

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 17, 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 September 26, 2019 meeting as presented in duplicated form and dispense with the reading of the same.

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5. Presentations – unless otherwise stated, all presentations will be held during the Action Meeting

Thank you to Jan Deveroux of the Home Depot, West Berlin Store for arranging the donation of a base cabinet and countertop for the Dwight D. Eisenhower Staff Lounge.

**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:***

*Jayden Siete, Lorenzo Tavard, Madeline Mitchell, Logan Muff, Landyn Ford,
Julianna DeNinno, Nathan Negron, Saiyedatun Alifuddin, Sophia Van Elstrand,
Madeline Folcher*

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

*Oliver Gonzalez-Aparicio, Olivia Van Elstrand, Alison Lucier,
Iftakhar Tahzid, Minhaj Yakub, Bethanne Fields,
Daniel Fox, Grace McGovern, Alexander Rozanski, Nyla Franks*

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

*Hunter Wilhelm, Abigail Velez, Wyatt Guitierrez, Sylvia Cudrak,
Elizabeth Torres Hernandez, Natalie Flanagan, Kingston Gutierrez*

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

*Anthony Quiles, Joelle Miner, Anthony Pach, Gavin Kaiser,
Joniel Diaz, Tyler Wassel, Tayzes Sabur*

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6. 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.

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

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7. Public Comments – Closed

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

8. 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.

Presentation by Ms. Dina Bottley, Supervisor of Curriculum and Instruction
2018 - 2019 Student Assessment Score Review and Report

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

Date Reported to Superintendent	School	Case Number	Result	Action
9/30/19	JFK	6315	Not HIB	Meeting with Counselor; parent notification; seat re-assignment on bus

This is the first report of the above incidents. No action is necessary at this time.

D. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
TBD	A Episcopo	IHOP, West Berlin <i>Dragon Dollar Winners - PBS</i>	12/11/19	\$0.00	Two drivers, two buses

- Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the October 17, 2019 agenda.

E. Safety and Security – JFK – September, 2019

Type of Drill Date and Time

Fire - September 12 at 2:16pm
Lockdown – September 13 at 9:05am
Bus Evacuation
Bomb Threat

F. Safety and Security – DDE – September, 2019

Type of Drill Date and Time

Fire – September 9 at 1:30pm
Lockdown – Active Shooter Drill – September 12 at 10:00am
Bus Evacuation
Bomb Threat

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G. Monthly Reports Uploaded to Portal for Review

- a. Technology Coordinator
- b. Supervisor of Curriculum and Instruction
- c. JFK Principal
- d. DDE Principal

H. Discussion Items:

1. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Nursing Department documents as listed:
 - 2019-2020 DDE AED Plan
 - 2019-2020 DDE AED Plan
 - 2019-2020 District Nursing Services Plan*These documents were uploaded to the board portal, October folder for board review.*
2. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the Donor’s choose donations for Ms. Mason’s music centers in the amount \$324.
3. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the JFK and DDE HIB self - assessments for the 2018-2019 school year.
4. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Honor’s Thesis Survey/Study as part of William Patterson University college course requirements for Serena Pearson. The title of this survey/study is “Career Aspirations and College Awareness of K- 6 Elementary Students.”

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9. 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>
Julie Ryan	FT/Inst Asst	\$17,496 pro-rated, Step 6	10/17/2019
Tiffany Keeper	FT/1:1 Inst Asst	\$21,925 pro-rated, Step 15	10/17/2019
Rhonda Leadbeater	FT/Inst Asst	\$21,925 pro-rated, Step 15	10/17/2019
Katelynn Yopez	FT/1:1 Inst Asst	\$16,233 pro-rated, Step 3	10/21/2019
Cheryl Buscemi	CARE Assistant	\$12.00	TBD

- b. 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 Mary Tomasello, effective October 11, 2019. Ms. Tomasello has been on staff since November 1, 2011.

- c. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following appointment of staff member Victoria Sahina to be placed on the district, in house substitute list. Ms. Sahina will be compensated at the daily rate of \$122.40 for full day, CEAS certificate and \$61.20 for half day, CEAS certificate.

10. Curriculum and Instruction

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11. Business and Finance

Financial Report – Period Ending August 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 August 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 August 2019. The Treasurer’s and Secretary’s report are in agreement for the month of August 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>
C Pfluger	\$0	Brick, NJ 10/23/19 <i>Sports Field Mgr Assoc. of NJ</i>	\$0.00
K Braidwood	\$0	Monroe, NJ 11/1/19 <i>NJPSA/FEA – meeting to address current issues in Sp Ed</i>	\$0.00
K Haloupek	\$479	BER, Cherry Hill, NJ 12/3 & 4/19 <i>Improving de-escalation and behavior mgt strategies</i>	\$0.00
C Bissic	\$279	BER, Cherry Hill, NJ 12/16/19 <i>Differentiation, accommodations and modifications For students</i>	\$0.00
K Gray	\$279	Westin Hotel, Mt. Laurel, NJ 1/28/20 <i>BER, strategies to enhance co-teaching</i>	\$0.00
E Mason	\$170	AC, NJ 2/20 & 21/20 <i>NJ Music Educators Assoc. Annual Conference</i>	\$0.00
L Shrader	\$149	Camden County College, NJ 1/24/20 <i>Best Practices for Paraprofessionals</i>	\$0.00
E Austermuhl	\$150	Trenton, NJ - NJASA 2/4/20 <i>“Power of Legal Information – Governance” workshop</i>	\$0.00
R Bruce	\$0	PCG, FY20 Fall Sp Ed SEMI Mtg, NJ 10/15/19	\$0.00
B Dasher	\$595	In district webinar- Huster 10/21 to 29/19 <i>Arton Gillingham Training</i>	\$0.00
L Wanko	\$75	In district webinar TBD <i>Implementing phonics based programs in MD classroom</i>	\$0.00
A Episcopo*	\$274.97	PESI Healthcare, Cherry Hill, NJ 11/13/19 <i>Workshop on how a trauma informed approach can greatly reduce challenging behavior and increase learning outcomes</i>	\$0.00

**Originally approved for another staff member at the September, 2019 meeting, replacement attendee*

- 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 Amount \$

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G. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the September, 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.

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 September, 2019 in the amount of \$26,142.98. *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 September, 2019 in the amount of \$7,837.41. *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 Eastern Regional High School:

Grade 12+ Special Education Student #2517460406, at a yearly rate of \$19,871.50.

For Black Horse Pike Regional School District:

Grade 12+ Special Education Student #3037216754, at a yearly rate of \$32,000.

For GCSSSD-Bankbridge:

Grade 8 Special Education Student #9950492727, Bankbridge Development Center Extended School Year program at a rate of \$4,320. This student also requires the support of an instructional assistant at a rate of \$3,550.

Grade 2 Special Education Student #6624235577, Bankbridge Elementary School Extended School Year program at a rate of \$4,320.

Grade 7 Special Education Student #1881917553, Bankbridge Development Center Extended School Year program at a rate of \$4,320. This student also requires the support of an instructional assistant at a rate of \$3,550.

K. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Standard Operating Procedures manual. This manual was reviewed by the Business Administrator and no changes are needed at this time.

L. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Joint Transportation Agreement with the Pine Hill Board of Education for the Overbrook High School Late Bus that transports Berlin Township residents home. Annual cost is \$14,034.23.

M. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 tuition contract between the Berlin Township School District and the Camden County Technical Schools in the amount of \$96,730.00.

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- N. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the agreement with Brookfield Educational Services for Homebound Instruction for a regular education student attending the Castle Program at an hourly rate of \$38.23.
- O. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the submission of the DERA (Diesel Emissions Reduction Act) School Bus Rebate Application for funding year 2019.

12. Old Business

Policy #3542.2 School Meal Program Arrears *Uploaded to the Portal for review*

13. New Business

Committee Updates
Negotiations
NJSBA
CCESC
Pine Hill Bd of Ed
CCSBA

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14. 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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 - 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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 - 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.

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15. Public Comments – Closed

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

16. Adjournment

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