

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

April 28, 2022

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, Jeffrey Souza, President, call this meeting to order under the Open Public Meetings Act at 6:52 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, 2022, 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 11, 2022 and the Central Record for a week starting January 11, 2022 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 / 2024
Mrs. Kimberly Reed, Vice President	<u>Absent</u>	2015 / 2024
Mrs. Lisa Hill-Muff	<u>Present</u>	2018 / 2024
Mr. Jeffrey Souza, President	<u>Present</u>	2014 / 2022
Ms. Rebecca Allen	<u>Absent</u>	2021 / 2023
Mr. Domonic Balducci	<u>Absent</u>	2019 / 2022
Mrs. Kayla Hanna	<u>Present (via phone)</u>	2021 / 2022
Mr. Scott Golden	<u>Present</u>	2021 / 2022
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 Brian Davis, seconded by Lisa Hill-Muff

RECOMMEND that the Board of Education approve the minutes of the March 17, 2022 meeting as presented in duplicated form and dispense with the reading of the same.

Motion carried, voice vote, all present voting “yes”; Jeffrey Souza – “Abstain”.

**5. Executive Session – In**

Motion by Brian Davis, seconded by Scott Golden to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:54 pm.

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 Jeffrey Souza to come out of Executive Session. Time out: 7:10 pm.

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

**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.

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- 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:***

*Isabella Hughes, Symaad Champion, Keira Jacob, Arielle Velez, Mason Murri,  
Brayden Cronin, Thomas Murphy, Nicholas Rodenbaugh, Rylie Hastings, Cillian Chern*

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

*Zachary Bright, Marian Zelaya Mendez, Alexander Riley, Bryce Brown,  
Madison Andrickson, Helen Chen, Qu’ran Griffin, Lily Gall, Daphne Wang, Rashon Jones*

***Thank you to Sprinkles for suppling the Ice Cream for the JFK Kindness Challenge.***

- a. Motion by Brian Davis, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to accept a small toaster oven for staff use in the DDE staff lounge from Robin Schaffer.  
Motion carried, roll call vote, all present voting “yes”.

***2022-2023 Public Budget Hearing Presentation by Megan Stoddart, Berlin Township Business Administrator***

**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;

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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 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 Brian Davis to open the meeting to the public for the discussion of agenda items only. Time in: 7:55 pm.

**9. Public Comments – Closed**

Motion by Brian Davis, seconded by Lisa Hill-Muff to close the meeting to the public. Time closed: 7:56 pm.

**9a. Approval of Budget**

Motion by Jeffrey Souza, second by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the adoption of the presented 2022-2023 Budget for the Berlin Township School District.

Be it further resolved, that Policy #6471 – School District Travel (Travel Policy) and NJAC 6A:23B-1.2(b) provides that the Board of Education shall establish a maximum expenditures that may be allotted for such travel and expense reimbursement including registration fees for professional development workshops and conferences and that for the 2022-2023 school year the **maximum** is \$35,250. The 2021-2022 travel maximum was established and approved at \$32,712 and the current expenditure to date is \$12,628.

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

**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

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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.
- **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 –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	3/7/22 @ 2:00pm
Safety (Lockdown)	3/9/22 @ 9:45am
Bus Evacuation	

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D. Safety and Security – DDE –

Type of Drill	Date and Time
Fire	3/1/22 @ 1:15pm
Safety (Lockdown)	3/9/22 @ 10:30am
Bus Evacuation	

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
4/14/22	DDE	8577	HIB	Parent contact, guidance counselor Sessions, temporary removal from co-curricular, police notification
4/8/22	DDE	8548	HIB	Principal conference, parent Contact, counseling
4/14/22	DDE	8463	HIB	Principal conference, parent Contact, counseling , change in schedule
3/23/22	JFK	8451	Not HIB	Principal conference, parent Contact, counseling

H. Discussion Items

1. Motion by Jeffrey Souza, seconded by Scott Golden  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following Bylaws/Policy second reading. *These documents were uploaded to the board portal for board review.*

Administering Medication Policy 5141.21	Regulation 5141.21	Form 5141.21
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Motion carried, roll call vote, all present voting “yes”.

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2. Motion by Brian Davis, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following Bylaws/Policy first reading.

Code of Conduct (hazing) Policy 5131	5131 R	
Crisis, Self Injury, Suicide Policy 5141.6	Regulation 5141.6	Notice 5141.6

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

3. Field Trips

Motion by Jeffrey Souza, seconded by Scott Golden  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following field trip:

<b>Grade</b>	<b>Teacher</b>	<b>Place</b>	<b>Date</b>	<b>Cost to Student</b>	<b>Cost to District</b>
6–8	Laurel Erickson	Camp Dark Waters	5/23/22	\$29.00	\$0
8	Marilyn Bright	Overbrook High School	5/31/22	\$0	\$0
8	Mary Jo Kolaski/ Robin Schaffer	Chartwell Swim Club	6/10/22	\$25.00	\$0

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

11. Personnel

- a. Motion by Brian Davis, seconded by Lisa Hill-Muff  
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:

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Date</b>
Jacob Worthington	Computer Technician	\$34,000/prorated	on or about 5/2/22
Sophie Rollins	Part-time Instructional Aide	\$13,222/prorated, Step 1	on or about 5/9/22

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

- b. Motion by Jeffrey Souza, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve tuition reimbursement for Ryan Rollins, as per BTEA negotiated agreement in the amount of \$1000.

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

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- c. Motion by Brian Davis, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the FMLA Leave for employee # 01550 from 9/1/22 – 12/2/22.  
Motion carried, roll call vote, all present voting “yes”.
  
- d. Motion by Lisa Hill-Muff, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of 2022-2023 contract for Megan Stoddart, School Business Administrator, to the Executive County Superintendent for approval. *The document was uploaded to the board portal for board review.*  
Motion carried, roll call vote, all present voting “yes”.
  
- e. Motion by Jeffrey Souza, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and the School Business Administrator, approve the staff renewals as listed below for the 2022-2023 school year.

**SALARIES: 2022-2023 SCHOOL YEAR**

<b>EMPLOYEE NAME</b>	<b>22/23 DEGREE/STEP</b>	<b>22/23 APPR SAL</b>
ADAMS, RACHEL		\$14.00/HR
ALESSANDRINE, DANIELLE	BA, STEP 16	\$90,650
ALOI, CARRIE	BA, STEP 16	\$90,650
AMANTO, KELLY		\$30,207
ASKIN, MADELYN	MA, STEP 5	\$62,091
ASPINALL, JODI		\$49,955
BEERS, KRISTIN	MA, STEP 16	\$93,850
BORGSTROM, RENAE	MA15, STEP 16	\$95,450
BOTTLEY, DINA		\$86,402
BOYLE, SAMANTHA	STEP 2, P/T	\$14,745
BRADY, TAMMY	\$26.25/HOUR	\$31,500
BRAIDWOOD, KRISTIN		\$97,988
BRIGHT, MARILYN		\$140,574
BROWN, MICHAEL		\$35,040
BROWN, NANCY	BA, STEP 5	\$58,891
BRUCE, RENEE	STEP 10	\$49,564
BURKE, LAURA	MA30, STEP 16	\$95,450
CORBETT, TARA	MA15, STEP 16	\$94,650
CUNNINGHAM, THOMAS		\$89,610
DASHER, BONNIE	MA, STEP 13	\$81,694
DAVENPORT, STEPHANIE		\$26,780



