

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

November 20, 2014

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 7:33pm. 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>absent</u>
Mrs. Cynthia Mozee	<u>present, left at 8:49pm</u>
Mrs. Jocelyn Lewis	<u>absent</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 Deanna Reilly seconded by Cecil Rodrigues  
RECOMMEND that the Board of Education approve the minutes of the October 23, 2014 meeting 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. Rodrigues, Mrs. Mozee, Mr. Davis, Mrs. Reilly, Mrs. Williams  
Abstention: Mr. Jones, Mrs. Middleman

**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:

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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**

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 being recognized as Students of the Month of October for the Dwight. D. Eisenhower Middle School:*

*James Thomas (from September) Alex Cudeyro, Sabrina Barrile, Tabitha Warren, Zachary Sweeney, Mikaela Shendock, Mohammed Shriful Islam, Shea Pfender, Austin Cook, Katie Raynore, Shane Stevenson*

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*The following students are being recognized as Students of the Month of October for the John F. Kennedy Elementary School:*

*Oliver Gonzalez-Aparicio, Te’Shan Bell, Jackson Mitchell, Cameron Daly, Brandon Rawle, Alena Morrison, Kaitlyn Duras, Nyla Franks, Frank DeNinno*

*The following students are members of the school soccer teams. They are being recognized for their effort in the “Kickin It for a Cure” fundraiser. This was organized and sponsored by the students and selected staff members of the Dwight. D. Eisenhower Middle School:*

*Alysha Syntil, Darrian Wurst, Andie Williams, Nicole Kuriger, Dominic Pinto, Jagger Pinto, Henry Quintanilla, Alonso Rangel, Ciara Robinson, Laney Romano, Adrianna Ruggiero, Sebastian Segura, Mia Shendock, Mikaela Shendock, Keily Alvarez, Jennifer Canas, Patrick Carbone, Katelyn Cave, Amanda Chopel, Olivia Crawford, Tyler Cudeyro, Jack Dillon, Shane El, Bailey Emory, Brandi Fontano, Alyson Ireland, Mohammed Shriful Islam, Mikayla Jackson, John Jacobs, Shawnae Keith, Emma Bell, Luis David Tellez-Sorcía*

**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 Cynthia Mozee to open the meeting to the public for the discussion of agenda items only. Time in: 7:48pm.

*Public in Attendance is as follows:*

*Jim Law, Heidi Farlow, Leila Cordena, Verna Cornish, Ron Raynore, Loura Raynore, Dina Bottley, Debra Stevenson, Joseph Fontano, Dina Fontano, Karen Law, Ray Shendock, Josie Chopel, Joey Chopel, Maricela Aparicio, Heather Sweeney, Zack Sweeney, Marie Gorko, Maria LaCava, Jennifer Bell, John Kelly, Ana Robles, Anthony Ruggiero, Gina Mitchell, Sonja Fontano*

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## 9. Public Comments - Closed

Motion by Brian Davis seconded by Cecil Rodrigues to go close the meeting to the public.

Time closed: 7:52pm.

## 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

- 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.
- Identify key instructional strategy deficiencies with administrative staff and explore ways to implement improvement activities.

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- 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.

**BOARD GOALS**

1. Review and revise, as needed, Board Policies as found in the 6000 section of the District Policy Manual. *(Revision outline and documents were uploaded to the portal for board review.)*
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.

**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 – N/A

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 \_\_\_\_\_.

**E. Field Trips:**

Grade	Teacher	Place	Date	Cost to Student	Cost to District
	Friedman/Deaner	Pitman Theatre Viewing “The Road to Freedom” a play on Gettysburg	02/05/15	\$0.00	one driver, one bus
	Pre-K Staff	Shop Rite Visiting a grocery store	03/18/15	\$0.00	one driver, one bus

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F. Safety and Security – JFK

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

Fire – 10/27/14  
 Lockdown – 10/23/14 - Evacuation  
 Bus Evacuation

G. Safety and Security – DDE

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

Fire - 10/01/14 – 10:30 am  
 Lockdown – 10/09/14 – 9 am - Relocation  
 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

N/A for the month of November

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
N/A			

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

I. Discussion Items:

Policy	Name	Bylaws	Name
N/A			

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- J. 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 submission of the district Bilingual/ESL Three-Year Program Plan to the State Department of Education. *(This document was uploaded to the portal for board review.)* Motion carried, roll call vote, all present voting “yes”.

