

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

June 23, 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 7:30pm.

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>via phone</u> | 2012 / 2024 |
| Mrs. Kimberly Reed, Vice President          | <u>Present</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>Present</u>   | 2021 / 2023 |
| Mr. Domonic Balducci                        | <u>Present</u>   | 2019 / 2022 |
| Mrs. Kayla Hanna                            | <u>Present</u>   | 2021 / 2022 |
| Mr. Scott Golden                            | <u>Present</u>   | 2021 / 2022 |
| 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>   |             |

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**4. Approval of Minutes**

Motion by Dominic Balducci, seconded by Kimberly Reed

RECOMMEND that the Board of Education approve the action meeting minutes of special meeting minutes of June 13, 2022 as presented in duplicated form and dispense with the reading of the same.

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.
- 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 MAY to be acknowledged from the***

***John F. Kennedy Elementary School:***

*Luca Shellenberger, Jaxson Burzynski, Vincent Cantor, Fernanda Tellez-Sorcia, Rafael Medina, Layla Lindsay–Peloso, Amiya Crawford, George Speck, Genevieve Rastelli, Christian Villanueva*

***Students of the Month of JUNE to be acknowledged from the***

***John F. Kennedy Elementary School:***

*Frank Scavetta, Lucas Carmona, Elijah Vargas, Antonia Worthington, Madison D’Anna, Raelyn Bakey, Scarlet Olea-Araujo, Morgan Adams, Colton Kollmar, Dominic Shellenberger*

***Students of the Month of MAY to be acknowledged from the***

***Dwight D. Eisenhower Middle School:***

*Morgan Murrenburke, Max Gall, Audrey Moore, Isaiah Pease, Yanetty Lopez-Gastelum, David Olea, Kayla Allen, Yusuf Ahmadi, Gianna Simon, Cameron Daly*

***Students of the Month of JUNE to be acknowledged from the***

***Dwight D. Eisenhower Middle School:***

*Callie Costino, Adam Ahmadi, Anna Mason, Nick Barbera, Lianna Velez, Maclian Glezman, Rouku Moni, Amari Richardson, Evyania Papathanasiou, Robert McDevitt*

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**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 Kimberly Reed, seconded by Scott Golden to open the meeting to the public for the discussion of agenda items only. Time in: 7:44 pm.

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

**9. Public Comments – Closed**

Motion by Rebecca Allen, seconded by Kayla Hanna to close the meeting to the public. Time closed: 7:44pm.

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

**10. Superintendent’s Report**

- A. Review District Mission Statement

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## 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.
- **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                    | 5/25/22 @ 10:25am |
| Safety (Lockdown)       | 5/27/22 @ 9:00am  |
| Safety (Active Shooter) | 6/6/22 @ 1:45pm   |
| Bus Evacuation          | 5/26/22 @ 1:50pm  |

D. Safety and Security – DDE –

| Type of Drill           | Date and Time    |
|-------------------------|------------------|
| Fire                    | 5/26/22 @ 2:15pm |
| Safety (Lockdown)       | 5/26/22 @ 1:15pm |
| Safety (Active Shooter) | 6/6/22 @ 9:45am  |
| Bus Evacuation          | 5/26/22 @ 1:25pm |

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             |
|--------------------------------|--------|-------------|--------|--------------------|
| 6/14/22                        | DDE    | 8760        | HIB    | Student Counseling |

G. Discussion Items

Motion by Jeffrey Souza, seconded by Kimberly Reed

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following Bylaws/Policy first reading.

|                   |                                 |
|-------------------|---------------------------------|
| 5132 R Dress Code | 5131 R expanded Code of Conduct |
|-------------------|---------------------------------|

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

2. Motion by Scott Golden, seconded by Kayla Hanna

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.*

|   |
|---|
| Addition of the Cell Phone to be used immediately Regulation 5131 |
|---|

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

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**11. Personnel**

- a. Motion by Jeffrey Souza, seconded by Kayla Hanna  
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> |
|--------------------|--------------------------|----------------------|-------------|
| Christopher Fisher | Homebound Instructor     | \$39.42              | 6/9/22      |
| Rose Ianuzzi       | Homebound Instructor     | \$39.42              | 6/9/22      |
| Cheri Garton       | ESY Homebound Instructor | \$40.64 (22-23 rate) | 7/5/22      |

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

- b. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below
  - Renee Bruce, effective June 30, 2022.
  - Arianna Santora, effective June 30, 2022.
  - Laurel Erickson, effective August 20, 2022.

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

- c. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent 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> | 22/23   | 22/23                         |
|----------------------|---|-------------------------------|
|                      | <b>DEGREE/STEP</b>                            | <b>APPR SAL</b>               |
| EDWARDS, CYNTHIA     | P/T CUSTODIAN                                 | \$14.00/HR                    |
| SAVIDGE, PATRICIA    | SUB CUSTODIAN                                 | \$16.00/HR                    |
| EVANGELISTA, GAIL    | BUS AIDE;CHANGE<br>TO REFLECT<br>MINIMUM WAGE | \$16,800/YEAR<br>\$14.00/HOUR |
| BRADY, TAMMY         | CHANGE FROM<br>APRIL APPROVAL                 | \$30,000/YEAR<br>\$25.00/HOUR |
| SWAN, COREY          | CARE SUMMER<br>SUPPORT STAFF                  | \$14.00/HOUR                  |
| FISCHER, CHRISTOPHER | CARE SUMMER<br>SUPPORT STAFF                  | \$14.00/HOUR                  |

Motion carried, roll call vote, all present voting “yes”, D. Balducci voting “no”.

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d. Motion by Kayla Hanna, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following as ADVANCE volunteers:

- Carrie Aubrey, Enedina Mendez Perez, Lucero Carmona, Hilda Popoca, Gualberto Chalchi, Maricela Aparicio, Pedro Gonzalez Cabera, Dana Bredell, Scott Hanna, Andrew Lambeth, Ashley Olsen, Ernesta Vinalay, Tamas Nagy, Jason Ignaczewski effective 5/27/22.
- Rosanne Byrer, Theresa Murray, Joey Espada, Hector Salva, Daniel Stoddart, Sue Scott, Samantha Daly, Victoria Allen, Christi Cieslak, Will Negron, Megan Negron, and Priscilla Wright effective 6/10/22.
- Barbara Matthews effective 6/20/22.

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

e. Motion by Kimberly Reed, seconded by Dominic Balducci

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the approved contract from the County Office of Education for Megan Stoddart, school year 2022-2023, School Business Administrator.

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

f. Motion by Jeffrey Souza, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff for summer Child Study Team evaluations and meetings:

| <b>EMPLOYEE NAME</b>               | <b>EVALUTATONS</b> | <b>MEETINGS</b> |
|------------------------------------|--------------------|-----------------|
| Melissa Quattrone – LDT/C          | \$452.00/eval      | \$63.13/hour    |
| Ryan Rollins – School Psychologist | \$332.78/eval      | \$46.48/hour    |
| Tierra King – Social Worker        | \$314.21/eval      | \$43.88/hour    |
| Amanda Poulton – Speech Therapist  | \$314.21/eval      | \$43.88/hour    |
| Kim Gadzinski – Speech Therapist   | \$469.25/eval      | \$65.54/hour    |

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

**12. Curriculum and Instruction**

a. Motion by Scott Golden, seconded by Jeffrey Souza

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

Student # 1641668788 – May 27, 2022 through June 21, 2022.

Student # 7907266557 – June 9, 2022 through June 30, 2022.

Student # 1588269313 – May 27, 2022 through June 21, 2022.

Student # 7907266557 - ESY homebound instruction – July 5, 2022 through July 28, 2022.

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

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- b. Motion by Scott Golden, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the establishment of an Autism Class at DDE Middle School beginning with the 2022-2023 school year.

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

**13. Business and Finance**

Financial Report – Period Ending May 31, 2022

Motion by Jeffrey Souza, seconded by Rebecca Allen

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 May. 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 May. The Treasurer’s and Secretary’s report are in agreement for the months of May.
- 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”.

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

|                        |                      |            |
|------------------------|----------------------|------------|
| FROM: 11-190-100-320-D | Source4Teachers      | \$8,000.00 |
| TO: 11-150-100-320-D   | Home Instruct, Contr | \$8,000.00 |

REASON: Additional funds needed to cover contracted homebound instruction costs.

|                        |                               |            |
|------------------------|-------------------------------|------------|
| FROM: 11-190-100-610-E | Supplies, DDE                 | \$1,500.00 |
| TO: 11-402-100-390-D   | Game Officials, Co-Curricular | \$1,500.00 |

REASON: Additional funds needed to cover game umpires for various home sports.



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|                        |                 |            |
|------------------------|-----------------|------------|
| FROM: 11-190-100-320-D | Source4Teachers | \$9,789.66 |
| TO: 11-000-262-621-D   | Gas             | \$4,123.39 |
| TO: 11-000-262-622-D   | Electric        | \$5,666.27 |

REASON: Additional funds needed to cover gas and electric utility bills.

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

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

\_\_\_\_\_  
Date

- F. Motion by Domonic Balducci, seconded by Holly Murrenburke  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 61 Amount \$1,049,904.77**

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

- G. Motion by Scott Golden, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the May, 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”.

- H. Motion by Rebecca Allen, seconded by Kayla Hanna  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2021-2022 Cafeteria disbursements for the month of May, 2022 in the amount of \$ 2,953.70. *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 Kimberly Reed, seconded by Dominic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2021-2022 CARE disbursements for the month of May, 2022 in the amount of \$683.39. *This list was uploaded for the board review. A list is on file with the Business Administrator.*

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

- J. Motion by Kimberly Reed, seconded by Scott Golden  
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        | \$0         | HIB: Legal One/Virtual         | \$0                   |
| Dr. Edythe Austermuhl | \$150.00    | HIB: Legal One/Virtual         | \$150.00              |

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

- K. Motion by Jeffrey Souza, seconded by Scott Golden  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2022-2023 agreement with Star Pediatrics Home Nursing Services.  
*This document has been uploaded to the board portal for review.*

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

- L. Motion by Kimberly Reed, seconded by Kayla Hanna  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and the Business Administrator, approve the reimbursement for mentoring for the following staff:

- Carla Bissic for mentoring Matthew Trost in the amount of \$550.
- Jessica Sejda for mentoring Michelle DeAngelis in the amount of \$550.
- Patti Tideman for mentoring Corey Swan in the amount of \$275 and Denise Smithen in the amount of \$275.
- Bonnie Dasher for mentoring Arianna Santora in the amount of \$550.

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

- M. Motion by Rebecca Allen, seconded by Scott Golden  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2022-2023 agreement with PreK Head Start. *This document has been uploaded to the board portal for review.*

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

- N. Motion by Kimberly Reed, seconded by Scott Golden  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the 2022-2023 Shared Services Contract with BCS for shared Supervisor of Special Services. *This document has been uploaded to the board portal for review.*

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

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O. Motion by Jeffrey Souza, seconded by Rebecca Allen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the 2022-2023 addendum contract for Kristen Braidwood for the additional services to BCS. *This document has been uploaded to the board portal for review.*  
Motion carried, roll call vote, all present voting “yes”.

P. Motion by Jeffrey Souza, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the firm of Capehart and Scatchard, as the Board of Education Solicitor under the terms of the professional contract for the 2022/2023 school year. Pursuant to 18A:18A-5(a), award of contract shall be printed in an official newspaper.  
Motion carried, roll call vote, all present voting “yes”.

Q. Motion by Holly Murrenburke, seconded by Scott Golden  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Bowman and Company as the district’s auditing firm under the terms of the professional contract for the 2022/2023 school year. Pursuant to 18A:18A-5(a), award of contract shall be printed in an official newspaper.  
Motion carried, roll call vote, all present voting “yes”.

R. Motion by Scott Golden, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to establish the following financial institution for deposit of school funds: **Republic Bank and Citizens Bank.**  
Motion carried, roll call vote, all present voting “yes”.

S. Motion by Rebecca Allen, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following designees as authorized check signers for each respective account:

| <u>Account Name</u>   | <u>Required Signatures</u> | <u>Authorized Signers</u>                         |
|---|----------------------------|---|
| General Account   | any 3 of the 4             | Pres., V. Pres.,<br>Treasurer,<br>Board Secretary |
| Payroll, Agency,<br>Latchkey, Unemployment<br>Community Ed. | any 1 of the 4             | Pres., V. Pres.,<br>Treasurer,<br>Board Secretary |
| Cafeteria and Student Acct.                                 | any 2 of the 3             | Board Sec.,<br>Supt, Principal                    |

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

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- T. Motion by Kimberly Reed, second by Holly Murrenburke  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to purchase CD’s and bank notes for investment purposes.  
Motion carried, roll call vote, all present voting “yes”.
- U. Motion by Lisa Hill-Muff, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to transfer/wire funds by telephone or internet.  
Motion carried, roll call vote, all present voting “yes”.
- V. Motion by Scott Golden, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint the business administrator as district purchasing agent and set the district’s bid threshold at \$32,000 for the 2022-2023 school year and the district’s quotation threshold at \$4,350 for the 2022-2023 school year.  
Motion carried, roll call vote, all present voting “yes”.
- W. Motion by Holly Murrenburke, second by Rebecca Allen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to promptly handle business affairs including the payment of invoices that the board has contracted with or what are public utilities and to have these payments subsequently approved at the next action meeting.  
Motion carried, roll call vote, all present voting “yes”.
- X. Motion by Domonic Balducci, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Omni Group as the third party administrator of the district’s 403(b) plan (Tax shelter) for 2022-2023 school year in the amount of \$3,800.00.  
Motion carried, roll call vote, all present voting “yes”.
- Y. 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, to approve the following Tax Shelter Annuity companies for the 2022-2023 school year:  
Equitable, MetLife (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning, VanGuard  
Motion carried, voice vote, all present voting “yes”.

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*“Educating Today for Tomorrow’s Success”*

- Z. Motion by Domonic Balducci, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve T.C. Irons/Haines and Haines as the district’s risk management broker of record for the 2022-2023 school year.  
Motion carried, roll call vote, all present voting “yes”.
- AA. Motion by Kimberly Reed, second by Holly Murrenburke  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Brown and Brown Benefit Advisors as the district’s health insurance broker of record for the 2022-2023 school year.  
Motion carried, roll call vote, all present voting “yes”.
- AB. Motion by Jeffrey Souza, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to Virtua Medical Group (Tatem Brown Family Physicians) in the amount of \$9,180.00 under the terms of the professional contract to provide medical services for the board of education including, but not limited to:
- physical examinations (staff and sports physicals)
  - tests
  - other services deemed appropriate by the board of education for the school year 2021-2022
- Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.  
Motion carried, roll call vote, all present voting “yes”.
- AC. Motion by Kimberly Reed, second by Scott Golden  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Edythe Austermuhl, Superintendent, as the district Attendance Officer for the 2022-2023 school year.  
Motion carried, roll call vote, all present voting “yes”.
- AD. Motion by Domonic Balducci, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds as the district Right to Know Coordinators.  
Motion carried, roll call vote, all present voting “yes”.
- AE. Motion by Jeffrey Souza, second by Scott Golden  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Asbestos Compliance Officer for the 2022-2023 school year.  
Motion carried, roll call vote, all present voting “yes”.

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- AF. Motion by Scott Golden second by Holly Murrenburke  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Public Agency Compliance Officer for the 2022-2023 school year.  
Motion carried, roll call vote, all present voting “yes”.
- AG. Motion by Scott Golden, second by Rebecca Allen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds, as the district PEOSHA Officers.  
Motion carried, roll call vote, all present voting “yes”.
- AH. Motion by Scott Golden, second by Rebecca Allen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Custodian of Records.  
Motion carried, roll call vote, all present voting “yes”.
- AI. Motion by Kimberly Reed, second by Scott Golden  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Safety Coordinator.  
Motion carried, roll call vote, all present voting “yes”.
- AJ. Motion by Holly Murrenburke, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison.  
Motion carried, roll call vote, all present voting “yes”.
- AK. Motion by Rebecca Allen, second by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, and Ms. Ashley Surman, Dwight D. Eisenhower Middle School Guidance Counselor as the district Issuing Officers of Working Papers.  
Motion carried, roll call vote, all present voting “yes”.
- AL. Motion by Kimberly Reed, second by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds as the district IPM Coordinator.  
Motion carried, roll call vote, all present voting “yes”.

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- AM. Motion by Domonic Balducci, second by Kayla Hanna  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to designate the following locally circulated newspapers as official publications of advertising purposes: The Central Record and The Courier Post.  
Motion carried, roll call vote, all present voting “yes”.
- AN. Motion by Domonic Balducci, second by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to resolve that the Berlin Township Board of Education adopt the established policies, rules and regulations of the Berlin Township Board of Education.  
Motion carried, roll call vote, all present voting “yes”.
- AO. Motion by Scott Golden, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to delegate the Board’s right of consent or approval to Edythe Austermuhl, Superintendent of Schools for expediting scheduling and other facility/field use activities in accordance with established Board policies, effective July 1, 2022.  
Motion carried, roll call vote, all present voting “yes”.
- AP. Motion by Holly Murrenburke, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to allow the school business administrator to maintain a petty cash fund in the amount of \$200. These funds are to be used for tolls associated with field trips as well as unexpected costs. Amounts are to be re-deposited in June, 2023.  
Motion carried, roll call vote, all present voting “yes”.
- AQ. Motion by Jeffrey Souza, seconded by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator to approve the agreement between Berlin Township School District and The Interlocal Purchasing System (TIPS) Program for the purpose of providing competitively bid cooperative purchasing opportunities.  
Motion carried, roll call vote, all present voting “yes”.
- AR. Motion by Domonic Balducci, seconded by Holly Murrenburke  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator to approve the contract with Berlin Township School District and NW Financial Group, LLC to provide continuing disclosure services.  
Motion carried, roll call vote, all present voting “yes”.

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AS. Motion by Jeffrey Souza, seconded by Rebecca Allen  
RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, approve to appoint Edythe Austermuhl as the Affirmative Action Officer for the 2022-2023 school year and Marilyn Bright as the Alternate.  
Motion carried, roll call vote, all present voting “yes”.

AT. Motion by Kimberly Reed, seconded by Kayla Hanna  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following list of contracted consultant appointments:

**SCHOOL YEAR 2022-2023**  
**List of Contracted/Outside Consultants**

**Psychiatrists**

Dr. James & Joseph Hewitt \$575

Pinnacle Behavioral Health \$300

Copeland & Dorman (Spanish speaking) \$600

Dr. Omar Ayala

**Neurologists**

Cooper Pediatrics \$375

Nemours/DuPont Pediatrics \$685

**Audiological Services**

REM Audiology Associates Varies by service

**Autism/Behavior Support Services**

Interactive Kids Varies by service

Amazing Transformations \$90/hr Behavior

Consultation \$175/hour Prof

Development \$ 40/hour Full Time 1:1

ABA \$42/hour Part Time 1:1

ABA \$50/hour In Home ABA



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|   |                               |
|---|-------------------------------|
| Invo Care   | Varies by service             |
| <b><u>Assistive Technology Services</u></b>                   |                               |
| Leaps and Sounds, LLC   | \$800 AT eval<br>\$110/hr     |
| Consultation  |                               |
| <b><u>Bilingual Services</u></b>                              |                               |
| Learning Tree – bilingual CST evaluations                     | Cost varies w/ language       |
| 360 Translations- Sign Language                               | \$80.50/per hour              |
| Carmody Development Center – Spanish speech evaluations       | \$500                         |
| ParaPlus Translations – Interpreting services                 | Cost varies w/ language       |
| Speech Language Associates, LLC                               | Cost varies w/ language       |
| <b><u>Support Services</u></b>                                |                               |
| Delta-T – staffing services<br>position                       | Cost varies based on          |
| General Health Resources, Inc – staffing services<br>position | Cost varies based on          |
| • Nursing, Therapy, Education, Behavioral Health Staffing     |                               |
| Bayada Nursing Services                                       | \$55/hour RN<br>\$45/hour LPN |
| Newborn Nurses<br>position                                    | Cost varies based on          |
| Motion carried, roll call vote, all present voting “yes”.     |                               |

**14. Old Business**

# BERLIN TOWNSHIP PUBLIC SCHOOLS

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## 15. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed – SSDS reporting review; dress code policy finalized

CCSBA

Superintendent evaluation – Zoom meeting next week; L. Tedesco will let us know if we can do Zoom.

## 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.

The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer, and will be concluded by 10:00 pm.

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Motion by Scott Golden, seconded by Kayla Hanna to open the meeting to the public for the discussion of subjects.  
Time in: 8:37pm.

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

*Public in Attendance*

*Audrey Barbera, Nick Barbera, Tony Barbera, Janine Vargas, Miguel Vargas, Xavier Vargas, Kaeden Vargas, Elijah Vargas, Aaron Kollmar, Colton Kollmar, Ember Kollmar, AJ Kollmar, Mande Kliny, Zach Gruender, Lindsey Shellenberger, Diana Gastelum, Amanda D’Anna, Jennifer Crawford, Phyllis Magazzu*

**17. Public Comments – Closed**

Motion by Kimberly Reed, seconded by Lisa Hill-Muff to close the meeting to the public. Time closed: 8:37pm.

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

**19. Adjournment**

Motion by Rebecca Allen, seconded by Kayla Hanna to adjourn the meeting. Meeting adjourned: 8:37pm.

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

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

\_\_\_\_\_  
Date