

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

January 24, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Cynthia Mozee, President, call this meeting to order under the Open Public Meetings Act at 6:52pm. 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 10, 2018, 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 12, 2019 and the Central Record the week of January 21, 2019 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Yr Began/Current Term Expires

Mr. Sol Cohen	<u>present</u>	2014 / 2020
Mr. Gerard Petersen	<u>present</u>	2017 / 2020
Mrs. Mary Williams	<u>present</u>	2002 / 2020
Mr. Brian Davis	<u>present</u>	2012 / 2021
Mrs. Kimberly Reed	<u>present</u>	2015 / 2021
Mrs. Lisa Hill-Muff	<u>present</u>	2018 / 2021
Mr. Jeffrey Souza, Vice President	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>present</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>present</u>	2016 / 2019
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	_____	
Lauren Tedesco, Capehart & Scatchard	_____	
Sanu Dev, Capehart & Scatchard	<u>present</u>	

4. Approval of Minutes

Motion by Kimberly Reed, seconded by Sol Cohen

RECOMMEND that the Board of Education approve the minutes of the December 20, 2018 and January 3, 2019 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”: Mr. Cohen, Mr. Petersen, Mr. Davis, Mrs. Reed, Mrs. Hill-Muff, Mrs. Figueroa-Epifanio, Mr. Souza, Mrs. Mozee

Abstention from December 20 vote:

Mrs. Williams, voting yes on January 3 minute approval vote

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5. Executive Session – In

Motion by Gerard Petersen, seconded by Kimberly Reed to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:53pm. 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.

6. Executive Session – Close

Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio to come out of Executive Session. Time out: 7:11pm. Motion carried, voice vote, all present voting “yes”.

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7. Executive Session 2 – In

Motion by Gerard Petersen, seconded by Kimberly Reed to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:17pm. 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.

8. Executive Session 2 – Close

Motion by Jeffrey Souza, seconded by Brian Davis to come out of Executive Session. Time out: 7:24pm. Motion carried, voice vote, all present voting “yes”.

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9. Presentations – unless otherwise stated, all presentations will be held during the Action Meeting

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.

**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:

*Ryan Spackman, Noah Russell, Saiyedatun Alifuddin, Julianna English,
David Olea-Vinalay, Isabella Alvarez, Dominic Shellenberger, Logan Pumphrey,
Dominic Neumann, Jocelyn Tellez-Sorcia*

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

*Marlon Zamora-Osorto, Olivia Van Elsland, David Matias Sebastian, Helen Chen,
Madison Davis, Guneet Singh, Esmeralda Castillo-Insley,
Luis Rodriguez-Roman, Anthony Podwats, Bryce Powell*

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

*Genevieve Rastelli, Sayem Sayduddin, Jaden Marshall, Isaiah Pease,
Saiyedatun Alifuddin, Elizabeth Hernandez Torres*

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

*Chloe McCaully, Paiton McCauley, Drake Petersen, Aaloki Patel,
Nai Encarnacion, Myles Blevins*

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**JANUARY IS BOARD OF EDUCATION
RECOGNITION MONTH!
THANK YOU BOARD MEMBERS FOR ALL YOU DO !**

10. 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 Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Time in: 7:41pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance is as Follows

Husayn Encarnacion, Aliano Osorto-Zamoar, Lisa Spackman

11. Public Comments – Closed

Motion by Brian Davis, seconded by Kimberly Reed to close the meeting to the public. Time closed: 7:41pm. Motion carried, voice vote, all present voting “yes”.

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12. 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

2018 - 2019 BOARD GOALS

BOARD GOAL #1: Complete all phases of the CSA evaluation process for the 2018-2019 school year by the June 30, 2019 deadline as described in NJ Administrative Code and Statute.

BOARD GOAL #2: Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.

BOARD GOAL #3: Continue to work as a Board of Education to investigate ways to improve communication with district parents and the community.

