

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

February 25, 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 7:32pm. Motion carried, voice vote, all present voting “yes”.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 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>present</u>	2016
Mrs. Jocelyn Lewis	<u>arrived at 7:55pm</u>	2016
Mr. Sol Cohen	<u>absent</u>	2017
Mr. Keith Jones	<u>absent</u>	2017
Mrs. Mary Williams	<u>present</u>	2017
Mr. Brian Davis	<u>present</u>	2018
Mrs. Kim Reed	<u>present</u>	2018
Mrs. Joanne Young	<u>present</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 Cynthia Mozee seconded by Kimberly Reed
RECOMMEND that the Board of Education approve the minutes of the January 28, 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”: Mr. Souza, Mrs. Mozee, Mr. Davis, Mrs. Reed
Abstention: Mrs. Young, Mrs. Williams

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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

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

7. Presentations

The following students will be performing and singing under the direction of Music Instructor – Evan Lindner

Evan Aubry – grade 4

Mikayla Jackson – grade 8

Adrianna Ruggiero – grade 8

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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.

**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:

*Oliver Petersen, Cameron Mitchell, Carlos Sotelo, Gianna Hardy, Jackson Mitchell,
Ian Kirk, Jayden Branch, Anthony Gilbert, Michael Stoddart, Grace McGovern*

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

*Alaina Funari, Cailyn Belisky, Danielle, Toughill, Ciara Robinson,
Amanda Chopel, Evan Brummell, Jack Bell, Tyrone Imes,
Andi Mendez-Mateo, Jennifer Canas,*

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

Sophia Van Elsland, Aaloki Patel, Jake Criollo, Chris Herrera, Justin LaBar

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

Sabrina Barrile, Farhan Chowdhury, Jason Kendziera-Post, Joshua Cason, Jashon Dickerson

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8. Public Comments – Open – N/A

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 as Follows:

Tom Moser, Evelyn Moser, Charlotte Cohen, Peggy Farlow

9. Public Comments - Closed

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

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.

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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.

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.

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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

Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case # ____ to ____) reported on _____.

E. Field Trips:

District List (and dates if given) of Possible Field Trips for the Year:

JFK –

- Preschool – Garden State Discovery Museum – March 22- request needed
- Kindergarten – Camden’s Children Garden – May 2 – request needed
- Grade 1 – Woodford Cedar Run Wildlife Refuge – April 29 – request needed
- Grade 2 – Wheaton Village – May 13- request needed
- Grade 3 – Edelman Planetarium – March 3 – request submitted

DDE –

- Grade 4 – NJ State Museum – May 17 – request submitted
- Other trips to choose: Rancocas Nature Center, American Indian Heritage Museum, Woodford Cedar Run Wildlife Refuge
- Grade 5 – Children’s Theater Works, Freedom Train – Feb 23 – previously approved
- Other trips to choose: Broadway Theater, Pitman, NJ or Franklin Institute
- Grade 6 – TBD: The Philadelphia Zoo, University of PA Museum – Archeology, Academy of Natural Sciences
- Grade 7 – TBD: Fort Mifflin, The Philadelphia Zoo
- Grade 8 – Overbrook HS – Orientation – Mar 16 – request submitted
- TBD: Walking Tour of Philadelphia, Goodwin Holocaust Museum

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<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>Cost to Student</u>	<u>Cost to District</u>
Gr 3	Third Gr Team	Edelman Planetarium, Rowan University	03/03/16	\$0.00	Two drivers, two buses
Gr 4	D Iacovelli	NJ State Museum, Trenton, NJ	05/17/16	\$0.00	Two drivers, two buses
Gr 8	M Bright	Overbrook HS, Pine Hill, NJ - Orientation	03/16/16	\$0.00	Two drivers, two buses
Gr 6 - 8	S DeCaro	Camp Dark Waters, Medford, NJ, <i>Camping experience that focuses on all the pillars of character</i>	05/31/16	\$0.00	Two drivers, two buses

- a. Motion by Jeffrey Souza seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the district requested field trips for March 3, 16 and May 17 and 31. Motion carried, roll call vote, all present voting “yes”.

F. Safety and Security – JFK

<u>Type of Drill</u>	<u>Date and Time</u>	<u>Location of Drill</u>	<u>Route #'s</u>	<u>Drill Supervisor</u>
Fire	01/21/16 – 2:35pm			
Lockdown	01/20/16 – 11:00am			
Bus Evacuation				

G. Safety and Security – DDE

<u>Type of Drill</u>	<u>Date and Time</u>	<u>Location of Drill</u>	<u>Route #'s</u>	<u>Drill Supervisor</u>
Fire	01/22/16 – 2:00pm			
Lockdown – Active Shooter	01/28/16 – 12:30pm			
Bus Evacuation				

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services

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- b. Supervisor of Buildings and Grounds
Approve Use of Facilities

Motion by Jeffrey Souza seconded by Cynthia Mozee
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
SJ Diamonds 18U Fastpitch	Softball fields	Various dates May through Sept	Softball practices
BTAA Baseball Practice	JFK and DDE	March 7 – 11, March 14 - 18	Baseball training practices

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

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

I. Discussion Items:

Policy	Name	Bylaws	Name
5141.22	Medical Marijuana		
5141.22	Exhibit Document		
4112.8/4212.8	Nepotism		

- a. Motion by Brian Davis seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of Policies 5141.22 – Medical Marijuana and exhibit document and 4112.8/4212.8 – Nepotism. *These documents are included in board folders and were uploaded to the portal for board review*

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

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- b. Motion by Jeffrey Souza seconded by Joanne Young
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the district’s Pre School Plan for 2016-2017 to the department of education.

The two documents detailing this plan were uploaded to the portal for board review.

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

11. Personnel

- a. Motion by Jeffrey Souza second by Kimberly Reed 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>
Molly Olcese	P/T Ed Asst – DDE	\$13,222 – pro-rated Step 1	02/16/16
John Friend	Permanent Sub Bus Driver	\$16.00/hour	03/14/16

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

- b. Motion by Jeffrey Souza seconded by Joanne Young
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the request for placement of the following Camden County College students for field experience totaling fifteen hours – spring 2016 semester- in our district:

<u>Name</u>	<u>Cooperating Staff Member</u>	<u>Grade Level</u>
Carly DeCample	Dawn Schafer	Grade 4
Lauren McCauley	Kris Beers	Grade 2

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

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- c. Motion by Brian Davis seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the February listing of substitutes for Source 4 Teachers. *This list was uploaded to the portal for review. Hard copy is on file with the Business Administrator.*

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

- d. Motion by Jeffrey Souza seconded by Joanne Young
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the request for placement of the following Harcum College student for field experience for the spring semester beginning March 7, 2016 and ending May 6, 2016:

Name _____ Cooperating Contracted Worker _____

Meredith McDonnell Debra Lubin, Certified Occupational Therapy Assistant

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

- e. Motion by Cynthia Mozee seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the letter of resignation, with regret, from staff member Sharon Hulbert, effective June 30, 2016. Mrs. Hulbert has been on staff in the district since September 1, 1991.
Motion carried, roll call vote, all present voting “yes”.

- f. Motion by Kimberly Reed seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

Dorothy Taylor, Patricia Evans

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

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- g. Motion by Joanne Young seconded by Kimberly Young
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following staff for morning activities at John F. Kennedy School:

<u>Name</u>	<u>Activity</u>	<u>Salary</u>
Margaret Farlow	RTI Foundations Teacher	\$35/hr as per contract
Cherie Garton	RTI Foundations Teacher	\$35/hr as per contract
Kelly Mitchell	Sub RTI Foundations Teacher	\$35/hr as per contract

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

- h. Motion by Joanne Young seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following staff for spring sports coaching staff stipends at Dwight D. Eisenhower Middle School:

<u>Name</u>	<u>Sport/Position</u>	<u>Stipend</u>
Eric McCoach	Baseball Coach	\$2,000.00
Brian Martino	Baseball Asst Coach	\$1,200.00
John Kelly	Softball Coach	\$2,000.00
Heidi Farlow	Softball Asst Coach	\$1,200.00
Dina Bottley	Track Coach	\$1,600.00
Laura Burke	Track Asst Coach	\$1,000.00

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

- i. Motion by Brian Davis seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following substitute nurses for the district. Certification documents have been received for both applicants:

Kelly A. Conway	Sub Nurse	Rate of pay will be \$125 per day
Jessica Deaner	Sub Nurse	Rate of pay will be \$125 per day

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

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12. Curriculum and Instruction – N/A

13. Business and Finance

Financial Report – Period Ending December 2015

Motion by Brian Davis, seconded by Kimberly Reed
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 December 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 December 2015. The Treasurer’s and Secretary’s report are in agreement for the month of December 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 Joanne Young seconded by Kimberly Reed to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
T VanCuren	\$20	Kean University, Union, NJ 03/7 – 8/16 <i>Facing History and Ourselves</i> <i>To reinforce historical and literary skills</i>	\$0.00
R Deaner	\$171.50	Tarrytown, NY – 03/18/16 <i>Social Thinking Workshop – New Social Skills</i> <i>Curriculum – Super Flex</i>	\$0.00
E Austermuhl	\$99	Princeton Marriott Hotel – 03/3/16 <i>NJSBA 3rd Annual Tech Conference</i>	\$0.00
K Braidwood	\$0	Monroe, NJ – 03/10/16 <i>NJPSA/FEA Understanding of 504 and IDEA</i> <i>Eligibility</i>	\$0.00

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

- F. Motion by Kimberly Reed second by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 57 Amount \$ 606,727.36

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

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- G. Motion by Jeffrey Souza second by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement for the staff members listed below, amount to be reimbursed is \$1,000 for each staff member:

**Rachel Deaner, Lindsay Wanko, Tara Corbett, Stacey DeCaro,
Laura Burke, Meenu Joshi*

**chart with course detail was uploaded to portal and included in board packets*

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

14. Old Business

PARCC Statistics Update – presentation by Jeffrey Patterson

15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

District Goals/Board Goals Action Plans –

handout included in board folders

Master’s Thesis of Jessica German –

The overview document was scanned and uploaded to the portal for board review.

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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: ____.

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18. Executive Session – In – N/A

Motion by _____ seconded by _____ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: _____.

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

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

19. Executive Session – Close

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

20. Adjournment

Motion by Jeffrey Souza seconded by Cynthia Mozee to adjourn the meeting. Meeting adjourned: 9:07pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator