

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 16, 2017

Action Meeting/Budget Submission 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 _____.

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 5, 2017, 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 11, 2017 and the Central Record the week of January 15, 2017 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 / 2017
Mr. Keith Jones, Vice President	_____	2011 / 2017
Mrs. Mary Williams	_____	2002 / 2017
Mr. Brian Davis	_____	2012 / 2018
Mrs. Kimberly Reed	_____	2015 / 2018
Mrs. Joanne Young	_____	2015 / 2018
Mr. Jeffrey Souza	_____	2014 / 2019
Mrs. Cynthia Mozee, President	_____	2013 / 2019
Mrs. Aida Figueroa-Epifanio	_____	2016 / 2019
Dr. Edythe B. Austeruhl, Superintendent	_____	
Mrs. Megan Stoddart, Business Administrator	_____	
Charles Rizzi, Esq., Board Solicitor	_____	

4. Approval of Minutes

Motion by _____ seconded by _____

RECOMMEND that the Board of Education approve the action meeting minutes of February 23, 2017 as presented in duplicated form and dispense with the reading of the same.

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5. Executive Session – In

Motion by _____ seconded by _____ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: _____.

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
 - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
 - b. Matters dealing with Federal Funding.
 - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
 - d. Matters dealing with collective bargaining.
 - e. Matters dealing with the sale or purchase of public land.
 - f. Discussion of any pending or anticipated litigation or contract negotiation.

6. Executive Session – Close

Motion by _____ seconded by _____ to come out of Executive Session. Time out: _____.

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

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.

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**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:

*Griffin Hearn, Wyatt Eanes, Dominic Neumann, Jackelyn Sosa,
Fernanda Olea, Tyler Balducci, Cadence Allen, Kaden Schaffield, Ashton Kubat,
Alyssa Marchionese*

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

*Eric Gilligan, Carson Russo, Ryan Brummell, Michael Gentile, Hunter Carpenter,
Alison Lucier, Leila Talosig, Patricia Evans, Gabrielle Marchese, Katie Raynore*

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

Cheyenne Petersen, Eva Bayne, Helen Chen, Robert Hettel, Kamryn Willis

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

Kassidy Jacob, Luis Rodriguez, Elizabeth Timmers, Joseph John, Nyla Franks

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: ____.

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9. Public Comments - Closed

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

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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

District Goals for 2016-2017

- Supervise the revision and implementation of all district curricula, focusing on Science, World Language and Technology as per the 2016 QSAC findings in order to continue to improve student growth and achievement.
- Work with the district administrative staff to investigate ways to increase the use of technology for instructional purposes.

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BOARD GOALS

1. Begin to review and revise, as needed, Board Policies as found in the 5000 section of the Policy Manual and continue through the 2016-2017 school year.
2. Develop and implement practices that will promote inter-district participation with Pine Hill and Clementon School Districts at both the Board and District staff levels.
3. Continue to work with the Board of Education to investigate ways to improve communication with district parents and the community.

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

Date Reported to Superintendent	School	Case Number	Result	Action
03/07/17	DDE	# 3	Not HIB	Close student observation, guidance counselor check-ins

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 # 3) reported on 03/07/2017.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
Gr 7 & 8	Principal Bright	Overbrook HS <i>To see preview of play “Seussical”</i>	03/22/17	\$0.00	Three drivers, three buses
Gr TBD	Principal Bright	Pancho’s, West Berlin <i>Grade level Dragon Dollar Winners</i>	03/28/17	\$0.00	Two drivers, two buses

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 16, 2017 agenda.

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F. Safety and Security – JFK – February

Type of Drill Date and Time

Fire – February 8, 2017 at 11:08am

Lockdown – February 23, 2017 at 12:10pm

Bus Evacuation

Bomb Threat

G. Safety and Security – DDE - February

Type of Drill Date and Time

Fire – February 22, 2017 at 10:15am

Lockdown – February 10, 2017 at 11:15am

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	Regulation	Name
6171.4	Special Education		

- a. Motion by _____ second by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policy updates for second reading:
 Policy 6171.4 – Special Education.

- b. Motion by _____ second by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the submission of the Statement of Assurance to the Department of Education for compliance with Part B of the IDEA and NJAC 6A:14-1.1(b) (i.e. Special Education Policies and Procedures as reflected in policy 6171.4).

Policy	Name	Regulation	Name
5119	Transfers		
5141.3	Health Examinations and Immunizations		
6010	Goals and Objectives		
6141	Curriculum Design/Development		
6142.4	Physical Education and Health		
6142.10	Internet Safety and Technology		
6142	Subject Fields		
6145.1/6145.2	Intramural Competition: Interscholastic Competition		
6145	Extracurricular Activities		
6162.5	Research		
6163.1	Media Center/Library		
6164.4	Child Study Team		
6171	Special Instructional Programs		
6173	Home Instruction		

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- c. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policy updates for first reading:
Policies 5119 – Transfers, 5143.3 – Health Examinations and Immunizations, 6010 – Goals and Objectives, 6141 – Curriculum Design/Development, 6142.4 – Physical Education and Health, 6142.10 – Internet Safety and Technology, 6142 – Subject Fields, 6145.1/6145.2 – Intramural Competition: Interscholastic Competition, 6145 – Extracurricular Activities, 6162.5 – Research, 6163.1 – Media Center/Library, 6164.4 – Child Study Team, 6171- Special Instructional Programs, 6173 – Home Instruction.

11. Personnel

- a. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the requested medical leave of absence for employee number 00181. The date of the anticipated leave is March 15, 2017 running through four to eight weeks, return date approximately May 9, 2017.
- b. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with certification and criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Lauren Klaus	LTS at JFK	MA Step 1 \$54,695 Pro-rated for time worked	3/15/17- 5/9/17
Bonnie Dutton	Sub Driver	\$16/hr <i>*pending fingerprint approval</i>	3/17/17*

- c. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Mary Lyons, effective March 17, 2017. Ms. Lyons has been employed as an Instructional Assistant since January 25, 2016.

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- d. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff as security for home baseball and softball games:

<u>Name</u>	<u>Stipend Amount</u>
Jonathan Liano	\$25/hr
Sharing one position: Heidi Farlow & Robin Schaffer	\$25/hr

- e. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the resignation letter, with regret, from Susan DiMario, effective March 15, 2017. Mrs. DeMario has been on staff as a substitute custodian since May 27, 2016.

12. Curriculum and Instruction

- a. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the 2017-2020 Pre School Plan to the Department of Education.

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13. Business and Finance

Financial Report – Period Ending January 2017

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, 2017. 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 2017. The Treasurer’s and Secretary’s report are in agreement for the month of January 2017.
- 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>
E Austermuhl	\$144	NJASA, Trenton, NJ – 03/28/17 <i>A Beginners Guide to Twitter for Educators</i>	\$0.00
B Reilly	\$0.00	Mercer County College, NJ – 06/08/17 <i>MCCC Holocaust Resource Center - issues that affect students</i>	\$0.00
S Rech	\$245	BER, NJ – 05/17/17 <i>Booktalks, Catalog, Seminar and Resources for trends in YA literature</i>	\$0.00
V Popoli	\$45	Ed Services Commission, Piscataway NJ – 03/25/17 <i>Issues that impact deaf students’ social-emotional development</i>	\$0.00
K Braidwood	\$0	NJSPA, Monroe, NJ – 03/21/17 <i>Learn how to put differentiation principles into practice</i>	\$0.00

- F. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 58 Amount \$ 485,530.19

- G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the March, 2017 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 _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2016-2017 CARE disbursements for the month in the amount of \$1,275.50.
- I. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2016-2017 Cafeteria disbursements for the month in the amount of \$30,902.44.

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J. Motion by _____ second 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 Rachel Deaner in the amount of \$1,000. *A chart with course details was uploaded to the March, 2017 board folder for review and is attached in this packet.*

K. **BUDGET ADOPTION**

Motion by _____ second by _____ to approve the 2017-2018 Budget Adoption listed below for submission to the County Superintendent:

	Budget	Local Tax Levy
General Fund	\$15,559,624	\$ 8,516,329
Special Revenue	\$ 363,290	\$ -0-
Debt Service	\$ 405,460	\$ 134,719
 Total Base Budget	 \$16,328,374	 \$ 8,651,048

Total amount budgeted for travel related expenses in the 17–18 school district budget is \$35,447. This includes professional development and travel.

14. **Old Business**

Communication – Parent Request

15. **New Business**

- Committee Updates
- Negotiations
- NJSBA
- CCESC
- Pine Hill Bd of Ed
- CCSBA

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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: _____.

17. Public Comments - Closed

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

18. 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.

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19. Executive Session – Close

Motion by _____ seconded by _____ to come out of Executive Session. Time out: ____.

20. Adjournment

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