

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 12, 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	_____	

4. Approval of Minutes

Motion by _____, seconded by _____

RECOMMEND that the Board of Education approve the action meeting minutes of the October 18, 2018 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

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:***

*Evelyn Smith, Jackelyn Sosa, Kyrie Lee Tambriz, Katherine Pach,
Logan Muff, Jason Burzynski, Brandon Sebastian, Cormac McAndrews,
Dominic Simon, Anthony Pach*

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

*Jacqueline McWilliams, Alaina Dufresne, Alison Lucier, Samihah Chowdhury,
Danica Simpson, Drake Petersen, Christopher Sobrado, Jesus Chila,
Kenneth Konopka, James Castracane*

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

*Dominic Day, Anthony Chiarulli, Brandon Sebastian, Lina Sabbagh,
Isabella Bove, Melanie Abrams*

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

*Maxim Costiuc, Paula Maldonado, Jayden DeVan, Daniela Sotelo,
MaKayla Santos, Jeremy Spiegel*

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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.

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

This is the first report of the above incident. 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.~~

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
4 – 6	R Bogardus	McDonald’s – Blackwood	01/29/19 and 05/02/19	\$10 (\$5 per trip)	One driver, one bus
		Rain date for 01/29 is 02/05 – to meet and socialize with others in the Deaf Community			
TBD	A Episcopo	Pancheros – West Berlin	12/12/18 – No rain date – Dragon Dollar Grade Winners	\$0	Two drivers, two buses
7 th	7 th Grade	Overbrook Visit, Pine Hill	12/7 & 12/21 (number of students to be determined)	\$0	One driver, one bus

1. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the November 12, 2018 agenda.

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F. Safety and Security – JFK – October, 2018

Type of Drill Date and Time

- Fire - October 24th at 1:30pm
- Evacuation – October 29th at 1:10pm
- Lockdown
- Bus Evacuation
- Bomb Threat

G. Safety and Security – DDE – October, 2018

Type of Drill Date and Time

- Fire – October 31st at 10:00 am
- Evacuation – October 24th at 1:45 pm
- Lockdown
- 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
YES!	DDE Gym	Weekdays 6:30pm-8:30pm Dec to June	Basketball
Playmore	DDE Gym	Weekdays 6:30pm-8:30pm Dec to June	Basketball

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

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I. Discussion Items:

Regulation	Name	Policy	Name
		1250	Visitors
		1251	Causing Disturbances
		1330	Use of School Facilities
		3515	Smoking Prohibition
		5131.6	Drugs, Alcohol, Steroids, Tobacco (Substance Abuse)

1. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of Policy 1250 – Visitors, Policy 1251 – Causing Disturbances, Policy 1330 – Use of School Facilities, Policy 3515 – Smoking Prohibition, Policy 511.6 – Drugs, Alcohol, Steroids, Tobacco (Substance Abuse). *These documents were uploaded to the board portal, October, 2018 folder for board review.*

2. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve a Donors Choose application for computer speakers for JFK Music Room.

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 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>
Rose Ann Longo	FT Instructional Aide DDE	Step 15, \$21,295 – prorated	11/13/18
Joan McCusker	FT Instructional Aide JFK	Step 10, \$19,340 – prorated	11/13/18
Roseanna Schwika	FT Instructional Aide JFK	Step 7, \$17,940 – prorated	11/13/18
Joe Mellon	Custodian	\$26,500	upon fingerprint approval

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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:

Robyn Petersen, Linda Fox, Karen Lucier, Gina Stump, Thomas Young, Louis DeMarco, Daniel Evans, Margenta Torres, Andrea Torres, Christina Manley, Jennifer Foster, Christina Abrahante, Dennis DiMarino, Jr., Nichole Coppola, Tamina Nunnenkamp, Sarah Whomsley, Matthew Palasch, Anthony Sierra, Robert Fox, Melissa Miller, Jessica Serra, Ashlee Dever, Kevin Flanagan, Mary Harman, Jeffrey McGovern, Heather McGovern, Michael Madden, Michael Conn, Christie Conn, Carmen Bentivegna, Heather Bentivegna, Christina Azuma, Jesse Amelio, Kelsie Burmylo, LaToya Harvey, Michael Schaffer, Stephanie Spancake, Scott Richards, Kimberley Kustera, Michael Kirk, Nicole Sullivan, Matthew Sullivan, Christine Grabowski, Kevin Douglas, Jennifer McDonald, Leilani Talosig, Harold Talosig, Domonic Balducci,

- 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 Renae Borgstrom in the amount of \$1,000.

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

- d. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the following cooperating teachers for practicum students from Rowan University:

<u>Staff Member Name</u>	<u>Position</u>	<u>Student Name/Subject</u>	<u>Start Date</u>
Ryan Rollins	School Psychologist	Ashley Albert, School Psychology	January, 2019
Dina Bottley	Supv. Of Curr. & Instruction	Jessica Rotberg, current staff member Seeking add'l certification	January, 2019

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- e. Motion by _____seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the following stipend winter sports positions:

<u>Staff Member Name</u>	<u>Sport</u>	<u>Stipend Amount</u>
John Kelly	Boys Basketball – Coach	\$2,184.38
Christopher Yoder	Girls Basketball – Coach	\$2,055.00
Ana Klinke	Boys/Girls Basketball Asst Coach	\$1,310.63
Robin Schaffer	Security Personnel - Home Games	\$27.31/hour
Laurel Erickson	Security Personnel - Home Games	\$25.69/hour
Lois Lang (REVISED)	8 th Grade Coordinator (split)	\$1,078.88
Mary Jo Kolaski (REVISED)	8 th Grade Coordinator (split)	\$1,146.80

- f. Motion by _____seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the following contract extension for long term substitute for staff member Leonard Lewis, 5th grade Social Studies. Extension will be from November 1, 2018 through December 21, 2018.

- g. Motion by _____seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the amendment to the request for FMLA for employee # 013990 from October 6 through December 13. (Original date was November 5)

- h. Motion by _____seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the appointment of Jan Jennison as a Homebound Instructor for JFK Elementary School at the rate of \$38.23. This position will be on an as-needed basis.

- i. Motion by _____seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the submission of the NJ QSAC (Quality Single Accountability Continuum) self assessment document to the NJ Dept. of Education. *This document was uploaded to the November folder on the portal for review.*

- j. Motion by _____seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the request for FMLA for employee # 01447 from January 30, 2019- May 8, 2019.

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k. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the letter of resignation from Nina Frascarelli effective November 20, 2018. Ms. Frascarelli has been with the district since February 2017.

12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending September 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 September 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 September 2018. The Treasurer’s and Secretary’s report are in agreement for the month of September 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>
J Wright	\$165	Somerset, NJ - 11/30/18 <i>Strategies to integrate reading with new writing curriculum</i>	\$0.00
C Pfluger	\$175	AC, NJ - 12/04 & 05/18 <i>NJ Turfgrass Assoc 2018 Green Expo</i>	\$0.00
R Borgstrom	\$135	NJ Assoc of School Librarians, Long Branch, NJ 12/04/18 <i>Workshop on research and future ready schools</i>	\$0.00
J Friedman	\$269	BER, Mt Laurel, NJ - 02/05/19 <i>Strategies to help challenging students</i>	\$0.00
P Tideman	\$259	BER, Cherry Hill, NJ - 02/28/19 <i>Using Guided Math to Differentiate Math Instruction</i>	\$0.00
D Alessandrine	\$259	BER, Cherry Hill, NJ - 02/28/19 <i>Using Guided Math to Differentiate Math Instruction</i>	\$0.00
J Jennison	\$209	Voorhees, NJ - 05/15/19 <i>Judy Freeman Winner Workshop</i> <i>New Literature for Text Connections and Guided Reading</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 54 Amount \$315,613.11

- G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the November, 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.*

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- 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 October, 2018 in the amount of \$24,220.30. *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 October, 2018 in the amount of \$17,996.20. *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 School Business Administrator, approve the agreement between Berlin Township School District and Gloucester County Special Services School District for 2018-2019 Professional Services.

- K. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following staff members for the FY19 ESEA Grant:

Title IA:
Kelly Gray DDE
Angelic Negron DDE
Dorothy Micale JFK
Jennifer Uhnat JFK

Title IIA:
Nancy Sims JFK

14. Old Business

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15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

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.