

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 22, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Cynthia Mozee, President, call this meeting to order under the Open Public Meetings Act at 7:30pm. Motion carried, voice vote, all present voting “yes”.

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	<u>present</u>	2014 / 2020
Mr. Gerard Petersen	<u>absent</u>	2017 / 2020
Mrs. Mary Williams	<u>present</u>	2002 / 2020
Mr. Brian Davis	<u>absent</u>	2012 / 2021
Mrs. Kimberly Reed	<u>present</u>	2015 / 2021
Mrs. Lisa Hill-Muff	<u>present</u>	2018 / 2021
Mr. Jeffrey Souza, Vice President	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>present</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>absent</u>	2016 / 2019
Dr. Edythe B. Austerstuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>absent</u>	
Lauren Tedesco, Capehart & Scatchard	<u>absent</u>	
Sanu Dev, Capehart & Scatchard	<u>absent</u>	

4. Approval of Minutes

Motion by Kimberly Reed, seconded by Mary Williams

RECOMMEND that the Board of Education approve the action meeting minutes of the July 25, 2019 meeting as presented in duplicated form and dispense with the reading of the same.

Motion carried, voice vote, all present voting “yes”.

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

Thank you to resident Mr. Jimmy Nunn for his donation of school supplies to the district.

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.

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The portion of the meeting during which the participation of the public to speak on agenda items only shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer.

Motion by Kimberly Reed, seconded by Sol Cohen to open the meeting to the public for the discussion of agenda items only. Time in: 7:35pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance – List of Audience Members Who Spoke During Meeting

No one in attendance

7. Public Comments – Closed

Motion by Kimberly Reed, seconded by Jeffrey Souza to close the meeting to the public. Time closed: 7:35pm. Motion carried, voice vote, all present voting “yes”.

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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

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.

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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.

C. Safety and Security – JFK – MONTH, YEAR

Type of Drill Date and Time

Fire

Lockdown

Bus Evacuation

Bomb Threat

D. Safety and Security – DDE – July, 2019

Type of Drill Date and Time

Fire = none held

Lockdown = none held

Bus Evacuation = none held

Bomb Threat = none held

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E. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
Approve Use of Facilities –

Motion by Kimberly Reed, seconded by Mary Williams

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
Playmore	DDE Gym	Mon-Thurs, Sept to Nov As available	Adult Basketball
PEACE	Multiple Rooms at Schools	Various times throughout the year	TBD

Motion carried, roll call vote, all present voting “yes”.

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

F. Discussion Items:

Regulation	Name	Bylaws	Name
5142.2	CARE Program Fees		
5141.21	Administering Medication		

1. Motion by Kimberly Reed, seconded by Mary Williams

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading for regulations 5142.2 – CARE Program Fees and 5141.21 – Administering Medication. *These documents were uploaded to the board portal, July, 2019 folder for board review.*

Motion carried, roll call vote, all present voting “yes”.

2. Motion by Kimberly Reed, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of 2019-2020 District Professional Development Plan to the NJ Dept. of Education. *This document was uploaded to the August folder on the portal for review and is included in this packet.*

Motion carried, roll call vote, all present voting “yes”.

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9. Personnel

- a. Motion by Jeffrey Souza, seconded by Kimberly Reed

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>
Correction to July agenda, salary was correct BA was listed as 3:			
Annette Rainear	ESL	\$55,232, Step 3, BA +30	09/01/19
Rachel Layton	Gr 4 RC Teacher	\$54,570, Step 4, BA	09/01/19
Tierra King	Social Worker	\$56,832, Step 3, MA	09/01/19
Mary Tomasello	Bus Aide, Sub	\$12.30/hour	09/01/19
Nicole Podwats	F/T Inst Asst	\$18,395, Step 8	09/01/19

Motion carried, roll call vote, all present voting “yes”.

- b. Motion by Jeffrey Souza, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Dawn Klein, effective August 7, 2019. Ms. Klein has been an educational assistant in the district since October of 2017.

Motion carried, roll call vote, all present voting “yes”.

- c. Motion by Kimberly Reed, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Kelly Grey to continue as the mentor for Nancy Brown for the 2019-2020 school year based on NJ DOE requirements at the rate of \$550 for 30 weeks pro-rated for the time worked (approximately 20 weeks).

Motion carried, roll call vote, all present voting “yes”.

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- d. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following list of staff members to be hired as CARE staff for the 2019-2020 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Lindsey Wanko	CARE Certificated Staff	\$20.40/hour	09/19
Brian Martino	CARE Certificated Staff	\$20.40/hour	09/19
Robin Schaffer	CARE Assistant	\$21.51/hour	09/19
Jennifer Perito	CARE Inst Asst 1:1	\$12.24/hour	09/19
Cheryl Johnson	CARE Inst Asst 1:1	\$12.61/hour	09/19
Morgan Flexon	CARE Inst Asst 1:1	\$12.00/hour	09/19
Danielle Alessandrine	Sub CARE Inst Asst 1:1	\$12.00/hour	09/19

10. Curriculum and Instruction

- a. Motion by Mary Williams, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2019 QSAC District Improvement Plan as uploaded to the portal for review. Focus on the areas of Instruction and Program and Fiscal. *This document was uploaded to the August folder on the portal for review and is included in this packet.*

Motion carried, roll call vote, all present voting “yes”.

- b. Motion by Jeffrey Souza, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the curriculum revisions listed below as part of the 2019 QSAC District improvement Plan (uploaded to the portal for review).

- ELA grades 4,6, & 8 (Merged reading and writing within the current units)
- Math grade 3-5 Update content and pacing based on the Model Curriculum from the Dept. of Education
- Grades K- 8 Theater and Dance
- Updates to included mandated topics of Financial Literacy, Dating violence and LGBTQ information within various subject areas as per Administrative Code and Statute

Motion carried, roll call vote, all present voting “yes”.

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11. Business and Finance

Financial Report – Period Ending June 2019 REVISED and July 2019

- a. Motion by Kimberly Reed, seconded by Jeffrey Souza
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 June 2019 REVISED and July 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 June 2019 REVISED and July 2019. The Treasurer’s and Secretary’s report are in agreement for the month of June 2019 REVISED and July 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

Motion carried, roll call vote, all present voting “yes”.

- E. Motion by Mary Williams, seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 51

Amount \$712,789.89

Motion carried, roll call vote, all present voting “yes”.

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- F. Motion by Mary Williams, seconded by Lisa Hill-Muff
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the August, 2019 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the August folder on the portal for the board review as well as included in the board packet.*
Motion carried, roll call vote, all present voting “yes”.
- G. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 CARE disbursements for the month of August 2019 in the amount of \$4,574.22. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*
Motion carried, roll call vote, all present voting “yes”.
- H. Motion by Kimberly Reed, seconded by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 Cafeteria disbursements for the month of August 2019 in the amount of \$11,893.37. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*
Motion carried, roll call vote, all present voting “yes”.

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- I. Motion by Kimberly Reed, seconded by Mary Williams,
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 Yale School Southeast:

Grade 2 Special Education Student #4414621881, at a yearly rate of \$79,587.90.

For Archway Programs:

Grade 4 Special Education Student #4046440105, at a yearly rate of \$51,456.30. This student also requires the support of an instructional assistant at a rate of \$29,960.

For YALE School:

Grade 6 Special Education Student #8845927697, at a yearly rate of \$65,404.50

For Kingsway Learning Center:

Grade 10 Special Education Student #9353925643, at a yearly rate of \$62,061.30.

For Brookfield Academy:

Grade 12 Special Education Student #3043480134, at a yearly rate of \$60,120.

For Blackhorse Pike Regional School District:

Grade 12+ Special Education Student #7453260313, at a yearly rate of \$32,000.

For Archbishop Damiano School:

Grade 12+ Special Education Student #3668842816, at a yearly rate of \$54,943.60.

Motion carried, roll call vote, all present voting “yes”.

- J. Motion by Kimberly Reed, seconded by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the breakfast and lunch prices for students and the lunch price for staff for the 2019-2020 school year as follows:

Student Breakfast:	\$1.10	Student Lunch:	\$2.90
Staff Lunch:	\$3.90		

Motion carried, roll call vote, all present voting “yes”.

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- K. Motion by Mary Williams, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the addendum to the ESS/S4T contract for the establishment of rates for a long term substitute position:

Full Day Building Based Substitute Pay Rate: \$120.00 Bill Rate: \$163.20
 Half Day Building Based Substitute Pay Rate: \$60.00 Bill Rate: \$81.60

Motion carried, roll call vote, all present voting “yes”.

- L. Motion by Kimberly Reed seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve use of a portion of the ESEA Title I, Part A allocation for the following Title I/Basic Skills staff member salaries:

Revision from July 25, 2019 Board Agenda:

**Change Staff Member from Sarah O’
 Toole to Heidi Farlow for the 2019-2020 school year:**

	<u>LOCAL FUNDS</u>	<u>ESEA FUNDS</u>
Heidi Farlow	\$8,970	\$8,970

Motion carried, roll call vote, all present voting “yes”.

12. Old Business

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13. New Business

District and Board Goals

Motion by Jeffrey Souza, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2019-2020 District and Board Goals

DISTRICT GOALS

- 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.
- 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.

BOARD GOALS

- 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.
- Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.
- Continue to work as a Board of Education to investigate ways to improve communication and interaction with district parents and the community.

Motion carried, roll call vote, all present voting “yes”.

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.

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 irrelevant;
 - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
 - 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 Lisa Hill-Muff, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 8:14pm.

Motion carried, roll call vote, all present voting “yes”.

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15. Public Comments – Closed

Motion by Lisa Hill-Muff, seconded by Sol Cohen to close the meeting to the public.
Time closed: 8:14pm. Motion carried, voice vote, all present voting “yes”.

16. Adjournment

Motion by Jeffrey Souza, seconded by Kimberly Reed to adjourn the meeting.
Meeting adjourned: 8:14pm.

Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator