

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

January 19, 2017

Action Meeting Agenda

*“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 \_\_\_\_\_.

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 5, 2017, 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 11, 2017 and the Central Record the week of January 15, 2017 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	_____	2014 / 2017
Mr. Keith Jones, Vice President	_____	2011 / 2017
Mrs. Mary Williams	_____	2002 / 2017
Mr. Brian Davis	_____	2012 / 2018
Mrs. Kimberly Reed	_____	2015 / 2018
Mrs. Joanne Young	_____	2015 / 2018
Mr. Jeffrey Souza	_____	2014 / 2019
Mrs. Cynthia Mozee, President	_____	2013 / 2019
Mrs. Aida Figueroa-Epifanio	_____	2016 / 2019
Dr. Edythe B. Austeruhl, Superintendent	_____	
Mrs. Megan Stoddart, Business Administrator	_____	
Charles Rizzi, Esq., Board Solicitor	_____	

**4. Approval of Minutes**

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

RECOMMEND that the Board of Education approve the minutes of the December 22, 2016 and January 5, 2017 meetings as presented in duplicated form and dispense with the reading of the same.

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**5. Executive Session – In**

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

Resolution for Executive Session:

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

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

**6. Executive Session – Close**

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

**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.

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**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:***

*Morgan Murrenburke, Jack Kelly, Evolet Hernandez-Guzman, Zachary Bright,  
Riley Johnson, James Elliott, Jackson Mitchell, Ashlie Shendock,  
Cameron Daly, Ava Brown*

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

*Nanzibah Hossain, Elijah Franks, Marissa Stires-Barreto,  
Giovanny Torres, Briana Stoddart, James Castracane,  
Kashmala Khan, Alexander Cudeyro, Sekeka Naznin, Shane Stevenson*

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

*Hayden Schafer, Vanessa Hood, Jayden Branch, Charlotte Roe, Paiton McCauley*

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

*Catelyn Kiefreider, Nylecia Slough, Roman Mealey, James Thomas, Tabitha Warren*

***Presentations to the Following Groups for Holiday Donations Received, 2016***

*Sons of Italy, Berlin - c/o Michelle Primo  
Sunflower Landscaping - c/o Bob Sheeks  
Golden Nugget Tavern - c/o Jim Nunnenkamp  
The Home Depot, Berlin  
Visionary Brands  
Berlin Rotary  
Interboro Cheerleading - c/o Deanna Allen*

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

**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.

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

### 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
1/14/17	DDE	2	Confirmed HIB	Parent Conference and Counseling sessions with HIB Coordinator, Counselor and Principal

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 #2 to \_\_\_) reported on January 14, 2017.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
PreK	Virelli, German, DiLeo	Ronald McDonald House, Camden	Feb 9, 2017	\$0	One driver, one bus
5 - 8	Friedman	The Home Depot, West Berlin	Apr 12, 2017	\$0	One driver, one bus

1. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the January 19, 2017 agenda.

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F. Safety and Security – JFK – December, 2016

Type of Drill      Date and Time

Fire – 12/13/16 – 11:15am

Lockdown – Shelter in Place – 12/22/16 – 2:00pm

Bus Evacuation

Bomb Threat

G. Safety and Security – DDE – December, 2016

Type of Drill      Date and Time

Fire - 12/14/16 – 9:27am

Lockdown – Shelter in Place – 12/12/16 – 1:40pm

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

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

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

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I. Discussion Items:

Policy	Name	Regulation	Name
3280	Crowdfunding Procedures		

- a. Motion by \_\_\_\_\_, second by \_\_\_\_\_,  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policy update for second reading:  
Policy 3280 – Crowdfunding Procedures.  
*This item was uploaded to the portal, November board folder for review.  
Hard copy is included in the board packet for the November 17, 2016 action meeting.*

Policy	Name	Regulation	Name
5118.2	Foster Care and Educational Stability	5118.2	Foster Care and Educational Stability

- b. Motion by \_\_\_\_\_, second by \_\_\_\_\_,  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policy and regulation update for second reading: Policy 5118.2 – Foster Care and Educational Stability and Regulation 5118.2 – Foster Care and Educational Stability.  
*This item was uploaded to the portal, November board folder for review.  
Hard copy is included in the board packet for the December 22, 2016 action meeting.*

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Policy	Name	Regulation	Name
5141	Health		
5141.4	Missing, Abused and Neglected Children		
5134	Married/Pregnant Pupils		
5131	Conduct Discipline		
5131.5	Vandalism Violence		
5111	Admission		

- c. Motion by \_\_\_\_\_, second by \_\_\_\_\_,  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policy updates for first reading:  
 Policy 5141 – Health; Policy 5141.4 – Missing, Abused and Neglected Children; Policy 5134 – Married/Pregnant Pupils; Policy 5131 – Conduct Discipline; Policy – 5131.5 – Vandalism Violence; Policy 5111 – Admission.

**11. Personnel**

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
 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>
Kraig Stefanowski	P/T Custodian	\$10/hr	Approx 1/3/17

- b. Motion by \_\_\_\_\_, second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the tuition reimbursement in the amount of \$1,000 for staff member:

*Alyssa Meighan\**

*\*Tuition reimbursement chart with detail was uploaded to the portal for board review.*

- c. Motion by \_\_\_\_\_, second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Donors Choose project, “Come Code With Me” by Mrs. Kelly Mitchell, JFK school for the Osmo Genius Kit containing items to assist with the teaching of computer coding. Total price is \$274.

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**12. Curriculum and Instruction**

**13. Business and Finance**

Financial Report – Period Ending November 2016

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 November 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 November 2016. The Treasurer’s and Secretary’s report are in agreement for the month of November 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 action here:

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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>
F Pupa	\$149	EIRC Blackwood, NJ <i>01/25/17</i> <i>Google drawings, docs and slides for classrooms</i>	\$0.00
D Smithen	\$245	Mansion at Voorhees, NJ <i>02/08/17</i> <i>BER, Strategies to increase reading skills</i>	\$0.00
S Bowker	\$245	BER, Cherry Hill, NJ <i>02/01/17</i> <i>Workshop to improve current guided Math instruction</i>	\$0.00
D Bottley	\$0	Mt. Laurel, NJ <i>02/16/17</i> <i>Mandatory Pearson regional training</i>	\$0.00
L Burke	\$114	BER, video on line learning <i>02/27/17</i> <i>To learn to develop and establish characteristics that facilitate differentiation</i>	\$0.00
T Williams Smith	\$245	Mansion at Voorhees, NJ <i>02/28/17</i> <i>BER, reading instruction assistance</i>	\$0.00
D Iacovelli	\$245	Inst for Ed Development, Voorhees, NJ <i>Additional instruction in NGSS</i> <i>03/02/17</i>	\$0.00
J Edwards	\$245	BER, Cherry Hill, NJ <i>Additional instruction in school nursing strategies and resources to create a nursing procedure book for the district</i> <i>03/02/17</i>	\$0.00
C Bissic	\$495	MidSchool Math Nat’l Conf, Santa Fe, NM <i>03/3 - 4/17</i> <i>Teaching math with a growth mindset, deeper thinking practices</i>	\$0.00
B Engelbert	\$0	Princeton, NJ <i>03/07/17</i> <i>Fred Pryor Seminars Career Track Membership Training</i>	\$36.58
J Virelli	\$199.99	Summit Prof Ed, Cherryhill, <i>03/08/17</i> <i>Techniques for improved focus, emotional awareness, And social interactions</i>	\$0.00
M Bright	\$120	FEA Conf Center, NJPSA/FEA/ASCD <i>03/09/17</i> <i>Educating the whole child</i>	\$0.00
C Pfluger	\$200	Atlantic City, NJ <i>03/13 - 15/17</i> <i>NJ School Buildings &amp; Grounds Assn. Annual Expo</i>	\$0.00
E Mason	\$180	Atlantic City, NJ <i>04/6 - 8/17</i> <i>Nat’l Assoc for Music Educators Eastern Conf</i>	\$0.00

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J German	\$209	Voorhees, NJ	05/09/17	\$0.00
		<i>Literacy ideas for centers, new literature</i>		
P DiLeo	\$209	Voorhees, NJ	05/09/17	\$0.00
		<i>Literacy ideas for centers, new literature</i>		

- F. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 56      Amount \$897,327.05**

- G. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the December, 2016 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.*
- H. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2016 CARE disbursements for the month of \_\_\_\_\_ in the amount of \$607.01.
- I. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2016 Cafeteria disbursements for the month in the amount of \$0.00.

**14. Old Business**

Report on HIB 2015-2016 Grade

*This document is copied and included in the board packet for review*

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**15. New Business**

- Committee Updates
- Negotiations
- NJSBA
- CCESC
- Pine Hill Bd of Ed
- CCSBA

District Goals 2016-2017 – discussion

Board Goals 2016-2017 ?

*Print outs of this documents are included in the board packets*

**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 \_\_\_\_\_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 \_\_\_\_\_seconded by \_\_\_\_\_ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: \_\_\_\_\_.

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Resolution for Executive Session:

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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 \_\_\_\_\_ seconded by \_\_\_\_\_ to adjourn the meeting. Meeting adjourned: \_\_\_\_\_ pm.