

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

December 17, 2020

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**This meeting is being recorded for purposes of accurate recordkeeping in light of the remote format of the meeting due to COVID-19. Please note the Board has moved to a remote format via the Zoom platform for compliance with the Division of Local Government Services Regulations, N.J.A.C. 5:39-1.1. through 1.7. All attendees images and audio will be captured in this recording. If you do not wish to have your image and/or audio captured in the recording, please turn off your camera and/or audio feature during the meeting.**

**1. Call Meeting to Order**

I, Megan Stoddart, Board Secretary, call this meeting to order under the Open Public Meetings Act at 7:38pm. 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, 2020, 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 10, 2020 and the Central Record the week of January 12, 2020 a meeting notice setting forth the time, date and location of this meeting. Changes to the meeting location/procedure have been published in the Courier Post newspaper in the December 15, 2020 edition of the newspaper.

**2. Pledge of Allegiance**

**3. Roll Call**

**Yr Began/Current Term Expires**

Mr. Brian Davis	<u>present</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 / 2022
Mrs. Cynthia Mozee	<u>present</u>	2013 / 2022
Mr. Domonic Balducci	<u>present</u>	2019 / 2022
Mr. Gerard Petersen, President	<u>present</u>	2017 / 2023
Mr. Sol Cohen	<u>absent</u>	2017 / 2020
Mrs. Holly Murrenburke	<u>present</u>	2020 / 2023
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Lauren Tedesco, Board Solicitor	<u>present</u>	
Charles Rizzi, Esq.,Capehart & Scatchard	<u>absent</u>	

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**4. Approval of Minutes**

Motion by Domonic Balducci, seconded by Kimberly Reed

RECOMMEND that the Board of Education approve the minutes of the November 19, 2020 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

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

*Thank You  
to Sol Cohen, Board Member, for his service from  
January 2014 – December 2020*

**Thank You**  
to community members, parents, staff,  
community stores (Home Depot)  
and community organizations  
(Berlin Rotary, Knights of Columbus, BTWP Police Department)  
For their generous support of the district’s  
Thanksgiving Food Baskets,  
Winter Coat Drive,  
And the annual Giving Tree

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***CERTIFICATES FOR THESE STUDENTS WILL BE DISTRIBUTED  
AT A FUTURE TIME***

**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 of November to be acknowledged from the  
John F. Kennedy Elementary School:***

*Jax Myers, Henik Rohit, Matthew Acevedo,  
Cameron Cole, Dominic Shellenberger, Logan Pumpfrey*

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

*Leigha Muff, Benjamin Sullivan, Lily Finger, Zachary Malinski, Makayla Santos,  
William Anderson, Charlotte Gall, Minhaj Yakub, Michael Duran, Rosalynn Ramos Tirado*

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

*N/A*

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

*N/A*

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## 6. Public Comments – Open

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

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.

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Motion by Brian Davis, seconded by Cynthia Mozee to open the meeting to the public for the discussion of agenda items only. Time in: 7:43pm. Motion carried, voice vote, all present voting “yes”.

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

***See Appendix 1***

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

**7. Public Comments – Closed**

Motion by Brian Davis, seconded by Kimberly Reed, to close the meeting to the public. Time closed: 7:44pm. 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

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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.

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C. Safety and Security – JFK – November, 2020

Type of Drill      Date and Time

Fire - 11/30/20 at 7:15am

Communications Drill – 11/20/20 at 9:44am

Lockdown

Bus Evacuation

Bomb Threat

D. Safety and Security – DDE – November, 2020

Type of Drill      Date and Time

Fire – 11/30/20 at 7:00am

Communications Drill – 11/17/20 at 9:00am

Lockdown

Bus Evacuation

Bomb Threat

E. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
- c. Technology Coordinator
- d. Supervisor of Curriculum and Instruction
- e. JFK Principal
- f. DDE Principal

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**9. Personnel**

- a. Motion by Kimberly Reed, seconded by Gerard Petersen  
 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:

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Date</b>
Michael Chisholm	PT IT Technician, 12 hrs. per week	\$12/hr	Tentative 01/04/21
David Taylor	PT IT Technician, 20 hrs. per week	\$13/hr	Tentative 01/04/21

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

- b. Motion by Gerard Petersen, seconded by Lisa Hill-Muff  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve employee # 01513’s use of sick time from 12/4 to 12/15 and FMLA from 12/16 to 2/4/21. 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 to approve employee # 01368’s use of intermittent FMLA from 12/15 – undetermined based on the availability of 12 weeks total. Motion carried, roll call vote, all present voting “yes”,

**10. Curriculum and Instruction**

- a. Motion by Brian Davis, seconded by Domonic Balducci  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the submission of the 2021-2022 Pre School Operational Plan. Motion carried, roll call vote, all present voting “yes”.

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**11. Business and Finance**

Financial Report – Period Ending October and November 2020

Motion by Gerard Petersen, 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 months of October & November 2020. 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 months of October & November 2020. The Treasurer’s and Secretary’s report are in agreement for the months of October & November 2020.
- 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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Motion carried, roll call vote, all present voting “yes”.

- E. Motion by Domonic Balducci, seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 55      Amount \$684,744.67**

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

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- F. Motion by Kimberly Reed, seconded by Domonic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the December, 2020 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 for the board review.*

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

- G. Motion by Jeffrey Souza, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2020-2021 Cafeteria disbursements for the month of December, 2020 in the amount of \$0.00.  
*This list was uploaded 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 Jeffrey Souza, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2020-2021 CARE disbursements for the month of December, 2020 in the amount of \$0.00.  
*This list was uploaded 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 Domonic Balducci  
RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, 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	\$499	Virtual AASA National Conference on Education, 02/18 & 19/21	\$0.00
J Sejda	\$279	Virtual BER Conference, 02/08/21	\$0.00
K McDevitt	\$279	Virtual BER Event, <i>Social Emotional Learning</i> 01/20/21	\$0.00

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

- J. Motion by Domonic Balducci, seconded by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator and Superintendent, approve the appointment of Megan Stoddart as the Public Agency Compliance Officer. This is an annual requirement and must be completed by January 10<sup>th</sup> of each year.

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

**12. Old Business**

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**13. New Business**

November Election Results – Megan Stoddart  
Board Vacancy Interviews

Select date for Re-Organizational Meeting – during January 2 – 7

Committee Updates

Negotiations

BTEA

BTPSA

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Finance Committee

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## 14. Public Comments – Open

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Recognition of Citizens – for subjects not appearing on agenda

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- 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.

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Motion by Jeffrey Souza, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 8:28pm. Motion carried, voice vote, all present voting “yes”.

***See Appendix 2***

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

**15. Public Comments – Closed**

Motion by Gerard Petersen, seconded by Brian Davis to close the meeting to the public. Time closed: 8:29pm. Motion carried, voice vote, all present voting “yes”.

**16. Adjournment**

Motion by Kimberly Reed, seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 8:30pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator