

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 27, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, Cynthia Mozee, 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 10, 2018, 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 16 , 2018 and the Central Record the week of January 15 , 2018 a meeting notice setting forth the time, date and location of this meeting.

**2. Pledge of Allegiance**

**3. Roll Call**

**Yr Began/Current Term Expires**

Mr. Sol Cohen	<u>present</u>	2014 / 2020
Mr. Gerard Petersen	<u>present</u>	2017 / 2020
Mrs. Mary Williams	<u>present</u>	2002 / 2020
Mr. Brian Davis	<u>present</u>	2012 / 2018
Mrs. Kimberly Reed	<u>present via telephone</u>	2015 / 2018
Mrs. Joanne Young	<u>present</u>	2015 / 2018
Mr. Jeffrey Souza, Vice President	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>present</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>present</u>	2016 / 2019
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>absent</u>	
Lauren Tedesco, Capehart & Scatchard	<u>present</u>	

**4. Approval of Minutes**

Motion by Brian Davis, seconded by Gerard Petersen,  
RECOMMEND that the Board of Education approve the minutes of the August 23, 2018 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. Davis, Mr. Petersen, Mr. Cohen, Mrs. Reed, Mrs. Young, Mr. Souza, Mrs. Mozee

Abstention: Mrs. Williams, Mrs. Figueroa-Epifanio

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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: \_\_\_\_\_.

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**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.

**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:***

*None for August, 2018*

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

*None for August, 2018*

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

*None for August, 2018*

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

*None for August, 2018*

***Summer CARE Students to be Acknowledged:***

*Brianna Fields, Kadan Schaffield, Alanna Harlan, Ashlie Shendock, Makayla Santos,  
Emily Whalen, Danielle Powell, Daniel Stoddart, Dylan Miller,  
Kaitlyn Miller, Lily Gall, Charlotte Gall, Robert Spackman,  
Charles Pfluger, Jaden Taylor*

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**Recognition and thank you** to the following organizations and family for their donation of School Supplies for the 2018-19 school year.

- Smiles from Kara
- Mr. and Mrs. Louden
- The Unforgotten Haven

- a. Motion by Jeffrey Souza, seconded by Aida Figueroa-Epifanio to accept the donation of school supplies as listed, with gratitude. Motion carried, roll call vote, all present voting “yes”.

**Introduction of New Staff Members—**

Christopher Yoder-8 <sup>th</sup> gr. Sci/SS	Kassidy DiTolla-7 <sup>th</sup> gr. RC	Molly Olcese-4 <sup>th</sup> gr. ELA
Amy Forczek - Instructional Aide	Alma Trivers- Instructional Aide	Abigail Palen-Computer Tech
Shamicka Holness-Instr. Aide	Tatiana Weinstock-Inst Aide	

**Presentation of the 2018 PARCC Test Scores and State Assessment Information by Dina Bottley**

**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 Aida Figueroa-Epifanio, seconded by Gerard Petersen to open the meeting to the public for the discussion of agenda items only. Time in: 8:00pm. Motion carried, voice vote, all present voting “yes”.

*Public in Attendance is as Follows*

*Stephanie Bannan, Tara Fields, Daniel Stoddart, Lisa Spackman, Tracey Richards*

**9. Public Comments – Closed**

Motion by Gerard Petersen, seconded by Aida Figueroa-Epifanio to close the meeting to the public. Time closed: 8:01pm. 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. Motion by Jeffrey Souza, seconded by Sol Cohen

RECOMMEND that the Board of Education approve the 2018-19 District and Board Goals that were presented to the board at the August 23, 2018 board of education meeting.

*Copies attached, were uploaded to the portal and placed in the August, 2018 folder.*

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

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Review District & Board of Education Goals

**DISTRICT GOALS**

2017-2018

1. Supervise the organization and implementation of articulation meetings with Administrative Teams from Pine Hill, Clementon and Berlin Township for curriculum articulation and sharing of best practices
2. Work with the district administrative staff to investigate the Future Ready School initiative for ways to increase the use of technology for instructional purposes.