**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>
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N/A

- b. Motion by Brian Davis seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the correction in the hiring information for staff member: Shari Kauffman. Originally approved at September meeting as follows:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
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Shari Kaufman	DDE Tech. Teacher	\$59,957, Step 10, BA	Approx 10/6/14
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Should state salary for Ms. Kaufman is pro-rated.

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

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- c. 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 following ADVANCE volunteers:

*Dana Gollotto, John Jacob, Crystal Robinson, Kimberly Sauer*

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

- d. Motion by Cynthia Mozee seconded by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the November listing of substitutes for Source 4 Teachers. *(This list was uploaded to the portal for the board review.)* Motion carried, roll call vote, all present voting “yes”.

- e. Motion by Deanna Reilly seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the student teacher assignment for Kaelyn Pizarro from Chestnut Hill College. Ms. Bonnie Dasher at DDE will be the cooperating teacher for Ms. Pizarro. The assignment is from January 12, 2015 through February 6, 2015. Clearance paperwork to work in the school was received by the superintendent from the county office. Motion carried, roll call vote, all present voting as follows:

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

Abstention: Mr. Rodrigues

- f. Motion by Deanna Reilly seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the field experience placement for Amy Frymire. This student attends Rowan University and the placement is requested for January 6, 2015 – February 21, 2015. The cooperating teacher will be Debra Wash of John F. Kennedy Elementary School. Motion carried, roll call vote, all present voting “yes.”

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**12. Curriculum and Instruction**

N/A

**13. Business and Finance**

Financial Report – Period Ending September 2014

Motion by Cynthia Mozee seconded by Brian Davis  
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 September 2014. 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 2014. The Treasurer’s and Secretary’s report are in agreement for the month of September 2014.
- 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 Keith Jones seconded by Brian Davis 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>
R. Rollins	\$0.00	NJASP – Rutgers	11/12/14	\$0.00
		ADHD: Causes, Developmental Course, Assessment & Intervention		
M. Brewster	\$0.00	Voorhees, NJ	12/05/14	\$0.00
		Programs and Resources for Students and their Families		
M. Brewster	\$229	BER – Cherry Hill	12/08/14	\$0.00
		Practical Strategies for Teaching Hard to Reach Students		
R. Rollins	\$120	NJASP – E. Windsor	12/12/14	\$0.00
		Information on Cognitive Assessment used during WISC		
B. Dasher	\$199	Hotel Mt Laurel	12/12/14	\$0.00
		Ability to Differentiate & Accommodate Student Needs		
M. Bright	\$0.00	EIRC, Sewell	12/15/14	\$0.00
		Practical Strategies for Highly Effective Co-Teaching		
E. McCoach	\$0.00	EIRC, Sewell	12/15/14	\$0.00
		Practical Strategies for Highly Effective Co-Teaching		
T. Corbett	\$235	BER – Cherry Hill	01/20/15	\$0.00
		Strategies to meet standards using non-fiction materials		
D. Carroll	\$235	BER – Cherry Hill	01/20/15	\$0.00
		Strategies to meet standards using non-fiction materials		
P. Tideman	\$239	BER – Cherry Hill	01/30/15	\$0.00
		Literacy – New Children’s Books & Strategies		
J.Jennison	\$239	BER – Cherry Hill	01/30/15	\$0.00
		Literacy – New Children’s Books & Strategies		
R. Rollins	\$195	BER – Cherry Hill	02/19 & 20/15	\$0.00
		Teaching Social, Behavior and Exec. Functioning Skills To Students with ASD		
J.Gascot	\$0.00	Atlantic City, NJ	02/23/15	\$0.00
		SDE Conference for NJ Kindergarten		
C. Conicella	\$0.00	Atlantic City, NJ	02/23/15	\$0.00
		SDE Conference for NJ Kindergarten		
P. Sebastiano	\$199	Voorhees, NJ	04/23/15	\$0.00
		Resource selections, lesson ideas, networking With other librarians		
H. Mayer	\$174	New Brunswick, NJ	05/29/15	Membership fee \$35
		New state initiatives/ESL Workshops		

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

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- F. Motion by Brian Davis second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number      56                      Amount \$ 1,243,498.04

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

- G. Motion by Deanna Reilly second by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract with Gloucester County Special Services School District for Educational Interpreter with Sign Language services in the amount of \$437.00/diem. Motion carried, roll call vote, all present voting “yes”.

- H. Motion by Brian Davis second by Keith Jones  
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 5 special education student to attend the Gloucester County Special Services School District Bankbridge School at a yearly rate of \$35,100. There is an additional \$3,000 out of county cost. 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”.

- I. Motion by Deanna Reilly second by Brian Davis  
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 3 special education student to attend the Gloucester County Special Services School District Bankbridge School at a yearly rate of \$35,100. There is an additional \$3,000 out of county cost. 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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J. Motion by Deanna Reilly second by Brian Davis

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 one to one aide for a grade 3 special education student who attends the Gloucester County Special Services School District Bankbridge School at a yearly rate of \$35,280. Motion carried, roll call vote, all present voting “yes”.

K. Motion by Cynthia Mozee second by Keith Jones

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve Nora Casserly to provide Spanish interpreting services as needed by the Child Study Team for the 2014-2015 school year at a rate of \$38.50 per hour. Motion carried, roll call vote, all present voting “yes”.

L. Motion by Brian Davis second by Cecil Rodrigues

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition contract with the Pennsville School District to pay the educational costs for a McKinney-Vento eligible student for which Berlin Township is the district of last residence. The contract for the 2014-2015 school year is \$14,548. Motion carried, roll call vote, all present voting “yes”.

M. Motion by Brian Davis second by Melanie Middleman

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract for in-school nursing services with Bayada Home Health Care, Inc. Payment rate is \$55 per hour for substitute school nursing services. Motion carried, roll call vote, all present voting “yes”.

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N. Motion by Deanna Reilly second by Cynthia Mozee

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the assignment of staff under the FY15 NCLB Grant as follows:

Name	Grant	School
Cheri Garton	Title I	John F. Kennedy Elementary School
Nora Hessel	Title I	John F. Kennedy Elementary School
Dina Bottley	Title I	Dwight D. Eisenhower Middle School
Cheryl Hughes	Title I	Dwight D. Eisenhower Middle School
Denise Smithen	Title IIA	John F. Kennedy Elementary School

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

O. Motion by Deanna Reilly second by Melanie Middleman

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the Automated External Defibrillator Emergency Action Plan for Dwight D. Eisenhower Middle School and John F. Kennedy Elementary School. Motion carried, roll call vote, all present voting “yes”.

14. **Old Business – N/A**

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**15. New Business**

Committee Updates  
Negotiations  
NJSBA  
CCESC  
Pine Hill Bd of Ed  
CCSBA

Series 6000 Instruction Policies and Regulations Discussion –  
*(Revision outline and individual policy/regulation documents  
were uploaded to the portal for board review.)*

Presentation – 2013-2014 Assessment Review  
– Mr. Jeffrey Patterson, Curriculum Coordinator

Discussion on Board Meeting Dates for 2015-2016  
*(Preliminary list of dates is included for discussion.)*

**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 \_\_\_\_\_ seconded by \_\_\_\_\_ to open the  
meeting to the public for the discussion of subjects. Time in: \_\_\_\_.

**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**

Motion by Deanna Reilly seconded by Brian Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 9:37pm. 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 negotiation.

**19. Executive Session – Close**

Motion by Brian Davis seconded by Deanna Reilly to come out of Executive Session. Time out: 9:46pm. Motion carried, voice vote, all present voting “yes”.

**20. Adjournment**

Motion by Cecil Rodrigues seconded by Keith Jones to adjourn the meeting. Meeting adjourned: 9:46pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator