

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

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 7, 2016, 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 15, 2016 and the Central Record the week of January 18, 2016 a meeting notice setting forth the time, date and location of this meeting.

**2. Pledge of Allegiance**

**3. Roll Call**

**Term Expires**

Mr. Jeffrey Souza	<u>present</u>	2016
Mrs. Cynthia Mozee	<u>absent</u>	2016
Mr. Sol Cohen	<u>present</u>	2017
Mr. Keith Jones	<u>absent</u>	2017
Mrs. Mary Williams	<u>present</u>	2017
Mr. Brian Davis	<u>present</u>	2018
Mrs. Kimberly Reed	<u>present</u>	2018
Mrs. Joanne Young	<u>arrived at 8:45pm</u>	2018
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 Kimberly Reed seconded by Sol Cohen  
RECOMMEND that the Board of Education approve the action meeting minutes of the August 25, 2016 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting as follows:

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

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.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

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:***

*N/A for Summer*

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

*N/A for Summer*

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

*N/A for Summer*

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

*N/A for Summer*

*C.A.R.E. Summer Students to be Recognized:*

*Evan Aubry, Alexis Brennan, Zachary Bright, James Elliott, Michael Ferris,  
Joshua Karabell-Moya, Kendall Maddox, Zachary Maslinski, Adam Mayer,  
Kaitlyn Miller, Luka Natter, Aaloki Patel, Jason Kendziera-Post,  
Emma Reed, Ashlie Shendock, Daniel Stoddart, Ryan Stoddart*

- a. Motion by Kimberly Reed, second by Jeffrey Souza  
RECOMMEND that the board of education, on the recommendation of the Superintendent and Business Administrator, accept the donation of school supplies to the district from Mr. Robert Sheeks.

Presentation of Certificate to Mr. Robert Sheeks

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**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 \_\_\_\_\_ seconded by \_\_\_\_\_ to open the meeting to the public for the discussion of agenda items only. Time in: \_\_\_\_\_.

*Public in Attendance:*

*Charlotte Cohen, Tracy Richards*

**9. Public Comments - Closed**

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

# BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

## 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

2015-2016

- 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.
- Work with the district administrative staff to identify and implement improved communication between the School District and parents and community at large via our web site and our student information system (OnCourse).
- Continue to work with the Board of Education to investigate ways to improve communication with district parents and community.

*These become the basis for the evaluation of the Superintendent, Edythe Austermuhl*

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

BOARD GOALS

1. Begin to review and revise, as needed, Board Policies as found in the 5000 section of the Policy Manual and continue through the 2016-2017 school year.
  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. Continue to work with the Board of Education to investigate ways to improve communication with district parents and the community.
- 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 – N/A  
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 \_\_\_\_\_.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

E. Field Trips:

<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>Cost to Student</u>	<u>Cost to District</u>
8th	B Reilly	CCTS Tour of facility	09/28/16	\$0	One driver, one bus

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

F. Safety and Security – JFK – N/A for August, 2016

Type of Drill      Date and Time

Fire  
Lockdown  
Bus Evacuation  
Bomb Threat

G. Safety and Security – DDE – N/A for August, 2016

Type of Drill      Date and Time

Fire  
Lockdown  
Bus Evacuation  
Bomb Threat

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- 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
N/A			

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



**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

I. Discussion Items:

Policy	Name	Regulation	Name
5132	Dress and Grooming Policy	5132 (R)	Dress Code. Regulation
5134	Pregnant Students Policy	5136 (R)	Student Fund Raising Regulation
5136	Fund-Raising Activities Policy	5141 (R)	Health Services Regulation
5141	Health BTS revision 4 14 Policy	5141.2 (R)	Care of Injured and Ill Persons Regulation
5141.1	Accidents Policy	5141.2 (R)	Control of Communicable Disease Regulation
5141.2	Illness Policy		

- a. Motion by Brian Davis, second by Sol Cohen  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for second reading:  
 Policies – 5132 Dress and Grooming; 5134 Pregnant Students; 5136 Fund-Raising Activities; 5141 Health BTS revision 4 14; 5141.1 Accidents; 5141.2 Illness and Regulations: 5132 (R) Dress Code; 5136 (R) Student Fund Raising; 5141 (R) Health Services; 5141.2 (R) Care of Injured and ill Persons; 5141.2 (R) Control of Communicable Disease.  
*These items were uploaded to the portal, July board folder for review. Hard copy was included in the board packet for the July 28, 2016 action meeting.*

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

Policy	Name	Regulation	Name
5141.21	Administering Medication	5141.21 (R)	Administration of Medication Regulation
5141.22	Medical Marijuana	5141.22 (R)	Medical Marijuana Regulation
5141.3	Health Examinations and Immunizations	5141.4 (R)	Child Abuse and Neglect Regulation
5141.3	Minimal Immunization Requirements	5141.6 (R)	Self-Injury Flow Chart - 1
5141.4	Child Abuse and Neglect	5141.6 (R)	Crisis Response Regulation
5141.6	Self-Injury Parent Notification	5141.6 (R)	Student Suicide, Self-Injury Prevention Regulation
5141.6	Crisis Response, Suicide, Self-Injury Prevention		

- b. Motion by Brian Davis, second by Kimberly Reed  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for first reading:  
 Policies 5141.21 – Administering Medication, 5141.22 – Medical Marijuana, 5141.3 – Health Examinations and Immunizations, 5141.3 – Minimal Immunization Requirements, 5141.4 – Child Abuse and Neglect, 5141.6 – Self-Injury Parent Notification, 5141.6 – Crisis Response, Suicide, Self-Injury Prevention, and Regulations: 5141.21 (R) – Administration of Medication, Regulation, 5141.22 – Medical Marijuana, 5141.4 (R) – Child Abuse and Neglect, Regulation, 5141.6 (R) – Self-Injury Flow Chart, Regulation, 5141.6 (R) – Crisis Response, Regulation, 5141.6 (R) – Student Suicide, Self-Injury Prevention, Regulation.  
*These items were uploaded to the portal, August board folder for review. Hard copy is included in the board packet for the August 25, 2016 action meeting.*

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

Policy	Name	Regulation	Name
5141.8	Sports Related Concussion and Head Injury	5141.2 (R)	C.A.R.E. Program Approved Fee Schedule
5142.2	C.A.R.E. Program	5142 (R)	Student Supervision After School Dismissal Procedure
5142	Student Safety	5142 (R)	Missing Children
5142.1	Safety Patrols	5142 (R)	Sex Offender Registration and Notification
5145.5	Photographs of Students		
5145	Student Rights		

- c. Motion by Jeffrey Souza, second by Kimberly Reed  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for review: Policies 5141.8 – Sports Related Concussion and Head Injury, 5142.2 – C.A.R.E. Program, 5142 – Student Safety, 5142.1 Safety Patrols, 5145.5 – Photographs of Students, 5145 – Student Rights, and Regulations: 5141.2(R) – C.A.R.E. Program Approved Fee Schedule, 5142 (R) – Student Supervision After School Dismissal Procedure, 5142 (R) – Missing Children, 5142 (R) – Sex Offender Registration and Notification.  
*These items were uploaded to the portal, September board folder for review. Hard copy is included in the board packet for the September 22, 2016 action meeting.*

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

Policy	Name	Policy	Name
2131	Superintendent of Schools	2224	Nondiscrimination, Affirmative Action
2240	Research, Evaluation and Planning	4111	Recruitment, Hiring, and Selection
4111.1/4211.1	Nondiscrimination, Affirmative Action	4113/4213	Assignment and Transfer
4131	Staff Development, Inservice	4211	Recruitment, Selection and Hiring
4231/4231.1	Staff Development, Inservice	5145.4	Equal Educational Opportunity
6121	Nondiscrimination, Affirmative Action	6142.2	English as a Second Language, Bilingual
6142.12	Career and Technical Education	6146.2	Promotion/ Retention
6147	Standards of Proficiency	6164.2	Guidance Services
6171.1	Remedial Instruction	6171/2	Gifted and Talented
6172	Alternative Educational Programs		

- d. Motion by Brian Davis, second by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies updates as per NJSBA for review:

Policies 2131– Superintendent of Schools, 2224 – Nondiscrimination, Affirmative Action, 2240 – Research, Evaluation and Planning, 4111 Sa Recruitment, Hiring, and Selection, 4111.1/4211.1 – Nondiscrimination, Affirmative Action, 4113/4213 – Assignment and Transfer, 4131 – Staff Development, Inservice, 4211 – Recruitment, Selection and Hiring, 4231/4231.1– Staff Development, Inservice, 5145.4 – Equal Educational Opportunity, 6121- Nondiscrimination, Affirmative Action, 6142.2 - English as a Second Language, Bilingual, 6142.12- Career and Technical Education, 6146.2 - Promotion/ Retention, 6147 - Standards of Proficiency, 6164.2 - Guidance Services, 6171.1 - Remedial Instruction, 6171/2 - Gifted and Talented, 6172 - Alternative Educational Programs

*These items were uploaded to the portal, September board folder for review. Hard copy is included in the board packet for the September 22, 2016 action meeting.*

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

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>
Chloe Smith	F/T, 1:1 aide/PSD/JFK	\$15,061, Step 1	09/06/16
Morgan Flexon	F/T, aide/PS/JFK	\$15,450, Step 2	09/12/16
Leonard Lewis	P/T, aide/DDE	\$13,222, Step 1	09/26/16
Danielle Forte	CARE, Sub	\$10.00	10/01/16

*Correction from August 25, 2016 agenda, incorrect degree information was listed (BA)*  
*Danielle Straughn                      ESL Teacher                      \$55,195, Step 4 MA    09/01/16*

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

- b. Motion by Jeffrey Souza, second by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the ADVANCE volunteers listed:

*Molly Kwelty, John Kelly, Polly Taylor-Hearn, Chuck Pflugler, Sharon McDonough, Megan Negron, Gary Eames, Amy Eames, Justin Thompson, Sonja Fontano, Ashley Brown, Holly Murrenburke, Stacey Gall, Kara Lyons, Dannielle Moreno, Barbara Strasser, Hillary Strasser, Zainab Wilson, Jarryd Wilson, Cheryl Zuchowski, Brandon Kwelty, Elisa DiRiego-Lewin, Rosella Gollatz, Fred Gollatz, Lorian Pumphrey, William Pumphrey, Joseph Ford, Jesse Hearn, Stacy Ford, Marissa Bartlett, Vickie Sayles, Scott Sayles, Gina Buniak, Dana McEady, Don Cramer, Tara Sullivan, Kelley Shendock, Meghan Blankenship*

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

- c. Motion by Sol Cohen, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the 2015-2016 HIB Self Assessment. JFK and DDE documents are included in your packet for review.  
Motion carried, roll call vote, all present voting “yes”.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- d. Motion by Brian Davis, second by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the 2016 QSAC District Improvement Plan (DIP). Full document was uploaded to the portal, DIP only is in your packet.  
Motion carried, roll call vote, all present voting “yes”.
  
- e. Motion by Kimberly Reed, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the appointment of staff member Deborah Wash as mentor for Nicole Podwats. Time for this mentorship is approximately from September 26 through November 30, 2016.  
Motion carried, roll call vote, all present voting “yes”.

**12. Curriculum and Instruction**

Presentation by Jeff Patterson on the 2016 PARCC scores

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**13. Business and Finance**

Financial Report – Period Ending July 2016

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 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 2016. 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 2016. The Treasurer’s and Secretary’s report are in agreement for the month of July 2016.
- 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*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- E. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ 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>
J Uhniat	\$199	PESI Rehab, Cherry Hill, NJ - 09/30/16 <i>Understanding dyslexia, dyscalculia and dysgraphia to improve student performance</i>	\$0
K Mitchell	\$219.99	PESI Rehab, Cherry Hill, NJ – 09/30/16 <i>To assist with consultations</i>	\$0
K Braidwood	\$149	NJPSA, Cherry Hill, NJ – 11/01/16 <i>To enhance administrative decision making</i>	\$0
D Damiano	\$149	EIRC, Camden County College NJ – 11/15/16 <i>To refine knowledge and learn new ideas</i>	\$0
R Rollins	\$209.99	Cross Country Education, Wilmington, DE – 12/01/16 <i>To assist students with ASD, ADHD or sensory disorders to build self-regulation</i>	\$0
A Klinke	\$249	BER, Cherry Hill, NJ – 12/05/16 <i>Practical sessions to help enhance world language learning</i>	\$0
P Hockham	\$149	EIRC, Camden County College, NJ – 12/06/16 <i>To develop effective co-teaching models, inclusion of instruction strategies</i>	\$0
S Childs	\$149	EIRC, Camden County College, NJ – 12/06/16 <i>To develop effective co-teaching models, inclusion of instruction strategies</i>	\$0
N Sims	\$245	Inst for Ed Devel, Cherry Hill, NJ – 11/28/16 <i>Close reading in Kindergarten, Brain Research, Deeper Thinking, Writing</i>	\$0
I Gorelik	\$125	Katzenbach School, NJ – 09/29,30/16 <i>Fairview Learning Program to use with D/H H students</i>	\$0
K Gadzinski	\$125	Katzenbach School, NJ – 09/29,30/16 <i>Fairview Learning Program to use with D/H H students</i>	\$0
M McCutcheon	\$125	NJSCA, TCNJ, NJ – 10/14/16 <i>HIB, Literature and counseling collaboration</i>	\$0
C Conicella	\$245	Voorhees, NJ – 11/28/16 <i>Writing and Reading Instruction</i>	\$0
V Popoli	\$125	Katzenbach School, NJ – 09/29,30/16 <i>Reading Curriculum for Deaf and Hard of Hearing</i>	\$0
LWanko	\$125	Katzenbach School, NJ – 09/29,30/16 <i>Reading Curriculum for Deaf and Hard of Hearing</i>	\$0



**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

M Bright            \$0            Monroe Twp, NJ – 10/25/16            \$0  
*NJPSA/FEA – to support learning through effective educator practice*

L Burke            \$239            King of Prussia, PA – 11/2/16            \$0  
*Heinemann Hsp – workshop will offer strategies for supporting reading using Informational text.*

- F. Motion by Jeffrey Souza, second by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 52            Amount \$ 911,738.73

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

- G. Motion by Kimberly Reed, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the September, 2016 and Annual for 2016- 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”.

- H. Motion by Brian Davis, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the contract with SearchSoft for the McREL teacher evaluation tool.  
Motion carried, roll call vote, all present voting “yes”.

- I. Motion by Jeffrey Souza, seconded by Joanne Young  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve payment of the tuition to the Kingdom Charter School.  
Motion carried, roll call vote, all present voting “yes”.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- J. Motion by Jeffrey Souza, seconded by Joanne Young  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the tuition contract between the Berlin Township School District and the Camden County Technical School for the 2016-2017 school year. Tuition cost is \$138,072 (44 pupils at \$3,138/pupil).  
Motion carried, roll call vote, all present voting “yes”.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- K. Motion by Sol Cohen, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the following contract for behavior and educational services as provided by Interactive Kids on an as needed basis.

**Consultative Services available on an as needed basis:**

- Functional behavior assessments / Behavioral evaluations
- Individual behavior plan development
- Classroom behavior management development
- Administration of skill assessments for different learners (VB-MAPP or ABLLS-R)
- Creation and progress monitoring for individual instruction programs (verbal behavior, discrete trial, natural environment teaching, etc.)
- Theoretical and / or applied trainings
- Administrative / IEP meetings
- Classroom structure and routine development
- Conduct teacher training and follow-up consultation on classroom management strategies.
- Conduct parent trainings as requested
- Develop and monitor in-district social skills programming
- Professional Development
- Provide home consultation services on an as requested basis.
- Follow-up consultation/support provided at the request of the school district.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**Fee for Service:**

Behavior Analyst (BCBA)

- \$600.00 per day (6 hours)
- \$125.00 per hour

Behavior Analyst (BCaBA)

- \$500.00 per day (6 hours)
- \$100.00 per hour
- Master’s Level Consultant (Master’s Degree required, 3+ years experience in ABA)
  
- \$400.00 per day (6 hours)
- \$75.00 per hour

**Direct Care Services provided by an ABA therapist on an as needed basis:**

- Provide direct support to students transitioning from an out of district placement to the public school or from one classroom/school to another.
- Initiate the implementation of new behavior intervention plans, provide hands on training and modeling to classroom staff and generalize the strategies to the teacher and paraprofessionals in order to fade direct support services.
- Provide in-home behavioral/educational services to students.
- Provide 1:1 staffing for students at the request of the school district.

**Fee for Service:**

- \$50.00 per hour
- \$250.00 per day

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**Professional Development:**

Interactive Kids is an authorized provider for New Jersey Teacher Continuing Education Credits (CEU’s).

- Interactive Kids is an approved continuing education (ACE) provider for Type 2 continuing education events for BACB certificants.
- Topics include but are not limited to:
  - Applied Behavior Analysis (ABA) Basics
  - Positive Behavior Supports
  - Classroom Management
  - Antecedent Based Strategies
  - Functional Communication Training
  - Incorporating Social Skills Instruction in the Classroom
  - Bullying Prevention
  - Functional Behavior Assessments
  - Developing a Function Based Behavior Intervention Plan
  - Toilet Training
  - Communication Training
  - Reinforcement Strategies
  - Using Direct Instruction with Students Diagnosed on the Autism Spectrum
  - Verbal Behavior Program Development
  - Crisis Prevention

**Fees for Service:**

- Full Day In-Service (6 hours): \$800.00
- Half Day In-service (3 hours): \$500.00
- Hourly Rate: \$200.00 per hour

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

**14. Old Business**

Board member vacancy  
CSA evaluation

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

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 – N/A**

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 Brian Davis, seconded by Jeffrey Souza to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 9:08pm. 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:

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
  - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
  - b. Matters dealing with Federal Funding.
  - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
  - d. Matters dealing with collective bargaining.
  - e. Matters dealing with the sale or purchase of public land.
  - f. Discussion of any pending or anticipated litigation or contract negotiation.

**19. Executive Session – Close**

Motion by Kimberly Reed, seconded by Jeffrey Souza to come out of Executive Session. Time out: 9:23pm. Motion carried, voice vote, all present voting “yes”.

**20. Adjournment**

Motion by Jeffrey Souza, seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 9:24pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator