

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2016

Action/Budget Submission 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 7, 2016, 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 15, 2016 and the Central Record the week of January 18, 2016 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Term Expires

| | | |
|---|---------------------------------|------|
| Mr. Jeffrey Souza | <u>present</u> | 2016 |
| Mrs. Cynthia Mozee | <u>present – left at 8:48pm</u> | 2016 |
| Mrs. Jocelyn Lewis | <u>absent</u> | 2016 |
| Mr. Sol Cohen | <u>present</u> | 2017 |
| Mr. Keith Jones | <u>present</u> | 2017 |
| Mrs. Mary Williams | <u>present</u> | 2017 |
| Mr. Brian Davis | <u>present</u> | 2018 |
| Mrs. Kimberly Reed | <u>present</u> | 2018 |
| Mrs. Joanne Young | <u>present</u> | 2018 |
| 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 Cynthia Mozee
RECOMMEND that the Board of Education approve the action meeting minutes of the February 25, 2016 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

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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. 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.

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**Presentations will be made for both
Teacher and Bus Driver Nominations for Student Role Models of Positive Behavior**

Students of the Month to be acknowledged from the John F. Kennedy Elementary School:

*Dominic Simon, Shoraim Muhammad, Joseph Russo, Cameron Daly, Malcolm Smith,
Benjamin Harad, Gavin Kaiser, Chloe McCaully, Gianna Buniak, Cameron Aponte,
Emily Whalen*

***Students of the Month to be acknowledged from the
Dwight D. Eisenhower Middle School:***

*Olivia Cotterall, Jordan Yoder, Sekeka Naznin, Ellen Chen, Monique Barnes,
Nylecia Slough, Giovanni Torres, Nicholas Wall, Colin Podwats,
Caden Simpson*

***Transportation Students of the Month to be acknowledged from the
John F. Kennedy Elementary School:***

Angelo Garay, James English, Olivia Fiordaliso, Victor Colon, Olivia VanElstrand

***Transportation Students of the Month to be acknowledged from the
Dwight D. Eisenhower Middle School:***

Asma Begum, Alama Morris, Samihah Chowdhury, Shidera Osborne, Luis Rodriguez-Roman

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8. Public Comments – Open – N/A

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: ____.

No public in attendance at this meeting

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.

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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

2015-2016

- 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.
- Work with the district administrative staff to identify and implement improved communication between the School District and parents and community at large via our web site and our student information system (OnCourse).
- Continue to work with the Board of Education to investigate ways to improve communication with district parents and community.

These become the basis for the evaluation of the Superintendent, Edythe Austermuhl

BOARD GOALS

1. Begin to review and revise, as needed, Board Policies as found in the 5000 section of the Policy Manual and continue through the 2016-2017 school year.
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. Continue to work with the Board of Education to investigate ways to improve communication with district parents and the community.

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

| Date Reported to Superintendent | School | Case Number | Result | Action |
|---------------------------------|--------|-------------|--------|--------|
| N/A | | | | |
| | | | | |
| | | | | |
| | | | | |

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 # ____ to ____) reported on _____.

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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> |
|--------------|------------------|--------------------------|-------------|------------------------|---|
| TBD | Principal Bright | Applebee’s, Sicklerville | 03/22/16 | \$0.00 | Two drivers, two buses <i>Recognition of grade level achievement for earning most Dragon Dollars for trimester</i> |
| Gr 1 | Principal Murphy | Cedar Wildlife Refuge | 05/02/16 | \$0.00 | Two drivers, two buses <i>Connection to Science Curriculum</i> |
| Gr K | Principal Murphy | Camden Children’s Garden | 05/04/16 | \$5.00 | Two drivers, two buses <i>Connection to “Watch Me Grow”</i> |
| Gr 2 | Principal Murphy | Wheaton Village | 05/11/16 | \$0.00 | Two drivers, two buses <i>Connection to Science Curriculum</i> |
| Gr 7 | P Taylor-Hearn | Fort Mifflin, Phila., PA | 05/26/16 | \$0.00 | One driver, one bus <i>Explore how a local fort played a role in the Revolutionary War</i> |
| Gr 4-8 | Deaner/Friedman | Berlin Shop Rite | 4/15/16 | \$0.00 | One driver, one bus <i>Students will have a shopping list and while shopping will distinguish between healthy and “sometimes” foods.</i> |

1. Motion by Kimberly Reed seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the field trips listed on the March 17, 2016 agenda. Motion carried, roll call vote, all present voting “yes”.

F. Safety and Security – JFK
Type of Drill Date and Time

Fire – February 29, 2016 at 2:15pm
Bomb Threat – February 12, 2016 at 10:30am

G. Safety and Security – DDE
Type of Drill Date and Time

Fire – February 29, 2016 at 10am
Bomb Threat – February 12, 2016 at 10:30am

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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 – N/A

Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the use of facilities as listed below:

| Organization | Facility | Date and Time | Event |
|--------------|----------|---------------|-------|
| N/A | | | |
| | | | |

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

I. Discussion Items:

| Policy | Name | Regulation | Name |
|--------|------|------------|---|
| | | 5131 | Refusal to participate in statewide proficiency assessments |
| | | | |

- a. Motion by Jeffrey Souza seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the adoption of Regulation 5131; Refusal to participate in statewide proficiency assessments.
This document was uploaded to the portal for board review.
Motion carried, roll call vote, all present voting “yes”.

