

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

January 23, 2020

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 12, 2019 and the Central Record the week of January 21, 2019 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. Brian Davis	_____	2012 / 2021
Mrs. Kimberly Reed	_____	2015 / 2021
Mrs. Lisa Hill-Muff	_____	2018 / 2021
Mr. Jeffrey Souza	_____	2014 / 2022
Mrs. Cynthia Mozee	_____	2013 / 2022
Mr. Domonic Balducci	_____	2019 / 2022
Mr. Gerard Petersen, President	_____	2017 / 2020
Mr. Sol Cohen	_____	2014 / 2020
Vacancy	_____	
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 December 19, 2019 and the reorganization meeting minutes of January 6, 2020 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**

**Presentations will be made for both  
Teacher and Bus Driver Nominations for Student Role Models of Positive Behavior**

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.

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

*Axel Robinson, Colton Ryker, Anabelle Fuscellaro, Michael Adams, Melanie Abrams,  
Samuel Church, Rexx Bannan, Leah Gattuso, Cesar Zapata-Perez, Mary Holland*

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

*Karter Reed, Lily Gall, Mya Torres, Khadija Shadia, Christopher Riess,  
Fernanda Olea-Araujo, Damiano Redrow, Braxton Gillis, Allen Hollimon,  
Mia Mazakas*

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

*Malia Dorsey, Sadaf Mehtab, Samuel Church, Christian Foster, Eldri Guzman,  
Julianna English, Christopher Smith*

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

*Daniela Sotelo, Maxim Costiuc, Trinity Bell, Lilitiana Caprera,  
Emtiyas Sabbir, Liam Richards, Jayden DeVan*

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***Presentation by district auditors from Bowman & Company. Presentation will be on the 2018-2019 school district audit.***

- a. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept the 2018-2019 school district audit report given by district auditors from Bowman & Company.

**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.

Public participation shall be governed by the following rules as per Regulation 9322:

- A. All persons wishing to participate in a public board meeting shall register their intent by signing in with the board secretary in advance of the meeting;
- B. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
- C. Each statement made by a participant shall be limited to five minutes’ duration;
- D. No participant may speak more than once on the same topic;
- E. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- F. The presiding officer may:
  - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or not an agenda item ;
  - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
  - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
  - D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

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The portion of the meeting during which the participation of the public to speak on agenda items only shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to the public for the discussion of agenda items only. Time in: \_\_\_pm.

*Public In Attendance:*

**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.

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

**2019 - 2020 DISTRICT GOALS**

- **DISTRICT GOAL #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.
- **DISTRICT GOAL #2:** **Continue to work** with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

**2019 - 2020 BOARD GOALS**

**BOARD GOAL #1:** Complete all phases of the CSA evaluation process for the 2019-2020 school year by the June 30, 2020 deadline as described in NJ Administrative Code and Statute.

**BOARD GOAL #2:** Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.

**BOARD GOAL #3:** Continue to work as a Board of Education to investigate ways to improve communication and interaction 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
1/21/20	DDE	6757	Not HIB	Principal, Guidance intervention, conferences and correspondence with Parents, student interaction monitored

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

D. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
PS	Sejda/Friedman Flexon/Clark	Ronald McDonald House, Camden Community Service Project Pillow Delivery	02/13/2020	\$0.00	Two drivers, two buses
1st	Haloupek	Legislative Office of Assemblymen Greenwald & Lampit Thank You Cards to Cops	02/14/2020	\$0.00	One driver, one bus
8th	Eddis/Austermuhl	CCTS, Sicklerville Campus Participation in the Lego League Competition	02/27/2020	\$0.00	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 23, 2020 agenda.

E. Safety and Security – JFK – December, 2019

Type of Drill      Date and Time

Fire Drill – December 18, 2019

Lockdown

Bus Evacuation

Bomb Threat – December 17, 2019

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F. Safety and Security – DDE – December, 2019

Type of Drill      Date and Time

Fire Drill – 9:20am – December 13, 2019

Lockdown

Bus Evacuation

Bomb Threat – 10:00am – December 17, 2019

Huster Bomb Threat Drill – December 17, 2019 at 11:30am

G. 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! Youth Elite Sports	DDE Gym	Weekend use for January and February	Futsal games

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

H. Discussion Items:

Regulation	Name	Bylaws	Name
		9721.1	Board Member Use of Internet Social Networks and Other Forms of Electronic Communication

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

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of By law 9721.2, Board Member Use Of Internet Social Networks And Other Forms of Electronic Communication.

*This document was uploaded to the board portal, January 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 pending receipt of appropriate certificates and sexual misconduct disclosure forms and criminal history background requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Patti Savidge	Sub-Custodian	\$15.50/hr	01/24/20
Amanda Leonard	DDE – Reading Specialist	BA, Step 2 Pro-rated \$52,882	01/24/20
William Ackerman	CARE Support Staff	Change to \$11.00/hr to meet minimum wage requirements	

- b. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the request for leave for employee number 01524. This leave will be from March 23, 2020 to September 1, 2020.

