

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

January 28, 2021

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, School Business Administrator, call this meeting to order under the Open Public Meetings Act at 7:33pm. 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 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.

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
Vacancy	_____	
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 Cynthia Mozee, seconded by Domonic Balducci

RECOMMEND that the Board of Education approve the minutes of the December 17, 2020 and January 4, 2021 meetings 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

RECOGNITION OF SOL COHEN, FORMER BOARD MEMBER

***CERTIFICATES FOR THESE STUDENTS WILL BE MAILED HOME AND
RECOGNITION WILL APPEAR ON THE SCHOOL WEBSITE***

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

*Rylie Smarra, Zoey Tierno, Keira Jacob, Christina Boykin, Mark Riepen,
Erik Sutton, Madison Chiarulli, Blake Burns*

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

*Mary Holland, Rexx Bannan, Gianna Hardy, Logan Balducci, Ian Kirk,
Aaloki Patel, Mya Torres, Madison Davis, Colin Folcher, Joseph Linane*

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*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

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

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- 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 Brian Davis, seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Time in: 7:39pm.

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

See Appendix 1 – no comments submitted

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 Gerard Petersen to close the meeting to the public. Time closed: 7:40pm.

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

Type of Drill Date and Time

Fire - 12/21

Lockdown – Emergency Drill – 12/21

Bus Evacuation

Bomb Threat

D. Safety and Security – DDE

Type of Drill Date and Time

Fire – 12/22 – 7:45am

Lockdown –

12/14 – 9:30am – Cohort A – scheduled but not conducted due to full remote learning

12/18 – 9:30am – Cohort B - scheduled but not conducted due to full remote learning

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

9. Personnel

a. Motion by Brian Davis, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement request for staff members Cassidy McDevitt in the amount out \$10 and Gena Clark in the amount of \$1,000.00, as per the BTEA negotiated agreement, pending receipt of signed voucher.

A chart with course details was uploaded to the month’s board folder for review and is included in the board packet.

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

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10. Curriculum and Instruction

- a. Motion by Jeffrey Souza, seconded by Domonic Balducci
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the submission of the Learning Loss Grant to the New Jersey Department of Education.

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

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11. **Business and Finance**

Financial Report – Period Ending December 2020

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 December 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 month of December 2020. The Treasurer’s and Secretary’s report are in agreement for the month of December 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

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

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- E. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following budget transfer, as approved by the County School Business Administrator:

FROM:	11-190-100-320-D	Source4Teachers/ESS	\$34,000.00
TO:	11-000-230-331-D	Legal Services	\$34,000.00

REASON: Transfer funds to cover increased legal costs. Negotiations, COVID, general business has resulted in much higher costs. The finance committee and board as a whole is aware that we need to work towards reducing these costs moving forward. County Office approval was received for this transfer request.

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

- F. Motion by Brian Davis, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 56 Amount \$785,818.45

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

- G. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the January, 2021 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”.

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- H. Motion by Kimberly Reed, seconded by Cynthia Mozee
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 \$119.00.
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”.
- I. Motion by Jeffrey Souza, seconded by Lisa Hill-Muff
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 \$119.00.
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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- J. Motion by Kimberly Reed, seconded by Holly Murrenburke
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>
M Bright	\$60	Online NJPSA/EEA, 01/28/2021 <i>Instruction to help understand educator evaluation during the pandemic</i>	\$0.00
P Tideman	\$279	Online BER, 02/22/2021 <i>Working with students who fall below grade level</i>	\$0.00
N Brown	\$30	Online Rutgers University, Developmental Literacy 04/29/2021 <i>Writing strategies for whole-class novels</i>	\$0.00
M Bright	\$60	Virtual – NJPSA 03/04/2021 <i>Fighting Racial Slurs & Other Acts of Student Aggression</i>	\$0.00
A Episcopo	\$60	Virtual – NJPSA 03/04/2021 <i>Fighting Racial Slurs & Other Acts of Student Aggression</i>	\$0.00
L Burke	\$279	Virtual – BER 04/02/2021 <i>Using Google Classroom/Maximize the Power of Google Classroom</i>	\$0.00
C Aloï	\$120	Virtual – Rutgers Center for Literacy Development – Series <i>Courses to enhance literacy during hybrid Or remote instruction</i> Dates: 02/18/21, 03/18/21, 04/29/21, 06/03/21	\$0.00
P Hearn	\$568	Virtual – BER 03/09/2021 <i>NGSS: Capturing the Vision, In Class and Online</i>	\$0.00
R Kivlen	\$279	Virtual – BER 03/16/2021 <i>Improve Outcomes for Students w/ Disabilities</i>	\$0.00

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

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- K. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contract for the 2020-2021 school year:

For Eastern Regional High School:

Grade 12+ Special Education Student #2517460406, to attend for the 2020-2021 school year and ESY, effective August 6, 2021 at a rate of \$32,888.70. Partial cost of this placement was budgeted for due to an increase in tuition for the 12+ program, which includes “job coaching”. The placement will cost the district an approximate increase of \$13,000, that was not budgeted for.

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

- L. Motion by Domonic Balducci, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the cost for the out-of-district revised tuition contracts for the 2020-2021 school year:

For Y.A. L. E. School Southeast:

Grade 3 Special Education Student #4414621881, to attend for 2020-2021 school year, effective July, 2020 through June, 2021 at a tentative yearly rate of \$81,648.00. This placement was budgeted.

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

12. Old Business

13. New Business

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

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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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 - 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 Kimberly Reed, seconded by Domonic Balducci to open the meeting to the public for the discussion of subjects. Time in: 8:09pm.

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

See Appendix 2 – comments submitted contained therein

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 Lisa Hill-Muff, seconded by Kimberly Reed to close the meeting to the public. Time closed: 8:45pm. Motion carried, voice vote, all present voting “yes”.

16. Adjournment

Motion by Jeffrey Souza, seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 8:45pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Board Secretary