

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 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, Megan Stoddart, Business Administrator, call this meeting to order under the Open Public Meetings Act at 6:49pm. 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.

*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>present</u>	2021 / 2021
Mr. Domonic Balducci	<u>present</u>	2019 / 2022
Mr. Gerard Petersen, President	<u>absent</u>	2017 / 2023
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>N/A</u>	
Sanmathi Dev, Interim Board Solicitor	<u>present</u>	
Charles Rizzi, Esq.,Capehart & Scatchard	<u>N/A</u>	

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

4. Approval of Minutes

Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education approve the minutes of the June 24, 2021 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

5. Executive Session – In

Motion by Kimberly Reed, seconded by Jeffrey Souza to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:50pm. Motion carried, voice vote, all present voting “yes”.

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
 - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
 - b. Matters dealing with Federal Funding.
 - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
 - d. Matters dealing with collective bargaining.
 - e. Matters dealing with the sale or purchase of public land.
 - f. Discussion of any pending or anticipated litigation or contract negotiation.

6. Executive Session – Close

Motion by Brian Davis, seconded by Kimberly Reed to come out of Executive Session. Time out: 7:25pm. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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

N/A

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

N/A

***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

Introduction of New District Staff Members

**Corey Swan
Matthew Trost**

**Madelyn Askin
Arianna Santora**

**Abigail Leyboldt
Jodi Aspinall**

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

8. 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.

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 Domonic Balducci to open the meeting to the public for the discussion of agenda items only. Time in: 7:31pm. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Public in Attendance – List of Audience Members

*Dina Bottley, Matthew Trost, Jodi Aspinall,
Scott Golden, Arianna Santora, Madelyn Askin*

9. Public Comments – Closed

Motion by Dina Bottley, seconded by Brian Davis to close the meeting to the public.
Time closed: 7:31pm. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

10. 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

BERLIN TOWNSHIP PUBLIC SCHOOLS
West Berlin, New Jersey 08091
July 22, 2021
Action Meeting Minutes
“Educating Today for Tomorrow’s Success”

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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

C. Safety and Security – JFK –

Type of Drill Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

D. Safety and Security – DDE – June, 2021

Type of Drill Date and Time

- Fire – 06/08/21 at 12:00pm
- Lockdown
- School Safety – 06/15/21 at 9:50am
- 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

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

Date Reported to Superintendent	School	Case Number	Result	Action
May 27, 2021	DDE	7423	Not HIB	Discussion with alleged aggressor by Guidance Counselor
May 27, 2021	DDE	7419	HIB	Principal met with Parent; ongoing counseling and increased parent communication

G. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions

Motion by Jeffrey Souza, seconded by Holly Murrenburke

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case #7419, and 7423) reported on May 27, 2021.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

H. Discussion Items:

Policy	Name
6140	Curriculum Adoption
6172.2	Gifted and Talented

1. Motion by Kimberly Reed, seconded by Lisa Hill-Muff
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of Policy 6140, Curriculum Adoption and Policy 6172.2, Gifted and Talented.

These documents were sent to the board for review.

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

11. Personnel

- a. Motion by Rebecca Allen, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, 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
Cassidy Middleman	Inst Asst for ESY	\$12/hour	07/06/2021
Madelynne Somers	Inst Asst for ESY	\$12/hour	07/12/2021
Jodi Aspinall	Confidential Secretary	\$48,500	On or about 08/16/21
Stacy McAnaney	LTS – Spanish	BA, Step 10, \$67,415- prorated	Approx 09/01/21-12/06/21

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

- b. Motion by Domonic Balducci, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Administrative Internship for Masters at Rowan University for staff member Laurel Erickson.
This internship will take place at the Dwight D. Eisenhower Middle School, under the supervision of Principal Marilyn Bright for the 2021-2022 school year.
Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- c. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve an hourly rate revision for staff member Jackie Blocker. Revision will be in anticipation of the minimum wage increase effective January, 2022. The hourly wage will be raised from \$12 to \$13 effective July 1, 2021. Motion carried, roll call vote, all present voting “yes”.

- d. 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 tuition reimbursement request for staff member Laurel Erickson in the amount of \$1,000.

A chart with course details was sent to the board for review.

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

12. Curriculum and Instruction

- a. Motion by Brian Davis, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the curriculum listings for Art grades K-2, Art grades 3-5 and Science grade 6.

This document was forwarded to the board for review.

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

- b. Motion by Kimberly Reed, seconded by Holly Murrenburke
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, acknowledge the 2021-2022 Mentoring Plan.

This document was forwarded to the board for review.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS
West Berlin, New Jersey 08091
July 22, 2021
Action Meeting Minutes
“Educating Today for Tomorrow’s Success”

13. Business and Finance

Financial Report – Period Ending June 2021

Motion by Domonic Balducci, 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 months of June 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 months of June 2021. The Treasurer’s and Secretary’s report are in agreement for the months June 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.

Megan Stoddart, Business Administrator

Date

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- E. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 50

Amount \$297,894.48

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

- F. Motion by Domonic Balducci, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2020-2021 Cafeteria disbursements for the month of June, 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”.

- G. Motion by Domonic Balducci, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2020-2021 CARE disbursements for the month of June, 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 Brian Davis
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>
J Aspinall	\$300	Virtual Webinar, OnCourse 08/24/21 <i>Essential Skills for the Main Office</i>	\$0.00

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- I. Motion by Jeffrey Souza, seconded by Holly Murrenburke
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the FY 2022 ESEA Grant Submission and Allocation as follows:

Title I, Part A	\$166,346
Title II, Part A	\$25,035
Title III Immigrant	\$1,610
Title IV	\$12,960

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

- J. Motion by Kimberly Reed, seconded by Holly Murrenburke
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:

<u>Staff Member</u>	<u>Local Funds</u>	<u>ESEA Funds</u>
Tara Corbett	\$32,864	\$61,034 (65%)
Amanda Leonard	\$8,533	\$48,356 (85%)

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

- K. Motion by Domonic Balducci, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the FY 2022 IDEA Grant Submission and Allocation as follows:

IDEA, Basic	\$154,915
IDEA, Preschool	\$6,621

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

14. Old Business

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 22, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

15. New Business

Committee Updates

Negotiations

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

PS Expansion Grant due August 9, 2021

16. 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.

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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 interferes with the orderly conduct of the meeting as to warrant such action; and

BERLIN TOWNSHIP PUBLIC SCHOOLS
West Berlin, New Jersey 08091
July 22, 2021
Action Meeting Minutes
“Educating Today for Tomorrow’s Success”

- 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 Brian Davis, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 7:53pm. Motion carried, voice vote, all present voting “yes”.

17. Public Comments – Closed

Motion by Brian Davis, seconded by Kimberly Reed, to close the meeting to the public. Time closed: 7:54pm. Motion carried, voice vote, all present voting “yes”.

18. Adjournment

Motion by Kimberly Reed, seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 7:54pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator