

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 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 7:30pm.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 4, 2023, 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>Absent</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>	
Joseph Betley, Board Solicitor	<u>Present</u>	

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 16, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

4. Approval of Minutes

Motion by Scott Golden, seconded by Kimberly Reed

RECOMMEND that the Board of Education approve the minutes from the following meetings as presented in duplicated form and dispense with the reading of the same:

- October 26, 2023 – Action Meeting
- November 2, 2023 – Special Meeting
- November 13, 2023 – Special Meeting

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

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

Presentations will be made for Student Role Models of Positive Behavior

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

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

*Harry Rowe, Addison Townsend, Levi DiDino, Alessio Ward, Olivia Monticello, Apollo Chhoeun,
Gabriella Godbold, Mason Baumann, Luca Shellenberger, Elijah Vargas, Lian Taylor,
Vincent Cantor, Devesh Patel, Hava Rastelli, Easton D’Anna, Karen Abdeer, Jack Morris, Faith Goldbold*

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

*Asiyah Cadet, Brandon Sebastian, Jahaad Champion, Callie Costino,
Sarah Marciano, Jaiden Acevedo, Logan Balducci, Trinity Cole*

6. Public Comments – Open

Recognition of Citizens – for agenda items only to be voted upon by the Board.

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:

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 16, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- 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;
- E. A speaker may not donate his/her allotted time to another speaker;
- F. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- G. 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 Stacey Juliano, seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Time in: 7:39pm.

7. Public Comments – Closed

Motion by Scott Golden, seconded by Rebecca Allen to close the meeting to the public. Time closed: 7:39pm.

8. 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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 16, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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.

C. Safety and Security – JFK –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	10/25/23 @ 10:05am
Safety (Evacuation)	10/17/23 @ 9:30am
Bus Evacuation	

D. Safety and Security – DDE –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	10/17/23 @ 10:20am
Safety (Lockdown)	10/20/23 @ 1:30pm
Bus Evacuation	

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 16, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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

School	Reports	Confirmed HIB	Not HIB
JFK	1	1	0
DDE	0	0	0

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

Motion by Scott Golden, seconded by Stacey Juliano

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and having no appeals to date, affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) from last month:

Reported to the Superintendent	School	Case Number	Result
October 17, 2023	DDE	10394	Not HIB
October 24, 2023	DDE	10397	Not HIB

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

H. Discussion Items

1. Motion by Stacey Juliano, seconded by Michele Williams-Oriente

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the following names that were certified as school volunteers in October and November, 2023:

Michael Torres, Asia Nixon, Reginald Taylor, Allegra Bingham, Kayla Weston, Ying-Feng Wang, Ayanie Chhoeun

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

9. Personnel

On a Motion by Kimberly Reed, and seconded by Scott Golden to approve Personnel Items 9a to 9c as follows:

- a. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance pending receipt of sexual misconduct disclosure forms and criminal history background requirements as noted below:

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 16, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Name	Position	Salary	Date
Ramona DiMaria	Reading Teacher/Specialist	\$75,422.00, MA/Step 11	on or before 1/2/24
Susan Blood	Mathematics Teacher	\$72,882.00, MA+15/Step 10	on or before 11/17/23
Sefora Quirino	Full Time Instructional Aide	\$18,885.00, Step 7	on or before 11/17/23
Kelly Finger	Sub Nurse	\$175.00/Per Diem	on or before 11/17/23

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

- Jessica German to serve as a mentor for Ciara Zitter

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

JFK AFTER-SCHOOL PROGRAM STAFF: 2023-2024 SCHOOL YEAR		
EMPLOYEE NAME	POSITION	SALARY
POLLY HEARN	TEACHER	\$61.52/HOUR
LAURA BURKE	TEACHER	\$61.52/HOUR
TARA CORBETT	TEACHER	\$61.52/HOUR
NANCY SIMS	TEACHER	\$61.52/HOUR
DANIELLE ALESSANDRINE	TEACHER	\$61.52/HOUR
JENNIFER PERITO	TEACHER	\$61.52/HOUR
MEENU JOSHI	TEACHER	\$61.52/HOUR
CHRISTINE HAMMETT	SUBSTITUTE TEACHER	\$61.52/HOUR
ANA KLINKE	SUBSTITUTE TEACHER	\$61.52/HOUR
LOIS LANG	SUBSTITUTE TEACHER	\$61.52/HOUR

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

10. Curriculum and Instruction

Motion by Kayla Hanna, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Annual Preschool Operational Plan Update, submitted on November 15, 2023.

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

11. Business and Finance

On a motion Brian Davis, seconded by Kayla Hanna to approve Items 11A to 11M as follows:

Financial Report – Period Ending October 2023

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 16, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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

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

Batch number 54 Amount \$782,045.48

- F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **October, 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.

- G. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 Cafeteria disbursements for the month of October, 2023 in the amount of \$ 18,976.49. *This list was uploaded for the board review. A list is on file with the Business Administrator.*
- H. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 CARE disbursements for the month of October, 2023 in the amount of \$ 8,928.51. *This list was uploaded for the board review. A list is on file with the Business Administrator.*

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 16, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- I. 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
Danielle Iacovelli	\$1050.00	The Writing Revolution/11-27-23, 1-18-24 & 2-15-24	\$1050.00
Molly Vitrano	\$1050.00	The Writing Revolution/11-27-23, 1-18-24 & 2-15-24	\$1050.00
Eric McCoach	\$279.00	Effective Strategies for Difficult Students/11-29-23	\$279.00
Ana Klinke	\$279.00	Strategies for Teaching World Languages/1/8/24	\$279.00
Rachel Layton	\$270.00	Strengthening the Skills for Students with Special Needs/1-26-24	\$279.00

- J. 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:

Orchard Friends School

Special Education Student, grade 8, SID# 5613597671, tuition charge of \$43,200.00, a technology administration Fee of \$400.00, and a One to One Aide for \$34,000.00.

- K. RECOMMEND, that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract between the Berlin Township Board of Education and NeurAillities Healthcare for \$750 School-based Neurological Evaluations.
- L. RECOMMEND, that the Board of Education, on the recommendation of the Superintendent and School Business Administrator approve the resolution authorizing the Berlin Township School District to enter in to a cooperative pricing agreement with the Educational Cooperative Pricing System through the Educational Services Commission of Morris County. *This has been uploaded to the board portal for review.*
- M. RECOMMEND, that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Academic Service Agreement for SID# 3021488328 with LearnWell and Berlin Twp. School District at the rate of \$55.00/hour.

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

12. Old Business

13. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 16, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Pine Hill Bd of Ed – Tuesday, 11/14/23 Board Meeting; board retreat in January; high school play started on 11/16/23; wrestling & basketball starts soon

CCSBA

A. Motion by Brian Davis, seconded by Stacey Juliano

RECOMMEND that the Board of Education approve the submission of the Berlin Township Superintendent of Schools contract to the Executive County Superintendent of Schools for county office review and approval.

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

14. 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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- 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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 16, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Motion by Brian Davis, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 7:56pm.

15. Public Comments – Closed

Motion by Brian Davis, seconded by Kimberly Reed to close the meeting to the public. Time closed: 7:56pm.

16. Executive Session – In

Motion by Stacey Juliano, seconded by Michele Williams-Oriente to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:57pm.

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.

17. Executive Session – Close

Motion by Kimberly Reed, seconded by Stacey Juliano to come out of Executive Session. Time out: 8:18pm.

18. Adjournment

Motion by Rebecca Allen, seconded by Scott Golden to adjourn the meeting. Meeting adjourned: 8:20pm.

Megan Stoddart, Business Administrator

Date