

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

June 25, 2015

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 7:35pm.

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>arrived at 8:56pm</u>
Mr. Sol Cohen	<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 Jeffrey Souza seconded by Cynthia Mozee
RECOMMEND that the Board of Education approve the action meeting minutes of the May 28, 2015 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. Souza, Mrs. Mozee, Mr. Cohen, Mr. Jones, Mr. Davis
Mrs. Reilly, Mrs. Williams

Abstention: Mr. Rodrigues

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5. 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.

6. Executive Session – Close

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

7. Presentations

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

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

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The following students are being recognized as students of the month of May for the John F. Kennedy Elementary School:

Caralyn Green, Alexis Brennan, Cheyanne Petersen, Shoraim Muhammad, Akeera Reid-Streater, Daniel Stoddart, Gavin Buniak, Angelica Segura, Ariyana Thompson, Saul Torres-Villalba

The following students are being recognized as students of the month of June for the John F. Kennedy Elementary School:

Layla Collins, Eric Grabert, Drake Petersen, Cadence Allen, Alyssa Marchionese, Helen Chen, Nanzibah Hossain, Domonic Balducci, Jaidyn Nguyen, Kenneth Konopka

The following students are being recognized as students of the month of May for the Dwight D. Eisenhower Middle School:

Brianna Jacob, Keily Alvarez, Kayla McDonald, Karlie Canfield, Cassidy Middleman, Kenneth Livingston, Axel Rivera, Matthew Priole, Aaron Jones, Lauren Herrera

The following students are being recognized as students of the month of June for the Dwight D. Eisenhower Middle School:

Jordan Yoder, Claudia Grabert, Christine Keenan, Justus Bell, Amelia Ruggiero, Alissa Flanagan, Briele Belisky, Caden Simpson, John Andreotti, Joshua Carbone

Thank you to parent Verna Williams for securing a \$500 donation to be used toward grade 8 activities from TD Bank.

- a. Motion by Jeffrey Souza seconded by Keith Jones

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve and accept the donation of \$500 from TD Bank to be used toward grade 8 activities. Motion carried, voice vote, all present voting “yes”.

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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 Keith Jones seconded by Deanna Reilly to open the meeting to the public for the discussion of agenda items only. Time in: 7:50pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance as follows:

*Denise Perez, Angela Marchionese, John Marchionese, Vicki Balducci, Dom Balducci,
Daniel Stoddart, Robyn Petersen, Becky Allen, Yeny Marillo, Sherbeth Ngyen,
Jairol Rivera, Patricia Vega, Phil Ngyen, Maria LaCava, Jennifer McDonald, Robert Brennan,
Denise Peidl, Charles Peidl, Kimberly Keenan, Qaumrur Hossain, Tamika Collins,
Staci Simpson, Sam Simpson, Caden Simpson, Margarita Torres, Cheri Belisky,
David Belisky*

9. Public Comments – Closed

Motion by Cynthia Mozee seconded by Brian Davis to go close the meeting to the public. Time closed: 7:52pm. 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

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B. Review District & Board of Education Goals

DISTRICT & BOARD OF EDUCATION GOALS

2014-2015

- Continue to supervise the revision and implementation of all district curricula, over the 3-year period (2013-2016) as per the 2013 QSAC findings in order to improve student growth and achievement.
- Identify key instructional strategy deficiencies with administrative staff and explore ways to implement improvement activities.
- Work with the Board of Education and district staff to identify and implement improved communication between the Board of Education, School Staff and the community.

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BOARD GOALS

1. Review and revise, as needed, Board Policies as found in the 6000 section of the District Policy Manual.
 2. Develop and implement practices that will promote inter-district participation with Pine Hill and Clementon School Districts at both the Board and District staff levels.
 3. Work with the District Staff to identify and implement improvements in communication between the Board of Education, Staff and Community members.
- C. Harassment, Intimidation and Bullying (HIB) Incident Report

Date Reported to Superintendent	School	Case Number	Result	Action
06/19/15	DDE	#5	Confirmed HIB	Meeting w/ parents, principal, guidance counselor, police. Intensive training when we return in Sept. w/ guidance counselor and anti-bullying coord. Students under supervision until the end of the year.

- D. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions
Motion by Jeffrey Souza seconded by Sol Cohen
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 # 5) reported on June 19, 2015.
Motion carried, roll call vote, all present voting “yes”.

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E. Field Trips:

Grade Teacher Place Date Cost to Student Cost to District

N/A

F. Safety and Security – JFK

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

Fire - April: 4/29 at 2:40pm May: 05/27 at 10:45am
 Lockdown – April: 4/22 at 1:30pm May: 05/20 at 10:00am
 Bus Evacuation

G. Safety and Security – DDE

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

Fire – 5/19 – 9am
 Lockdown – 5/22 – 9:45am – Shelter in Place
 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:

Organization	Facility	Date and Time	Event
N/A			

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

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I. Discussion Items:

Policy	Name	Regulation	Name
6161	Equipment, Books and Materials	R 6161	Student Instrumental Loan Form
6161.2	Complaints Regarding Instructional Materials	R 6161	Instructional Supplies
6162.4	Community Resources	R 6161.1	Evaluation and Selection of Instructional Materials
6162.5	Research	R 6161.1	Adoption of Textbooks
6163.1	Media Center/Library	R 6163.3	Live Animals in School
6163.3	Live Animals in the Classroom		

- a. Motion by Deanna Reilly seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve for second reading the following policies and regulations: Policies 6161 – Equipment, Books and Materials, 6161.2 – Complaints Regarding Instructional Materials, 6162.4 – Community Resources, 6162.5 – Research, 6163.1 – Media Center/Library, 6163.3 – Live Animals in the Classroom, and Regulations 6161 – Students Instrumental Loan Form, 6161 – Instructional Supplies, 6161.1 – Evaluation and Selection of Instructional Materials, and 6161.1 – Adoption of Textbooks, 6163.3 – Live Animals in School. Motion carried, roll call vote, all present voting “yes”.

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Policy	Name	Regulation	Name
6164.1	Intervention and Referral Services for General Education Students		
6164.2	Guidance Services	6164.2R	Guidance and Counseling , Regulation
6164.4	Child Study Team	6164.4R	Disaffected Students, Regulation
		6164.4R	Disruptive Students, Regulation
6171	Special Instructional Programs		
6171.1	Remedial Instruction		
6171.2	Gifted and Talented		
6171.3	At-Risk and Title 1	6171.3R	At-Risk Students, Regulation
		6171.3R	Title 1 Students, Regulation

- b. Motion by Jeffrey Souza seconded by Brian Davis
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve for first reading the following policies and regulations: 6164.1, Intervention and Referral Services for General Education Students; R 6164.1, Intervention and Referral Services for General Education Students; 6164.2, Guidance Services; 6164.2R, Guidance and Counseling , Regulation; 6164.4, Child Study Team; 6164.4R, Disaffected Students, Regulation; 6164.4R, Disruptive Students, Regulation; 6171, Special Instructional Programs; 6171.1, Remedial Instruction; 6171.2, Gifted and Talented; 6171.3, At-Risk and Title 1; 6171.3R, At-Risk Students, Regulation; 6171.3R, Title 1 Students, Regulation. Motion carried, roll call vote, all present voting “yes”.

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Policy	Name	Regulation	Name
6171.4	Special Education	6171.4	Special Education – Participation in Statewide Testing
6172	Alternative Educational Programs	6171.4	Special Education/Receiving Schools – IEP Implementation
6173	Home Instruction	6171.4	Special Education/Receiving Schools – IEP Compliance
6174	Summer School	6171.4	Special Education/Receiving Schools – In-Service Training
6178	Early Childhood Education/Preschool	6171.4	Special Education/Receiving Schools – Student Records
6300	Evaluation of the Instructional Program	6171.4	Special Education/Receiving Schools – Suspension/Expulsion
		6172	Home Schooling and Equivalent Education
		6172	Withdrawal From School
		6174	Summer School

- c. Motion by Deanna Reilly seconded by Brian Davis
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve for review the following policies and regulations: Policies 6171.4 – Special Education, 6172 – Alternative Educational Programs, 6173 – Home Instruction, 6174 – Summer School, 6178 – Early Childhood Education/Preschool, 6300 – Evaluation of the Instructional Program and Regulations 6171.4 – Special Education – Participation in Statewide Testing, 6171.4 – Special Education/Receiving Schools – IEP Implementation, 6171.4 – Special Education/Receiving Schools In-Service Training, 6171.4 – Special Education/Receiving Schools –Student Records, 6171.4 – Special Education/Receiving Schools – Suspension/Expulsion, 6172 – Home Schooling and Equivalent Education, 6172 – Withdrawal From School, 6174 – Summer School. Motion carried, roll call vote, all present voting “yes”.

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11. Personnel

- a. Motion by Deanna Reilly second by Cynthia Mozee and adopted by all members present voting “yes” in a roll call to approve certification hiring of staff in accordance with criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Tanya Hernandez	PT instructional aide	\$12,952, step 2	09/01/15
Virginia Popoli	Teacher of the Deaf and Hearing Impaired	BA+15 Step 14 \$75,096	09/01/15
Jessica German	CARE worker	\$8.50/hr	07/01/2015
Jennifer Gascot	ESY - Assistant Teacher	\$12/hr	07/06 – 08/06
Stacey DeCaro	Student Gov’t Advisor	\$1,750	2015-2016
Jennifer Edwards	Asst Student Gov’t Advisor	\$900	2015-2016
Carrie Aloï	Co-Coordinator 8 th Gr	\$1,050	2015-2016
Mary Jo Kolaski	Co-Coordinator 8 th Gr	\$1,050	2015-2016
Carrie Aloï	Co-Advisor Yearbook	\$750	2015-2016
Mary Jo Kolaski	Co-Advisor Yearbook	\$750	2015-2016
Evan Lindner	Dir. Band/Instrumental Music	\$4,400	2015-2016

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

- b. Motion by Keith Jones seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

Denise Perez, William Way

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

- c. Motion by Keith Jones seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the superintendent to hire staff as needed during the summer months. The board will re-affirm appointments at the following regularly scheduled board meeting. Motion carried, roll call vote, all present voting “yes”.

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- d. Motion by Deanna Reilly seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the June substitute personnel list from Source 4 Teachers.
(This list was uploaded to the portal for review.)
Motion carried, roll call vote, all present voting “yes”.

- e. Motion by Cynthia Mozee seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the letter of resignation, with regret, from Diana Jemielity, teacher at JFK. Ms. Jemielity has been employed in the district since September 1, 2012 as a Special Education Teacher. Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

- a. Motion by Jeffrey Souza seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2015-2016 District Mentoring Plan.
(This document was uploaded to the portal and is included in the board packet).
Motion carried, roll call vote, all present voting “yes”.

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- b. Motion by Brian Davis seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the subject area curricula as listed:

World Language – Pre K - 8

Social Studies

- Grade 8 – Units 1,2,3,4,7; resource items
- Pre K – 4 – Units 1 & 3
- Holocaust Units – Grades 5 – 8
The Jewish Holocaust, PolPat-Khmer Rouge, Africa,
America

Grades 6 – 8 Writing Activities

Art – Grade 2

Pre K – 3 – Guidance – Revised

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

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13. Business and Finance

Financial Report – Period Ending April & May 2015

Motion by Deanna Reilly, 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 months of April & May 2015. 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 months of April & May 2015. The Treasurer’s and Secretary’s report are in agreement for the months of April & May 2015.
- 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 Cecil Rodrigues 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 Mason	\$80	The College of NJ, 08/04/15 <i>NJ Music Educators Assoc. Mtg.</i>	\$0.00
B Reilly	\$0	Washington Twp HS, 08/18/15 <i>School Safety & Security Seminar</i>	\$0.00
E Austermuhl	\$0	Washington Twp HS, 08/18/15 <i>School Safety & Security Seminar</i>	\$0.00
M Bright	\$750	Monroe Twp, NJ, 08/25, 09/30/ 11/11 <i>NJSPA, NJASA, FEA</i> <i>Transformation leadership from</i> <i>Compliance to practice to growth series</i>	\$0.00
S Draft	\$0.00	ETS Test Center – Praxis Exam, 6/24/15	\$0.00
J Edwards	\$175	American Academy of Pediatrics, 10/14/15 Somerset, NJ – <i>Update on school health</i> <i>Rules and regulations</i>	\$0.00

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

- F. Motion by Keith Jones second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following budget transfer:

FROM: 11-190-100-320-D General, Purch Serv \$3,300.00
TO: 11-000-219-390-D CST, Purch Serv \$3,300.00

REASON: To cover the remaining costs of related services for special education students.

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

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

Batch number 63 Amount \$ 744,517.23

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

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- H. Motion by Keith Jones second by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following:

In accordance with N.J.A.C. 6A:23A-14.4(a), resolved to deposit anticipated current year surplus not to exceed \$250,000 into Maintenance Reserve account at the end of the year.

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

- I. Motion by Jeffrey Souza second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to accept and award the bid to Turf Construction Company, Inc. for the Field Irrigation Project. The amount of the base bid is \$166,955.53. Motion carried, roll call vote, all present voting “yes”.

14. Old Business

- Discussion on shared services library
- JFK Anniversary Meeting

15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Presentation by Jeffrey Patterson, Supv. Of Curriculum & Instruction

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16. Public Comments – Open

Recognition of Citizens – for subjects not appearing on agenda

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed and limited in length to 5 minutes.

Motion by _____ seconded by _____ to open the meeting to the public for the discussion of subjects. Time in: _____.

17. Public Comments - Closed

Motion by _____ seconded by _____ to go close the meeting to the public. Time closed: _.

18. Executive Session – In

Motion by Jeffrey Souza seconded by Cynthia Mozee to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 9:07pm.
Motion carried, roll call 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.

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19. Executive Session – Close

Motion by Cynthia Mozee seconded by Cecil Rodrigues to come out of Executive Session. Time out: 9:46pm. Motion carried, roll call vote, all present voting “yes”.

20. Adjournment

Motion by Jeffrey Souza seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 9:45pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator