

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 18, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, _____, 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. Austermuhl, 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 November 15, 2017 meeting 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

Community Groups that have donated items for district families for the holidays:

Berlin Rotary – Mr. Carl Maloney

Sons of Italy – Mrs. Michelle Primo

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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:

*Fiona Sanderson, Ember Abrams, Madison Chiarulli, Bobbi Fields, Gianna Hardy,
Walter Hernandez, Ryan Stoddart, Zachary Maslinski, William Stanley, Kaden Reed*

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

*Grace McGovern, Ella DeMarco, Analia Franks, Briana Stoddart, Ellen Chen,
Hasan Ahmed, Xavier Figueroa, Luis Rodriguez-Roman,
Bryce Powell, Alberto Jimenex-Mendez*

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

Kelly McCarthy, Joniel Diaz, Saiyedatun Alifuddin, Isaiah Pease, Kayla Allen

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

Daysia McCaully, Ariana Mendez Mateo, Xzandria Ingram, Asma Begum, Cassidy Jacob

***Presentation by district auditors from Bowman & Company. Presentation will be on the
2016-2017 school district audit.***

- a. Motion by _____ seconded by _____ to accept the 2016-2017 school district audit report given by district auditors from Bowman & Company.

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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 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.

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

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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.

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
11/20/17	DDE	3726	Confirmed HIB	Offender – suspended for 3 days and referred to private counseling, Victim –school counseling as needed
11/20/17	DDE	3739	Confirmed HIB	Offender – suspended for 2 days Victim –school counseling as needed

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 # 3726 and 3739) reported on November 20, 2017.

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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>
4 – 7	Friedman	Shop Rite <i>Life skills trip</i>	01/23/18	\$0	One driver, one bus
7 & 8	Bright	Overbrook HS <i>Preview of OHS Musical Play</i>	01/23/18	\$0	Three drivers, three buses
2	Mason	Ballroom Theatre, Collingswood <i>Instruction regarding instruments, view a concert</i>	02/09/18	\$5	Two drivers, two buses
4 – 7	Friedman	Oceano’s Restaurant <i>Life skills trip</i>	03/23/18	\$0	One driver, one bus
4 – 7	Friedman	Pitman Theatre <i>Life skills trip – viewing the play “Dr. Malcolm’s Laboratory”</i>	04/20/18	\$0	One driver, one bus
8	Austermuhl/Bright	Camden County College <i>Two grade 8 students will attend the 2017-2018 Middle School Student Leadership Institute</i>	01/04/18	\$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 December 21, 2017 agenda.

F. Safety and Security – JFK – November, 2017

Type of Drill Date and Time

Fire - 11/29/17 at 2:06pm
Lockdown
Bus Evacuation
Bomb Threat – 11/27/17 at 1:10pm

G. Safety and Security – DDE – November, 2017

Type of Drill Date and Time

Fire
Lockdown – Evacuation to JFK – 11/21/17 – 12:15pm
Bus Evacuation
Bomb Threat – 11/27/17 – 11:30am

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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 _____ 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	Bylaws	Name
5132	Dress Code		

1. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Second Reading of Regulation 5132, Dress Code. *This document was uploaded to the board portal, November folder for board review.*

Regulation	Name	Bylaws	Name
2130	Principal Evaluation	9322	Public and Executive Sessions

Policy	Name		
2130	Principal Evaluation		
1250	Visitors		

1. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the First Reading of Regulation 2130 - Principal Evaluation and Bylaw 9322 - Public and Executive Sessions, as well as Policies 2130 – Principal Evaluation and 1250 - Visitors. *These documents were uploaded to the board portal, December folder for board review.*

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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 receipt of emergency certification and criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Renae Borgstrom	DDE Media Specialist	\$74,680, MA, Step 13 – prorated	01/02/2018

- b. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteer:

Nikki Tavard

12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending October 2017

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 October 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 October 2017. The Treasurer’s and Secretary’s report are in agreement for the month of October 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

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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

E. Motion by _____ seconded by _____ to approve the travel/professional development for the following staff members:

Name	Cost	Location/Date of Travel	Expense Amount
K Mitchell	\$0	SJ Ed Tech Mtg, Sewell, NJ – 12/05/2017 <i>STEM models, Google Expeditions</i>	\$0
E Fasanella	\$150	JFK online refresher course – date can be anytime <i>A review of multi-sensory phonics skills for dyslexic students</i>	\$0
M Ivancich	\$0	Camden County Ed Services – 01/08, 09/2018 <i>Traumatic loss coalitions for youth</i>	\$0
E McCouch	\$249	BER, Cherry Hill, NJ – 01/08/2018 <i>Strategies to incorporate students’ specialized instruction into co-taught lessons</i>	\$0
L Burke	\$249	BER, Cherry Hill, NJ – 01/08/2018 <i>Strategies to incorporate students’ specialized instruction into co-taught lessons</i>	\$0
M Bright	\$149	FEA/NJPSA, Jamesburg, NJ – 01/08/2018 <i>Building teacher leadership through classroom walkthroughs</i>	\$0
A Berth	\$275	TECHSPO, Atlantic City, NJ – 01/25/2018 <i>FRS and Security Sessions</i>	\$0
E Austermuhl	\$275	TECHSPO, Atlantic City, NJ – 01/25/2018 <i>FRS and Security Sessions</i>	\$0
D Wash	\$249	BER, Voorhees, NJ – 01/30/2018 <i>Expand strategies and resources to address special needs</i>	\$0
R Rollins	\$199.99	PESI, Cherry Hill, NJ – 01/30/2018 <i>Providing teachers and parents with resources for executive skill deficits</i>	\$0
L Lang	\$259	BER, Voorhees, NJ – 01/31/2018 <i>Providing tools and strategies that work successfully with difficult students. Building communication, empowering students to make responsible choices</i>	\$0

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D Inman	\$229	BER, Voorhees, NJ	– 02/01/2018	\$0
		<i>STEM instruction for professional development</i>		
J Gascot	\$244	Staff Devel for Educators, AC, NJ	– 02/27/2018	\$0
		<i>Center-based lessons to improve learning in the classroom</i>		
D Bottley	\$0	NJ DOE, Atlantic City, NJ	– 03/08/2018	\$0
		<i>Mandatory district test coordinator training for PARCC</i>		
C Pfluger	\$100	NJSB&G Assoc, AC, NJ	– 03/12-14/2018	\$0
		<i>Annual conference and Expo</i>		
C Garton	\$249	BER, Voorhees, NJ	– 03/28/2018	\$0
		<i>Concepts to be implemented in the classroom</i>		
M McCutcheon	\$199	Stockton College, NJ	– 05/23 & 24/2018	\$0
		<i>Anti-bullying and school climate information</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 Amount \$

G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the December, 2017 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

H. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 CARE disbursements for the month of November, 2017 in the amount of \$8,099.55. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

I. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 Cafeteria disbursements for the month of November, 2017 in the amount of \$20,867.27. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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- J. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2017-2018 ten month school year:

For Yale School Southeast:

Grade K Special Education Student #4414621881, at a yearly rate of \$74,896.50.

For Archway Programs:

Grade 2 Special Education Student #4046440105, at a yearly rate of \$46,010.

For Burlington County Special Services School District:

Grade 6 Special Education Student #9544845331, at a yearly rate of \$47,791 and an additional \$3,200 out of county fee.

For Haddon Heights School District:

Grade 9 Special Education Student #9977409506, at a yearly rate of \$36,500.

For GCSSSD-Bankbridge:

Grade 8 Special Education Student #4206846536, at a yearly rate of \$37,800. The student requires the support of a 1:1 aide at a rate of \$39,960. There is also an out of county fee of \$3,000.

Grade 8 Special Education Student #9950492727, at a yearly rate of \$37,800. There is also an out of county fee of \$3,000.

Grade 6 Special Education Student #1881917553, at a yearly rate of \$37,800. The student requires the support of a 1:1 aide a rate of \$39,960. There is also an out of county fee of \$3,000.

Grade 11 Special Education Student #7783054802, at a yearly rate of \$37,800. There is also an out of county fee of \$3,000.

14. Old Business

15. New Business

Date for Reorganization meeting – January 4, 2018

Draft of dates for 2018 year (see Handout)

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

16. Public Comments – Open

Recognition of Citizens – for subjects not appearing on agenda

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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 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: _____.

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:
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 - 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

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Motion by _____ seconded by _____ to adjourn the meeting. Meeting adjourned: _____ pm.