

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 27, 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 7:30pm. Motion carried, voice vote, all present voting “yes”.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 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>present</u>
Mrs. Cynthia Mozee	<u>present</u>
Mrs. Jocelyn Lewis	<u>present</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 Keith Jones seconded by Deanna Reilly
RECOMMEND that the Board of Education approve the action meeting minutes of the February 27, 2014 meeting and the special meeting minutes of the March 19, 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. Jones, Mr. Souza, Mrs. Mozee, Mrs. Lewis, Mrs. Middleman, Mr. Davis, Mrs. Reilly, Mrs. Williams

Abstention on February 27, 2014: Mr. Rodrigues, voting yes on March 19, 2014

Abstention on March 19, 2014: Mr. Souza, voting yes on February 27, 2014.

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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 – N/A

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

7. Presentations

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

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

Cadence Allen, Cheyanne Peterson, Aaron Duras, David Mitros, Jana Lee Hinkie, Nanzibah Hossain, Preslee Parker, Daniel LaLena, Madelyn Russo, Catelyn Kiefreider, Alexander Cudeyro

The following students are being recognized as Students of the Month of February for the Dwight D. Eisenhower Middle School:

Brianna Cronin, Isaiah Branch, Kaylee Anderson, Vincent Vanzyl, Makayla Ottinger-Morrison, Dominic Pinto, Yisel Diaz, Kayla Santiago, Gianni Magazzu

Presentation by BTAA’s Al Silva regarding plans for a tournament this spring and presenting a gift of baseballs to the district.

- a. Motion by Jeffrey Souza seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent,
accept the gift of three dozen baseballs valued at \$206.94 from BTAA for the district sports teams. 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 Cynthia Mozee to open the meeting to the public for the discussion of agenda items only. Time in: 7:44pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance as Follows:

Charlotte Cohn, Dan Cohen, Al Silva, Ayanna Barbee, Frank Magazzu

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9. Public Comments - Closed

Motion by Jeffrey Souza seconded by Cynthia Mozee to go close the meeting to the public. Time closed: 7:45pm. 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.

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

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DISTRICT & BOARD OF EDUCATION GOALS

2013-2014

1. Supervise the revision and implementation of all district curricula, over the next 3 years (2013-2016) as per 2013 QSAC findings in order to improve student growth and achievement.
2. Review and revise all district policies and procedures in order to maintain and improve district programs, curricula, and the teaching and learning process.
3. Supervise the implementation of Achieve NJ requirements in order to improve teacher performance resulting in increased student growth and academic achievement.

BOARD GOALS

1. Complete the Superintendent Evaluation and Board of Education Self-Evaluation by July 1, 2014.
2. Plan a Board of Education retreat.
3. Review and revise, as needed, the Board of By Laws as found in the 9000 Section of the District Policy Manual. **See Policies: 9113, 9114, 9121, 9123/9124, 9123/9124(R), 9125, 9127.**

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

Date Reported to Superintendent	School	Case Number	Result	Action
3/6/14	DDE	8	Bullying	Suspension
3/7/14	DDE	9	Normal conflict	Decreased contact between students; conference with principal
3/13/14	DDE	10	Normal conflict	Increased supervision for the students; group and individual counseling
3/12/14	DDE	11	Harassment/Bullying	Increased supervision for the students; individual counseling

D. Board Affirmation of Harassment, Intimidation and Bullying Investigation

Decisions

Motion by Cecil Rodrigues 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 (Cases # 8 to 11) reported from 3/6/14 through 3/12/14. Motion carried, roll call vote, all present voting “yes”.

D1: 2012-2013 School Self Assessment for Determining Grades under the Anti-Bullying Bill of Rights (see attachment)

Brief Report by the Superintendent

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
8	Kolaski	Morey’s Pier	06/16/14	\$0.00	two drivers, two buses, tolls

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F. Safety and Security – JFK

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

Fire - 2/28/14
 Lockdown- 2/10/14
 Bus Evacuation

G. Safety and Security – DDE

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

Fire - 2/25/14
 Lockdown – Shelter in Place – 2/12/14
 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

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: N/A

Organization	Facility	Date and Time	Event
N/A			

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

First Reading:

Policy	Name	Regulation	Name
		5141.6	Self Injury/Self-Mutilation
		5131.5	Reporting Violence, Vandalism, Alcohol and Other Drug Abuse

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Second Reading:

Policy	Name	Regulation	Name
5141.6	Self Injury/Self-Mutilation	4116	Evaluation of Teaching Staff Members
		2130	Principal Evaluation

- h. Motion by Deanna Reilly second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of Regulations 5131.5(R) Reporting Violence, Vandalism, Alcohol and Other Drug Abuse and 5141.6(R) Self Injury/Self-Mutilation the second reading Policy 5141.6 Self Injury/Self-Mutilation, Regulation 4116 Evaluation of Teaching Staff Members, and Regulation 2130 Principal Evaluation. 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:

Name	Position	Salary	Start Date
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N/A

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- b. Motion by Jeffrey Souza second by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following student teaching assignments:

<u>Student Name</u>	<u>Grade</u>	<u>Cooperating Teacher</u>	<u>Start Date</u>
Rose Esther Kravetz	Elem K -5	Tara Corbett	Fall, 2014
Shannon McFerren	Grade 4 Sp Ed	Jennifer Uhniat	Fall, 2014
Shannon McFerren	Grade 7 Sp Ed	Bonnie Dasher	Fall, 2014

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

- c. Motion by Jeffrey Souza second by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

Jacob Odegaard

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

12. Curriculum and Instruction

- a. **2013 NJ ASK Score Review by the Superintendent (handout on the portal)**

- b. Motion by Jeffrey Souza second by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of an application by Mr. Murphy, JFK Principal, for the “Using Arts Infused Instruction to Enhance the Common Core” July 14-16, 2014 at Princeton University. This grant is sponsored by FEA, NJPSA, the Geraldine Dodge Foundation, the Program for Teacher Preparation, Princeton University and Crayola. (see brief description on the portal).
Mr. Murphy will again be holding the Flyers School Assembly on 3/25/14 and the Juvenile Diabetes Program on 4/18/14. (see description on the portal)

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

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13. Business and Finance

Financial Report – Period Ending January 2014

MOTION BY Keith Jones SECOND BY Melanie Middleman

RECOMMEND that the Board of Education 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 January 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 January 2014. The Treasurer’s and Secretary’s report are in agreement for the month of January 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

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

- E. Motion by Jeffrey Souza seconded by Cynthia Mozee 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>
Marilyn Cosme Bright	\$0	Forsgate CC	04/03/14	
		NJ Common Core Leadership Summit		
Sheila Draft	\$150	EIRC	04/04/14	
		CCSS Math & Social Studies		
Eileen Hoff	\$150	EIRC	04/04/14	
		CCSS Math & Social Studies		

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

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F. Motion by Deanna Reilly second by Keith Jones

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following budget transfers:

FROM: 11-000-261-890-D Maintenance, Misc \$3.00

TO: 11-000-261-610-D Maintenance, Supplies \$3.00

REASON: To cover additional shipping costs.

FROM: 11-000-261-420-D Maintenance, Purchase Serv \$3,567.79

TO: 30-000-400-450-E Project Costs, DDE \$3,567.79

REASON: Cover remaining balance with Tekton for prior project.

FROM: 12-000-400-896-D SDA Assessment \$6,197.00

TO: 11-000-211-530 Attendance, Computer \$6,197.00

REASON: Cover the cost of a new student software program. It is crucial to begin the process of transferring information this year to better prepare the district for the implementation in 2014-2015.

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

G. Motion by Melanie Middleman second by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 58 Amount \$ 1,222,873.43

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

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H. Motion by Deanna Reilly second by Keith Jones

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

WHEREAS, the Board desires to engage the services of the Commission to provide requested services;

WHEREAS, the Commission is willing to provide such services for the Board; and

WHEREAS, the Board has approved a resolution authorizing the assistance of the Commission to provide services;

NOW THEREFORE, the Commission and the Board, for the considerations herein specified, agree as follows:

1. The term of this contract shall be from July 1, 2014 to June 30, 2015.
2. The Board is solely responsible for the administration of its funds relative to the provision of services rendered pursuant to this Contract.
3. The following services, if selected by the Board, will be provided by the Commission under this Contract below:

Transportation Services

- Contracted Routes Vendor cost plus 5%
- Aid in Lieu of Transportation State limit (currently \$884) plus 5%

192-193 Program

- Compensatory Education
 - ESL
 - Home Instruction
 - Supplemental Instruction
 - Speech Correction
 - Examination & Classification
 - Nursing
- Cost not to exceed State funding

CST Services

- Plan to Evaluate Meeting Only \$75.00 per consultant
- Eligibility Conference Only \$75.00 per consultant
- Evaluation & Eligibility Conference
 - One Component - English \$360.00 per student plus cost of specialized testing
 - One Component - Non-English* \$505.00 per student plus cost of specialized testing

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Three Components – English	\$975.00 per student plus cost of specialized testing
Three Components Non-English*	\$1,450.00 per student plus cost of specialized testing
• Psycho-Educational Evaluation and Eligibility Conference	
English	\$710.00 per student plus cost of specialized testing
Non-English*	\$985.00 per student plus cost of specialized testing
• IEP/Service Plan Development	\$125.00 per student
• Case Management & IEP/ISP Development	\$165.00 per student
• Annual Review	\$150.00 per student
• Transfer Case Review of Records	\$50.00 per student
• Service Plan/IEP Revision	\$45.00 per student
• Independent Reading Inventory	\$45.00 per student
• CST Consultation	\$75.00 per hour per consultant

* Rates apply to multi-lingual consultant if available. Otherwise, cost of translator is charged in addition to “English” rates.

Related Services (e.g., OT, PT)

Services Only	Vendor cost plus 5%
Services and Case Management	Vendor cost plus 10%

Purchased Educational Services**

Instructional Assistant	\$5,895 per instructional assistant per one day per week for the school year
Teacher/Certified Professional	\$15,900 per teacher per one day per week for the school year

**Tentative not to exceed rates; adjustments similar to tuition will be made at the end of the school year.

Other Professional Consultation \$90 per hour

Public Home Instruction \$45 per hour

Substitute Nursing Services Half Day = \$168
Full Day (7 hours) = \$275
Full Day (8-10 hours) = \$340
15 Days or more per diem = \$237

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Camden County School Crisis
Response Team

No charge

4. For services for Student Transportation rendered by the Commission under this Contract, the Board shall pay to the Commission a sum of the districts portion of the cost of the shared route plus a 5 % (five) administration fee for the 2014-2015 school year to be prorated based upon the actual duration of services.
5. The Commission shall bill the Board for services rendered on a monthly basis. The Board shall remit all amounts payable to the Commission within thirty (30) days following the receipt of each such invoice.
6. The Board agrees to indemnify and hold harmless the Commission from and against any and all liabilities, claims, damages, losses, costs or expenses whatsoever arising out of the negligent acts or omissions of the Board and/or the service provider in providing services under this Contract.
7. This agreement expires on June 30, 2015. No services shall be performed by the Commission thereafter in the absence of appropriate prior authorization from the Board to do so and agreement by the Commission to do so, including a guarantee by the Board that the Commission shall be paid for all services performed and costs incurred after the date of expiration .Notwithstanding the June 30, 2015 expiration date, either party may terminate this agreement prior to June 30, 2015 by giving sixty (60) days written notice to the other of its intent to terminate. Termination shall become effective at the end of the notice period unless the Commission requests or agrees to an earlier termination date. Early termination shall not relieve the Board of the obligation to pay for any services provided by the Commission through the end of the notice period. Any notice of termination shall be sent by certified mail. The notice period shall commence upon receipt of the certified mail.

During the sixty (60) day period after such notice is received, the parties shall continue to act towards each other in good faith. Notice of termination to the Board shall be addressed to the Board at the address set forth on page 1. Notice of termination to the Commission shall be directed to the address set forth in page 1.

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

- I. Motion by Cynthia Mozee second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2014-2015 One-Year Preschool Plan. Our plan was submitted to the State of New Jersey on 2/28/2014. Motion carried, roll call vote, all present voting “yes”.

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- J. Motion by Cecil Rodrigues second by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

The Berlin Township Board of Education hereby approves the submission of grant application for the 2014 Safety Grant Program through the New Jersey School Insurance Group’s BACCEIC Subfund for the purposes described in the application, in the amount of \$7,406.00 for the period July 1, 2013 through June 30, 2014.

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

- K. Motion by Jeffrey Souza second by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following out of district tuition contract for a grade 9 special education student to attend the Archway Program at a yearly rate of \$49, 828. This student is returning to the placement which was previously budgeted for. Motion carried, roll call vote, all present voting “yes”.

14. Old Business

15. New Business

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 on the published agenda and limited in length to 5 minutes.

Motion by Deanna Reilly seconded by Cynthia Mozee to open the meeting to the public for the discussion of agenda items only. Time in: 8:45pm. Motion carried, voice vote, all present voting “yes”.

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17. Public Comments - Closed

Motion by Deanna Reilly seconded by Cynthia Mozee to go close the meeting to the public. Time closed: 8:45pm. Motion carried, voice vote, all present voting “yes”.

18. Executive Session – In

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 Cecil Rodrigues seconded by Deanna Reilly to adjourn the meeting. Meeting adjourned: 8:47pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator