

# Superintendent's Report

## September 17, 2018



**First day of School for HS Students (Twitter)**



**Middle School Students Arrive (Facebook)**

### Board of Education Calendar of Events:

<b>Finance Committee Meeting</b> <i>Superintendent's Conference Room</i>	<b>Monday, September 10th</b>	<b>5:30 PM</b>
<b>Community Relations Committee Mtng.</b> <b>High School Media Center</b>	<b>Thursday, September 13th</b>	<b>6:30 PM</b>
<b>Board Tour of Facilities:</b> <i>Superintendents Conference Room</i>	<b>Monday, September 17th</b>	<b>6:15 PM</b>
<b>Public Board Meeting</b> <i>High School Media Center</i>	<b>Monday, September 17th</b>	<b>7:30 PM</b>
<b>Board Policy Committee Meeting</b> <i>Superintendents Conference Room</i>	<b>Tuesday, October 9th</b>	<b>6:15 PM</b>
<b>Board Work Session</b> <i>High School Media Center</i>	<b>Tuesday, October 9th</b>	<b>7:30 PM</b>
<b>Curriculum Committee Meeting</b> <i>High School Media Center Conference Room</i>	<b>Monday, October 15th</b>	<b>6:15 PM</b>
<b>Public Board Meeting</b> <i>High School Media Center</i>	<b>Monday, October 15th</b>	<b>7:30 PM</b>

### Correspondence/Attachments

- **July 11, 2018, from Fraytak, Veisz, Hopkins and Duthie, regarding preliminary timelines for referendum project.**

- August 29, 2018 from Dr. Sarruda to Faculty and Support Staff regarding ‘Welcome Back’ message.

## Business and Financial

On Monday evening, the finance committee will begin discussing the option of including an alternate bid for the construction of the auditorium. Understanding that none of the referendum money can be used for this project, the committee will consider possible financial options available to the Board. Please be reminded that including an alternate bid for the auditorium will provide valuable information to the Board. As the Board researches its options, it’s important to understand project costs of the project and bidding this project with the referendum should generate more competitive estimates. The most viable option for this project at this time would be to use Federal Impact Aid revenues to fund the project. The committee will update the Board at the September 17th Meeting.

Once again there are several resolutions being recommended to secure professional services for our students. Also, please note that there was a finance committee meeting on Monday, September 10th. This committee meeting was for informational purposes only and there are no resolutions on the September agenda as a result of this committee meeting. The committee will report to the full Board as appropriate.

## Students

Please take a few moments to review the principals’ reports for September. The Middle School and the High School both had very successful opening days and our fall sports program has begun with soccer, field hockey, and football games this week. Those following Twitter and Facebook have received updates on all our programs. Stories of our girls’ soccer and football opening victories as well as student athlete profiles have been reported. Our fall activities are also underway so we’ve ‘hit the ground running’ the first week of the school year. The photo on the right shows NB’s color guard practicing in the heat of the afternoon during one of those ‘dog days’ of summer.’



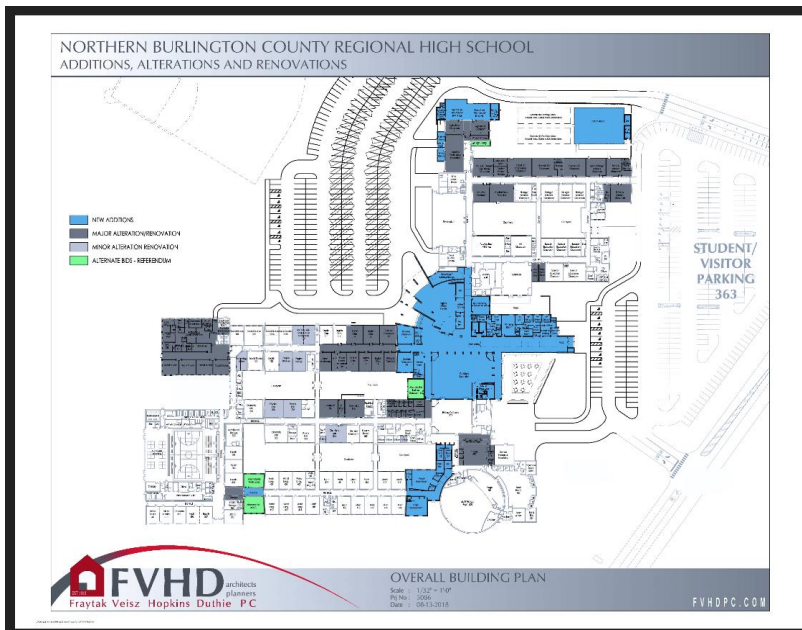
The agenda items include the approval of several ‘non-resident’ students. NB is proud to be able to service these students with our strong programs and the tuition revenues received helps defer the costs of our programs as well. Overnight trips and field trip destinations are also being recommended as appropriate.

## Construction Update

Please review the Business Administrator's report for a comprehensive review of all facilities and construction updates. Mr. Will McKee, Director of Facilities, prepares these reports each month and they are very comprehensive. He also has been taking photos of the construction progress and I tweet a few of them with the hashtag #NBFutureReady. If you search that hashtag on Twitter, you will begin to see the progress timeline for the 300/400 Hallway connection. Let me know what you think.

### Addition/Renovation Project Update:

During the summer of 2018, two projects were started: the construction on the 300/400 hallway connector and the electrical upgrade to the campus. Although the 300/400 hallway project has been delayed several times, there is an end in sight. It has not been a simple project as the architects and contractors have had to work through bad weather and unanticipated site conditions. On a more positive note, the electrical upgrades project is substantially completed. At this time, we are waiting for some equipment from PSE&G and once received, we will complete this project. We have tentatively scheduled the weekend of October 5 - 8 to complete this project because to complete the project, we will have to turn off the electric to the entire high school campus for three or four days. We had previously scheduled two professional development days in anticipation of such issues so we believe we have enough time over this long weekend to make it work.



On the left please note the final drawings for the addition/renovation project. Administrators, faculty, and architects have worked through the design specifications and adjustments were made to better accommodate the specific programmatic needs of various instructional areas. For example, you will note that instead of three separate greenhouses, it was determined by the faculty that a single greenhouse would better serve our students and the program. The design specification of a traditional classroom is not complicated so the faculty from our English and Social Studies classrooms, for example, did not have any substantial recommendations. However, as one might imagine, the specific needs to accommodate and facilitate the

instruction in the disciplines of applied technology, chemistry, engineering, and performing arts are much more technical. These are the conversations that took place. Literally hundreds of program specific recommendations were considered and at this time, we are pleased to report that all voices have been heard and the architects believe the considerations

are well within the scope of the project. This is a very common ‘next step’ in a comprehensive addition/renovation project such as the one we are now managing.

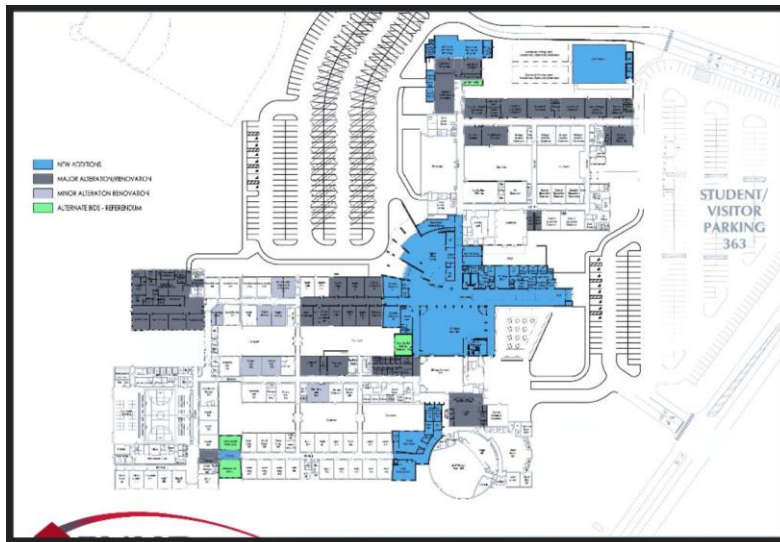
## Communication Strategies

The Strategic Planning Committee for the referendum will meet on Thursday, September 13th to receive and discuss general updates on the progress being made with the referendum. This demonstrates the Board’s continued desire to be transparent throughout the addition/renovation projects. The Strategic Planning Committee is comprised of parents, teachers, students, administrators, and Board members. This is the committee that developed and implemented the communication strategies that resulted in the successful referendum in March 2018. The tentative agenda will include:

1. General Welcome and Update: Dr. Sarruda
2. Review of the Design Specification Process: Dr. Lopez, Ms. Stella, Mr. Hopkins

Note: As we know, the administrators, faculty, and architects have been meeting to review all the instructional areas of the new construction and renovations. This takes the construction from the ‘conceptual’ state to the ‘design specifications’ stage. At this meeting, we will be explaining this very important process to the strategic planning committee members.

3. Discuss the ‘alternate bids’ under consideration.



Note: In the rendition on the left, you will note several ‘green’ areas. These are the areas under consideration for ‘alternate bids’ when we take the addition/renovation project out to bid this winter. The areas in green include the two classrooms bordering the 300/400 hallway connector, a business classroom, and a faculty planning and storage space in the East Building.

4. The Project Schedule: State Department of Education Design Approval Dates, Construction and Renovation

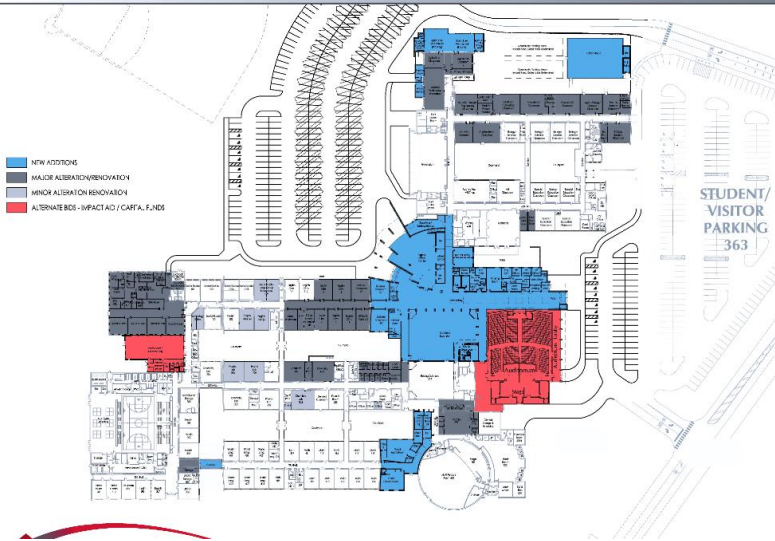
Bid Awards, Construction Start Dates and Substantial Completion Projections: Mr. Kaz, Mr. Hopkins

5. Consideration for additional projects ‘outside’ the referendum.

Note: The rendition below shows the areas in red that are being considered for construction separate from the addition and renovation project. To be clear, no monies raised in the referendum can be spent on these two projects. The Board will have to finance them separately from any revenues generated from the March 13, 2018 referendum. At this



NORTHERN BURLINGTON COUNTY REGIONAL HIGH SCHOOL  
ADDITIONS, ALTERATIONS AND RENOVATIONS



time, finance committee meetings are being scheduled to review all options including possible revenues from State and Federal resources.

**Programs**

**Opening Day for Faculty**

Each August, just before the start of school, I send a ‘welcome back’ message to our faculty. I’ve attached a copy of this year’s message to this report.



I welcome the opportunity to greet all administrators, faculty, and support staff on the first morning back to start another school year. I try to bring an inspirational message that encourages all to be appreciative of all the opportunities we have as employees of this wonderful school district. I believe our faculty and staff are dedicated and sincere and I feel strongly that our programs and instruction truly do provide opportunities that inspire the desire for continued growth among students and faculty.

The first two days of school have traditionally been reserved for our faculty as mandated professional training seminars are conducted, summer updates provided, and initial faculty and department meetings conducted. Required trainings include reviews in the following areas: Affirmative Action, Medical Matters such as Bloodborne Pathogens, Right to Know, and Harassment, Intimidation, and Bullying (HIB). Once again, Mr. Kaz is able to secure the services of attorneys from our JIF to provide these trainings at no cost to the Board.

**Office of Academics Update:  
Submitted by Ms. Amy Stella**

**Curriculum Projects Summer 2018:**

All levels of high school English and Social Studies were revised to improve alignment with the New Jersey Student Learning Standards (NJSLS) and to meet Affirmative Action requirements including Holocaust and Amistad content. Numerous courses in the 21st Century Life and Career Skills Department were revised including Agriculture Power, Structural & Technical Systems; Advanced Animal Science (CASE); Advanced Plant Science (CASE); Video Production 1, 2,& 3; Engineering, Material Design & Engineering Technology; Animation in Web Design; Personal Economics & Career Planning; Middle School Applied Technology; and Apps for Academics. Projects in the Math and Science Departments included Grade 8 Mathematics and Algebra I to better align to the standards, Middle School Science to complete the alignment to resources for implementation of the NJSLS-Science, Chemistry for the adjustment of the course to five credits, Geometry/Honors to better align to the standards and include the use of new Geometry Resources, and Human Anatomy and Physiology to elevate the course to honors level. In World Language, AP Chinese was created and added to our offerings, and level 3 and 4 of all World Languages were revised to elevate to honors level. In the Health and Physical Education Department, Health courses in grades 7, 8, 9 and 12 were revised to improve alignment with the NJSLS to accommodate a change from semester to quarter structure and incorporate new resources. In addition, Lifetime Information for Everyone (LIFE), Peer Leadership, and Adaptive Physical Education were also revised according to the planned revision cycle.

**Programs: Algebra I PARCC Remediation**

As of August 31st, despite statements in the news regarding possible revisions to graduation requirements, the State Board of Education and NJ Department of Education have not yet approved such revisions. The current graduation requirement for the Class of 2021 includes meeting/exceeding expectations on the PARCC Algebra 1, or submission by the district of a student portfolio through the NJDOE's portfolio appeals process. Students are not eligible for the portfolio graduation pathways unless they have been given several opportunities to meet expectations on the PARCC Algebra I and have taken the Geometry and Algebra 2 PARCC. The Class of 2021 has already taken Algebra 1 at the middle school or high school and received a passing grade in the course, but over 100 students have not met expectations on PARCC and require remediation prior to an opportunity to retest. Director of Instruction for Mathematics, Mrs. Deborah Droke, has locally developed a program that appears on this month's Board agenda. The eight week plan for remediation includes one session per week after school with a teacher, as well as independent use of an online tutorial program. The opportunity to retake the PARCC Algebra 1 will be provided in the Fall. The annual presentation on PARCC scores is scheduled for the October Board meeting.

### **Personal Economics & Career Planning Online Summer Pilot**

Sixteen students participated in NB's first pilot course for Personal Economics and Career Planning online. Like the high school classroom course, all students developed skills and strategies that promote personal and financial responsibility related to financial planning, savings, investment, and careers in the global economy. Specific objectives included; Income and Careers; Money Management; Credit and Debt Management; Planning, Saving, and Investing; Becoming a Critical Consumer; Civic Financial Responsibility; Risk Management and Insurance. Two of our teachers built the eight week online program in Schoology, the online delivery platform. One of our teachers facilitated the remote instruction over the internet during the summer. Students were capable of completing assignments from various home and vacation locations. Opportunities for online chat and open classroom chats were made available through Google Hangout. Challenges to be solutioned before the next online administration include increased parent communication and progress tracking. This online option will be made available again for Summer 2019.

### **Professional Development Summer 2018**

Submitted by Ms Amy Stella

#### **Academic Advisory Committee:**

The Academic Advisory Committee replaces the District Evaluation Advisory Committee (DEAC), which was required under AchieveNJ until this year, for the purpose of creating the districts' evaluation instrument, and training staff on this tool. Since this committee was no longer required, and our evaluation system is well up and running, we could have dissolved such and initiative. However, in the interest of maintaining collaborative relationships between teachers and administrators, the committee was morphed into the academic advisory committee. The purpose of this committee is to collaborate with district administrators on academic initiatives. Membership, by application, represents a variety of disciplines by building. A focus on assessment will comprise the first few years of our work. Eleven (11) teachers worked with district directors for two days in August. Developing a common language of the philosophy of assessment and creating a definition of assessment focused the work for day one. The directors of instruction facilitated a variety of activities for this professional development experience that highly engaged participants in deep reflection on the districts assessment practices and their own beliefs relative to assessment. The second day of this initiative focused on unpacking standards using a protocol to identify what students should know and then determine how they can best represent their learning to meet the needs of 21st Century citizens. The next steps of this committee will include expanding the work of the summer to all staff while simultaneously finding time to continue developing this card today of teacher leaders. I look forward to the work of this group.

### AP Summer Institutes:

Four teachers participated in AP Summer Institutes to prepare to teach new courses this year for AP Environmental Science, AP US I History Seminar, AP Research, and the addition of the AP Chinese Language & Culture.

### New Teacher Orientation

NB welcomed eleven new teachers to our district prior to the start of the school year. A variety of team building activities and presentations by various offices prepared these new members for opening day. The Directors of Instruction and their mentors will continue to support their induction throughout the school year. This group impressed the Directors of Instruction with enthusiasm, maturity, and focus on student performance. The week was capped off with quality mentor time in preparation of lesson planning for the new year. These teachers are scheduled to an introduction to the Board of Education at the October public meeting.



### Google Teacher Certification Preparation

This summer eight (8) of our staff members worked with the high school Media Center Specialist, Mrs. Humes, to prepare for Google Certification. At the end of the two (2) days, everyone achieved some level of completion toward certification. Educator Level 1 is a 10-12 hour, 13 unit course, with a 2-3 hour Level 1 exam. Educator Level 2 is an 8-10 hour, 9 unit course with a 2-3 hour Level 2 exam. Both levels must be completed to move on to the highest level of certification, Google Certified Trainer. In addition to completing Level 1 and Level 2, applicants for Trainer must take a 6-8 hour course, and complete a 90 minute exam. In addition, they need to create a video to showcase their abilities; submit training materials; and complete an application which helps Google understand their ability to plan, implement, evaluate, and build learning materials. At least 2 members of this summer's group are close to completing this final goal. The work was arduous and Mrs. Humes found it exhilarating to coach everyone throughout the process.



### STEM Professional Learning Community (PLC)

This summer our group of talented Applied Technology teachers (Dave Potts, Dave Johnson, Danielle Andreula, Sarabjit Lakhia, Greg Dolan, Jill Stabile, Adam Parker) collaborated on increasing learning accountability, engineering journaling for students, instructional technology, and equipment setup. Special Feature notebooks for journaling and organizing project progress, notes, vocabulary and learning targets were created. Strategies on



encouraging students to showcase their work and identify areas of interest was discussed. The newest member of the team was introduced to Google Classroom and his lab, while others assembled the newest wood lathe, bandsaw, and gas forge.

## Personnel



During the summer, I reported to the Board that our student management data processing specialist, Ms. Carol Boccolini, has announced her retirement for January 2019. Replacing the data processing professional will be a challenge. We advertised for the position and completed the search in August. The agenda reflects a resolution to appoint Ms. Debra McMullen to this position effective September 1, 2018. Currently, Ms. McMullen is the Private Secretary for the Director of Special Services at NB. We are all very pleased that Ms. McMullen is going to accept this challenge. She is excited for the opportunity to advance her career here at NB. As a result, we're now looking for her replacement as Private Secretary. Moreover, we've already started her training with Ms. Boccolini. We're trying to have the two work together for several hours a week and we're hoping to have a replacement for Ms. McMullen quickly. This too will not be an easy lift.

Other than that, I am pleased to report that the 2018-2019 school year has begun with a fully staffed faculty. Each summer we experience various retirements, transfers, and leave requests. Successful faculty recruitment continues to be a top priority for this administration.

### Superintendent's Merit Goal Update:

I am pleased to present this update of my progress toward completing my final Merit Goal for FY'18. Please note that there is a resolution for approval of the Qualitative Goal #2 on the September Board agenda.

#### Qualitative Goal #2:

During SY 2017-2018, the Superintendent will effectively carry out the duties of the President of NAFIS by attending the (4) NAFIS Board meetings and special meetings as scheduled by the Executive Director of NAFIS. As a result, the Northern Burlington Regional School Board of Education will have a voice advocating for Federal Impact Aid for the families of the JBMDL and the NB Community.

#### Rationale:

The Northern Burlington County Regional School District serves the students and families that reside on the Joint Base McGuire/Dix/Lakehurst. As a result, the school district receives Federal Impact Aid in lieu of local property taxes to financially support the regional schools. The school administration and board of education supports the efforts of the National Association of Federally Impacted Schools (NAFIS) and this association's efforts to maintain appropriate levels of Impact Aid to the School District. For the 2017-2018 school year, the Superintendent has been elected President of NAFIS and will serve in this capacity for the FY'18 & FY'19 School Years. During the 2017 – 2018 school year, the Superintendent will

effectively carry out his responsibilities of the President by attending all four NAFIS Board meetings, attending and presenting at the ‘new legislatures’ sessions, and attending the Federal Relations Outreach sessions in the spring.

**Progress: Completed Highly Effective:**

Over 2017-2018 I am proud to report that I actively served as the NAFIS President, participated in all the NAFIS Executive Board meetings and actively carried out the responsibilities that are assigned to the position of President. These activities included: attending the quarterly NAFIS Executive Board Meetings, participating in eleven (11) NAFIS board and committee conference calls scheduled during the 2017-2018 school year, serving as the President of NAFIS and completing the activities assigned to the President during both the Fall and the Spring Conferences, representing the Mid-to-Low LOT Subgroup of NAFIS in all conference activities, and attending the Federal Relations Outreach Conference in the Spring as scheduled by NAFIS. I will also mention that I continue to serve on the Governor's' Military Interstate Compact Commission for Children and serve as a representative for NAFIS at the AASA Annual Conference.

### HIB Updates

Attached please find the Harassment, Intimidation, and Bullying report for the month of September 2018 :

**Middle School**

- 0 – Incident Investigations
- 0 – Confirmed HIB Reports

**High School**

- 0 – Incident Investigations
- 0 – Confirmed HIB Report



### Enrollment Summary

Listed is an enrollment summary as of the first day of school, *September 6, 2018* and in parentheses is the enrollment summary from the last day of school, *June 22, 2018*.

Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
(440)	(395)	(342)	(345)	(317)	(328)
396	428	382	319	338	319

<b>Middle School</b>	<b>(835) 824</b>
<b>High School</b>	<b>(1332) 1358</b>
<b>District</b>	<b>(2167) 2182</b>

## Final Thought:

The 2018-2019 school year will challenge our planning skills as well as our patience. As we manage the business of education, we are also going to be managing the business of school construction and renovation. The construction should begin in the spring of 2019 so the summer of 2019 will be intense. Moreover, the 2019-2020 school year will be exciting as we blend instruction with construction. It will be important to prepare a school calendar for FY'20 that provides for some flexibility during the more intense construction and renovation projects. In fact, I will be meeting with the architects and project managers on Thursday September 13 to initiate this conversation. It's never too early. And speaking of baseball, how about those Red Sox!

The screenshot shows the MLB standings for the American League East. The table lists the Red Sox and Yankees with their respective win-loss records, percentages, and games behind.

American League							
AL East	W	L	Pct	GB	Home	Away	L10
Red Sox	97	45	.683	-	48-19	49-26	7-3
Yankees	88	53	.624	8.5	48-24	40-29	5-5