

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 20, 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	_____	
Sanmathi Dev, Capehart & Scatchard	_____	

4. Approval of Minutes

Motion by _____, seconded by _____

RECOMMEND that the Board of Education approve the minutes of the November 12, 2018 and December 6, 2018 meetings 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:

*Aerilynn Kling, Rachel Eang, Madison Barnett, Fernanda Olea,
Austin Whitby, Gavin Whitby, Jack Kelly, Alexander Riley,
John Cieslak, Chase Tonczyczyn*

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

*Wynter Bremner, Davian Arvelo, Francisco Uribe Javier Aparicio,
Louis Morales, Kayla Eanes, Christopher Bastian, Harry Talosig,
Hanfa Khan, Nyla Franks, Tazwar Sabur*

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

*Ember Abrams, Madison Barnett, Adam Himeur,
Anthony Huelitl Martinez, Vincenzo Luna,
Casey Saintcyr*

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

*Ashlie Shendock, Saul Torres Villaba, Mohamad Sabbagh,
Gilberto Sotelo, MacKenzie Megara, Kayla Muff*

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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.

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

2018 - 2019 BOARD GOALS

BOARD GOAL #1: Complete all phases of the CSA evaluation process for the 2018-2019 school year by the June 30, 2019 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 with district parents and the community.

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District Goals for 2018-2019

- Continue to 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.
- Work with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

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

Date Reported to Superintendent	School	Case Number	Result	Action
11/19/18	DDE	5369	HIB	Three counseling sessions and parent contact.
11/19/18	DDE	5376	Not HIB	Counseling and parent conference

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
11/6/18	DDE	1	Not HIB	Meeting with SAC/Guidance

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 # 1) reported on November 6, 2018.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
5 & 8	McCoach	Sahara Sam’s	12/14/18	\$0.00	3 Drivers, 3 Buses
2	Mason	Scottish Rite Auditorium, Collingswood	02/08/19	\$5	2 Drivers, 2 Buses
6 - 8	Austermuhl	NJCEE – Middle School Student Leadership Institute	01/03/19	\$9	1 Driver, 1 Bus

1. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the December 20, 2018 agenda.

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F. Safety and Security – JFK – November, 2018

Type of Drill Date and Time

Fire – 11/30/18 – 11:07am

Lockdown

Bus Evacuation – PK to grade 3: 11/21/18

Bomb Threat – 11/28/18 – 11:30am

G. Safety and Security – DDE – November, 2018

Type of Drill Date and Time

Fire - 11/27/18 – 10:30am

Lockdown

Bus Evacuation – Grades 4 – 6: 11/19/18, Grades 7 – 8: 11/28/2018

Bomb Threat – 11/28/18 – 11:00am

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
Approve Use of Facilities

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
NJ Gators	JFK APR	Wed – 6:30pm – 8:30pm	Softball Practice

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

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I. Discussion Items:

Policy	Name	Bylaws	Name
5141.3, Exhibit 2	NJ Dept of Health Vaccine Preventable Disease Program		

1. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of Policy #5141.3, Exhibit 2 – NJ Dept of Health Vaccine Preventable Disease Program. *This document was uploaded to the board portal, December, 2018 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 Preschool. The items being donated are Gross Motor materials and Outdoor Center materials for creation of varied learning centers for the students.
3. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the materials donated by a Donor’s Choose Project for the JFK Music Department in the amount of \$126.00.
4. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the donation of a 3D printer model #XYZ da Vinci Jr. 1.0 Pro from George Barnabic.

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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>
Kayla Haloupek	JFK Guidance Counselor	prorated - Step 2, MA, \$56,082 On or about 1/2/19	
Amaryllis Farrell	Custodian	prorated - \$28,000 On 1/1/19 pending fingerprint approval and disclosure form. TBD	
Mary Ann Whitby	Substitute Nurse	\$150 per day, 12/21/18	
Gena Van Blunk- Clark	PSD Teacher	prorated BA Step 2, \$52,882 On or about 1/2/19	
Dawn Klein	Bus Aide	\$16.00/hour eff 12/3/18	

b. Motion by _____, seconded by _____

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

*Shimuna Afroja, Maria Karabell, Gabriella Parisi, Tara Bastian,
Courtney Meacher, Mary Ann Whitby, Lindsay Church,
Peter Church, Jennifer Henderson, Brian Schafer*

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 member Jessica Wright in the amount of \$525.

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

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- d. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the placement of LaSalle University graduate student Alexia Lampo to intern at Dwight D Eisenhower Middle School with district speech therapist Kimberly Gadzinski, pending receipt of proper documentation and clearances. This placement will be for the spring of 2019, starting on January 22, 2019 and completing the practicum on May 7, 2019.
- e. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from staff member Frank Pupa, effective February 11, 2019. Mr. Pupa has been on staff as a teacher since January 4, 2010.
- f. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the motion to extend the contract through March 1, 2019 for Leonard Lewis as a long term substitute for grade 5, social studies .
- g. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the motion to approve the FMLA for employee # 01486. The dates of this leave will be from 04/22/2019 through 06/30/2019.
- h. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the motion to change maintenance staff member Bernard Tighe’s schedule from full time to part time, per his request. Mr. Tighe’s salary will be \$10.30/hour and this schedule will begin as of 01/02/2019.
- i. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the motion to accept, with regret, the letter of resignation from staff member Theresa Mazzeo effective January 4, 2019. Ms. Mazzeo has been on staff as an instructional assistant since September 18, 2017.

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12. Curriculum and Instruction

a. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the revised curricula listed below:

- English Language Arts K-8
- Mathematics K-8
- Science K-8
- Social Studies K-8
- World Languages K-8
- Health and Physical Education K-8
- Visual and Performing Arts K-8

The curriculum links were upload to the portal for Board review. Technology and 21st Century Life and Career standards are embedded into the subject area curricula.

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13. Business and Finance

Financial Report – Period Ending October 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 October 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 October 2018. The Treasurer’s and Secretary’s report are in agreement for the month of October 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>
K Braidwood	\$109	ERNJ, Mullica Hill, NJ – 12/13/18 <i>To gain a better understanding of dyslexia screening and interventions</i>	\$0.00
J Rotberg	\$149	SJ Technical Park, Rowan University – 12/20/18 <i>Strategies for teaching and solving word problems</i>	\$0.00
J Rotberg	\$149	Rown University, NJ – 01/10/19 <i>4th grade standards and deeper level activities for these Standards</i>	\$0.00
M Bright	\$0	Evesham Regional HS, NJ - 01/18/2019 <i>HIB Certification for NJ School Safety Climate Team</i>	\$0.00
A Episcopo	\$0	Evesham Regional HS, NJ - 01/18/2019 <i>HIB Certification for NJ School Safety Climate Team</i>	\$0.00
J Virelli	\$259	BER, Cherry Hill, NJ - 01/28/2019 <i>Techniques in linking differentiation and guided reading</i>	\$0.00
K DiTolla	\$269	Mansion, Voorhees, NJ - 01/29/2019 <i>Practical use of Google classroom, differentiation, enhance instruction, increase student engagement</i>	\$0.00
P Taylor-Hearn	\$269	Mansion, Voorhees, NJ - 01/29/2019 <i>Practical use of Google classroom, differentiation, enhance instruction, increase student engagement</i>	\$0.00
J Edwards	\$269	BER, Mt. Laurel, NJ - 01/31/2019 <i>Techniques to enhance effectiveness as a school nurse</i>	\$0.00
L Lang	\$269	BER, Cheryy Hill, NJ - 02/01/2019 <i>Techniques to grow mindsets in math to increase student Perseverance, engagement and success in the classroom</i>	\$0.00
J Kelly	\$259	BER, Cherry Hill, NJ - 02/05/2019 <i>Techniques to strengthen physical education programs</i>	\$0.00

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D Bottley	\$0	NJDOE mandatory NJSLA training <i>Atlantic City, for PARCC</i>	02/28/2019	\$0.00
A Berth	\$0	NJDOE mandatory NJSLA training <i>Atlantic City, for PARCC</i>	02/28/2019	\$70.00
J Sejda	\$269	BER, Mt. Laurel, NJ - <i>Classroom management techniques/turnkey discussion with preschool team members</i>	03/18/2019	\$0.00
M Flexon	\$209	Winners! Workshop, Voorhees, NJ - <i>Various Reading/Literacy strategies for the classroom</i>	05/15/2019	\$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 \$ 1,011,765.22

- G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the December, 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 2018-2019 CARE disbursements for the month of November, 2018 in the amount of \$12,770.97.
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 2018-2019 Cafeteria disbursements for the month of November, 2018 in the amount of \$14,613.20.
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 a contract with the N. J. Commission for the Blind and Visually Impaired for services provided for student #7368422867, who is a visually impaired 5th grade student for the 2018-2019 school year. The Level of Service of the contract is “1” with an annual cost of \$1,304.00.

K. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the out of district tuition contract for grade 7 student # 9544845331 to attend Brookfield Academy at a rate of \$48,747.00. There is also an additional out of county fee of \$3,200.00.

14. Old Business

15. New Business

Committee Updates

Negotiations – committee meeting date with BTEA

January 9 or January 10?

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Date to consider for Reorganization Meeting – Thursday, January 3, 2019

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.

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17. Public Comments – Closed

Motion by _____, seconded by _____ to close the meeting to the public.

Time closed: _____pm.

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.