

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 14, 2019

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 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 action meeting minutes of the February 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: _____.

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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:

Madeline Mitchell – from January

*Michael Adamas, Iyanna Harmon, Walter Hernandez, Sophia Van Elsland,
Sophia Marchionese, Addison Gillis, Ryan Burke, Jack Kelly,
Rexx Bannan, Kaiden Nelson*

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

*Joelle Miner, Charlotte Gall, Khadija Shadia, Mason McNally,
Briana Stoddart, Emtiyas Sabbir, Minhaj Yakub, Domonic Balducci,
Kaitlyn Keenan, Paula Maldonado*

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

Will be recognized during the April board meeting

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

Will be recognized during the April board meeting

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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.

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 is as Follows

Names here

9. Public Comments – Closed

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

10. Superintendent’s Report

A. Review District Mission Statement

DISTRICT MISSION STATEMENT

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

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

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

B. Review District & Board of Education Goals

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.

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
2/27/19	JFK	5769	Not HIB	Parent contact, students worked with guidance counselor on aspects of friendship
3/1/19	DDE	5782	Not HIB	Parent contact; individual meetings with guidance counselor re: appropriate behavior and reporting protocol

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

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.

NOTHING TO AFFIRM FROM LAST MONTH

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
7	M Kwelty	Trenton Thunder Stadium	05/23/19	\$6	Two drivers, two buses, parking <i>Analyze statistical data to make inferences/predictions</i>
5	E McCoach	Franklin Institute	06/14/19	\$6	Two drivers, two buses, parking, tolls And 5 th Gr team <i>Enrichment on activities involving earth science, physical science and engineering</i>

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 14, 2019 agenda.

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F. Safety and Security – JFK – February, 2019

Type of Drill Date and Time

Fire - February 5

Lockdown – Lockout – February 27

Bus Evacuation

Bomb Threat

G. Safety and Security – DDE – February, 2019

Type of Drill Date and Time

Fire – February 27 at 10:09am

Lockdown – Lockout – February 13 at 2:00pm

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
N/A			

- 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
4111.2/4211.2	Domestic Violence		
5145.7	Gender Identity and Expression		

1. Motion by _____ seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of Policies 4111.2/4211.2 – Domestic Violence and 5145.7 – Gender Identity and Expression. *These documents were uploaded to the board portal, February folder for board review.*

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:

Name	Position	Salary	Start Date
Nancy Brown	LTS ELA Teacher	BA, Step 1 \$52,382 pro-rated	On or about 3/15/19
Amanda Leonard	LTS Floater Teacher	BA, Step 2 \$52,882 pro-rated	On or about 3/15/19
Heidi Farlow	Substitutue Bus Aide	\$15.00/hour	
Nicole Podwats	LTS JFK Sp Ed Teacher	BA, Step 2 \$52,882 pro-rated	On or about 4/29/19
Melissa Healy	FT JFK 1:1 Aide	Step 2 \$15,832 pro-rated	Pending receipt of documents listed above

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

N/A – next training session March 26, 2019

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- c. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Amy Forczek, effective March 8, 2019. Ms. Forczek has been on staff since September 1, 2018.

- d. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of retirement, with regret, from Beverly Engelbert, effective October 1, 2019. Mrs. Engelbert has been on staff since December 1, 2004.

- e. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Reese Investigations, LLC as a service provider on an as needed basis to assist with residency and or truancy investigation services. Rate is \$450 per case (8 hours of service), \$45 per additional hour, mileage fees based on IRS rates and expenses.

12. Curriculum and Instruction

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13. Business and Finance

Financial Report – Period Ending January 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 January 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 January 2019. The Treasurer’s and Secretary’s report are in agreement for the month of January 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>
Kelly Mitchell	\$0	Camden County College -03/28/19 – ½ day SJ Tech Group - <i>Applied Digital Skills</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 \$ 488,286.89

- G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the February, 2019 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 MONTH YEAR in the amount of \$11,155.28.
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 MONTH YEAR in the amount of \$31,974.99.
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- J. Motion by _____ second by _____ to approve the 2019-2020 Budget Adoption listed below for submission to the County Superintendent:

	Budget	Local Tax Levy
General Fund	\$16,063,322	\$ 8,860,389
Special Revenue	\$ 351,082	\$ -0-
Debt Service	\$ 320,250	\$ 320,250
Total Base Budget	\$16,734,654	\$ 9,180,639

Total amount budgeted for travel related expenses in the 2019–2020 school district budget is \$23,650. This includes professional development and travel.

- K. 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 2018-2019 ten month school year:

For NJ Commission for the Blind and Visually Impaired:

It is requested that the board approve a contract for services provided to a Grade 12+ Special Education Student #3668842816. The Level of Service of the contract is “1” with an annual cost of \$1,900.

For GCSSSD-Bankbridge:

Grade 11 Special Education Student #5851600221, at a yearly rate of \$40,540. There is also an out of county fee of \$3,000. This is a new placement.

14. Old Business

Questions about By laws listed for review last month –
---9000, 9010, 9020, 9110, 9113, 9114, 9121
New set will be posted in the portal for next month

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15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Joint training meeting with Pine Hill and Clementon Boards in Pine Hill on 3/28/19; 6:30 fellowship, 7:00 meeting. Location to be determined.

15. 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.

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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;

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- 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:
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 - 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.