

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 24, 2015

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Items in bold had action taken on September 17, 2015

1. Call Meeting to Order

I, Mary Williams, 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 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>absent</u>
Mrs. Jocelyn Lewis	<u>present</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>absent</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>absent</u>

4. Approval of Minutes

Motion by Keith Jones seconded by Sol Cohen
RECOMMEND that the Board of Education approve the minutes of the August 20, 2015 meeting and the September 17, 2015 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting as follows:

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Voting “yes” on August 20th minutes: Mr. Souza, Mrs. Lewis, Mr. Cohen,
Mr. Jones, Mrs. Williams

Abstention from vote on August: Mr. Rodrigues, Mr. Davis

Voting “yes” on Sept 17th minutes: Mr. Souza, Mrs. Lewis, Mr. Cohen,
Mr. Jones, Mr. Rodrigues, Mr. Davis,
Mrs. Williams

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: _____.

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7. Presentations

- a. 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 the receipt of various school supplies that were donated to the district on behalf of Mr. Robert Sheeks and The Unforgotten Haven (Jeanne Rodrigues contact person).

Certificate of Appreciation is Awarded to Mr. Robert Sheeks
Certificate of Appreciation is Awarded to The Unforgotten Haven

Motion carried, voice 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 Sol Cohen to open the meeting to the public for the discussion of agenda items only. Time in: 7:35pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance as follows:

Kaitlin Rodrigues, Charlotte Cohen, Robert Sheeks, Stacey DeCaro

9. Public Comments - Closed

Motion by Cecil Rodrigues, seconded by Brian Davis to go close the meeting to the public. Time closed: 7:36pm. 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 & 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.

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

Date Reported to Superintendent	School	Case Number	Result	Action
09/21/2015	JFK	01	Non HIB, Normal Conflict	Student meeting with Principal, letters to parents

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

Motion by Jeffrey Souza seconded by Cecil Rodrigues

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 # 01) reported on September 21, 2015. Motion carried, roll call vote, all present voting “yes”.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
8	B Reilly	CCTS, Sicklerville	10/02/15	\$0.00	One driver, one bus <i>To introduce the school to potential students</i>
PS	J Virelli, P DiLeo J German, L Wanko	West Berlin Fire Station <i>Community Visit</i>		\$0.00	One driver, one bus
8	T VanCuren	Philadelphia Walking Tour		\$0.00	Two drivers, two buses <i>To help students have a better understanding of the formation of our country, constitution and Government.</i>

F. Safety and Security – JFK – No Drills During the Month of August

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
Fire				
Lockdown				
Bus Evacuation				

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G. Safety and Security – DDE – No Drills During the Month of August

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

- Fire
- Lockdown
- 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

I. Discussion Items:

Policy	Name	Regulation	Name
6174	Summer Program		

- a. Motion by Brian Davis, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following second reading of Policy 6174 – Summer Program. 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

- b. Motion by Sol Cohen, seconded by Cecil Rodrigues
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following second reading of Regulation 6164.1 – Intervention and Referral Services for General Education Students. Motion carried, roll call vote, all present voting “yes”.

11. Personnel – this item was voted on at the September 17, 2015 worksession meeting

- a. Motion by Deanna Reilly second by Sol Cohen and adopted by all members present voting “yes” in a roll call to reaffirm the 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>
Jessica German	LTS Pre School	BA Step 2 \$51,495	9/4 – 9/30/15
Claudia Travis	LTS Gr. 7 Math	MA Step 11 Prorated \$68,680	9/24 – 12/23/15
Jessica Wright	7 th Gr. LA	MA Step 13 Prorated \$74,680	on or about 9/21/15

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

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- b. Motion by Jeffrey Souza, 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:

Tara Fields, Jaime Patnode, Joseph Garrity, Jennifer Ulmer, Maria Lee, Chris Toscano, Danielle Elliott, Heather Pach, Amanda Miranda, Michelle Sterling, Rachel Scheufele, Brandi Harber, John Field, Carrie Field, Jennifer Henderson-Somers, Melissa Villari, Robyn Petersen, Shannon Fields, Christopher Somers, Bobby Fields, Jennifer Camp, Tatanisha Hason, Uthman Hason, Nadia Gastelum, Joel Inman, Mark Maslinski, Stephania Maslinski, Bonnie Stintsman, Denise Perez, Elizabeth Perez, Jessica Peidl, Michael Bright, Marilyn Bright, Patricia Helfand, Tara Jones, Walt Cronin, Michelle Firodaliso, Sonja Fontano, Dina Alfano, Catherine Taylor, Christine Grabowski, Rich Grabowski, Vic Rozanski, Eric Lucier, Heather McGovern, Karen Lucier, Tiffany Bond, Deborah Bond, Jimmie Nunnehamp, Kathleen Skacel, Thomas Skacel, Mary Adamsky, Kimberly Keena, Samantha Bayle

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

- c. **This item was voted on at the September 17, 2015 worksession meeting.**

**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 request for leave for employee #00057. This leave will be from September 21, 2015 through November 2, 2015. Motion carried, roll call vote, all present voting “yes”.**

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- d. Motion by Keith Jones, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve, with regret the resignation of staff member Amy Frymire. Ms. Frymire has been an instructional assistant in our district since March 24, 2014. Ms. Frymire’s resignation became effective August 25, 2015. Motion carried, roll call vote, all present voting “yes”.

- e. Motion by Keith Jones, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the September, 2015 Master List of substitutes received from Source 4 Teachers. This list is on file with the Business Administrator. Motion carried, roll call vote, all present voting “yes”.

- f. 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 submission of the 2014-15 HIB School Self-Assessment for JFK Elementary School and DDE Middle School to the department of Education . *See attached document.* Motion carried, roll call vote, all present voting “yes”.

- g. 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 submission of the 2015 Memorandum of Agreement with Law Enforcement to the County Executive Superintendent and County Prosecutor. *See uploaded document to the portal.* Motion carried, roll call vote, all present voting “yes”.

- h. 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 letter of resignation, with regret, from Madeline Tresca. Ms. Tresca has been employed in the district as an Instructional Assistant since September 29, 2014. Her resignation will become effective September 25, 2015. Motion carried, roll call vote, all present voting “yes”.

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- i. 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 the following hiring of staff in accordance with criminal history requirements as noted below:
Staff Members:

<u>Name</u>	<u>Salary</u>	<u>Start Date</u>
D Alessandrine	\$35/hr CARE Homework Club	09/21/2015
L Henry	\$8.50/hr CARE Asst.	09/21/2015
K Stefanowski	\$9.00/hr Substitute Custodian	09/25/15

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

12. Curriculum and Instruction

N/A

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13. Business and Finance

Financial Report – Period Ending July, 2015

Motion by Sol Cohen, seconded by Jeffrey Souza

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 July, 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 month of July, 2015. The Treasurer’s and Secretary’s report are in agreement for the month of July, 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 Keith Jones 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>
D Park	\$159	Rowan University – 10/21 <i>RTI Workshop</i>	\$0.00
J Lawlor	\$225	Long Branch, AENJ – 10/4 – 10/6 <i>Art Workshops</i>	\$0.00
D Smithen	\$80	Atlantic City, NCTM -10/23 <i>Math Education of ELL’s</i>	\$17.50
B Reilly	\$80	Di Novi & Associates, Mt. Laurel – 9/25 <i>Student Behavior Assessment</i>	\$0.00
J Uhniat	\$80	Di Novi & Associates, Mt. Laurel - 9/25 <i>Student Behavior Assessment</i>	\$0.00
J Patterson	\$40	NJSBA Mtg – Sicklerville – 10/6 <i>Interpreting and Communicating PARCC results</i>	\$0.00
E Austermuhl	\$40	NJSBA Mtg – Sicklerville – 10/6 <i>Interpreting and Communicating PARCC results</i>	\$0.00
I Gorelik	\$325	ASHA Nat’l Convention – Colorado – 11/12-14 <i>Speech Association Meeting</i>	\$0.00
M Brewster	\$30	Stockton University – 12/02 <i>Understanding Autism Diagnosis, The Psychiatric Intervention Program and Communicating With Families Across Cultures</i>	\$0.00

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

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

FROM: 11-213-100-610-E Resource Room, Gen Supp \$1,000

TO: 11-212-100-640-E MD, Textbooks \$1,000

REASON: The teachers in the MD program have requested additional leveled books for their students. This item will be properly budgeted in the MD line next year as the classroom libraries for the MD program continue to grow.

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

- G. Motion by Brian Davis, 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 52 Amount \$ 536,048.19

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

- H. Motion by Jeffrey Souza, second by Ketih Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition contract between Berlin Township School District and the Camden County Technical Schools. Tuition contract amount is \$156,879 (\$3,076/student).

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

- I. Motion by Keith Jones, second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition contract between Berlin Township School District and the Pine Hill School District in the amount of \$2,485,450 (\$14,774/student).

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

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- J. Motion by Jeffrey Souza, second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition contract between Berlin Township School District and the Learning Tree Multicultural/Multilingual Evaluation and Consulting to provide bilingual evaluation services as needed by the Child Study Team for the 2015-2016 school year at a rate of \$700/evaluation.
Motion carried, roll call vote, all present voting “yes”.
- K. Motion by Sol Cohen, second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition contract between Berlin Township School District and the N.J. Commission for the Blind and Visually Impaired for services provided to a visually impaired 6th grade student for the 2015-2016 school year. The Level of Service of the contract is “1” with an annual cost of \$1,900.
Motion carried, roll call vote, all present voting “yes”.
- L. 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 the tuition contract between Berlin Township School District and the N.J. Commission for the Blind and Visually Impaired for services provided to a visually impaired 8th grade student for the 2015-2016 school year. The Level of Service of the contract is “1” with an annual cost of \$1,900.
Motion carried, roll call vote, all present voting “yes”.

14. Old Business

JFK 50th Anniversary Update

QSAC

2014-15 Interim QSAC update approved in August 2015

Full Evaluation during 2015-2016 school year

Library Meeting – Shared Service

G & T Update

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15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

--Invitation to Overbrooks’s Community Night FOOTBALL Game
on the 9th of October at 7pm

CCSBA

-Meeting on 10/6 at Villari’s. Discussion of PARCC with DOE rep.

CARE – Increase notification

Flexibility of scheduling

Guidelines for day of week

Choice

Jr. Honor Society – information

DDE Enrichment Program – information by Stacey DeCaro

- a. Motion by Sol Cohen second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the implementation of this program, as presented. This is a requirement of the graduate leadership program from Rowan University. Ms. DeCaro is currently a student in this program.
Motion carried, roll call vote, all present voting “yes”.

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 Jeffrey Souza to open the meeting to the public for the discussion of subjects. Time in: 8:28pm. Motion carried, voice vote, all present voting “yes”.

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17. Public Comments - Closed

Motion by Keith Jones, seconded by Jeffrey Souza to go close the meeting to the public. Time closed: 8:28pm. Motion carried, voice vote, all present voting “yes”.

18. Executive Session – In

Motion by Jeffrey Souza seconded by Brian Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:28pm. 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 Keith Jones, seconded by Brian Davis to come out of Executive Session. Time out: 9:28pm. Motion carried, voice vote, all present voting “yes”.

20. Adjournment

Motion by Brian Davis, seconded by Jeffrey Souza to adjourn the meeting. Meeting adjourned: 9:28pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator