

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

January 24, 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

The Business Administrator will administer the Oath of Office for School Board Members to Mr. Sol Cohen

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 – left mtg at 7:45pm</u>	2012 / 2018
Mrs. Kimberly Reed	<u>present</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, Esq., was in attendance for C. Rizzi present

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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 – unless otherwise stated, all presentations will be held during the Action Meeting

Thank You Recognition To:

Robert Sheeks – Sunflower Landscaping

Home Depot – West Berlin Store

Donations given for district families on the Giving Tree

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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:

*Davina Sierra, Melanie Abrams, Morgan Murrenburke, Fernanda Olea-Araujo,
MaKalya Santos, Leigha Muff, Max Gall, Santino Maggi, Karter Reed, Christopher Bastian*

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

*Megan Mazakas, Ceceila Mitchell, Daniela Sotelo, Lillian Reven, Xzandria Ingram,
Evan Aubry, Eric Gilligan, Samuel Boykin, Colin Podwats, Tazwar Sabur*

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

Leah Alexander, Nicholas Barbera, Joseph Mikulski, Adam Himeur, Connor Kustera

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

John Hinkie, Jr., Delilah Wahl, Tyler Wassel, Blessyn Worthington, Trevyon McCaully

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8. Public Comments – Open

Recognition of Citizens – for agenda items only

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

Motion by Aida Figueroa-Epifanio, seconded by Jeffrey Souza to open the meeting to the public for the discussion of agenda items only. Time in: 7:46 pm.

Public in Attendance is as Follows

*Hal Mitchell, Gina Mitchell, Kimberly Kustera, Sue Scott,
Amy Mazakas, Kristin Beers, Scott Reynolds, Steve Whomsley,
Paul Maggi, Tara Bastian, Kaoutar Mzireg, Jennifer Virelli*

9. Public Comments - Closed

Motion by Jeffrey Souza, seconded by Sol Cohen to close the meeting to the public. Time closed: 7:46 pm. Motion carried, voice vote, all present voting “yes”.

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10. Superintendent’s Report

A. Review District Mission Statement

DISTRICT MISSION STATEMENT

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

The Berlin Township School District commits itself to all children by creating a standards-based school district in which all students receive the very best educational opportunities possible. Each and every student will surpass the New Jersey Core Curriculum Content Standards. To achieve this, the members of the district will focus on:

- Establishing high standards of excellence for both staff and students
- Communicating openly and frequently within the district and with the community to foster a trusting relationship
- Ensuring a safe and orderly environment for staff and students
- Recognizing that a school district serves as a role model and has the responsibility to encourage high quality character behavior

B. Review District & Board of Education Goals

DISTRICT 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.

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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.

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 #) reported on MONTH DAY YEAR.

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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>
REVISED from December 18, 2017 agenda – date printed was incorrect					
7 & 8	Bright	Overbrook HS	03/21/2018	\$0.00	Three drivers, three buses
		<i>To preview the Overbrook HS musical</i>			
SGA	Edwards	Camp Darkwaters, Medford	– 05/29/18	\$0.00	One driver, one bus
		<i>Leadership activity</i>			
7	Kwelty	Trenton Thunder Stadium	– 05/09/18	\$10.00	Two drivers, two buses
		<i>Students will create connections between statistics in class with the real world statistics</i>			
PK	Virelli, German, DiLeo	Ronald McDonald House, Camden, NJ	– 02/13/18	\$0.00	One driver, one bus
		<i>Service Project – Healing Hearts -</i>			
PK	Virelli, German, DiLeo, Wanko	Adventure Aquarium, Camden, NJ	– 02/23/18	\$5.00	Two drivers, two buses
		<i>Hands on water experience related to water unit</i>			

Motion by Kimberly Reed, seconded by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the January 24, 2018 agenda. Motion carried, roll call vote, all present voting “yes”.

F. Safety and Security – JFK – December, 2017

Type of Drill Date and Time

Fire - 12/19/2017 – 2:10pm

Lockdown – 12/20/2017 – 2pm

Bus Evacuation

Bomb Threat

G. Safety and Security – DDE – December, 2017

Type of Drill Date and Time

Fire – 12/19/2017 – 2pm

Lockdown – 12/20/2017 – 1:15pm

Bus Evacuation

Bomb Threat

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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 Kimberly Reed, seconded by Jeffrey Souza
 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
Playmore League	DDE Gym	Thursdays 01/18 – 03/08	Basketball
NJ Gators	DDE Gym	Thursdays 01/10 & 17	Basketball
YES!	DDE Gym	Various Friday, Saturday and Sunday dates – Jan to Feb	Basketball and futsal

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:

Regulation	Name	Policy	Name
2130	Principal Evaluation	2130	Principal Evaluation
		1250	Visitors

- 1. Motion by Jeffrey Souza, seconded by Sol Cohen
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Second Reading of Regulation 2130 - Principal Evaluation as well as Policies 2130 – Principal Evaluation and 1250 - Visitors.
This document was uploaded to the board portal, December, 2017 folder for board review.

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

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Exhibit	Name	Regulation	Name
2121	District Organizational Chart	3260/3270	Technology Equipment Disposal

2. Motion by Kimberly Reed, seconded by Joanne Young
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the First Reading of Exhibit 2121 – District Organizational Chart as well as Regulation 3260/3270 – Technology Equipment Disposal. *These documents were uploaded to the board portal, January, 2018 folder for board review and are included in the monthly board packet.*
 Motion carried, roll call vote, all present voting “yes”.

3. Motion by Kimberly Reed, seconded by Gerard Petersen,
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the annual submission of the 2017-2018 Memorandum of Agreement between the School District and the Police Department to the County Office of Education and the County Prosecutor’s Office. *This document was uploaded to the board portal, January, 2018 folder for board review. Hard copy is on file with the superintendent.*
 Motion carried, roll call vote, all present voting “yes”.

4. Motion by Jeffrey Souza, seconded by Kimberly Reed
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the 2018-2019 update for the 2017-2020 Pre-School Plan. *This document was uploaded to the board portal, January, 2018 folder for board review. Hard copy is on file with the superintendent.*
 Motion carried, roll call vote, all present voting “yes”.

11. Personnel

- a. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with receipt of emergency certification and criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
None this month			

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- b. Motion by Jeffrey Souza, seconded by Mary Williams,
RECOMMEND that the Board of Education, on the recommendation of
the Superintendent, approve the following ADVANCE volunteers:

*Bryan Cusack, Lynn Moya, Melissa Kline, Nargis Khan, Judy Hymowitz,
Phyllis Weber, Bouchra Mzireg*

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

- c. Motion by Jeffrey Souza, seconded by Kimberly Reed,
RECOMMEND that the Board of Education, on the recommendation of
the Superintendent, approve the tuition reimbursement for the following staff
members: Jennifer Virelli, Jessica Rotberg. Amount to be reimbursed is \$1,000
for each staff member. *The chart detailing the courses taken and grades achieved was
uploaded to the January 2018 board folder and hard copy is included in the monthly board packet.*

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

- d. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed,
RECOMMEND that the Board of Education, on the recommendation of
the Superintendent, approve the Donor’s Choose project for JFK staff member
Ms. Emily Mason. Ms. Mason was awarded a \$100 gift by the Donor’s Choose
project and will use this to purchase a Glockenspiel for the school.

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

- e. Motion by Jeffrey Souza, seconded by Sol Cohen,
RECOMMEND that the Board of Education, approve the appointment of
Megan Stoddart as the School Safety Specialist as per NJAC 6A:9-2.1.

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 November 2017

Motion by Mary Williams, 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 November 2017. 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 November 2017. The Treasurer’s and Secretary’s report are in agreement for the month of November 2017.
- 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 Kimberly Reed, 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>
K Braidwood	\$75	NJPSA 01/30/18 <i>Requirements/procedures regarding Extended School Year Issues</i>	\$0.00
M Riggio	\$239	BER, Cherry Hill 02/06/18 <i>Math – small group differentiated instruction</i>	\$0.00
D Smithen	\$239	BER, Cherry Hill 02/06/18 <i>Implementation of Guided Math</i>	\$0.00
P Tideman	\$249	IED, Cherry Hill 02/08/18 <i>Instructional strategies to increase students’ reading & writing skills</i>	\$0.00
A Poulton	\$259	BER, Cherry Hill 02/12/18 <i>Practical treatment strategies for childhood apraxia of speech</i>	\$0.00
E Mason	\$229	Responsive Classroom, Phil, PA 03/06/18 <i>Rules, routines, interactive modeling, student choice, responding to misbehavior</i>	\$0.00
A Berth	\$0	PARCC Training for NJ, Atlantic City 03/08/18 <i>Mandatory PARCC training for technology coordinators</i>	\$0.00
J Edwards	\$0	Virtua Programs, Mt. Laurel 05/10/18 <i>To continue certification in advanced pediatric CPR and respiratory emergencies</i>	\$0.00
E Austermuhl	\$175	NJASA, Jamesburg, NJ 03/15/18 <i>Women’s Leadership Conference</i>	\$0.00
P Sebastiano	\$209	Voorhees, NJ 05/17/18 <i>Judy Freeman Workshops LLC – collection development, Ideas for library programs, projects, activities</i>	\$0.00
J Jennison	\$209	Voorhees, NJ 05/17/18 <i>Judy Freeman Workshops LLC – literacy development</i>	\$0.00
L Wanko	\$99	In house webinar 03/22/18 <i>Smart Ears – in depth auditory skills – auditory classroom activities</i>	\$0.00
B Reilly	\$199	Stockton University, NJ 05/23 & 24/18 <i>Workshops for school climate improvement, HIB information</i>	\$0.00
E Austermuhl	\$149	NJASA, Monroe Twp, NJ 02/14/18 <i>Prevent & Respond to Sexual Harassment in the School District</i>	\$0.00
E Hoff	\$149	SJ Tech Park, Rowan, NJ 01/31/18 <i>To facilitate Mathematical discourse in small groups and whole class</i>	\$0.00

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<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
S Childs	\$149	SJ Tech Park, Rowan, NJ 01/31/18 <i>To facilitate Mathematical discourse in small groups and whole class</i>	\$0.00
J Friedman	\$219.99	Summit, Cherry Hill, NJ 03/01/18 <i>Interventions for children with ADHD and Sensory Processing Challenges</i>	\$0.00
H Farlow	\$219.99	Summit, Cherry Hill, NJ 03/01/18 <i>Interventions for children with ADHD and Sensory Processing Challenges</i>	\$0.00
F Pupa	\$178	SRI & ETTC, Stockton University , NJ 02/26/18 <i>Advanced classes using digital tools to support classroom instruction</i>	\$0.00
J Virelli	\$249	BER, Voorhees , NJ 03/19/18 <i>Strategies and techniques for instructing multiple students with challenging behaviors</i>	\$0.00

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

- F. Motion by Jeffrey Souza, seconded by Kimberly Reed, RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 56 Amount \$760,919.95

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

- G. Motion by Jeffrey Souza, seconded by Kimberly Reed, RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the January, 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 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 Aida Figueroa-Epifanio,
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 CARE disbursements for the month of December, 2017 in the amount of \$826.80. *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 Mary Williams, seconded by Jeffrey Souza,
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 Cafeteria disbursements for the month of December, 2017 in the amount of \$21,513.35. *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 Jeffrey Souza, seconded by Kimberly Reed,
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017 and the Corrective Action Plan listed below:

Finding 2017-001

Finding: The School District did not maximize participation in the SEMI Program and did not achieve one hundred percent of the revenue benchmark.

Recommendation: The Business Administrator has added reminders to her district calendar to ensure that revenue progress checks are done quarterly to make sure the district is going to meet the projected revenue. If it looks as though the district will not meet the projected revenue, a waiver to reduce the projected amount will be completed.

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

14. Old Business

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15. New Business

By Law Review—9322 Public and Executive Sessions, 9322R Public Participation Procedure

Committee Updates

Negotiations

NJSBA

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 Jeffrey Souza, seconded by Kimberly Reed, to open the meeting to the public for the discussion of subjects. Time in: 8:16 pm.

Motion carried, voice vote, all present voting “yes”.

17. Public Comments – Closed

Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed, to close the meeting to the public. Time closed: 8:17pm.

Motion carried, voice vote, all present voting “yes”.

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18. Executive Session – In

Motion by Jeffrey Souza, seconded by Kimberly Reed, to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:17pm. Motion carried, voice vote, all present voting “yes”.

Resolution for Executive Session:

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

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

19. Executive Session – Close

Motion by Kimberly Reed, seconded by Mary Williams, to come out of Executive Session. Time out: 8:47pm. Motion carried, voice vote, all present voting “yes”.

20. Adjournment

Motion by Aida Figueroa-Epifanio, seconded by Mary Williams, to adjourn the meeting. Meeting adjourned: 8:47pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator