

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

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 7:32pm. 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 5, 2017, 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 11, 2017 and the Central Record the week of January 15, 2017 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 / 2017
Mr. Keith Jones, Vice President	<u>present</u>	2011 / 2017
Mrs. Mary Williams	<u>present</u>	2002 / 2017
Mr. Brian Davis	<u>present</u>	2012 / 2018
Mrs. Kimberly Reed	<u>present</u>	2015 / 2018
Mrs. Joanne Young	<u>present</u>	2015 / 2018
Mr. Jeffrey Souza	<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	<u>absent</u>	

4. Approval of Minutes

Motion by Keith Jones, seconded by Brian Davis, RECOMMEND that the Board of Education approve the action meeting minutes of September 28, 2017 as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, voting as follows:

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

Abstentions: Mrs. Figueroa-Epifanio, Mrs. Mozee

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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 – 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.

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October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

**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:

*Noella Duran, Dominic Shellenberger, Kayla Alexander, Lucien Natter,
Sophia Van Elsland, Zachary Bright, Leah Alexander,
Peter Church, Ashlie Shendock, Adam Mayer*

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

*Evyania Papathanasiou, Braydon Balducci, Sarah McGovern,
Alexander Rozanski, Dhnaj’ Wilson, Carson Russo,
Jamie Geiger, Anthony Podwats, Olivia Lucier, Logan Brown*

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

Robert Smarra, Ashley Shendock, Noah Muff, Angelo Garay, Lillianna Liberti

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

Gianna Moser, Mya Torres, Troy Molins, Helen Chen, Cliff Carter

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 Aida Figueroa-Epifanio, seconded by Kimberly Reed, to open the meeting to the public for the discussion of agenda items only. Time in: 7:42pm. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Public in Attendance as Follows:

*Jonathan Liano, Bonnie Dasher, Deana Rozanski, Vic Rozanski,
Don Muff, Lisa Muff, Tim VanCuren, Victoria Profit, Heather Pach,
Carla Van Elsland, Beverly Engelbert, Rosemary Iannuzzi,
Frank Magazzu, Dante Magazzu, Robert Wilson,
Danielle Inman, Denise Smithen, Carrie Aloï, Jaime Friedman,
Scott Reynolds, Peggy Farlow, Vicki Balducci,
Jenny Ulmer, Jen Virelli, Dawn Schafer, Sherie Troendle,
Lois Lang, Stacey Childs*

9. Public Comments - Closed

Motion by Mary Williams, seconded by Jeffrey Souza, to close the meeting to the public. Time closed: 7:42pm. Motion carried, voice vote, all present voting “yes”.

10. Superintendent’s Report

A. Review District Mission Statement

DISTRICT MISSION STATEMENT

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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.

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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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 – none reported this month

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
TBD	Bright	Panchero’s	12/15/2017	\$0	Two drivers, two buses

1. Motion by Jeffrey Souza, seconded by Sol Cohen, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the October 28, 2017 agenda. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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

Fire – September 21 at 11:35am
Lockdown - September 20 at 10am
Bus Evacuation – September 27
Bomb Threat

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

Fire – September 11 at 8:45am
Lockdown – September 19 at 1:15pm
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

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
None received this month			

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

I. Discussion Items:

Policy	Name	Bylaws	Name
3541.33	Transportation Safety		
6114	Emergencies and Disasters Preparedness		

a. Motion by Brian Davis, second by Kimberly Reed, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of policies 3541.33 – Transportation Safety and 6114 – Emergencies and Disaster Preparedness. *These items were uploaded to the board portal, September, 2017 folder for review.*

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

b. Motion by Keith Jones, second by Aida Figueroa-Epifanio, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the QSAC SOA (Statement of Assurance) for the 2017-2018 school year for submission to the Department of Education as presented. *This item was uploaded to the board portal, September, 2017 folder for review. It is included in the board packet for this meeting.*

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

c. Motion by Joanne Young, second by Sol Cohen, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the AED Action Plans for John F Kennedy School and Dwight D Eisenhower School. *These items were uploaded to the board portal, September, 2017 folder for review. Hard copy is on file with the superintendent.*

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

11. Personnel

- a. Motion by Jeffrey Souza, 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>
Cheryl Johnson	CARE Support Staff	\$12.00/hr	09/25/2017
Evan Lindner	CARE Support Staff	\$20.00/hr	09/07/2017
Brian Martino	CARE Support Staff	\$20.00/hr	09/07/2017
Jackie Lawlor	CARE Support Staff	\$20.00/hr	09/07/2017
Frank Pupa	NJHS Advisor	\$1,750.00	
	*change from prior approval which was for ½ year; this is for full year		

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

- b. Motion by Mary Williams, second by Kimberly Reed, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, for Amy Endicott, effective October 17, 2017. Ms. Endicott was employed as a long term substitute starting September, 2017. Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

N/A

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

13. Business and Finance

Financial Report – Period Ending August 2017

Motion by Mary Williams, seconded by Joanne Young,
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 August 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 August 2017. The Treasurer’s and Secretary’s report are in agreement for the month of August 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”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- E. Motion by Jeffrey Souza, 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>
E Fasanella	\$239	BER, Cherry Hill, NJ 11/29/17 <i>To learn innovative instructional approaches and interventions for struggling readers</i>	\$0.00
M Ivancich	\$0	Garfield Park Academy, Willingboro, NJ 12/08/17 <i>Exploring anger across childhood and its behavioral expression in school.</i>	\$0.00
D Bottley	\$75	NJSPA, Cherry Hill, NJ 11/03/17 <i>Overview of the latest developments in HIB laws</i>	\$0.00
A Berth	\$0	NJASBO Conference, NJ 10/24, 25/17 <i>Sessions to attend on future ready schools</i>	\$0.00
R Rollins	\$110	NJASP, East Windsor, NJ 12/08/17 <i>Self-regulation skills</i>	\$0.00
D Alessandrine	\$259	BER, Cherry Hill, NJ 01/29/18 <i>Practical timesaving workstations that work for Preschool and Kindergarten</i>	\$0.00
S Troendle	\$0	Webinar, TLC Lively Letters 11/07/17 <i>Sessions to attend on future ready schools</i>	\$0.00
J Virelli	\$209.99	Summit, Cherry Hill, NJ 11/17/17 <i>Deciphering and using center strategies for students with sensory and Behavior difficulties</i>	\$0.00
L Erickson	\$135	NJASCD, Monroe Twp, NJ 01/9/18 <i>Making the most out of ELA block, organizing lessons to incorporate ELA Strategies</i>	\$0.00
K Gray	\$135	NJASCD, Monroe Twp, NJ 01/9/18 <i>Making the most out of ELA block, organizing lessons to incorporate ELA Strategies</i>	\$0.00
W Walker	\$135	NJASCD, Monroe Twp, NJ 01/9/18 <i>Making the most out of ELA block, organizing lessons to incorporate ELA Strategies</i>	\$0.00
M Ivancich	\$0	Monmouth Univer, NJ 11/02/17 <i>Social work alumni lecture: A Culturally Competent Approach to Youth Suicide</i>	\$0.00
Berlin Township Board of Education and Administration Group	\$0	NJSBA Workshop 2017 10/23-10/26/17	\$1,500.00 (GROUP)

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- F. Motion by Mary Williams, second by Sol Cohen,
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following budget transfer:

FROM: 11-190-100-610-E General Supplies, DDE \$600.00
TO: 11-230-100-610-E Basic Skills Supplies, DDE \$600.00
RE: Original amount budgeted for Study Island did not cover the program increase, which left a shortfall of \$600.

FROM: 11-190-100-610-K General Supplies, JFK \$650.00
TO: 11-240-100-610-K ESL Supplies, JFK \$650.00
RE: Cover costs for leveled readers for the ESL Program.

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

- G. Motion by Mary Williams, second by Jeffrey Souza,
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 53 Amount \$ 469,004.96

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

- H. Motion by Mary Williams, seconded by Kimberly Reed,
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the October, 2017 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”.

- I. Motion by Jeffrey Souza, second by Joanne Young,
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 CARE disbursements for the month of September in the amount of \$2,055.57.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- J. Motion by Aida Figueroa-Epifanio, second by Kimberly Reed, RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 Cafeteria disbursements for the month of September in the amount of \$12,857.23. Motion carried, roll call vote, all present voting “yes”.
- K. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts: NONE RECEIVED FOR THIS MONTH.
- L. Motion by Mary Williams, second by Sol Cohen, RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following tuition contract for the 2017-2018 school year between Berlin Township School District and Camden County Technical Schools. This is a revised contract based on certified tuition adjustments. New amount is \$85,907.00. Motion carried, roll call vote, all present voting “yes”.
- M. Motion by Mary Williams, second by Sol Cohen, RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following tuition contract for the 2017-2018 resident high school students between Berlin Township School District and Pine Hill School District. Contract cost is \$2,311,040. Estimated number of students is 160. Motion carried, roll call vote, all present voting “yes”.

14. Old Business

2017-2108 District Goals Action Plan – distributed to each board member in packet

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

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 Keith Jones, seconded by Kimberly Reed, to open the meeting to the public for the discussion of subjects. Time in: 8:07pm. Motion carried, voice vote, all present voting “yes”.

Staff member Danielle Inman addressed the board. Thanks parents for their support, asking for fair compensation for what the teachers do daily.

17. Public Comments - Closed

Motion by Mary Williams, seconded by Kimberly Reed, to close the meeting to the public. Time closed: 8:11pm. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 19, 2017

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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: 8:12pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator