

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 24, 2018

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 _____pm.

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	_____	2014 / 2020
Mr. Gerard Petersen	_____	2017 / 2020
Mrs. Mary Williams	_____	2002 / 2020
Mr. Brian Davis	_____	2012 / 2018
Mrs. Kimberly Reed	_____	2015 / 2018
Mrs. Joanne Young	_____	2015 / 2018
Mr. Jeffrey Souza, Vice President	_____	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	_____	
Lauren Tedesco, Capehart & Scatchard	_____	

4. Approval of Minutes

Motion by _____, seconded by _____

RECOMMEND that the Board of Education approve the action meeting minutes of the April 26, 2018 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: _____.

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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:***

*Isabella Ortiz, Jayla Montague, Tracey Tellez-Sorcía, Joseph Mikulski,
Hailey Peidl, Paarth Shrimali, Anthony Pach, Bethanne Fields,
Olivia Larsen, Drake Petersen*

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

*Paiton McCauley, Vance Updegraff, Isabelle Konopka,
Savanah Riley, Emma Reed, Arianna Brown, Vance Updegraff,
Elijah Franks, Josue Navedo-Sanchez, Pedro Rea-Morales,
Mark Lane, Jr.*

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

*Shanoah Lang, Elijah Del Valle, Madison Chiarulli,
Olivia Fiordaliso, Katherine Pach*

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

*Angel Navedo Sanchez, Teresa Ramboz, Emma Reed,
Cameron Madden, Ava Brown*

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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: __pm.

9. Public Comments – Closed

Motion by _____ seconded by ___ to close the meeting to the public. Time closed: _____pm.

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 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 First Report

Date Reported to Superintendent	School	Case Number	Result	Action
May 10, 2018	DDE	4790	Not HIB	Meeting with Counselor re: appropriate behavior

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 – *no cases to be approved for this month* –

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
5	5 th gr Team	Franklin Institute	06/08/2018	\$6.00	Two drivers, two buses, tolls, parking

The following trip was approved at the April 26, 2018, for June 12th, teacher informed us of a date change

3	Inman	Franklin Institute	06/11/2018 Rain date N/A	\$5	3 drivers, 3 buses, tolls
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1. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the May 24, 2018 agenda.

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F. Safety and Security – JFK – April, 2018

Type of Drill Date and Time

- Fire – April 30, 2018 – 1:30pm
- Lockdown – April 18, 2018 – 11:00am
- Bus Evacuation
- Bomb Threat

G. Safety and Security – DDE – April, 2018

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
YES!	DDE gym	Tue/Thurs 6:45pm – 9:45pm, June to August	Basketball games
Playmore	DDE gym	Mon/Wed 6:30pm – 8:00pm, May to June	Basketball practice/games

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

I. Discussion Items:

Regulation	Name	Bylaws/Policy	Name
		4115	Supervision

1. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of Policy 4115 - Supervision. *This document was uploaded to the board portal, May, 2018 folder for board review.*

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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>
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N/A

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

Irene Duran, Crystal Montague, Jacquelyn Nunnenkamp, Susan Marchese, Krystal Howarth, Jasmin Hayes, Terence Hayes, Afroza Akther, Anthony Chiarulli, Jr., Wojdan Thabata, Gary Worthington, Jennifer Brennan, Kim Wegrzyniak, Rich Wegrzyniak, Kristy Menzer, Andrew Williams, Natalia Sanchez, Patricia Thompson, Ronnie Young, Robert DeWitt, Stephanie Werner, Jonathan Devakos, Phyllis Magazzu, Heather Owens, Talicia Johnson, Jahanara Begum, Maria Sorcia, Anthony Hunt, Joe Campisi, Pat Glezman

- c. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following hourly rates for July 1, 2018 – June 30, 2019 staff:

<u>Name</u>	<u>Title</u>	<u>Hourly Rate</u>
John Friend	Bus Driver with Extra Compensation Hourly Rate	\$17.15/hr
Burton Holcomb	Bus Driver with Extra Compensation Hourly Rate	\$20.41/hr
Antonette Pearson	Bus Driver with Extra Compensation Hourly Rate	\$17.79/hr
Denise Peidl	Bus Driver with Extra Compensation Hourly Rate	\$20.41/hr
Patricia Savidge	Bus Driver with Extra Compensation Hourly Rate	\$21.66/hr
Theresa Vandegrift	Bus Driver with Extra Compensation Hourly Rate	\$21.66/hr

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- d. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the rates for ESY, 2018 staff:

Extended School Year 2018
PSD, MD, AI – July 9-August 9, 2018, Mon-Thurs
LD – July 10-Aug 2, 2018, Tues-Thurs
9am-12pm

PSD

Teacher:	Jennifer Virelli	\$35/hour
Aide:	Cheryl Johnson	\$12/hour
Aide:	Jessica German	\$12/hour
Aide:	Lisa Wood	\$12/hour

MD K-3

Teacher:	Rachel Deaner	\$35/hour
Aide:	Jennifer Gascot	\$12/hour

MD 4-7

Teacher:	Sarah Zimmerman	\$35/hour
Aide:	Lisa Winters	\$12/hour

AI

Teacher:	Lindsay Wanko	\$35/hour
Aide:	Theresa Mazzeo	\$12/hour

LD K-3

Teacher:	Meenu Joshi	\$35/hour
Teacher:	Debra Wash	\$35/hour

LD

Aide:	Victoria Sahina	\$12/hour
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LD 4-7

Teacher:	Mary Jo Kolaski	\$35/hour
Sub Teacher:	Cheri Garton	\$35/hour

Speech therapist:

Amanda Poulton	\$38.19/hour
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Occupational Therapist

Heartland Rehabilitation	Contracted rate: \$76.50/hour
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Physical Therapist:

Ed Services Commission	Contracted rate: \$68/hour
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e. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter or resignation, with regret, from staff member Damien Damiano. Mr. Damiano has been on staff as an Instructional Assistant since January 19, 2016. Effective date of resignation is June 10, 2018.

f. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the McRel Teacher Evaluation Tool for the 2018-2019 school year.

g. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the district 2018-2019 school calendar. *There are two versions of this document. Draft A and Draft B were uploaded to the board portal, May folder for board review.*

h. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the tuition reimbursement for staff member Renae Borgstrom in the amount of \$1,000. *The chart detailing this reimbursement was uploaded to the May, 2018 folder on the portal for board review.*

i. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff for summer Child Study Team evaluations and meetings:

	Evaluations	Meetings
Kristy Mitchell LDT/C	\$298.48/eval	\$41.69/hour
Ryan Rollins – School Psychologist	\$281.48/eval	\$39.31/hour
Michele Brewster – Social Worker	\$275.98/eval	\$38.54/hour
Amanda Poulton – Speech Therapist	\$273.48/eval	\$38.19/hour
Kim Gadzinski – Speech Therapist	\$439.90/eval	\$61.44/hour

j. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff for **SUMMER CARE**.

Jacklyn Lawlor	\$20.00/hour
Evan Lindner	\$20.00/hour
Brian Martino	\$20.00/hour
Lindsay Wanko	\$20.00/hour

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- k. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the Business Administrator’s 2018-2019 Contract for Megan Stoddart to the Executive County Superintendent for approval.

12. Curriculum and Instruction – N/A

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13. Business and Finance

Financial Report – Period Ending MARCH 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 March 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 March 2018. The Treasurer’s and Secretary’s report are in agreement for the month of March 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

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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>
M McCutcheon	\$0	Rider University 05/18/18 <i>NJ Alliance for Social, Emotional & Character Development</i>	\$0.00
J Jennison	\$0	Rider University 05/18/18 <i>NJ Alliance for Social, Emotional & Character Development</i> <i>To improve instruction/recognition for Nat’l School of Character</i>	\$0.00
K Braidwood	\$150	Monroe, NJ 06/06/18 <i>Update on latest developments in Sp Ed Law</i>	\$0.00
B Martino	\$0	Rider University 05/18/18 <i>NJ Alliance for Social, Emotional & Character Development</i> <i>To improve instruction/recognition for Nat’l School of Character</i>	\$0.00
Kelly Mitchell	\$0	RCGC – SoJ Ed Tech Meeting 05/22/18 <i>ARIVR in Education</i>	\$0.00

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

Batch number 60 Amount \$ 856,467.06

- G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the May, 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.*

- H. Motion by _____, seconded 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 April, 2018 in the amount of \$938.67. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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- I. Motion by _____, seconded 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 April, 2018 in the amount of \$0.00. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

- J. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Source 4 Teachers renewal contract for the 2018-2019 school year.

- K. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve joining the Lindenwold Title III ESEA-ESSA Consortium for the 2018-2019 school year.

- L. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Stockton University Affiliation Agreement for Student Interns for the 2018-2019 school year.

- M. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the following board resolution for the 2018 NJSIG Safety Grant:

Applicant District: Berlin Township Board of Education

The above named applicant hereby agrees that the information provided in this application is complete and correct.

The above named applicant hereby approved the digital submission of this application for the 2018 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in this application, in the amount of \$6,113.72 for the July 1, 2018 through June 30, 2019 program period.

The above named applicant hereby grants authority to the undersigned Official Representative to submit the final required documents and digitally submit this application for review by the New Jersey Schools Insurance Group.

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N. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the following board resolution for member participation in the Hunterdon County Educational Services Commission for Cooperative Pricing.

**RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM**

A RESOLUTION AUTHORIZING THE BERLIN TOWNSHIP SCHOOL DISTRICT
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

RESOLUTION NUMBER

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the “Lead Agency ” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on May 24, 2018 the governing body of the Berlin Township School District, County of Camden, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Berlin Township School District.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

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CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

BY:

(NAME AND TITLE)

ATTEST BY:

(NAME AND TITLE)

14. Old Business

Safety and Security – continuing discussion

15. New Business

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

Joint meeting with Township Mayor and Council on Monday, June 4, 2018 at 6:30pm.

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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: _____pm.

17. Public Comments – Closed

Motion by _____, seconded by _____ to close the meeting to the public.
Time closed: _____pm.

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18. Executive Session – In

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 _____, seconded by _____ to adjourn the meeting.
Meeting adjourned: _____pm.