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District Goals for 2018-2019

- Continue to supervise the organization and implementation of articulation meetings with Administrative Teams from Pine Hill, Clementon and Berlin Township for curriculum articulation and sharing of best practices.
- Work with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

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

Date Reported to Superintendent	School	Case Number	Result	Action
N/A for this meeting				

This is the first report of the above incidents. No action is necessary at this time.

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

Date Reported to Superintendent	School	Case Number	Result	Action
11/19/18	DDE	5369	HIB	Three counseling sessions and parent contact.
11/19/18	DDE	5376	Not HIB	Counseling and parent conference

Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio

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 (Cases # 5369 and 5376) reported on November 19, 2018.

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

Voting “yes”: Mrs. Figueroa-Epifanio, Mrs. Reed, Mr. Cohen, Mrs. Hill-Muff, Mr. Davis, Mrs. Williams, Mr. Souza, Mrs. Mozee

Voting “no”: Mr. Petersen

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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>
PK	PK Staff	Ronald McDonald House, Camden <i>Visit, handout pillows made by students</i>	02/12/19	\$0.00	Two drivers, two buses
PK	PK Staff	Adventure Aquarium, Camden <i>Hands on experience related to water</i>	03/08/19	\$5.00 – district will pay \$4.00 per student Parking \$10, Two drivers, two buses	
7 & 8	M Bright	Overbrook HS <i>HS visit, Preview of spring musical, Q & A</i>	03/20/19	\$0.00	Three drivers, three buses
PK	PK Staff	Marlton Shop Rite, Marlton <i>Visit, tour of store, discussion about healthy eating habits, how a store operates</i>	04/04/19	\$0.00	Two drivers, two buses
1	Gr 1 Staff	Philadelphia Zoo, 04/02/19 <i>Visit, observe wild animals in their habitat</i>	04/02/19	\$0.00-students provide lunch Tolls, Parking for Three drivers, three buses	

1. Motion by Aida Figueroa-Epifanio, seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the January 24, 2019 agenda.

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

F. Safety and Security – JFK – December, 2018

Type of Drill Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

G. Safety and Security – DDE – December, 2018

Type of Drill Date and Time

- Fire – December 18, 2018 at 1:15pm
- Lockdown – December 12, 2018 – at 2pm
- Bus Evacuation
- Bomb Threat

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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 for this month			

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

I. Discussion Items:

Policy	Name	Bylaws	Name
5141.3, Exhibit 2	NJ Dept of Health Vaccine Preventable Disease Program		

1. Motion by Jeffrey Souza, seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of Policy #5141.3, Exhibit 2 – NJ Dept of Health Vaccine Preventable Disease Program. *This document was uploaded to the board portal, December, 2018 folder for board review.*
Motion carried, roll call vote, all present voting “yes”.

2. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the materials donated by a Donor’s Choose Project for Pre School for gross motor and outdoor activities.
Motion carried, roll call vote, all present voting “yes”.

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13. Personnel

- 1. Motion by _____ seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff pending receipt of appropriate certificates and sexual misconduct disclosure forms and criminal history background requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
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N/A for this month

- 2. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

N/A for this month

- 3. Motion by Jeffrey Souza, seconded by Gerard Petersen
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation from staff member Jonathan Liano effective January 17, 2019. Mr. Liano has been on staff since September 1, 2007. Motion carried, roll call vote, all present voting “yes”.

- 4. Motion by Kimberly Reed, seconded by Gerard Petersen
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the FMLA requests as listed below:
 Employee # 01423 from 2/25/19 – 3/15/19
 Employee # 00271 on an intermittent basis beginning 1/17/19
 Motion carried, roll call vote, all present voting “yes”.

14. Curriculum and Instruction

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15. Business and Finance

Financial Report – Period Ending November 2018

Motion by Kimberly Reed, 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 November 2018. 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 2018. The Treasurer’s and Secretary’s report are in agreement for the month of November 2018.
- 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. Motion by Jeffrey Souza, seconded by Gerard Petersen 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>
K Haloupek	\$?	Rowan University, 01/18/19 NJCEE – School culture and climate	\$0.00
J Rotberg	\$0	Clementon District, 01/18/19 Observation of EnVision 2.0 in use	\$0.00
C Bissic	\$0	Clementon, 01/24/19 Tri District Cohort Observations	\$0.00
C Aloï	\$218	Online Webinars by Heinemann 4 dates: 01/28/19 02/04, 11, 25/19 Strategies for ELL reading instruction	\$0.00
S Zimmerman	\$218	Online Webinars by Heinemann 4 dates: 01/28/19 02/04, 11, 25/19 Supporting English Learners in the Reading Workshop	\$0.00
K Braidwood	\$149	NJPSA/FEA, Monroe NJ, 02/12/19 Supports for Inclusive Education	\$0.00
A Berth	\$0	Delsea Regional HS, 02/26/19 OnCourse Incubator Summit – strategies in utilizing OnCourse for district use	\$0.00
D Bottley	\$0	Delsea Regional HS, 02/26/19 OnCourse Ed Tech – Strategies to use OnCourse to simplify digital assessments, data and analysis	\$0.00
E Austermuhl	\$0	Delsea Regional HS, 02/26/19 OnCourse Incubator Summit – Use of data tools for the system	\$0.00
D Inman	\$259	BER, Cherry Hill, 03/01/19 Practical interventions to increase learning and improve behavior	\$0.00
M Joshu	\$259	BER, Cherry Hill, 03/01/19 Behavior management strategies	\$0.00
J Virelli	\$259	BER, Cherry Hill, 03/11/19 Learned interventions to assist struggling readers	\$0.00
C Pfluger	\$0	Atlantic City, 03/11-13/19 NJ School Buildings & Grounds Assoc. Annual Conference and Expo	\$0.00

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R Deaner	\$269	Mt. Laurel Westin Hotel, 03/18/19 BER, Strategies to decrease attention seeking and tantrum behaviors	\$0.00
A Episcopo	\$149	NJPSAFEFA, 03/25/19 Understanding the role of School Climate Team	\$0.00
D Smithen	\$259	BER, Cherry Hill, 03/25/19 Instruction will be used to enrich the Guided Math program	\$0.00
M Riggio	\$259	BER, Cherry Hill, 03/25/19 “Develop Growth Mindset in Math to Increase Students’ Perseverance, Engagement and Success”	\$0.00
H Farlow	\$300	BER, Paramus NJ, 04/10 & 11/19 Google Boot Camp – to further knowledge of tools to assist staff and students in the classroom and office	\$0.00
R Wilson	\$149	Rowan University 05/10/19 Strategies to improve instruction for modelling mathematics	\$0.00

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

- F. Motion by Gerard Petersen, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 56 Amount \$1,083,908.57

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

- G. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the January, 2019 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 the board review. A list is on file with the Business Administrator.*

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

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- H. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 CARE disbursements for the month of December, 2018 in the amount of \$897.78.

This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.

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

- I. Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 Cafeteria disbursements for the month of December, 2018 in the amount of \$35,465.12.

This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.

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

- J. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement request for staff member Ana Klinke in the amount of \$1,000 and for staff member Jessica Rotberg in the amount of \$1,000.

A chart with course details was uploaded to the month’s board folder for review and is included in the board packet.

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

16. Old Business

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17. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Agenda Public Comments procedure revision-separate handout

By laws review – see separate handout

18. 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 Gerard Petersen, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 8:13pm. Motion carried, voice vote, all present voting “yes”.

19. Public Comments – Closed

Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed to close the meeting to the public. Time closed: 8:13pm. Motion carried, voice vote, all present voting “yes”.

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20. Executive Session – In – N/A

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

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:

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 - 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.

21. Executive Session – Close

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

22. Adjournment

Motion by Kimberly Reed, seconded by Brian Davis, to adjourn the meeting. Meeting adjourned: 8:13pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator