

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 19, 2019

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. Sol Cohen	_____	2014 / 2020
Mr. Gerard Petersen	_____	2017 / 2020
Mrs. Mary Williams	_____	2002 / 2020
Mr. Brian Davis	_____	2012 / 2021
Mrs. Kimberly Reed	_____	2015 / 2021
Mrs. Lisa Hill-Muff	_____	2018 / 2021
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	_____	
Sanu Dev, Capehart & Scatchard	_____	

4. Approval of Minutes

Motion by _____, seconded by _____

RECOMMEND that the Board of Education approve the minutes of the November 21, 2019 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

- a. Motion by _____ seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the donation of a Shop Rite gift card for the Giving Tree from the employees of Fulton Bank, West Berlin.

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**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:

*Hava Rastelli, Zahra Ahammed, Keishiliannys Erazo, Davina Sierra, Ashton Long, Leigha Muff,
Hunter Wilhelm, Fionna Sanderson, Gianna Kovacs, Assyria Abraham*

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

*Kyrie Lee-Tambriz, Aaloki Patel, Dominic Negron, Sarah McGovern, Anthony Quiles,
Amir Cooper, William Anderson, Charlotte Gall, Michael Stoddart, Asma Begum*

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

*Mason Gonzales, Kiera Jacob, Andrea Gruender, Noelle King, Jason Diaz,
Wendy Gomez Popoca, Eva Torres*

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

*Daniela Sotelo, Leah Alexander, Chris Herrera, Kalen Brown, Khadija Shadia,
Julian Worthington, Gianna Hardy*

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Thank you to all the district families and community members for the donations to our annual Giving Tree Program. A total of 28 families received assistance through this outreach. We would also like to thank the following businesses and community organizations for their continued support of our students:

Home Depot of West Berlin

Sons of Italy

Fulton Bank of West Berlin

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

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- 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 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 – List of Audience Members Who Spoke During Meeting

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

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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

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

Date Reported to Superintendent	School	Case Number	Result	Action
10/31/19	DDE	6477	Not HIB	Students and parents met with Counselor and principal & grade level team members

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 #6477) reported on October 31, 2019.

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E. Field Trips:

Grade Teacher Place Date Cost to Student Cost to District

- 1. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the MONTH DAY YEAR agenda.

F. Safety and Security – JFK – November, 2019

Type of Drill Date and Time

Fire – November 26th at 10:35am
Lockdown – November 14th at 2:00pm
Bus Evacuation
Bomb Threat

G. Safety and Security – DDE – November, 2019

Type of Drill Date and Time

Fire – November 25th at 9:53am
Lockdown – November 18th at 1:15pm
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

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

I. Discussion Items:

Policy	Name	Bylaws	Name
3541.1	Transportation Policy with Choice update		
5118.1	School Choice Program Transportation Policy		
5142.2	Physical Restraint	5142.1. R	Physical Restraint
3542.2	School Meal Program Arrears		

1. Motion by _____ seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of policy 3541.1 – Transportation Policy with Choice update; 5118.1 – School Choice Program Transportation Policy; 5142.2 & 5142.2 (R) Physical Restraint; AND 3542.2 School Meal Arrears. *These documents were uploaded to the board portal, November folder for board review.*

2. Motion by _____ seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Donor’s Choose Project for PSD Program for varied materials for learning centers totaling approximately \$305.

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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>
Victoria Sahina	2 nd Grade Long Term Sub	BA, Step 1, \$52,382-pro-rated approx. 1/2/20- 5/13/20	
Jan Jennison	JFK Stem Advisor	\$38.23/hr	Jan, 2020
Trish Sebastiano	JFK Stem Advisor	\$38.23/hr	Jan, 2020
Jeanie Eddis	DDE Lego League Advisor	\$1,541	Jan – Feb, 2020
Joseph Garrity	Substitute Bus Driver (20 hr/wk) (pending receipt of bus driver endorsements after MVC exam)	\$18.15/hour	January 6, 2020*

- b. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

Jennifer Powell, Jeannette Collins, Joel Torres, Elizabeth Hernandez

- c. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve Cheri Garton as the mentor for Nancy Brown for approximately 3-5 weeks. Mentoring fee (\$550) is prorated based on the amount of time served as a mentor and is paid by the employee being mentored.

- d. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve Angelica Carroll, student at Penn State University in the Department of Communication Sciences and Disorders, to complete 10 -15 hours of observation of the Speech Language Pathologist, Kimberly Gadzinski, at a mutually agreed upon time.

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- e. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve to extend the FMLA leave for employee # 01504 to January 29, 2020 as per medical evaluation.

12. Curriculum and Instruction

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13. Business and Finance

Financial Report – Period Ending October 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 month of October 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 month of October 2019. The Treasurer’s and Secretary’s report are in agreement for the month of October 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 Wanko	\$140	Webinar – Down Syndrome – date TBD <i>Strategies for changing problem behaviors</i>	\$0.00
J Rotberg	\$0	Rowan – Gloucester County – 12/12/19 <i>Data committee strategies</i>	\$0.00
J Lamont	\$279	BER, Mt. Laurel – 01/09/20 <i>Strategies to enhance Social Studies</i>	\$0.00
T Van Curen	\$279	BER, Cherry Hill – 01/09/20 <i>Research based activities for the classroom</i>	\$0.00
P Sebastiano	\$279	BER, Mt. Laurel – 01/15/20 <i>Ideas to improve library program,s</i>	\$0.00
R Rollins	\$0	Camden County College – 01/24/20 <i>Anxiety and related disorders – strategies to help students</i>	\$0.00
J Sejda	\$279	BER, Cherry Hill – 01/29/20 <i>Strategies to promote preschool success</i>	\$0.00
A Berth	\$475	NJASA, Atlantic City – 01/30 & 31/20 <i>Sessions on tech-education themes</i>	\$0.00
J Wright	\$279	BER, Cherry Hill – 02/11/20 <i>Techniques to improve student independence/autonomy</i>	\$0.00
A Rainear	\$595	BEHR, Mt. Laurel – 02/12 & 13/20 <i>Instruction to increase ESL achievement</i>	\$0.00
R Rollins	\$219.99	PESI, Cherry Hill – 02/14/20 <i>Self-regulation interventions for children and adolescents</i>	\$0.00
L Burke	\$200	Bergen County Ed Tech Center – 02/25/20 <i>Skills and techniques needed to support technology instruction</i>	\$0.00
M Flexon	\$244	Atlantic City, NJ Conf for Pre-K Teachers – 02/25/20 <i>Expanding knowledge of centers (writing, dramatic play)</i>	\$0.00
P Tideman	\$279	BER, Cherry Hill – 03/04/20 <i>Techniques to differentiate small group instruction in guided reading</i>	\$0.00
L Burke	\$99	Kean University, NJ Middle Level Conf – 03/13/20 <i>Techniques to develop skill sets for social emotional learning</i>	\$0.00
A Poulton	\$279	BER, Cherry Hill – 01/13/20 <i>Strategies to improve student’s executive functioning</i>	\$0.00

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J Friedman	\$0	LRC, Rowan University – 02/24/20 <i>Easy Ways to Engage Children During Story Time</i>	\$0.00
J Friedman	\$0	LRC, Rowan University – 04/30/20 <i>Rethinking Autism</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 55 Amount \$ 1,037,24.14

- G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the December, 2019 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 November, 2019 in the amount of \$11,300.33. *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 November, 2019 in the amount of \$29,352.14. *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 the 2019-2020 ten month school year:

For Haddon Heights School:

Grade 11 Special Education Student #9977409506, effective September 5, 2019, at a yearly rate of \$40,575, plus the cost of a 1:1 aide for \$1,692 for a total amount of \$42,267.

For GCSSSD-Bankbridge:

Grade 8 Special Education Student #4206846536, at a yearly rate of \$37,800 plus the cost of a 1:1 aide at a cost of \$41,580 plus a non-resident fee of \$3,000 for a total amount of \$84,090.

Grade 10 Special Education Student #9950492727, effective September 5, 2019, at a yearly rate of \$39,510 plus the cost of a 1:1 aide at a cost of \$41,580 plus a non-resident fee of \$3,000 for a total amount of \$84,090.

Grade 3 Special Education Student #6624235577, effective September 5, 2019, at a yearly rate of \$41,400 plus a non-resident fee of \$3,000 for a total amount of \$44,400.

Grade K Special Education Student #5317342893, effective October 10, 2019, at a yearly rate of \$62,820 plus a non-resident fee of \$3,000 for a total amount of \$65,820.

Grade 1 Special Education Student #1420871730, effective December 5, 2019, at a yearly rate of \$39,510, plus the cost of a 1:1 aide at a cost of \$41,580, plus a non-resident fee of \$3,000 for a total amount of \$84,090.

14. Old Business

Correspondence:

Thank you note from Allison Williams re :
conducting a study for the University of Louisville KID Lab using Berlin Township School Students. *(Note was uploaded to the portal)*

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15. New Business

Committee Updates

Negotiations

NJSBA- Delegate Assembly

CCESC

Pine Hill Bd of Ed

CCSBA

- a. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator the letter of resignation from Mary Williams, Board member, effective December 31, 2019. Mary has been a board member since 2002.

(This letter was uploaded to the portal.)

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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- 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 irrelevant;
 - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;

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- 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. Adjournment

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