- c. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement request for staff members Gena Van Blunk, Laurel Erickson, Leonard Lewis and Ana Klinke in the amount of \$1,000 each.

*A chart with course details was uploaded to the month’s board folder for review and is included in the board packet.*

- d. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the mentors for staff as listed below:

Tara Corbett for Victoria Sahina approximately 15 weeks prorated at the rate of \$550 per 30 weeks.

Bonnie Dasher for Amanda Leonard approximately 15 weeks prorated at the rate of \$550 per 30 weeks.

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- e. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the revised leave for employee #1380. Revised leave is from November 22, 2019 – May 13, 2020. Sick/personal leave will be used through March 10, 2020. Unpaid leave from March 11, 2020 – May 13, 2020.
  
- f. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the leave of absence for employee #1173 from February 5, 2020 through February 24, 2020.

**12. Curriculum and Instruction**

- a. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the 2020-2021 Pre –School Program Plan and Budget to the NJ Dept of Education. *(Draft copy uploaded to the portal for review.)*

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**13. Business and Finance**

Financial Report – Period Ending November 2019 and December 2019

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 months of November & December 2019. 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 months of November and December 2019. The Treasurer’s and Secretary’s report are in agreement for the months of November and December 2019.
- 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>
L Winters	\$279	BER, Mt. Laurel – 01/13/20 <i>Strategies to reduce impulse behaviors, increase focus</i>	\$0.00
L Erickson	\$279	BER, Mt. Laurel – 01/13/20 <i>Strategies to reduce impulse behaviors, increase focus</i>	\$0.00
K DiTolla	\$279	BER, Mt. Laurel – 01/30/20 <i>Strategies to increase student engagement</i>	\$0.00
M Bright	\$0	FEA/NJPSA, Jamesburg – 02/10/20 <i>Creating and sustaining culturally responsive practices in schools and districts to create more equitable outcomes for students</i>	\$0.00
E McCoach	\$279	Institute for Ed Development, Mt. Laurel – 02/24/20 <i>Strategies to increase student engagement in Science</i>	\$0.00
K Mitchell	\$279	Institute for Ed Development, Mt. Laurel – 02/27/20 <i>Strategies to increase student engagement</i>	\$0.00
C Pfluger	\$0	NJ School B & G Association, Atlantic City – 03/23 to 25/20 <i>Annual Conference and Expo</i>	\$0.00
A Berth	\$0	NJSLA/Pearson, Atlantic City – 03/05/20 <i>NJSLA mandatory Tech Coord training</i>	\$0.00
J Jennison	\$279	BER, Mt. Laurel – 03/26/20 <i>New literature for children</i>	\$0.00
J Edwards	\$0	Virtua Learning Center – 04/06/20 <i>Recognize and respond to various types of pediatric emergencies</i>	\$0.00
R Kivlen	\$209	Hilton City Line, Phila – 04/29/20 <i>Student comprehension strategies for small group settings</i>	\$0.00
A Episcopo	\$149	NJPSA, Monroe, NJ – 04/29/20 <i>Helping to shape the school climate at DDE</i>	\$0.00
M Bright	\$149	NJPSA, Monroe, NJ – 04/29/20 <i>Developing socially and emotionally healthy students</i>	\$0.00
K Braidwood	\$150	NJPSA/FEA Moorestown, NJ – 02/21/20 <i>Law update – Special Education and Equity</i>	\$0.00

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- 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 56      Amount \$ 988,020.58**

- G. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the January, 2020 listing of substitutes from Source 4 Teachers as follows:

Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$122.40
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$61.20
Full Day Paraprofessional	\$108.80
Half Day Paraprofessional	\$54.40

*This list was uploaded to the portal for the board review as well as included in the board packet.*

- H. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 CARE disbursements for the month of December, 2019 in the amount of \$1,835.99.  
*This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

- I. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 Cafeteria disbursements for the month of December, 2019 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.*

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J. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts:

**For Kingsway Learning Center:**

Grade 1 Special Education Student #8351785893, to attend for the 2019-2020 school year, effective November 11, 2019 through August, 2020 at a yearly rate of \$62,061.30, plus the additional cost of a 1:1 aide at the yearly rate of \$36,750 for a total amount of \$98,811.30.

**14. Old Business**

**15. New Business**

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

**Board Candidate Interview—**

**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.

Public participation shall be governed by the following rules as per Regulation 9322:

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- C. Each statement made by a participant shall be limited to five minutes' duration;
- D. No participant may speak more than once on the same topic;
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- F. The presiding officer may:
  - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
  - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
  - D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer, and will be concluded by 10:00 pm.

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. Public Session**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to resume Public Session. Time in: \_\_\_\_\_pm.

- a. Motion to appoint \_\_\_\_\_ to fill the Board Vacancy for the remainder of the term expiring December 31, 2020 pending criminal history background check and confirmation that residency requirements have been met.



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**21. Adjournment**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn the meeting.

Meeting adjourned: \_\_\_\_\_pm.