

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 16, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

***This meeting is being recorded and livestreamed through YouTube.
Anyone not wishing to appear on camera during the meeting may be excused.***

1. Call Meeting to Order

I, Jeff Souza, President, call this meeting to order under the Open Public Meetings Act at 7:32 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 4, 2021, 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 7, 2021 and the Central Record for a week starting January 7, 2021 a meeting notice setting forth the time, date and location of this meeting.

*Meeting was re-advertised on 3/13/21 in the Courier Post due to a change from remote to in person attendance at Dwight D Eisenhower Middle School.

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
Ms. Rebecca Allen	<u>Absent</u>	2021 / 2021
Mr. Domonic Balducci	<u>Present</u>	2019 / 2022
Mrs. Kayla Hanna	<u>Absent</u>	2021 / 2021
Mr. Scott Golden	<u>Present</u>	2021 / 2021
Mrs. Holly Murrenburke	<u>Absent</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	_____	

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4. Approval of Minutes

Motion by Kimberly Reed, seconded by Brian Davis

RECOMMEND that the Board of Education approve the action meeting minutes of the November 18, 2021 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

Presentations will be made 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 September to be acknowledged from the

John F. Kennedy Elementary School:

Liam Harding, Alexander Olea Vinalay, Sabiqahn, Shishir Majumber, Desiree Peluyera, Phoenix Serra, Sylvia Cudrak, Logan Muff, Vivian Wurst, Eldri Guzman

Students of the Month of September to be acknowledged from the

Dwight D. Eisenhower Middle School:

Jayah Thompson, Jack Kelly, Leigha Muff, Jaxson Reynolds, Oliver Gonzalez-Aparicio, Sophia Sterling, Jackson Mitchell, Emma Cieslak, Megan Mazakas, Harlan Talosig

Music Donation in memory of Victor Ortiz in the amount of \$600.00

- A. Motion by Jeffrey Souza, seconded by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following motion accept the music donation in memory of Victor Ortiz in the amount of \$600.00.

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

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

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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 Scott Golden, seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Time in: 7:39 pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance

Jessica Serra, Teter Serra, Bimal Majumder, A. Wurst, Jen Collins, Dave Cudrak, Christi Cieslak, Samantha Boyle, Regina Mitchell, Hal Mitchell, Mike Muff, Michelle Muff, Harold Tacosta, Sherwin Harding

7. Public Comments – Closed

Motion by Kimberly Reed, seconded by Brian Davis to close the meeting to the public. Time closed: 7:40 pm. 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:

1. Establishing high standards of excellence for both staff and students
2. Communicating openly and frequently within the district and with the community to foster a trusting relationship
3. Ensuring a safe and orderly environment for staff and students
4. 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

2021 - 2022 DISTRICT GOALS

- **DISTRICT GOAL #1:** 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.
- **DISTRICT GOAL #2:** Continue to work with the Board of Education and district staff to implement improved communication between the Board of Education, School Staff and the community.
- **DISTRICT GOAL #3:** Continue to supervise the revision, Board approval and implementation of district curricula, over the 2 year period (2020-2022) as per the NJ Dept of Education requirements.

2021 - 2022 BOARD GOALS

- **BOARD GOAL #1:** Complete all phases of the CSA evaluation process for the 2021-2022 school year by the June 30, 2022 deadline as described in NJ Administrative Code and Statute.

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- **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.

C. Safety and Security – JFK –

Type of Drill	Date and Time
Fire	11/11/21 – 2:00pm
Safety	11/17/21 – 10:25am
Bus Evacuation	N/A

D. Safety and Security – DDE –

Type of Drill	Date and Time
Fire	11/8/21 – 1:15pm
Safety	11/16/21 – 1:15pm
Bus Evacuation	N/A

E. Monthly Reports Uploaded to Portal for Review

- Coordinator of Special Services
- Supervisor of Buildings and Grounds
- Technology Coordinator
- Supervisor of Curriculum and Instruction
- JFK Principal
- DDE Principal

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

Reported to the Superintendent	School	Case Number	Result	Action
11/23/21	DDE	7904	Not HIB	Suspension, no cell phone in school, counseling, parent conference, meet with principal

9. Personnel

a. Motion by Kimberly Reed, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the hiring of staff in accordance pending receipt of sexual misconduct disclosure forms and criminal history background requirements as noted below:

Name	Position	Salary	Date
Jeffrey Reader	Part-time Custodian	\$13.00/hour	on or about 1/3/22
Samantha Boyle	Part-time Instructional Aide	\$13,222/Step 1, prorated	1/3/22
Julie Ryan	Full Time Instructional Aide	\$18,869/Step 8, prorated	1/3/22

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

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- b. Motion by Jeffrey Souza, seconded by Lisa Hill-Muff
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the leave for the following staff member #01595: paid leave 2/22/21 – 03/18/21. Unpaid leave for 03/21/21 – 06/17/21. Motion carried, roll call vote, all present voting “yes”.
- c. Motion by Brian Davis, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to accept, with regret, the retirement of Mr. Burton Holcomb, effective February 1, 2022. Mr. Holcomb has been a district bus driver since September 2002. Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Scott Golden, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the placement of Jake Singer, School Psychology Practicum Student from Rowan University, to work with Ryan Rollins, School Psychologist from 1/17/2022- 4/29/2022. Motion carried, voice vote, all present voting “yes”.
- e. Motion by Domonic Balducci, seconded by Lisa Hill-Muff
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Stephanie Bannan as an ADVANCE volunteer. Motion carried, voice vote, all present voting “yes”.

10. Curriculum and Instruction

- 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, to approve the submission of the ESL 3 year submission form for the 2021 – 2024 ESL Plan.
This was uploaded to the board portal for review
Motion carried, roll call vote, all present voting “yes”.
- b. Motion by Scott Golden, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the review of the Berlin Township School District Safe Reopening Plan for the 2021-2022 school year as per ARP grant regulations.
This was uploaded to the board portal for review
Motion carried, roll call vote, all present voting “yes”.

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11. Business and Finance

Financial Report – Period Ending November 2021

Motion by Kimberly Reed, seconded by Brian Davis

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 November 2021. 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 November 2021. The Treasurer’s and Secretary’s report are in agreement for the month of November 2021.
- 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.

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

Megan Stoddart, Business Administrator

Date

E. Motion by Domonic Balducci, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number	55	Amount	\$733,096.12
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Motion carried, roll call vote, all present voting “yes”.

F. Motion by Domonic Balducci, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the November, 2021 listing of substitutes from Source 4 Teachers as follows:

Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$126.35
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$63.18

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Full Day Paraprofessional \$113.65

Half Day Paraprofessional \$56.53

This list was uploaded for the board review.

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

G. Motion by Brian Davis, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2021-2022 Cafeteria disbursements for the month of November, 2021 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 Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2021-2022 CARE disbursements for the month of November, 2021 in the amount of \$410.70. *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”.

I. Motion by Jeffrey Souza, seconded by Lisa Hill-Muff

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>
Marilyn Bright	\$279.00	Restorative Discipline: Help Your Students Improve Their Behavior and Strengthen Their Learning/12-16-21	\$279.00
Eileen Hoff	\$279.00	Your Struggling Readers Become More Successful Readers: Targeting Interventions That Work/1-11-22	\$279.00
Ashley Episcopo	\$500.00	Anti Bullying Specialist Program, HIB Certification/ongoing	\$500.00
Annette Rainear	\$279.00	Strengthening English Language Learners Engagement and Academics/1-4-22	\$279.00
Tara Corbett	\$279.00	Dyslexia: Helping Children Who Struggle/2-11-22	\$279.00
Kassidy McDevitt	\$279.00	Strategies that Build Better Relationships And Manage Student Behavior More Effectively/3-11-22	\$279.00

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

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J. Motion by Kimberly Reed, seconded by Domonic Balducci

RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2021-2022 school year:

For Berlin Community School

Grade 7 special education student, SID# 3919245317, for the 2021-2022 school year, at a prorated amount of \$11,158.65.

For Bancroft

Grade PK special education student, SID# 8447315710, for the 2021-2022 school year, at a prorated amount of \$38,871.35.

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

K. Motion by Jeffery Souza, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following McKinney Vento contract for the 2021-2022 school year:

For Hamilton Twp

Grade 8, SID #9041221136, for the 2021-2022 school year at an annual rate of \$13,638.00.

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

L. Motion by Scott Golden, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Budget Calendar.

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

12. Old Business

2/1/21 – Board Training with Clementon & Pine Hill, Topic – “Superintendent Board Goals”.

13. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – Updated costs are out for next year, report by Scott Golden.

Pine Hill Bd of Ed – Parent/Teacher conferences were held on 12/2/21 via zoom; reviewed Covid-19 update; dual credit course @ high school; RTI program review, report by Kimberly Reed.

CCSBA

Dr. Edythe Austermuhl discussed interest by board to host a vaccination clinic.

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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:

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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;
 - 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 interfere 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 Kimberly Reed, seconded by Domonic Balducci to open the meeting to the public for the discussion of subjects. Time in: 8:11 pm.

- Discussion by Lt. Silvestro regarding weekly security events. L. Tedesco offered to provide HIB training to Board Members to provide clarity.
- Mr. Balducci had questions regarding the procedure from the school level after the police investigation is complete.

15. Public Comments – Closed

Motion by Brian Davis, seconded by Kimberly Reed to close the meeting to the public. Time closed: 8:29 pm.

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16. Adjournment

Motion by Kimberly Reed, seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 8:29 pm.

Megan Stoddart, Business Administrator

Date