**BOARD GOALS**

1. Complete all phases of the CSA evaluation process for the 2017-2018 school year by the June 30, 2018 deadline as described in NJ Administrative Code and Statute.
2. Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.
3. Continue to work as a 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				

This is the first report of the above incidents. No action is necessary at this time.

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 # ) reported on MONTH DAY YEAR.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
Gr 8	B Reilly	CCTS	09/24/18	\$0.00	One driver, one bus
Gr 8	M Kolaski	Phil Museum of Art	10/26/18	\$7.00	Two drivers, two buses, tolls, parking

- Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the September 27, 2018 agenda. Motion carried, roll call vote, all present voting “yes”.

F. Safety and Security – JFK – August, 2018 – N/A

Type of Drill      Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

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G. Safety and Security – DDE – August, 2018 – N/A

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
- b. Supervisor of Buildings and Grounds  
Approve Use of Facilities – N/A

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

I. Discussion Items:

Regulation	Name	Policy	Name
4151.1/4251.1R	FMLA Procedures	4151.1/4251.1	Family Leave and Medical Leave

1. Motion by Mary Williams, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of Policy 4151.1/4251.1 – Family Leave and Medical Leave and Regulation 4151.1/4251.1R – FMLA Procedures. *These documents were uploaded to the board portal, September, 2018 folder for board review.*

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



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2. Motion by Mary Williams, seconded by Gerard Petersen  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Automated External Defibrillator Emergency Plans for John F. Kennedy Elementary and Dwight D. Eisenhower Memorial Schools. *These documents were uploaded to the board portal, September, 2018 folder for board review.*  
 Motion carried, roll call vote, all present voting “yes”.
  
3. Motion by Aida Figueroa-Epifanio, seconded by Joanne Young to accept the donation of 16 office chairs for teaching staff at DDE from American Arbitration Association, with gratitude.  
 Motion carried, roll call vote, all present voting “yes”.

**11. Personnel**

- a. Motion by Mary Williams, seconded by Jeffrey Souza  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the salaries for the 2016-2017, 2017-2018 and 2018-2019 school year for the staff listed below:

	2016/2017	2016/2017	2017/2018	2017/2018	2018/2019	2018/2019
Employee Name	Step	Salaries	Step	Salaries	Step	Salaries
ALESSANDRINE, DANIELLE	BA15	\$77,576.00	BA16	\$82,032.00	BA17	\$86,409.00
ALOI, CARRIE	BA17	\$85,276.00	BA17	\$86,071.00	BA17	\$86,409.00
AMANTO, KELLY	4, F/T	\$16,394.00	5, F/T	\$16,940.00	N/A	N/A
BEERS, KRIS	MA13	\$74,426.00	MA14	\$77,715.00	MA15	\$81,667.00
BOGARDUS, ROBIN started 9/1/17	N/A	N/A	BA13	\$71,019.00	BA14	\$74,775.00
BORGSTROM, RENAE started 1/1/18	N/A	N/A	MA13	\$44,531.4, PRO-RATED	MA14	\$77,975.00
BURKE, LAURA	MA30, 17	\$90,076.00	MA30, 17	\$90,871.00	MA30, 17	\$91,209.00
CHILDS, STACEY	BA17	\$85,276.00	BA17	\$86,071.00	BA17	\$86,409.00
CONICELLA, CATHERINE	BA17	\$85,276.00	BA17	\$86,071.00	BA17	\$86,409.00
CORBETT, TARA	BA30, 14	\$75,926.00	MA15, 15	\$82,183.00	MA15, 16	\$86,342.00
CUSICK-LOSS, JENNIFER	N/A	N/A	7, F/T	\$17,816.00	8, F/T	\$18,395.00
DASHER, BONNIE	MA9	\$62,326.00	MA10	\$64,687.00	MA11	\$67,908.00
DEANER, RACHEL	BA6	\$54,876.00	MA7	\$55,578.00	MA8	\$59,415.00
DILEO, PATRICIA	BA14	\$74,326.00	BA15	\$78,183.00	N/A	N/A
EDDIS, JEANNIE	3, P/T	\$13,622.00	4, P/T	\$14,040.00	5, P/T	\$14,504.00
EDWARDS, JENNIFER	MA30, 9	\$63,926.00	MA30, 10	\$66,287.00	MA30, 11	\$69,508.00
ENGELBERT, BEVERLY	15	\$45,652.00	15	\$46,152.00	15	\$46,652.00
ERICKSON, LAUREL hired 9/1/17	N/A	N/A	BA2	\$52,844.00	BA3	\$53,632.00
FARLOW, HEIDI	5, F/T	\$16,816.00	6, F/T	\$17,372.00	7, F/T	\$17,940.00
FARLOW, MARGARET	MA17	\$88,476.00	MA17	\$89,271.00	MA17	\$89,609.00
FLEXON, MORGAN	2, F/T	\$15,584.00	3, F/T	\$16,109.00	BA1	\$52,382.00
FRASCARELLI, NINA	1, P/T	\$13,222.00	2, P/T	\$13,422.00	3, F/T	\$16,233.00
FRIEDMAN, JAIME	MA9	\$62,326.00	MA10	\$64,687.00	MA11	\$67,908.00
GADZINSKI, KIMBERLY	MA17	\$88,476.00	MA17	\$89,271.00	MA17	\$89,609.00

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GARTON, CHERI	MA15	\$80,776.00	MA16	\$85,232.00	MA17	\$89,609.00
GERMAN, JESSICA	BA30, 3	\$53,976.00	MA4	\$56,794.00	MA5	\$57,770.00
GILLESPIE, LISA	BA3	\$52,376.00	BA4	\$53,594.00	BA5	\$54,570.00
GRAY, KELLY	N/A	N/A	MA12	\$70,888.00	MA13	\$74,456.00
HOFF, EILEEN	BA13	\$71,226.00	BA14	\$74,515.00	BA15	\$78,467.00
HUGHES, CHERYL	BA17	\$85,276.00	BA17	\$86,071.00	BA17	\$86,409.00
IACOVELLI, DANIELLE	MA10	\$65,077.00	MA11	\$67,713.00	MA12	\$71,103.00
IANNUZZI-GATTUSO, ROSEMARY	BA15, 13	\$72,026.00	BA15, 14	\$75,315.00	BA15, 15	\$79,267.00
INMAN, DANIELLE	BA15	\$77,576.00	BA16	\$82,032.00	BA17	\$86,409.00
IVANCICH, MICHELLE	MA5	\$56,826.00	MA6	\$58,044.00	MA7	\$58,770.00
JENNISON, JANET	MA15	\$80,776.00	MA16	\$85,232.00	MA17	\$89,609.00
JOHNSON, CHERYL	10, F/T	\$19,092.00	11, F/T	\$19,706.00	12, F/T	\$20,334.00
JOSHI, MEENU	MA4	\$55,576.00	MA5	\$56,794.00	MA15, 6	\$58,570.00
KELLY, JOHN	BA17	\$85,276.00	BA17	\$86,071.00	BA17	\$86,409.00
KLEIN, DAWN started 9/1/17	N/A	N/A	15, F/T	\$21,257.00	15, F/T	\$21,925.00
KLINKE, ANA	BA3	\$52,376.00	BA4	\$53,594.00	BA5	\$54,570.00
KOLASKI, MARY JO	BA15, 13	\$72,026.00	BA15, 14	\$75,315.00	BA15, 15	\$79,267.00
KWELTY, MOLLY	MA9	\$62,326.00	MA10	\$64,687.00	MA11	\$67,908.00
KRACHUN, JEFFREY	MA30, 2	\$57,176.00	MA30, 3	\$58,394.00	MA30, 4	\$59,370.00
LAMONT, JAMES	BA1	\$51,876.00	BA2	\$52,844.00	BA3	\$53,632.00
LANG, LOIS	MA17	\$88,476.00	MA17	\$89,271.00	MA17	\$89,609.00
LAWLOR, JACKLYN	MA15, 8	\$61,626.00	MA15, 9	\$62,604.00	MA15, 10	\$65,664.00
LEWIS, LEONARD	1, P/T	\$13,222.00	2, P/T	\$13,422.00	3, F/T	\$16,233.00
LIANO, JONATHAN	MA10	\$65,077.00	MA11	\$67,713.00	MA12	\$71,103.00
LINDNER, EVAN	MA9	\$62,326.00	MA10	\$64,687.00	MA11	\$67,908.00
MARTINO, BRIAN	BA5	\$53,626.00	BA6	\$54,844.00	BA7	\$55,570.00
MASON, EMILY	MA12	\$71,326.00	MA13	\$74,219.00	MA14	\$77,975.00
MASTERSON, JANETT	3	\$35,735.00	4	\$36,763.00	5	\$37,047.00
MAZZEO, THERESA	N/A	N/A	3, F/T	\$16,109.00	4, F/T	\$16,642.00
MCCOACH, ERIC	MA4	\$55,576.00	MA5	\$56,794.00	MA6	\$57,770.00
MCCUTCHEON, MARIA	MA6	\$58,076.00	MA7	\$58,778.00	MA8	\$59,415.00
MICALE, DOROTHY	BA17	\$85,276.00	BA17	\$86,071.00	BA17	\$86,409.00
MITCHELL, KELLY	BA10	\$61,877.00	BA11	\$64,513.00	BA12	\$67,903.00
MITCHELL, KRISTY	MA8	\$60,826.00	MA9	\$61,804.00	MA10	\$64,864.00
NEGRON, ANGELIC started 1/18/17	BA9	\$32,519.30, prorated	BA10	\$61,487.00	BA11	\$64,708.00
O'TOOLE, SARAH	5, F/T	\$16,816.00	6, F/T	\$17,372.00	7, F/T	\$17,940.00
PENSABENE, JACQUELYN	3, F/T	\$15,985.00	4, F/T	\$16,518.00	5, F/T	\$17,064.00
PERITO, JENNIFER	MA4	\$55,576.00	MA5	\$56,794.00	MA6	\$57,770.00
PODWATS, NICOLE	N/A	N/A	7, P/T	\$15,144.00	8, P/T	\$15,636.00
POULTON, AMANDA	N/A	N/A	MA1	\$55,544.00	MA2	\$56,082.00
PUPA, FRANK	MA30, 6	\$59,676.00	MA30, 7	\$60,378.00	MA30, 8	\$61,015.00
RAROHA, DENISE	15, O/G	\$18,622.00	15, O/G	\$19,012.00	15, O/G	\$19,362.00
REILLY, BRIAN	MA30, 6	\$59,676.00	MA30, 7	\$60,378.00	MA30, 8	\$61,015.00
REYNOLDS, SCOTT	BA14	\$74,326.00	BA15	\$78,183.00	BA16	\$82,342.00
RIDLEY, JENNIFER	MA10	\$65,077.00	MA11	\$67,713.00	MA12	\$71,103.00
RIGGIO, MELISSA	BA8	\$57,626.00	BA9	\$58,604.00	BA10	\$61,664.00
ROLLINS, RYAN	MA30, 3	\$57,176.00	MA30, 4	\$58,394.00	MA30, 5	\$59,370.00
ROTBERG, JESSICA	BA3	\$52,376.00	BA4	\$53,594.00	BA5	\$54,570.00
SAHINA, VICTORIA	2, F/T	\$15,584.00	3, F/T	\$16,109.00	4, F/T	\$16,642.00
SAUNDERS, JOAN	9, F/T	\$18,613.00	10, F/T	\$19,216.00	11, F/T	\$19,830.00
SCHAFFER, DAWN	BA15	\$77,576.00	BA16	\$82,032.00	BA17	\$86,409.00
SCHAFFER, ROBIN	13	\$41,244.00	14	\$43,394.00	15	\$46,652.00
SEBASTIANO, PATRICIA	MA9	\$62,326.00	MA10	\$64,687.00	MA11	\$67,908.00

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SIMS, NANCY	MA9	\$62,326.00	MA10	\$64,687.00	MA11	\$67,908.00
SMITH-BISSIC, CARLA	BA15	\$77,576.00	BA16	\$82,032.00	BA17	\$86,409.00
SMITHEEN, DENISE	BA15, 10	\$62,677.00	BA15, 11	\$65,313.00	BA15, 12	\$68,703.00
STRAUGHN, DANIELLE	MA4	\$55,576.00	MA5	\$56,794.00	MA6	\$57,770.00
TAYLOR-HEARN, POLLY	MA12	\$71,326.00	MA13	\$74,219.00	MA14	\$77,975.00
TIDEMAN, PATRICIA	BA15, 10	\$62,677.00	BA15, 11	\$65,313.00	BA15, 12	\$68,703.00
TROENDLE, SHERIE	BA17	\$85,276.00	BA17	\$86,071.00	BA17	\$86,409.00
UHNIAT, JENNIFER	BA15	\$77,576.00	BA16	\$82,032.00	BA17	\$86,409.00
VANCUREN, TIMOTHY	MA17	\$88,476.00	MA17	\$89,271.00	MA17	\$89,609.00
VIRELLI, JENNIFER	MA9	\$62,326.00	MA10	\$64,687.00	MA30, 11	\$69,508.00
WALKER, WARD	BA17	\$85,276.00	BA17	\$86,071.00	N/A	N/A
WANKO, LINDSAY	MA9	\$63,126.00	MA10	\$65,487.00	MA15, 11	\$68,708.00
WASH, DEBRA	MA17	\$88,476.00	MA17	\$89,271.00	MA17	\$89,609.00
WILSON, ROBERT	BA13	\$71,226.00	BA14	\$74,515.00	BA15	\$78,467.00
WINTERS, LISA	1, P/T	\$13,222.00	2, P/T	\$13,422.00	3, P/T	\$13,798.00
WOOD, LISA	8, P/T	\$15,425.00	9, F/T	\$18,737.00	10, F/T	\$19,340.00
WRIGHT, JESSICA	MA14	\$77,526.00	MA15	\$81,383.00	MA16	\$85,542.00
ZIMMERMAN, SARAH	BA30, 4	\$53,976.00	BA30, 5	\$55,194.00	BA30, 6	\$56,170.00

Motion carried, roll call vote, all present voting as follows:

Voting “yes”: Mrs. Williams, Mrs. Figueroa-Epifanio, Mr. Cohen, Mrs. Young, Mrs. Reed, Mr. Davis, Mr. Souza, Mrs. Mozee

Abstention: Mr. Petersen

b. Motion by Brian Davis, seconded by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

*Colette McGarrity, Michael Guthier, Patricia Helfand, John Hunter, Malynda Densten, Nicole Ravoni, Rhonda Ravoni, Carmelo Santiago, Rikki Thornton, Khaja Shahabuddin, Mussamt Khafoon, Charlotte Cohen, Catherine Taylor, Edward Morris, Sr., Jeronimo Acevedo, Erica Posa, Michael Adams, Tiffany Adams, Jamie Burzynski, Jason Burzynski, Sr., Jennifer Camp, Zachary Gruender, Frances Gruender, Shawn Lewin, Michelle Lopez, Thomas Lopez, Lucas Mitchell, Serajul Mowla, Michele Muff, Michael Muff, Heather Pach, Karen Payne, Eric Redrow, Kyle Rodriguez, Lisa Spackman, Robert Spackman, Kimberly Buck, George Speck, Bernard Tighe, III, Vasiliki Lioliakis, Anna Lioliakis, Horahim Hossain*

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

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- c. Motion by Gerard Petersen, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from staff member Brian Reilly, effective October 23, 2018. Mr. Reilly has been employed as the Dwight D. Eisenhower Middle School Guidance Counselor since September 1, 2011.

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

- d. Motion by Mary Williams, seconded by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the mentors as listed below for the 2018-2019 school year.

- Jan Jennison for Morgan Flexon -- JFK PreK teacher
- Polly Taylor-Hearn for Kassidy DiTolla – DDE 7<sup>th</sup> grade teacher

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

- e. Motion by Gerard Petersen, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the FMLA for employee # 01390 from October 6, 2018 – November 5, 2018.

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

- f. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the revised list of Advisors:

- Eighth Grade Activities Coordinator: Lois Lang (\$976.13; ½ 1<sup>st</sup> Year) and Mary Jo Kolaski (\$1,035.57; ½ 3<sup>rd</sup> Year)
- NJHS Advisors: Carrie Aloï & Renae Borgstrom = shared stipend of \$770.63 each (both 1<sup>st</sup> Year)
- Yearbook Coordinator: Mary Jo Kolaski (\$770.63; ½ 1<sup>st</sup> Year) and Jackie Lawlor (\$793.75; ½ 2<sup>nd</sup> Year)
- Chorus Director: Evan Lindner –stipend of \$ 1541.25 from Title IV grant
- Debate Team Advisor: Jeffrey Krachun - –stipend of \$ 1541.25 from Title IV grant

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

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- g. Motion by Jeffrey Souza, seconded by Joanne Young  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Ashley Episcopo as the DDE Guidance Counselor for the 2018-2019 school year pending receipt of Sexual Misconduct Disclosure forms and clearance of the criminal history background check process. Ms. Episcopo will be placed on the MA Step 1 of the salary guide with a rate of \$55,582 prorated for the time worked. Anticipated start date is on or about October 16, 2018.  
Motion carried, roll call vote, all present voting “yes”.
- h. Motion by Mary Williams, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Jacob Gameron to observe a class at JFK as part of the Camden County College Program, Teaching : An Introduction to the Profession. Motion carried, roll call vote, all present voting “yes”.
- i. Motion by Jeffrey Souza, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Leonard Lewis as a temporary long term substitute for 5<sup>th</sup> grade Social Studies beginning September 28, 2018 through October 31, 2018 at the BA Step 2 rate of \$52,882 pro-rated for the time worked.  
Motion carried, roll call vote, all present voting “yes”.
- j. Motion by Gerard Petersen, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation from staff member Denise Raroha, with regret, effective September 24, 2018. Ms. Raroha has been with the district since 1998.  
Motion carried, roll call vote, all present voting “yes”.

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- k. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Instructional aides as listed below for the 2018-2019 school year starting on or about October 1, 2018 pending receipt of Sexual Misconduct Disclosure forms and clearance of the criminal history background check process.

- Tatiana Weinstock FT at JFK Step 5 \$17,064 Prorated for time worked
- Shamicka Holness-Riggs FT at DDE Step 8 \$18,395 Prorated for time worked

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

- l. Motion by Gerard Petersen, seconded by Mary Williams  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve William Ackerman as a CARE Support Staff employee at \$10.50/hour pending receipt of his fingerprint approval. William is currently an education major at Camden County College.

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

**12. Curriculum and Instruction**

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**13. Business and Finance**

Financial Report – Period Ending JULY 2018

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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 2018. 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 2018. The Treasurer’s and Secretary’s report are in agreement for the month of JULY 2018.
- 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 Mary Williams, seconded by Jeffrey Souza 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>
A Negron	\$99	Variety of dates, Online Course <i>Mathematical Mindsets, PLC</i>	\$0.00
D Bottley	\$0	09/24/2018 – FEA Monroe Twp <i>NJ Principal Evaluation for Professional Learning</i>	\$0.00
J Lamont	\$0	09/24/18, Rowan University Meeting with academic advisor to discuss certification	\$0.00
E McCoach	\$149	09/28/2018 – Camden County College <i>Strategies to implement ELA in Science</i>	\$0.00
E Hoff	\$0	10/02/18, Monroe Township <i>Strategies for facilitating Rich Conversations In the Discourse – Driven Math Classrooms</i>	\$0.00
S Childs	\$0	10/02/18, Monroe Township <i>Strategies for facilitating Rich Conversations In the Discourse – Driven Math Classrooms</i>	\$0.00
C Garton	\$0	10/02/18, Monroe Township <i>Strategies for facilitating Rich Conversations In the Discourse – Driven Math Classrooms</i>	\$0.00
A Negron	\$0	10/02/18, Monroe Township <i>Strategies for facilitating Rich Conversations In the Discourse – Driven Math Classrooms</i>	\$0.00
J Rotberg	\$0	10/02/18, Monroe Township <i>Strategies for facilitating Rich Conversations In the Discourse – Driven Math Classrooms</i>	\$0.00
P Taylor-Hearn	\$149	10/10/18, Camden County College <i>CCC Workforce Training &amp; Continuing Education</i>	\$0.00
L Wanko	\$0	10/11/18, Webinar Online <i>Smart Ears, Assessment of Auditory Skills for Deaf, H/H students</i>	\$0.00
C Aloï	\$149	10/16/18, Camden County College <i>Strategies to improve instruction for ELL students</i>	\$0.00
C Bissic	\$149	10/16/18, Camden County College <i>Strategies to improve instruction for ELL students</i>	\$0.00



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S Reynolds	\$149	10/16/18, Camden County College <i>Strategies to improve instruction for ELL students</i>	\$0.00
M Ivancich	\$0	11/19/18, Camden County College <i>Youth in Crisis – 3 panels addressing different youth Experiences</i>	\$0.00
T VanCuren	\$149	12/07/18, CCC, Blackwood Campus <i>Strategies to incorporate literacy in content areas</i>	\$0.00
N Sims	\$259	12/10/18, Cherry Hill, BER <i>Strategies to promote and accelerate academic Success in Kindergarten</i>	\$0.00
Board of Education Members/Administration	\$1,600	10/22-10/25/18 NJSBA Workshop <i>Atlantic City, NJ</i>	\$0.00

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

- F. Motion by Aida Figueroa-Epifanio, seconded by Joanne Young  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 52    Amount \$ 868,534.24**

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

- G. Motion by Gerard Petersen, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the September, 2018 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 September, 2018 folder on the portal for the board review. A list is on file with the Business Administrator.*

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

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- H. Motion by Jeffrey Souza, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 CARE disbursements for the month of August, 2018 in the amount of \$2,802.18. *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”.

- I. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 Cafeteria disbursements for the month of August, 2018 in the amount of \$8,880. *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”.

- J. Motion by Brian Davis, seconded by Joanne Young  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the Extended School Year for the following students attending the following schools:

**GCSSSD-Bankbridge campus:**

Grade 3 Special Education Student #6034311233 at a rate of \$4,325.

Grade 7 Special Education Student #1881917553 at a rate of \$4,325. This student also requires the support of a 1:1 aide at a rate of \$3,480.

Grade 9 Special Education Student #9950492727 at a rate of \$4,325. This student also requires the support of a 1:1 aide at a rate of \$3,480.

Grade 9 Special Education Student #4206846536 at a rate of \$4,325. This student also requires the support of a 1:1 aide at a rate of \$3,480.

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

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- K. Motion by Aida Figueroa-Epifanio, seconded by Mary Williams  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2018-2019 School Year for the following student attending the following school:

**Brookfield Academy:**

Grade 11 Special Education Student #3043480134 at a rate of \$53,820.

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

- L. Motion by Gerard Petersen, seconded by Mary Williams  
RECOMMEND that the board of education, on the recommendation of the School Business Administrator, approve the tuition contract between Berlin Township School District and Camden County Technical Schools. Contract amount is \$126,351.00 (35 students)

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

- M. Motion by Mary Williams, seconded by Gerard Petersen  
RECOMMEND that the board of education, on the recommendation of the School Business Administrator, approve the 2017/2018 tuition contract between Berlin Township School District and Hamilton Township School District for the following two students attending as McKinney Vento eligible:

Grade 3	\$16,935.00
Grade 4	\$12,030.00

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

- N. Motion by Gerard Petersen, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract with Nutri-Serve Food Management for the 2018-2019 school year. The Berlin Township School District went out to bid for food service management companies. The 2018-2019 fee is \$17,000.00. The contract includes a guaranteed break-even.

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

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**14. Old Business**

**15. New Business**

Committee Updates

Negotiations

NJSBA – **WORKSHOP 2018 10/22-10/25/2018**

CCESC

Pine Hill Bd of Ed

CCSBA

**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 Aida Figueroa-Epifanio, seconded by Jeffrey Souza to open the meeting to the public for the discussion of subjects. Time in: 8:29pm. Motion carried, voice vote, all present voting “yes”.

**17. Public Comments – Closed**

Motion by Gerard Petersen, seconded by Aida Figueroa-Epifanio to close the meeting to the public. Time closed: 8:30pm. Motion carried, voice vote, all present voting “yes”.

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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: \_\_\_\_\_pm.

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: \_\_\_\_\_pm.

**20. Adjournment**

Motion by Gerard Petersen, seconded by Jeffrey Souza to adjourn the meeting. Meeting adjourned: 8:30pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator