

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 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, Kimberly Reed, Vice President, call this meeting to order under the Open Public Meetings Act at 6:51pm.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 4, 2022, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 11, 2022 and the Central Record for a week starting January 11, 2022 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Yr Began/Current Term Expires

Mr. Brian Davis	<u>Present</u>	2012 / 2024
Mrs. Kimberly Reed	<u>Present</u>	2015 / 2024
Mrs. Lisa Hill-Muff	<u>Present</u>	2018 / 2024
Mr. Jeffrey Souza, Vice President	<u>Absent</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>	
Sanu Dev, Board Solicitor	<u>Present</u>	
Charles Rizzi, Esq.,Capehart & Scatchard	_____	

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4. Approval of Minutes

Motion by Brian Davis, seconded by Scott Golden

RECOMMEND that the Board of Education approve the action meeting minutes of the February 24, 2022 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 Scott Golden, seconded by Kayla Hanna to go into Executive Session to discuss: legal issues. Time in: 6:52pm.

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

Resolution for Executive Session:

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

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

6. Executive Session – Close

Motion by Domonic Balducci, seconded by Brian Davis to come out of Executive Session. Time out: 7:00pm.

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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Students of the Month of February to be acknowledged from the

John F. Kennedy Elementary School:

*Olivia Alvarez, John “Jack” Rastelli, Gianna Colella, Sohe Samil, Axel Robinson,
Liam Velez, Quentin Allen, Vincent Corkery, Rosemary Acosta Frias, Erik Sutton*

Students of the Month of February to be acknowledged from the

Dwight D. Eisenhower Middle School:

*Saiyedatun Alifudden, Luis Peluyera, Jackelyn Sosa-Gastelum, Cesar Zapata Perez, Greg Marshall,
Jocelyn Tellez Sorcia, Adam Mayer, Layla Graham, Anaisa Salva, David Mathias Sebastian*

Presentation by district auditors from Bowman & Company. Presentation will be on the 2020-2021 school district audit.

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.

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Motion by Scott Golden, seconded by Brian Davis to open the meeting to the public for the discussion of agenda items only. Time in: 7:42pm.

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

9. Public Comments – Closed

Motion by Domonic Balducci, seconded by Kayla Hanna to close the meeting to the public. Time closed: 7:43pm.

9b. Motion by Domonic Balducci, seconded by Kayla Hanna approve the following resolution on the recommendation of the School Business Administrator:

WHEREAS, the Berlin Township Board of Education in accordance with NJSA 18A:23-1 must have a certified external audit of the district’s account and financial transactions; and

WHEREAS, the Berlin Township Board of Education received the audit performed by Bowman and Company and discussed said audit at its public meeting held on Thursday, March 17, 2022;

NOW, BE IT RESOLVED that the Berlin Township Board of Education accepts the audit for the 2020-2021 school year, fiscal year ending June 30, 2021 and approves the Corrective Action Plan (CAP) as follows:

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

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON(S) RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
2021-001	The School District's Food Service Fund Net Cash Resources exceeded its three-months average expenditures by \$20,468.02.	As a result of the COVID-19 pandemic, districts were issued additional funding to minimize the impact of school closures and possible increased supply costs. We do not anticipate receiving these funds in the future but the Business Administrator will closely monitor the revenues/expenses to eliminate any chances of this occurring in the future.	School Business Administrator	June 30, 2022

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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 lead 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.

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- **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	2/11/22 @ 9:44am
Safety (School safety drill)	2/23/22 @ 2:00pm
Bus Evacuation	N/A

D. Safety and Security – DDE –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	2/28/22 @ 2:11pm
Safety (Shelter In Place)	2/23/22 @ 10:25am
Bus Evacuation	

E. Monthly Reports Uploaded to Portal for Review

- Coordinator of Special Services
- Supervisor of Buildings and Grounds
- Technology Coordinator
- Supervisor of Curriculum and Instruction
- JFK Principal
- DDE Principal

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

Reported to the Superintendent	School	Case Number	Result	Action

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

Motion by Domonic Balducci, seconded by Rebecca Allen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case #8218) reported on February 14, 2022.

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

Reported to the Superintendent	School	Case Number	Result	Action
2/14/22	DDE	8218	Not HIB	Conference with parents, Principal, guidance. Alternate dismissal Process for involved students.

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H. Discussion Items

Motion by Brian Davis, seconded by Scott Golden

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

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

Bylaws/Policy	Name
5141.21	Administering Medication NJBSA Update
5141.21	Administering Medication Opioid Notice
5141.21R	Administering Medication Regulation Update

1. Motion by Kimberly Reed, seconded by Holly Murrenburke

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the revised district calendar for the 2021-2022 school year. *This document was uploaded to the board portal for board review.*

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

2. Motion by Kimberly Reed, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the district calendar for the 2022-2023 school year. *This document was uploaded to the board portal for board review.*

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

11. Personnel

a. Motion by Brian Davis, 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
Polly Hearn	Homebound Instructor	\$39.42/hr	as needed
Cynthia Edwards	Part-time Custodian	\$13.00/hr	4/11/22 pending Documentation

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

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

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below:

- Daniel Baran was approved on February 24, 2022 but did not accept the position.

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

c. Motion by Scott Golden, seconded by Domonic Balducci

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the placement of Arianna Santora, Teacher of Students with Disabilities/Graduate Endorsement Student from Rowan University, to work with Bonnie Dasher, Teacher from 5/22022- 6/24/2022.

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

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12. Curriculum and Instruction

a. Motion by Kimberly Reed, seconded by Kayla Hanna

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Homebound Instruction based on medical needs for the following students:

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

SID#	Dates
2448384740	3/14 – 4/1/22
7769513798	3/7 – 4/25/22
3241441563	3/9 – 3/28/22

b. Motion by Domonic Balducci, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the update to the Safe Return to In-Person Instruction Plan for the 2021-2022 school year. *(This document was uploaded to the board portal for board review and will be posted on the district’s website.)*

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

13. Business and Finance

Financial Report – Period Ending February 2022

Motion by Brian Davis, seconded by Kimberly Reed

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 February 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 months of February 2022. The Treasurer’s and Secretary’s report are in agreement for the months February 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.

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

Megan Stoddart, Business Administrator

Date

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

Batch number 58 Amount \$944,091.48

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

- F. Motion by Holly Murrenburke, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the February, 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 Scott Golden, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2021-2022 Cafeteria disbursements for the month of February, 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, roll call vote, all present voting “yes”.

- H. Motion by Holly Murrenburke, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2021-2022 CARE disbursements for the month of February, 2022 in the amount of \$124.25. *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 Brian Davis
RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
Jennifer Hennessey	\$125.00	Lessons Learned from Covid and the Future Of School Health/3-8-22	\$125.00
Rachel Kivlen	\$20.00	2022 IMSE Virtual Literacy Summit/3-23-22	\$20.00
Kimberly Gadzinski	\$279.00	Use of Technology to Save Time and Accelerate Therapy Outcomes/3-24-22	\$279.00
Arianna Santora	\$279.00	Practical Strategies for Improving the Behavior of Attention-Seeking, Manipulative And Challenging Students/4-29-22	\$279.00

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Kassidy McDevitt	\$279.00	Help Your Students Improve Their Behavior And Strengthen Their Learning/3-25-22	\$279.00
Anna Klinke	\$279.00	Accelerate Your Students’ Use of the Target Language/4-13-22	\$279.00

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

- J. 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 the 2022-2023 Preschool Expansion Aid (PEA) District Enrollment and Planning Workbook.

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

- K. Motion by Kimberly Reed, seconded by Rebecca Allen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the use of \$721,782 in banked cap (\$59,005 generated in 2019/2020 and \$662,777 generated in 2020/2021) to fill the deficit between revenues and appropriations for the 2022-2023 budget as a result of increased tuition costs over the past two years, notably eight new registrations during the 2021/2022 school year. The use of banked cap cannot be deferred or incrementally completed over a longer period of time as these financial obligations will be in effect for the start of the 2022-2023 fiscal year.

Motion carried, roll call vote, all present voting “yes”; Mrs. Murrenburke and Mr. Balducci voting “no”; Mr. Golden voting “abstain”.

- L. Motion by Kimberly Reed, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the 2022-2023 Budget Adoption listed below for submission to the County Superintendent:

	Budget	Local Tax Levy
General Fund	\$16,187,760	\$10,094,292
Special Revenue	\$ 2,168,008	\$ -0-
Debt Service	\$ 300,600	\$ 300,600
 Total Base Budget	 \$18,656,368	 \$10,394,892

Total amount budgeted for travel related expenses in the 2022/2023 school district budget is \$35,250. This includes professional development and travel.

The total maximum expenditure for the 2021/2022 prebudget year was \$32,712 and the amount spent to date is \$12,628.

Motion carried, roll call vote, all present voting “yes”; Mrs. Murrenburke voting “no”; Mr. Balducci voting “abstain”.

14. Old Business

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15. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed – finished 95% of HVAC system; testing for juniors this week; opening night of theatre performance is 3/17/22.

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:

- 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 Brian Davis, seconded by Domonic Balducci to open the meeting to the public for the discussion of subjects.
Time in: 8:22pm.

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

Public in Attendance

*Lisa Patti, Kyle Fidure, EJ Sutton Jr., Evan Palmer,
John Colella, Gianna Colella, Jim Larson, Nizam Iddin,*

17. Public Comments – Closed

Motion by Domonic Balducci, seconded by Brian Davis to close the meeting to the public. Time closed: 8:22pm.

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

18. Adjournment

Motion by Dominic Balducci, seconded by Scott Golden to adjourn the meeting. Meeting adjourned: 8:22pm.