- b. Review the 5000 Series Policies designated for March Review as per Board Goal. These will appear for first reading in April. This packet is included in the board folder for this meeting and is uploaded to the portal for your review.

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11. Personnel

- a. Motion by Keith Jones, seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation from full time employment, with regret, for staff member Robert E. Murray, Sr. effective May 12, 2016. Mr. Murray has been employed in the maintenance department in the district since December, 2006. Motion carried, roll call vote, all present voting “yes”.

- b. Motion by Joanne Young second by Kimberly Reed, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with certification and criminal history requirements as noted below:

| <u>Name</u> | <u>Position</u> | <u>Salary</u> | <u>Start Date</u> |
|-----------------------|----------------------|---------------|-------------------|
| Mindy Pratt | Homebound Instructor | \$35 per hour | to be arranged |
| Emily Klinke | Homebound Instructor | \$35 per hour | to be arranged |
| Racheal Deaner | Homebound Instructor | \$35 per hour | to be arranged |
| Robert E. Murray, Sr. | Substitute Custodian | \$11 per hour | May 13, 2016 |
| Craig Porter | Substitute Custodian | \$ 9 per hour | to be arranged |

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

- c. Motion by Keith Jones, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

Anne Harbold

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

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- d. Motion by Keith Jones seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve tuition reimbursements in the amounts of \$1,000 each for the following staff members:

**Jennifer Virelli, Robyn Poinsett, Denise Smithen, Frank Pupa
Detailed chart was uploaded to the portal for the board’s review

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

- e. Motion by Jeffrey Souza seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the request of employee # 01462 for the following days off: April 27, 28, 29, May 2, and 3 will be used as unpaid time off.

Voting as follows by all present:

Voting “yes”: Mr. Cohen, Mrs. Reed, Mrs. Young, Mr. Davis, Mr. Jones

Voting “no”: Mr. Souza, Mrs. Mozee, Mrs. Williams

Motion carried, roll call vote.

- f. Motion by Jeffrey Souza, seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the March listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the portal for board review.*

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

12. Curriculum and Instruction – N/A

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13. Business and Finance

Financial Report – Period Ending December 2015 (REVISED)

Motion by Cynthia Mozee, seconded by Sol Cohen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, 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 December 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 month of December 2015. The Treasurer’s and Secretary’s report are in agreement for the month of December 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. BUDGET ADOPTION

Motion by Jeffrey Souza second by Kimberly Reed to approve the 2016-2017 Budget Adoption listed below for submission to the County Superintendent:

| | Budget | Local Tax Levy |
|-------------------|--------------|----------------|
| General Fund | \$15,287,877 | \$ 8,349,342 |
| Special Revenue | \$ 343,315 | \$ -0- |
| Debt Service | \$ 403,760 | \$ 134,319 |
| | | |
| Total Base Budget | \$16,034,952 | \$ 8,483,661 |

Total amount budgeted for travel related expenses in the 16 – 17 school district budget is \$64,147. This includes professional development and travel.

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

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- F. Motion by Cynthia Mozee, seconded by Kimberly Reed 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> |
|------------------------|-------------|--|---------------------------------|
| T Williams-Smith | \$284 | EHC, Galloway, NJ <i>Google Use Workshops</i> | 03/09/16 and 03/21/16 \$0.00 |
| M Bright | \$0 | NJPSA/FEA, Monroe Twp, NJ <i>Section 504 implementation workshop</i> | 03/10/16 \$0.00 |
| T Williams-Smith | \$106 | EHC, Galloway, NJ <i>Google Sheets Workshops</i> | 04/04/16 \$0.00 |
| M Bright | \$0 | NJPSA/FEA, Monroe Twp, NJ <i>Formative Assessment Workshop</i> | 05/09/16 \$0.00 |
| D Bottley | \$135 | Rowan University, McSiip <i>Improving Math Instruction</i> | 05/03/16 \$0.00 |
| R Schaffer | \$100 | NJPSA, Monroe Twp <i>School law that pertains to Admin Asst</i> | 04/27/16 \$0.00 |
| J Masterson | \$100 | NJPSA, Monroe Twp <i>School law that pertains to Admin Asst</i> | 04/27/16 \$0.00 |
| D Park E Austermuhl | \$1,190 | BER, Cherry Hill <i>Information to strengthen current RTI program</i> | 05/5 & 6/16 \$0.00 |

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

- G. Motion by Jeffrey Souza, second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following budget transfer:

FROM: 11-190-100-610-K JFK, General Supplies \$1,000.00
TO: 11-212-100-610-K JFK, MD Textbooks \$1,000.00
REASON: To purchase guided reading books for the MD class.

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

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- H. Motion by Jeffrey Souza second by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

#58 \$ 453,240.05

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

- I. Motion by Jeffrey Souza second by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the tuition contract with Brookfield Schools for a 9th grade student. Tuition charged is \$23,520.00. This is a new placement and therefore, was not budgeted.
Motion carried, roll call vote, all present voting “yes”.

14. Old Business

- a. Motion by Jeffrey Souza second by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve discussion regarding the district preschool program.

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

15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

CCSBA

Pine Hill Bd of Ed – combined board meeting for Pine Hill, Clementon and West Berlin taking place March 30, 2016.

Place: Clementon Board of Education, time: 6:30pm

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16. Public Comments – Open – N/A

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 _____ seconded by _____ to open the meeting to the public for the discussion of subjects. Time in: _____.

No public in attendance at this meeting

17. Public Comments - Closed

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

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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 Jeffrey Souza seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 8:56pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart,
Business Administrator