

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 22, 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 7:31pm.

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>Absent</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>Absent</u>	2019 / 2022
Mrs. Kayla Hanna	<u>Absent</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>	
Joe Betley, Board Solicitor	<u>Present</u>	

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4. Approval of Minutes

Motion by Scott Golden, seconded by Rebecca Allen

RECOMMEND that the Board of Education approve the minutes of the August 25, 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 and Holly Murrenburke voting “abstain”.

7. Presentations – unless otherwise stated, all presentations will be held during the Action Meeting

Thank you to the Berlin Lion’s Club for donation of school supplies for the 22-23 school year.

Thank you to the West Berlin WaWa at 400 Rt. 73 for the donation of coffee, donuts and coupons during the week of September 12, 2022.

Acknowledge the QSAC 2022 Review – High Performing District

Instruction and Program = 81%

Fiscal Management = 92%

Governance = 94%

Operations = 95%

Personnel = 96%

8. Motion by Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the donation of school supplies from the Berlin Lion’s Club for the 22 – 23 school year.

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

9. 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;

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- F. The presiding officer may:
 - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or not an agenda item;
 - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
 - D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

The portion of the meeting during which the participation of the public to speak on agenda items only shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer.

Motion by Scott Golden, seconded by Lisa Hill-Muff to open the meeting to the public for the discussion of agenda items only. Time in: 7:34pm.

9. Public Comments – Closed

Motion by Kimberly Reed, seconded by Holly Murrenburke to close the meeting to the public. Time closed: 7:34pm.

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:

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

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B. Review District & Board of Education Goals

2022 - 2023 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 and services. when applicable.
- **DISTRICT GOAL #2:** Continue to supervise the implementation of the district PreK – 8 district curricula and programs to include the creation of classroom for special education students, the move of 4th grade to JFK beginning Sept. 2022 and continue the implementation of Pre School expansion 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	N/A when school is not in session
Safety	N/A when school is not in session
Bus Evacuation	N/A when school is not in session

D. Safety and Security – DDE –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	N/A when school is not in session
Safety	N/A when school is not in session
Bus Evacuation	N/A when school is not in session

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

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F. Discussion Items

Motion by Kimberly Reed, seconded by Lisa Hill-Muff

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

5131.1 Harassment, Intimidation and Bullying

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

11. Personnel

- a. Motion by Holly Murrenburke, 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:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Date</u>
Marena Bonanni	Part-time Instructional Aide	\$19, 636, Step 15	on or about 9/23/22
Sarah Gillespie	CARE Support Staff	\$14.00/hour	on or about 9/23/22
Dawn Keith	Full-time Instructional Aide	\$18,256, Step 2	on or about 10/1/22

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

- Vannessa Hernandez, Child Study Team Secretary, as of 9/4/22, approved on August 25, 2022.

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

- c. Motion by Scott Golden, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the intermittent FMLA for the following staff member:

- #01337 from September 2022 – February 2023.

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

- d. Motion by Lisa Hill-Muff, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the unpaid leave of absence for the following staff member:

- #01680 September 26, 2022 – December 9, 2022.

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

- e. Motion by Kimberly Reed, seconded by Rebecca Allen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Staff members as mentors:

- Danielle Iacovelli to serve as a mentor for Alyssa Devlin
- Molly Kwelty to serve as a mentor for Shealyn Gruber

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

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- f. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept Amanda Chopel to participate in field observation experience at JFK with Denise Smithen for the fall 2022 semester. Ms. Chopel attends Camden County College.

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

- g. Motion by Kimberly Reed, seconded by Lisa Hill-Muff
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to appoint Bev Engelbert as a temporary part-time CST Secretary at the rate of \$29.50 per hour from September 26, 2022 – October 21, 2022.

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

12. Curriculum and Instruction

- a. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approved the Emergency Virtual or Remote Instruction Program for the 22-23 school year and submit to the Camden County Office of Education.

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

13. Business and Finance

Financial Report – Period Ending July 2022

Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

Board Secretary Financial, Revenue and Treasurer’s Reports

- A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2022. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2022. The Treasurer’s and Secretary’s report are in agreement for the month of July 2022.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A -16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10(c) 4, we certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

Megan Stoddart, Business Administrator

Date

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

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

Batch number 51 Amount \$528,232.23

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

- F. 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 August, 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 Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2023 Cafeteria disbursements for the month of August, 2022 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, voice vote, all present voting “yes”.

- H. Motion by Scott Golden, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2022-2023 CARE disbursements for the month of August, 2022 in the amount of \$2,062.65. *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 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:

Name	Cost	Location/Date of Travel	Expense Amount
Kristin Braidwood	\$435.00	Legal One: Special Education Litigation Certificate Program: 9/28, 10/20, & 12/15/22	\$435.00
Danielle Alessandrine	\$279.00	Restorative Practices in Pre-K and Kindergarten Tools for Immediate and Enduring Success: 11/29/22	\$279.00
Renae Borgstrom	\$250.00	NJASL Annual Conference: 12/5-6/22	\$250.00
Dina Bottley	\$499.00	Instructional Coaching Toolkit Series: 1/10, 1/31,2/14, 3/7, 3/14, & 3/28/23	\$499.00

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

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- J. 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 out-of-district tuition contracts for the 2022-2023 school year:

For Burlington County Special Services:

SID# 9544845331, Grade 11, in the amount of \$46,804/prorated, plus an out of county cost of \$3429.

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

- K. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the PreK Master Teacher Shared Services revised agreement with Clementon School district for the 2022-2023 school year. *This was placed in the shared folder for review.*

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

- L. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the PreK Master Teacher Shared Services agreement with Pine Hill School district for the 2022-2023 school year. *These were placed in the shared folder for review.*

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

- M. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following breakfast and lunch prices for the 2022-2023 school year:

Student Breakfast: \$1.25

Student Lunch: \$3.00

Adult Breakfast: \$1.75

Adult Lunch: \$4.50

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

- N. Motion by Holly Murrenburke, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Business Office Standard Operations Manual. The manual was reviewed and no changes are necessary at this time.

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

- O. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator approve the acceptance of the approved FY2020 School Security Grant in the amount of \$16,653.00, Grant Number 20E00644. This was used for the purchase of strobe lights and police notification activated by push buttons located at principal's and secretary's desks at JFK and DDE in response to Alyssa's Law compliance.

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

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14. Old Business

Board goals – Kimberly Reed inquired with board members to see if any changes are necessary. Discussion to add board evaluation to goal #1.

15. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA Workshop 2022

CCESC

Pine Hill Bd of Ed

CCSBA

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:

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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;
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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 Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 8:05pm.

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

Public in Attendance

Mr. Montague

Mr. Montague, parent of Jayla Montague - Consequences with other student; suspended for self-defense. Feels inconsistent punishment according to handbook. Looking for suspension to be removed from record & not revised.

17. Public Comments – Closed

Motion by Kimberly Reed, seconded by Rebecca Allen to close the meeting to the public. Time closed: 8:10pm.

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

18. Adjournment

Motion by Kimberly Reed, seconded by Holly Murrenburke to adjourn the meeting. Meeting adjourned: 8:10pm.

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

Megan Stoddart, Business Administrator

Date