

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

February 22, 2018

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Jeffrey Souza, Vice-President, call this meeting to order under the Open Public Meetings Act at 7:31pm. 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 16 , 2018 and the Central Record the week of January 15 , 2018 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>absent</u>	2014 / 2020
Mr. Gerard Petersen	<u>present</u>	2017 / 2020
Mrs. Mary Williams	<u>absent</u>	2002 / 2020
Mr. Brian Davis	<u>present</u>	2012 / 2018
Mrs. Kimberly Reed	<u>present</u>	2015 / 2018
Mrs. Joanne Young	<u>absent</u>	2015 / 2018
Mr. Jeffrey Souza, Vice President	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>absent</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	<u>absent</u>	
Lauren Tedesco, Esq.,	<u>present</u>	

4. Approval of Minutes

Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed, RECOMMEND that the Board of Education approve the minutes of the January 24, 2018 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”: Mrs. Figueroa-Epifanio, Mrs. Reed, Mr.Petersen, Mr. Souza

Abstention: Mr. Davis

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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: _____.

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7. 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:***

*Mark Riepen, Ryan Pach, Katherine Pach, Logan Pumphrey, Dominic Neumann,
Shaleen Sheteel, Zaina Sumun, Danica Boyle, Caleb Riess, Ian Kirk*

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

*Chloe McCaully, Jennifer Guemes-Vargas, Preslee Parker, Danica Simpson,
Gabrielle Marchese, Jayden Branch, Thomas Payne, Evan Brummell,
Colin Kirk, Michael Gilbert*

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

Karma Jane Nunnenkamp, Aidan Wegrzniak, Mary Holland, Caleb Jones, Gianna Hardy

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

Ariyana Thompson, James English, Jayden Branch, Jaime Geiger, Angel Evans

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Presentation to Chris Steele from the TCC/Verizon Store in West Berlin, NJ for the classroom supplies for JFK staff.

- a. Motion by Brian Davis, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the following donation:
- Accept donation of classroom supplies for teachers at JFK from the TCC/Verizon Store in West Berlin, NJ.
- Motion carried, roll call vote, all present voting “yes”.

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 Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Time in: __pm.

Public in Attendance is as Follows

Cheryl Hughes, Heather Pach, Damon Branch, Jennifer Virelli

Staff member Cheryl Hughes spoke about safety concern – keypads at all doors

9. Public Comments – Closed

Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed, to close the meeting to the public. Time closed: 7:40pm. Motion carried, voice vote, all present voting “yes”.

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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 GOALS

2017-2018

1. 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
2. Work with the district administrative staff to investigate the Future Ready School initiative for ways to increase the use of technology for instructional purposes.

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BOARD GOALS

1. Complete all phases of the CSA evaluation process for the 2017-2018 school year by the June 30, 2018 deadline as described in NJ Administrative Code and Statute.
2. Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.
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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C. Harassment, Intimidation and Bullying (HIB) Incident Report

Date Reported to Superintendent	School	Case Number	Result	Action
1/29/18	JFK	4148	Not HIB	Separation of students; Meeting with guidance counselor

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

Motion by Brian Davis, seconded by Jeffrey Souza,

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 #4148) reported on January 29, 2018. Motion carried, roll call vote, all present voting “yes”.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
4	Walker	Broadway Theatre, Pitman, NJ	03/08/18	\$6	Two drivers, two buses

- Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the February 22, 2018 agenda. Motion carried, roll call vote, all present voting “yes”.

F. Safety and Security – JFK – January, 2018

Type of Drill Date and Time

- Fire – January 29, 2018 – 2:45pm
- Lockdown – January 16, 2018 – 11:00am
- Bus Evacuation
- Bomb Threat

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G. Safety and Security – DDE – January, 2018

Type of Drill Date and Time

Fire - January 25, 2018 – 1:45pm

Lockdown – January 19, 2018 9:00am

Bus Evacuation

Bomb Threat

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:

Exhibit	Name	Regulation	Name
2121	District Organizational Chart	3260/3270	Technology Equipment Disposal

Motion by Kimberly Reed, seconded by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Second Reading of Exhibit 2121 – District Organizational Chart as well as Regulation 3260/3270 – Technology Equipment Disposal. *These documents were uploaded to the board portal, January, 2018 folder for board review.*

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

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J. Discussion Items:

Policy	Name	Regulation	Name
9322	Public and Executive Sessions	9322	Public Participation Procedure
		5142.2	CARE Program Rate Increases for 18-19 School Year

Motion by Jeffrey Souza, seconded by Aida Figueroa-Epifanio

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the First Reading of Policy 9322 – Public and Executive Sessions as well as Regulation 9322 – Public Participation Procedure and Regulation 5142.1 CARE Program Rate Increases for 18-19 School Year. *These documents were uploaded to the board portal, January, 2018 folder for board review.*

