

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 28, 2018

Action Meeting/Budget Submission

“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	_____	

4. Approval of Minutes

Motion by _____, seconded by _____

RECOMMEND that the Board of Education approve the action meeting minutes for February 22, 2018 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:

*Edward Morris, Nicholas Strasser, Alexander Sobrado, Jaiden Acevedo, Gregory Marshall,
Cadence Allen, Cheyyanne Petersen, Isabella Stallard, Callie Costino,
Yanetty Lopez-Gastelum*

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

*Ava Brown, Minhaj Yakub, Maria Olea, Domonic Balducci, Amauri Hunt, Gavin Selenski,
Savannah Intriago, Da’Shawn Waller, Justus Bell, Farhan Chowdhury*

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

Layla Graham, Skylar Werner, Shabiha Tasnim, Bryce Brown, Ryan Pach

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

Savanah Riley, Tatyana Smith, Vance Updegraff, Jay Mark Garcia, Camryn Pfender

- a. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to accept the Home Depot gift of boxes to CARE for a project.

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b. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to accept Donor’s Choose project for stools in the JFK music classroom.

c. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to accept the donation of 24 tickets to the All Stars Basketball Game at Rutgers University to DDE Middle School from the West Berlin Lions Club. These tickets were used as raffle tickets/prizes during the Kindness Assembly on March 14, 2018.

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.

Public in Attendance is as Follows

Names here

9. Public Comments – Closed

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

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10. Superintendent’s Report

A. Review District Mission Statement

DISTRICT MISSION STATEMENT

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

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

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

B. Review District & Board of Education Goals

DISTRICT GOALS

2017-2018

1. Supervise the organization and implementation of articulation meetings with Administrative Teams from Pine Hill, Clementon and Berlin Township for curriculum articulation and sharing of best practices
2. Work with the district administrative staff to investigate the Future Ready School initiative for ways to increase the use of technology for instructional purposes.

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BOARD GOALS

1. Complete all phases of the CSA evaluation process for the 2017-2018 school year by the June 30, 2018 deadline as described in NJ Administrative Code and Statute.
2. Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.
3. Continue to work as a Board of Education to investigate ways to improve communication with district parents and the community.

C. Harassment, Intimidation and Bullying (HIB) Incident Report

Date Reported to Superintendent	School	Case Number	Result	Action
N/A				

D. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions – **N/A**

Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case #) reported on MONTH DAY YEAR.

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E. Field Trips:

<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>Cost to Student</u>	<u>Cost to District</u>
Gr 1	Tideman, Jennison Smithen	Phila Zoo	05/17/18 Raindate 5/22	\$8	3 drivers, 3 buses, tolls, parking
Gr K	Kindergarten Team	Paws Discovery Farm	04/25/18 Raindate 4/26	\$5	2 drivers, 2 buses
Gr 4 – 8 MD – Friedman		Home Depot	05/15/2018 No rain date	\$0	1 driver, 1 bus
Gr 8	Bright	Pancheros Dragon Dollar Award Winner Luncheon	03/28/2018	\$0	2 drivers, 2 buses
Gr PS – K	German, Virelli DiLeo	Shop Rite	04/19/2018 No rain date	\$0	1 driver, 1 bus
Gr 6	Liano	Philadelphia Museum of Art – Feudalism in Europe lesson	05/31/2018 No rain date	\$7.00	2 drivers, 2 buses

1. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the March 28, 2018 agenda.

F. Safety and Security – JFK – February, 2018

Type of Drill Date and Time

Fire - 2/21/2018 – 2:00pm

Lockdown – 2/12/2018

Bus Evacuation

Bomb Threat

G. Safety and Security – DDE – February, 2018

Type of Drill Date and Time

Fire – 2/26/2018 – 9:30am

Lockdown – 2/13/2018 – 11:30am

Bus Evacuation

Bomb Threat

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H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services

- b. Supervisor of Buildings and Grounds

Approve Use of Facilities – N/A

Motion by _____ 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
Baseline Hoops	DDE Gym	Various evening times March through June	Basketball practice/games

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

I. Discussion Items:

Policy	Name	Regulation	Name
9322	Public and Executive Sessions	9322	Public Participation Procedure
		5142.2	CARE Program Rate Increases for 18-19 School Year

- 1. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Second Reading of Policy 9322 – Public and Executive Sessions as well as Regulation 9322 – Public Participation Procedure and Regulation 5142.1 CARE Program Rate Increases for 18-19 School Year.
This document was uploaded to the board portal, January, 2018 folder for board review.

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Policy	Name	Regulation	Name
6114.1	Technology Related Incident Response	6114	Natural Disasters and Man-Made Catastrophes

2. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the First Reading of Policy 6114.1 Technology Related Incident Response as well as Regulation 6114 – Natural Disasters and Man-Made Catastrophes. *These documents were uploaded to the board portal, March, 2018 folder for board review.*

3. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the revision to the 2017-2018 school district calendar.
Version A Version B
These documents were uploaded to the board portal, March, 2018 folder for board review and are included in the board packet.

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

Jennifer Jones, Patricia Morgan, Janine Damian, Javier Ortiz

- c. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Danielle Forte, Elain Pham and Devin Dalglish to observe the sign language interpreter as part of a Camden County College course in Deaf Studies/Interpreter Education Program.

- d. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education approve the contract renewal for Edythe Austermuhl, Ed. D., for Superintendent as submitted and approved by the Executive County Superintendent. *A copy of the approval letter has been uploaded to the March board folder on the portal for review.*

- e. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the medical leave of absence for staff member #01143 for the dates January 17, 2018 through March 5, 2018.

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- f. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff members for the Morning Foundations Program at JFK at the rate of \$35 per hour:

<u>Staff Name</u>	<u>Grade Level Position</u>
Janet Jennison	Grade 2
Denise Smithen	Grade 2
Peggy Farlow	Grade 3
Kelly Mitchell	Grade 3
Jennifer Gascot	Substitute

- g. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Karen Noble, LDT/C, to provide specialized educational assessments for deaf and hard of hearing students at a rate of \$600 per evaluation and attendance at meetings at a rate of \$100/hour.

- h. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to accept the letter of retirement, with regret, from staff member Ward Walker, effective June 30, 2018. Mr. Walker has been on staff in the district since January, 1994.

- i. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Edythe Austermuhl as the School Safety Specialist.

- j. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, affirm the hiring of Nicole Podwats for a long term substitute for the resource center classes at JFK from March 19 – June 30, 2018 at BA, step 1, \$51,495, pro-rated for the time worked.

- k. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve following staff and stipends as Event Security for DDE home baseball and softball games:

- Jonathan Liano - \$20/hr
- Heidi Farlow and Robin Schaffer (shared position) - \$25/hr

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12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending JANUARY 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 January 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 January 2018. The Treasurer’s and Secretary’s report are in agreement for the month of January 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>
D Straughn	\$314	NJBE, New Brunswick 05/31, & 06/01/18 <i>New strategies and technology to support best practices/ELL</i>	\$0.00
P Farlow	\$249	BER, Voorhees 04/12/18 <i>Differentiate instruction more easily with a variety of free google tools</i>	\$0.00
R Wilson	\$149	Rowan University 04/27/18 <i>Focus on student engagement for STEM</i>	\$0.00
R Wilson	\$149	Rowan University 05/15/18 <i>Instruction techniques to combine procedural fluency with reasoning</i>	\$0.00
A Klinke	\$239	BER Cherry Hill 05/14/18 <i>Instruction techniques to help develop positive growth mindsets and give student feedback</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 58 Amount \$ 705,279.93

- G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the March, 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 February, 2018 in the amount of \$46,082.26. *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 February, 2018 in the amount of \$789.00. *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 Carmody Development Center to provide bilingual speech and language evaluations at a rate of \$350 per evaluation.

- K. Motion by _____ second by _____ to approve the 2018-2019 Budget Adoption listed below for submission to the County Superintendent:

	Budget	Local Tax Levy
General Fund	\$15,924,753	\$ 8,686,656
Special Revenue	\$ 317,883	\$ -0-
Debt Service	\$ 348,900	\$ 279,812
 Total Base Budget	 \$16,591,536	 \$ 8,966,468

Total amount budgeted for travel related expenses in the 18–19 school district budget is \$38,773. This includes professional development and travel.

14. Old Business

Safety and Security Discussion (continued)

15. New Business

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

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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.