Camden, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

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This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Berlin Township School District

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Superintendent of Schools is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

I hereby, certify that the above resolution was adopted by the Berlin Township Board of Education at the Board meeting held on January 23, 2014.

BY:

(NAME AND TITLE)

ATTEST BY:

(NAME AND TITLE)

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

14. Old Business

March 19, 2014 will be Budget Submission Meeting at 7pm.

15. New Business

Review of Board by-laws – *(handout attached)*

Date to be set for public hearing on budget.

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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 Cynthia Mozee seconded by Brian Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:16pm.
Motion carried, voice vote, all present voting “yes”.

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

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negotiation.

19. Executive Session – Close

Motion by Brian Davis seconded by Melanie Middleman to come out of Executive Session. Time out: 8:20pm. Motion carried, voice vote, all present voting “yes”.

20. Adjournment

Motion by Jeffrey Souza seconded by Cynthia Mozee to adjourn the meeting. Meeting adjourned at 8:20pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator