

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 16, 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 7:35pm.

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</u>	2018 / 2024
Ms. Rebecca Allen	<u>Present</u>	2021 / 2023
Mrs. Kayla Hanna	<u>Present</u>	2021 / 2023
Mr. Scott Golden, President	<u>Present</u>	2021 / 2025
Mrs. Stacey Juliano	<u>Present</u>	2020 / 2023
Mr. Keith Jones	<u>Present</u>	2023 / 2025
Mrs. Michele Williams-Oriente	<u>Present</u>	2023 / 2025
Dr. Anthony Petruzzelli, Interim 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 Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education approve the minutes of the July 27, 2023 meeting as presented in duplicated form and dispense with the reading of the same.

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

## 5. 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 Brian Davis, seconded by Kayla Hanna to open the meeting to the public for the discussion of agenda items only. Time in: 7:36pm.

## 6. Public Comments – Closed

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

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## 7. 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 4<sup>th</sup> 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	N/A
Safety (Lockdown)	7/20/23 @ 10:00am

D. Safety and Security – DDE –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	N/A
Safety	N/A

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

**8. Personnel**

a. 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 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>
Ashley Espenschied	Part time Instructional Aide	\$14,745, Step 2	9/1/23
Tom Mature	8 <sup>th</sup> Grade Science Teacher	\$56,422, BA/Step 1	9/1/23
Michael Hughes	Bus Driver	\$31,500 (hourly rate \$26.25)	9/1/23

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

b. Motion by Scott Golden, seconded by Stacey Juliano

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

- Stacey Douglas, board approved June 22, 2023 rescinded offer on August 1, 2023

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

c. Motion by Brian Davis, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the SCIP Committee Members for the 2023-2024 school year as noted below:

<b><u>DDE</u></b>	<b><u>JFK</u></b>
Renae Borgstrom	Kris Beers
Nancy Scott	Kelly Mitchell
Jessica Silverman	Tara Corbett

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Dina Bottley  
Marilyn Bright

Polly Taylor-Hearn  
Trish Sebastiano  
Michael Murphy

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

**9. Curriculum and Instruction**

a. Motion by Scott Golden, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the following evaluation tools for designated staff for the 2023-2024 school year:

- Teaching staff = McRel Evaluation
- Principals & Supervisors = NJ PEPL tool
- Other Certificated Staff = District templates based on Danielson Model and job description
- Instructional aides/other non-certificated staff = District templates based on job descriptions

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

b. Motion by Brian Davis, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the 2023-2024 District Mentoring Plan. *This document was uploaded for the Board review.*

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

c. Motion by Keith Jones, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the District 2023 -2024 Professional Development Plan. *This document was uploaded for the Board review.*

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

**10. Business and Finance**

A. Motion by Stacey Juliano, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 51 Amount \$328,344.85**

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

B. Motion by Scott Golden, seconded by Rebecca Allen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **July 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

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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, voice vote, all present voting “yes”.

- C. Motion by Brian Davis, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 Cafeteria disbursements for the month of July 2023 in the amount of \$ 49,931.56. *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”.

- D. Motion by Scott Golden, seconded by Stacey Juliano  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 CARE disbursements for the month of July 2023 in the amount of \$ 2,434.54. *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”.

- E. Motion by Brian Davis, seconded by Kimberly Reed  
RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, approve the following Services Contract:

INVO Healthcare Associates \$78.54/hour Occupational Therapy

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

- F. 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:

**Burlington County Special Services**

Grade 12, SID # 95448445331, for the 2023 Extended School Year in the amount of \$4,263.00.

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

- G. Motion by Stacey Juliano, seconded by Kimberly Reed  
RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the joint transportation agreement between Berlin Township School District (joiner) and Pine Hill School District (host) for the 2023-2024 ESY school year. Total cost is \$1,895.76.

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

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**11. Old Business**

A. Motion by Brian Davis, seconded by Kimberly Reed

RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the finance committee members as follows: Kayla Hanna, Stacey Juliano and Rebecca Allen.

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

**12. New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – Partnership with Oacks in place; updating sick policy; 10/17 at CCC for middle school/middle school

Pine Hill Bd of Ed

CCSBA

**13. 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. 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

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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.

Motion by Brian Davis, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 7:47pm.

**Public in Attendance**

*Tom Mature, Alyssa Raup*

**14. Public Comments – Closed**

Motion by Brian Davis, seconded by Keith Jones to close the meeting to the public. Time closed: 7:47pm.

**15. Executive Session – In**

Motion by Rebecca Allen, seconded by Scott Golden to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:50pm.

- 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.

**16. Executive Session – Close**

Motion by Brian Davis, seconded by Michele Williams-Oriente to come out of Executive Session. Time out: 8:18pm.

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**17. Adjournment**

Motion by Kimberly Reed, seconded by Rebecca Allen to adjourn the meeting. Meeting adjourned: 8:19pm.

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

\_\_\_\_\_  
Date