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DEANGELIS, MICHELLE	BA, STEP 9	\$64,789
DUTTON, BONNIE	\$20.83/HOUR	\$25,000
EDDIS, JEAN	STEP 9, P/T	\$16,032
ERICKSON, LAUREL	MA, STEP 7	\$63,779
EVANGELISTA, GAIL		\$16,068
FARLOW, HEIDI	STEP 11, P/T	\$16,856
FERRELL, AMARILIS		\$32,736
FIELDS, TARA		\$38,625
FORSYTHE, KATHLEEN	TREASURER	\$4,352
FOLCHER, JOSEPH		\$33,254
FRIEDMAN, JAIME	MA, STEP 13	\$81,694
GADZINSKI, KIMBERLY	MA, STEP 16	\$93,850
GARTON, CHERI	MA, STEP 16	\$93,850
GILES, JAIME	STEP 14, P/T	\$18,174
GILLESPIE, LISA	BA, STEP 8	\$61,756
HENNESSY, JENNIFER	BA, STEP 3	\$58,041
HOFF, EILEEN	BA, STEP 16	\$90,650
IACOVELLI, DANIELLE	MA, STEP 14	\$85,552
IANNUZZI, ROSEMARY	BA15, STEP 16	\$91,450
INMAN, DANIELLE	BA, STEP 16	\$90,650
JOHNSON, CHERYL	STEP 15, F/T	\$22,925
JOSHI, MEENU	MA15, STEP 8	\$64,956
KEHOE, CHRISTINA		\$14.00/HR
KELLY, JOHN	BA, STEP 16	\$90,650
KING, TIERRA	MA, STEP 6	\$62,841
KIVLEN, RACHEL	MA15, STEP 10	\$71,972
KLINKE, ANA	MA, STEP 8	\$64,956
KOLASKI, MARY JO	BA15, STEP 16	\$91,450
KWELTY, MOLLY	MA, STEP 13	\$81,694
LANG, LOIS	MA, STEP 16	\$93,850
LANGENBACH, PAULA	\$20.83/HOUR	\$25,000
LAWLOR, MATTHEW		\$31,334
LAWLOR, JACKLYN	MA15, STEP 12	\$78,816
LAYTON, RACHEL	BA, STEP 4	\$58,391
LEADBEATER, RHONDA	STEP 15, P/T	\$19,636
LEONARD, AMANDA	BA, STEP 5	\$58,891
LINDNER, EVAN	MA, STEP 13	\$81,694
MARTINO, BRIAN	BA, STEP 9	\$64,789
MASTERSON, JANETT	BA, STEP 9	\$47,869
MCCOACH, ERIC	MA, STEP 8	\$64,956

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MCDEVITT, KASSIDY	MA, STEP 5	\$62,091
MICALE, DOROTHY	BA, STEP 16	\$90,650
MITCHELL, KELLY	BA, STEP 14	\$82,352
MURPHY, MICHAEL		\$102,395
NICOLETTO, REGINA	\$22.92/HOUR	\$27,500
OLCESE, MOLLY	BA, STEP 7	\$60,579
PEARSON, ANTONETTE	\$22.92/HOUR	\$27,500
PEIDL, DENISE	\$26.25/HOUR	\$31,500
PERITO, JENNIFER	MA, STEP 8	\$64,956
PFLUGER, CHARLES		\$105,101
POULTON, AMANDA	MA, STEP 6	\$62,841
PRINCE, SARAI		\$14.00/HR
	MA15, STEP 15	
QUATTRONE, MELISSA	(70%)	\$63,841
RAINEAR, ANNETTE	BA30, STEP 6	\$61,241
REYNOLDS, SCOTT	BA, STEP 16	\$90,650
RIDLEY, JENNIFER	MA, STEP 14	\$85,552
RIGGIO, MELISSA	BA, STEP 12	\$74,816
ROLLINS, RYAN	MA30, STEP 8	\$66,556
RYAN, JULIETTE	STEP 9, F/T	\$19,545
SANDS, LOUISE		\$14.50/HR
SANTORA, ARIANNA	BA, STEP 4	\$58,391
SAVIDGE, PATRICIA	\$27.92/HOUR	\$33,500
SCHAFFER, ROBIN	STEP 10	\$49,564
SCHAFFER, ROBIN (CARE)		\$17.50/HR
SEBASTIANO, PATRICIA	MA, STEP 13	\$81,694
SEJDA, JESSICA	MA, STEP 8	\$64,956
SILVERMAN, JESSICA	MA, STEP 8	\$64,956
SIMS, NANCY	MA, STEP 13	\$81,694
SMITH-BISSIC, CARLA	BA, STEP 16	\$90,650
SMITH, ROCHELLE		\$55,338
SMITHEN, DENISE	BA30, STEP 14	\$83,952
SOKOLOWSKI, JARRED	STEP 4, P/T	\$14,941
STEFANOWSKI, KRAIG		\$31,450
SURMAN, ASHLEY	MA, STEP 5	\$62,091
SWAN, COREY	BA, STEP 3	\$58,041
TAYLOR-HEARN, POLLY	MA, STEP 16	\$93,850
TIDEMAN, PATRICIA	BA15, STEP 14	\$83,152
TROST, MATTHEW	MA, STEP 2	\$60,728
TULLY, ELIZABETH	MA, STEP 4	\$61,591

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UHNIAT, JENNIFER	BA, STEP 16	\$90,650
VAN BLUNK, GENA	BA15, STEP 6	\$60,441
VAN CUREN, TIMOTHY	MA, STEP 16	\$93,850
VANDEGRIFT, THERESA	\$27.92/HOUR	\$33,500
VARGAS, JANINE	STEP 14, P/T	\$18,174
VIRELLI, JENNIFER	MA30, STEP 13	\$83,294
WANKO, LINDSAY	MA15, STEP 13	\$82,494
WHITE, JAMES		\$36,768
WILSON, ROBERT	BA, STEP 16	\$90,650
WINTERS, LISA	STEP 7, P/T	\$15,249
WRIGHT, JESSICA	MA15, STEP 16	\$94,650

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

**12. Curriculum and Instruction**

a. Motion by Scott Golden, seconded by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following requests for Homebound Instruction:

Student # 2448384740 extension through April 5, 2022

Student # 6934192757 Beginning 4/11/22 – release from the doctor.

Student # 5217749590 4/26/22 - release from the doctor.

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

**13. Business and Finance**

Financial Report – Period Ending March 31, 2022

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 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 March. 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 March. The Treasurer’s and Secretary’s report are in agreement for the months March.
- 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

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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 Scott Golden, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 58 REVISED Amount \$980,202.75**

**Batch number 60 Amount \$988,175.26**

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

- F. Motion by Jeffrey Souza, seconded by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the March, 2022 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
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 March, 2022 in the amount of \$ 26,100.39. *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 Scott Golden, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2021-2022 CARE disbursements for the month of March, 2022 in the amount of \$ 238.73. *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 Scott Golden, 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:

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<b>Name</b>	<b>Cost</b>	<b>Location/Date of Travel</b>	<b>Expense Amount</b>
Amanda Poulton	\$279.00	SLP: Strategies to Support Students with Reading/4-13-22	\$279.00
Dina Bottley	\$0	ASCD: The Whole Child/4-28-22	\$0
Laura Burke	\$175.00	Google for Education Certified Coach/5-23-22	\$175.00
Polly Taylor-Hearn	\$199.00	2022 Anti-Bullying & School Safety Conference/5-25-22	\$199.00

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

J. Motion by Brian Davis, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Long Range Facilities Plan amendment for capital maintenance. Mr. Pfluger is working with the state to make sure our plan is updated.

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

K. Motion by Scott Golden, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Professional Services Agreement with Burlington County Special Services School District for the 022-2023 school year.

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

L. Motion by Jeffrey Souza, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the submission of the American Rescue Plan (ARP) Homeless II application in the amount of \$11,257. This funding will go towards any transportation needs related to McKinney Vento eligible students.

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

M. Motion by Scott Golden, seconded by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the ESS Northeast, LLC addendum to extend our agreement for the 2022-2023 school year. Pricing is as follows:

Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$139.65
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$69.82
Full Day Building Based Substitute Teacher	\$159.60
Half Day Building Based Substitute Teacher	\$79.80
Full Day Paraprofessional	\$126.35
Half Day Paraprofessional	\$56.53

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

14. Old Business

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

April 28, 2022

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**15. New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Change the August Board meeting date from 8/18/22 to 8/25/22 - ok

**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. 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 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.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

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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 Scott Golden, seconded by Brian Davis to open the meeting to the public for the discussion of subjects. Time in: 8:16 pm.

***Public in Attendance:***

*Kelly Finger, Christian Hastive, Nicole Rodenbaugh, Joseph Hughes, Scott Reynolds,  
Symaad Champion, Denise Smithen, Christine Mason*

***Public Comments:***

Christine Mason: openings in district; what are we doing for recruitment; maybe attend job fairs, etc.

**17. Public Comments – Closed**

Motion by Lisa Hill-Muff, seconded by Brian Davis to close the meeting to the public. Time closed: 8:19 pm.

**18. Adjournment**

Motion by Brian Davis, seconded by Lisa Hill-Muff to adjourn the meeting. Meeting adjourned: 8:20 pm.

\_\_\_\_\_  
Megan Stoddart, Business Administrator

\_\_\_\_\_  
Date