

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

June 22, 2023

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, Scott Golden, President, call this meeting to order under the Open Public Meetings Act at 6:45pm.

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, 2023 and the Central Record for a week starting January 11, 2023 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>Present</u>	2015 / 2024
Mrs. Lisa Hill-Muff	<u>Present @ 6:47pm</u>	2018 / 2024
Ms. Rebecca Allen	<u>Absent</u>	2021 / 2023
Mrs. Kayla Hanna	<u>Present</u>	2021 / 2023
Mr. Scott Golden, President	<u>Present</u>	2021 / 2025
Vacancy	<u> </u>	2020 / 2023
Mr. Keith Jones	<u>Present</u>	2023 / 2025
Mrs. Michele Williams-Oriente	<u>Present</u>	2023 / 2025
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 Keith Jones, seconded by Scott Golden

RECOMMEND that the Board of Education approve the action meeting minutes of the May 25, 2023 and the special meeting minutes of June 6, 2023 meeting as presented in duplicated form and dispense with the reading of the same.

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

5. Executive Session – In

Motion by Kimberly Reed, seconded by Kayla Hanna to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:46pm.

- HIB Reports

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 Scott Golden, seconded by Kimberly Reed to come out of Executive Session. Time out: 7:05pm.

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.

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***Student of the Month of April to be acknowledged from the
John F. Kennedy Elementary School:***

Zaara Sarwar

***Students of the Month of May to be acknowledged from the
John F. Kennedy Elementary School:***

*Nayana Santos, Ava Velez, Liam Harding, Angela Azuma, Nicholas Rodenbaugh,
Brienne Wurst, Rylie Smarra, Walter Sampson, Ava Canning, Mason Pham, Claire Kramer, Brandon Sebastian*

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

*Gianna Worthington, Karma Jane Nunnenkamp, Samera Taifa, Cameron Mitchell,
Daphne Wang, Brennan Brooks, Aaloki Patel, Nicholas Coppola*

Acknowledge the Recognition of Retirees:

- Dorothy Micale – 34 years of service in Berlin Township
- Timothy Van Curen – 22 years of service in Berlin Township, 25 total years of service as an educator
- Dr. Edythe Austermuhl – 10 years of service in Berlin Township, 37 total years of service as an educator

A. Motion by Brian Davis, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the donation of \$60 from Loretta Marshall in recognition of the retirement of Dr. Edythe Austermuhl, Superintendent of Schools, and to be used for library books.

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

B. Motion by Brian Davis, and seconded by Kayla Hanna to acknowledge the ADVANCE volunteers who participated in training as listed below:

6/6/23:

Randa Askander, Gary Jampetti, Dana Steiner, Clarence LaClaire, Maureen Cullen, Luz Maria Ramirez, Ashley Aspenschied, Jessica Serra, Melissa Stahre, and Jackie Nunnenkamp

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

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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: 7:36pm.

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

9. Public Comments – Closed

Motion by Kimberly Reed, seconded by Scott Golden to close the meeting to the public. Time closed: 7:36pm.

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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

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 implantation of Pre School expansion as per the NJ Dept. of Education requirements.

2022 - 2023 BOARD GOALS

- **BOARD GOAL #1:** Complete all phases of the CSA evaluation process and the Board Self-Evaluation of the for the 2022-2023 school year by the June 30, 2023 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 –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	5/30/23 @ 2:25pm
Safety (Evacuation Drill)	5/19/23 @ 10:00am
Bus Evacuation	5/15/23

D. Safety and Security – DDE –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	5/12/23 @ 1:15pm
Safety (Evacuation Drill)	5/15/23 @ 9:45am
Bus Evacuation	5/16/23

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. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions

Motion by Scott Golden, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents:

Reported to the Superintendent	School	Case Number	Result	Action
April 28, 2023	DDE	9966	HIB	AA made comments to AV afterschool at a baseball game. Comments were made about the AV’s weight. AV said he went home crying and that he is uncomfortable around the AA because he feels this will happen again. Parent of AV was spoken to by the Principal, case manager and guidance counselor about these behavior concerns. In the future, if the behavior does not stop, AA would only be permitted to attend after school events with a parent or guardian.
May 12, 2023	DDE	10144	Not HIB	AA threatened a fight with the AV, and someone shared this via text with another. This was after school hours while at a softball game. At least 1 parent was notified while this was occurring and Police were called and involved. There was no physical fight. Principal called AV and AA parents, ABS/counselor spoke to witnesses, AV and AA. There was no educational impact. AV is not fearful to be in school.

Motion carried, roll call vote, all present voting “yes”, Kimberly Reed voting “no” on Case # 9966 and voting “yes” on Case # 10144.

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G. Field Trips

Motion by Kimberly Reed, seconded by Keith Jones

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following field trip:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
8	Ashley Surman	CCTS	9/19/23 & 9/20/23	\$0	\$0

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

H. Discussion Items

Motion by Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the district calendar for the 2023-2024 school year revised from previous approval on 3/16/23. *This document was uploaded to the board portal for board review.*

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

11. Personnel

a. 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 hiring of staff in accordance pending receipt of sexual misconduct disclosure forms and criminal history background requirements as noted below:

Name	Position	Salary	Date
Jeffrey Sanders	Social Studies Teacher	\$62,841.00/MA, Step 6	9/1/23
Stacey Douglas	Part-time Instructional Aide	\$16,439.00/Step 3	9/1/23
Jessica Capone	Science Teacher	\$57,528.00/BA, Step 2	9/1/23

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

b. Motion by Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept 2023-2024 Contract for Megan Stoddart, School Business Administrator, as approved by the County Executive Superintendent. *This document was uploaded to the board portal for board review.*

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

c. Motion by Scott Golden, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following ESY Staff for the 2023-2024 school year:

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ESY STAFF: 2023-2024 SCHOOL YEAR		
EMPLOYEE NAME	POSITION	SALARY
RHONDA LEADBEATER	ESY AIDE	\$14.13/HOUR
HOLLY PALMER	ESY AIDE	\$14.13/HOUR
JENNIFER VIRELLII	ESY HOMEBOUND TEACHER	\$40.64/HOUR
MELISSA QUATTRONE	LD/TC	\$452.01/EVAL; \$62.57/HOUR* <small>Revised; these rates were incorrect on the 5/25/23 agenda</small>
HEIDI FARLOW	ESY BUS AIDE	\$15.00/HOUR
SOPHIE ROLLINS	ESY BUS AIDE	\$15.00/HOUR

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

- d. Motion by Keith Jones, seconded by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the FMLA date change for employee #01470 from 4/17/23-5/30/23 and 6/7/23-6/21/23.

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

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

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the payment of the mentoring fees for the following staff members:

- Cheri Garton = \$291.50
- Renae Borgstrom = \$220.00
- Danielle Iacovelli = \$1,000.00

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 Business Administrator, approve the appointment of Interim Superintendent, Anthony Petruzzelli, Ed.D., starting July 1, 2023 through September 30, 2023 at the daily rate of \$525.00. Certified minutes, along with the contract documents will be sent to the County Office of Education for final approval. *Contract has been uploaded to the portal for review.*

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

- g. Motion by Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, regretfully accept the resignation of bus aide, Gail Evangelista, effective 6/30/2023. Mrs. Evangelista has been with the district since September 1, 2018.

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

12. Curriculum and Instruction

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13. Business and Finance

Financial Report – Period Ending May 2023:

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 months of May 2023. 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 2023. The Treasurer’s and Secretary’s report are in agreement for the months May 2023.
- 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”.

- E. Motion by Kimberly Reed, seconded by Kayla Hanna

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following budget transfers:

FROM: 11-120-100-101-D	Salaries, Gr 1-5	\$939.32
TO: 11-150-100-320-D	Home Instruction, Purch Prof	\$939.32

REASON: To cover costs associated with contracted homebound instructional services.

FROM: 11-000-291-270-D	Health Benefits	\$31,424.00
TO: 11-000-270-518-D	Contracted Transportation, CCESC	\$31,424.00

REASON: To cover contracted transportation costs to Camden County Educational Services Commission.

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 School Business Administrator, approve payment of bills:

Batch number 60 Amount \$915,629.70

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

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- G. Motion by Scott Golden, seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **May, 2023** listing of substitutes from Source 4 Teachers 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

This list was uploaded for the board review.
Motion carried, roll call vote, all present voting “yes”.

- H. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2022-2023 Cafeteria disbursements for the month of May, 2023 in the amount of \$ 27,082.04. *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 Keith Jones, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2022-2023 CARE disbursements for the month of May, 2023 in the amount of \$ 9,870.16. *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”.

- J. Motion by Keith Jones, seconded by Kimberly Reed
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>
Kristin Braidwood	\$347.00	NJPSA/FEA/NJASCD Fall Conference:10/11-13/23	\$347.00
Kristin Braidwood	\$25.00	Legal One: Mastering Collective Bargaining/7-31-23	\$25.00

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 following out-of-district tuition contracts for the 2023-2024 school year:

Black Horse Pike Regional District

Grade 10, SID #8845927697, ESY for tuition charge of \$3,792.00 plus the shared nursing services cost of \$2,064.00 and the 2023-2024 school year at a yearly rate of \$32,000.00 plus the shared nursing services cost of \$15,480.00.

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Kingsway Learning Center

Grade 12+, SID #9353925643, at a tentative yearly rate of \$68,728.80 for July 2023 – June 2024.

HollyDell

Grade 12+, SID #7780981708, at a tentative yearly rate of \$104,998.35 for July 2023 – June 2024.

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

- L. Motion by Keith Jones, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Agreement for Professional Services between Burlington Count Special Services School District and Berlin Township School District. *This is for services on an as-needed basis, is approved annually and has been uploaded to the portal for review.*

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

- M. Motion by Scott Golden, seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Addendum to Extend the Agreement between ESS Northeast, LLC and the Berlin Township School District for the period of July 1, 2023 – June 30, 2024. Agreement pricing for the billing rate is as follows:

Full Day Substitute Teacher	\$139.65
Half Day Substitute Teacher	\$83.13
Full Day Building Based Substitute Teacher	\$159.60
Half Day Building Based Substitute Teacher	\$79.80
Full Day Paraprofessional	\$131.55
Half Day Paraprofessional	\$65.77
Full Day Long Term Teacher	\$166.25
Half Day Long Term Teacher	\$83.13
Full Day Substitute Nurse	\$365.75
Half Day Substitute Nurse	\$182.87

Addendum has been uploaded to portal for review.

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

- N. 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 to establish the following financial institution for deposit of school funds: **Republic Bank and Citizens Bank.**

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

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- O. Motion by Keith Jones, seconded by Michelle Williams-Oriente
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., Treasurer, Board Secretary
Payroll, Agency, Latchkey, Unemployment Community Ed.	any 1 of the 4	Pres., V. Pres., Treasurer, Board Secretary
Cafeteria and Student Acct.	any 2 of the 3	Board Sec., Supt, Principal

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

- P. Motion by Lisa Hill-Muff, seconded by Scott Golden
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”.

- Q. Motion by Brian Davis, seconded by Kimberly Reed
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”.

- R. Motion by Scott Golden, seconded by Kimberly Reed
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 2023-2024 school year and the district’s quotation threshold at \$4,800 for the 2023-2024 school year.

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

- S. Motion by Scott Golden, seconded by Kimberly Reed
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, voice vote, all present voting “yes”.

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T. Motion by Keith Jones, seconded by Scott Golden
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 2023-2024 school year in the amount of \$3,800.00.
Motion carried, roll call vote, all present voting “yes”.

U. Motion by Scott Golden, seconded by Keith Jones
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 2023-2024 school year:
Equitable, MetLife (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning, VanGuard
Motion carried, voice vote, all present voting “yes”.

V. Motion by Scott Golden, seconded by Kimberly Reed
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 2023-2024 school year.
Motion carried, roll call vote, all present voting “yes”.

W. Motion by Kimberly Reed, seconded by Scott Golden
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 2023-2024 school year.
Motion carried, roll call vote, all present voting “yes”.

X. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following list of contracted consultant appointments:

SCHOOL YEAR 2023-2024
List of Contracted/Outside Consultants

Psychiatrists

Dr. James & Joseph Hewitt	\$575
Pinnacle Behavioral Health	\$300
Copeland & Dorman (Spanish speaking)	\$600
Dr. Omar Ayala	

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Neurologists

Cooper Pediatrics	\$375
Nemours/DuPont Pediatrics	\$685
Dr. Adel Amer - Pediatric Neurologist	\$450/evaluation

Audiological Services

REM Audiology Associates	Varies by service
--------------------------	-------------------

Autism/Behavior Support Services

Interactive Kids	Varies by service
Amazing Transformations	\$115/hr Behavior Consultation
Prof Development	\$195/hour
1:1 ABA	\$50/hour Full Time \$60/hour Part Time
Invo Healthcare	Varies by service

Assistive Technology Services

Leaps and Sounds, LLC	\$800 AT eval
Consultation	\$110/hr

Bilingual Services

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

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Nova Speech Therapy	\$350 Monolingual
Speech & Language Evaluation	\$500 Bilingual (Spanish)
Speech & Language Evaluation	\$85/hr Speech & Language Therapy

Support Services

Delta-T – staffing services Cost varies based on position

General Health Resources, Inc – staffing services Cost varies based on position
- Nursing, Therapy, Education, Behavioral Health Staffing

Bayada Nursing Services \$55/hour RN
\$45/hour LPN

Star Pediatrics \$61/hour RN services
\$51/hour LPN services

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

Y. Motion by Scott Golden, seconded 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”.

Z. 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 to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Asbestos Compliance Officer for the 2023-2024 school year.

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

AA. Motion by Scott Golden, seconded by Kimberly Reed
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 2023-2024 school year.

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

AB. Motion by Keith Jones, seconded by Scott Golden
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”.

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- AC. Motion by Scott Golden, seconded by Kayla Hanna
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”.
- AD. 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 to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the District Safety Coordinator.
Motion carried, voice vote, all present voting “yes”.
- AE. 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 to appoint Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison.
Motion carried, roll call vote, all present voting “yes”.
- AF. Motion by Kimberly Reed, seconded by Scott Golden
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”.
- AG. 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 to appoint Charles Pfluger, Supervisor of Buildings and Grounds as the district IPM Coordinator.
Motion carried, roll call vote, all present voting “yes”.
- AH. 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 to designate the following locally circulated newspapers as official publications of advertising purposes: The Central Record and The Courier Post.
Motion carried, voice vote, all present voting “yes”.
- AI. 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 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”.

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AJ. Motion by Kimberly Reed, seconded by Brian Davis
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, 2024.

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

AK. Motion by Scott Golden, seconded by Kimberly Reed
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, voice vote, all present voting “yes”.

AL. Motion by Keith Jones, seconded by Scott Golden
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”.

AM. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2023/2024 School Lunch and Breakfast prices:

Student Lunch	\$3.25
Student Breakfast	\$1.35

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

AN. 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 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 2023-2024

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”.

14. Old Business

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15. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance – Appoint new member in July.

NJSBA

CCESC – Reorg meeting; Michelle Williams-Oriente will be on the Board of Directors.

Pine Hill Bd of Ed – Reviewed PH Strategic Plan; recognized 18-21 program – provided brochure of services;

Overbrook Sports Awards.

CCSBA

Board Interviews for Board Member Vacancy Candidates

On behalf of the staff at the Berlin Township School District, I would like to publicly thank the Berlin Township Board of Education Members for providing all district staff with lunch on June 6, 2023. We thank you for your appreciation and support!

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: 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;

A. 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;

B. Each statement made by a participant shall be limited to five minutes’ duration;

C. No participant may speak more than once on the same topic;

D. All statements shall be directed to the presiding officer; no participant may address or question board members individually;

E. 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.

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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 Brian Davis, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects.
Time in: 8:13pm.

17. Public Comments – Closed

Motion by Kimberly Reed, seconded by Scott Golden to close the meeting to the public. Time closed: 8:13pm.

18. Executive Session – In

Motion by Brian Davis, seconded by Kimberly Reed to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:16pm.

- Superintendent Search

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.

- A. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education approve the completion of the Superintendent Evaluation for the 2022-2023 school year.

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

- B. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education appoint Stacey Juliano to a 6-month board member vacancy effective 7/1/23 – 12/23/23, pending fingerprint approval.

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

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19. Executive Session – Close

Motion by Michelle Williams-Oriente, seconded by Scott Golden to come out of Executive Session. Time out: 8:55pm.

20. Adjournment

Motion by Kimberly Reed, seconded by Michelle Williams-Oriente to adjourn the meeting. Meeting adjourned: 8:57pm.

Megan Stoddart, Business Administrator

Date