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

K. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the following donation:

- o Glockenspiel for the JFK Music Program from the Donor’s Choose Crowdfunding Website

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

11. Personnel

a. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with receipt of emergency certification and criminal history requirements as noted below:

Name _____ Position _____ Salary _____ Start Date _____

N/A

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- b. Motion by Jeffery Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

Allison Hunt, Rosario Huelitl, Ismael Martinez

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

- c. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Spring Sports Coaches for Dwight D. Eisenhower Middle School:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Eric McCoach	Baseball Head Coach	\$2,000	Approx 2/23/18
John Kelly	Softball Head Coach	\$2,000	Approx 2/23/18
Laura Burke	Track Coach (Co-ed)	\$1,600	Approx 2/23/18
Brian Martino	Baseball Assistant Coach	\$1,200	Approx 2/23/18
Ana Klinke	Softball Assistant Coach	\$1,000	Approx 2/23/18
Jeffrey Krachun	Track Assistant Coach	\$1,000	Approx 2/23/18

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

- d. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the research study as proposed by Jessica Rotberg, DDE Math Teacher. *(Study materials uploaded to the February folder on the portal for your review.)*

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

- e. Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to accept the letter of retirement, with regret, from Constance Carver, Custodian, effective August 31, 2018. Mrs. Carver has been on staff since September 1, 1993.

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

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12. Curriculum and Instruction

- a. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Adaptive PE Enrichment Curriculum for grades 4-8.
(This document was uploaded to the February folder portal for your review.)

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

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13. Business and Finance

Financial Report – Period Ending December 2017

Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio

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 2017. 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 2017. The Treasurer’s and Secretary’s report are in agreement for the month of December 2017.
- 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 Aida Figueroa-Epifanio 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>
S Troendle	\$199	PESI, Cherry Hill, NJ 02/27/2018 <i>Strategies to help with student self-regulation</i>	\$0.00
H Farlow	\$100	NJPSAFEA, Monroe Twp NJ 04/25/2018 <i>Legal issues for Admin Assistants</i>	\$0.00
K Amanto	\$100	NJPSAFEA, Monroe Twp NJ 04/25/2018 <i>Legal issues for Admin Assistants</i>	\$0.00
C Hughes	\$239	BER, Voorhees, NJ 03/15/2018 <i>Strategies to help special ed students regulate learning growth</i>	\$0.00
D Bottley	\$100	FEA, NJTESOL/NJBE-REA online 03/22/2018 <i>English Language Learners Summit – Emerging Legal Issues and Best Practices</i>	\$0.00
K Gadzinski	\$175	Stockton University 05/18/2018 <i>Working with the MD population</i>	\$0.00
J Friedman	\$175	Stockton University 05/18/2018 <i>Working with the MD population</i>	\$0.00
A Poulton	\$89	Smart Ears, online workshop 03/07/2018 <i>Practical strategies for working with the Deaf H/H population</i>	\$0.00
F Pupa	\$149	Rowan University 03/12/2018 <i>Strategies for Lego Mindstorm Robotics – will be in curriculum for the 2019-2020 school year</i>	\$0.00
M Ivancich	\$149	Camden County College 03/13/2018 <i>Writing useful IEP’s</i>	\$0.00

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

- F. Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 57 Amount \$971,090.46

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

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- G. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the February, 2018 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”.
- H. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 CARE disbursements for the month of January, 2018 in the amount of \$1,182.94. *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 Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 Cafeteria disbursements for the month of January, 2018 in the amount of \$32,657.23. *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 Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2% increase for the PreSchool tuition totaling \$3570 for the 2018-2019 school year.
Motion carried, roll call vote, all present voting “yes”.

14. Old Business

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15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

School Safety – Board member interest in school safety procedures,
Dr. Austermuhl addressed volunteer background checks, SRO

March Board Meeting Date – Rescheduled for Wednesday, March 28, 2018

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 Brian Davis, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 8:22pm. Motion carried, voice vote, all present voting “yes”.

Cheryl Hughes – spoke about considerations for next year’s calendar:

Phyllis Magazzu – student disciplinary issue

17. Public Comments – Closed

Motion by Kimberly Reed, seconded by Gerard Petersen to close the meeting to the public. Time closed: 8:30pm. Motion carried, voice vote, all present voting “yes”.

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18. 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: 8:30pm. 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 Kimberly Reed, seconded by Aida Figueroa-Epifanio to come out of Executive Session. Time out: 8:53pm. Motion carried, voice vote, all present voting “yes”.

20. Adjournment

Motion by Gerard Petersen, seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 8:53pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator