

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 14, 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>Absent</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>	
Geoffrey Stark, Board Solicitor	<u>Present</u>	

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 14, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

4. Approval of Minutes

Motion by Stacey Juliano, seconded by Scott Golden

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:

- November 16, 2023
- December 11, 2023

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 November to be acknowledged from the
John F. Kennedy Elementary School:***

*Regina Andruzzi, Logan Stallard, Kiera Pacheco, Amelia Morales, Jolene Mcihenny, Hurley Pacheco,
Ella Nelson, Ezio Acevedo, Natalie Chalachi Popoca, Giovanna Shellenberger, Gianna Colella,
X'zayvion Thornton, Sabiqahn Jaiyeda, Amy Yanez Benitez, Zoey Tierno, Jeremiah Hernandez,
Josh McLaughlin, Sylvia Cudrak*

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

*Dariel Nunez Nova, Genevieve Rastelli, Danyeri Nunez Nova, Alexander Riley, Leigha Muff,
Nick Barbera, Bryce Brown, Daphne Wang*

6. 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:

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 14, 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 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 Scott Golden to open the meeting to the public for the discussion of agenda items only. Time in: 7:39pm.

7. Public Comments – Closed

Motion by Kimberly Reed, seconded by Scott Golden 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

December 14, 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	11/30/23 @ 2:20pm
Safety (Active Shooter)	11/14/23 @ 10:35am
Bus Evacuation	

D. Safety and Security – DDE –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	11/1/23 @ 12:45pm
Safety (Evacuation)	11/8/23 @ 9:30am
Bus Evacuation	

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 14, 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	0	0	0
DDE	0	0	0

G. 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 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
November 7, 2023	JFK	10528	HIB

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

H. Discussion Items

On a Motion by Scott Golden, seconded by Stacey Juliano to approve Discussion Items H1 to H4 as follows:

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

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the following names that were certified as school volunteers in December, 2023:

Prithui Bassi, Ashley Steever, Scott Steever, Samantha Siddall, Justin Khamphilome, Eketerina Sergina, Sergey Rassokhatyy, Brooke Bricker, Kayla Nunnenkamp, George Ward, Natalie Sanchez, Diyannah Faulkner, Harmeet Bassi, Jacquelyn Hess, Mary Spicer, Rachel Spicer

2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the use facilities as listed below:

Organization	Facility	Date and Time	Event
PlayMore Sport & Social Club	DDE Gym	Mondays, 1/8/24 – 3/11/24 @ 6:45pm	Basketball
PlayMore Sport & Social Club	DDE Gym	Wednesdays, 1/10/24 – 3/6/24 @ 6:45pm	Basketball

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 14, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the revised district calendar for the 2023-2024 school year. *This document was uploaded to the board portal for board review.*
- 4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve submission and certification of the 2022-2023 HIB Grades Self-Assessment.

I. Field Trips

Motion by Scott Golden, 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
7 th	Mary Jo Kolaski	The Constitutional Walking Trip of Philadelphia	6/3/24	\$13.00

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

9. Personnel

On a Motion by Kimberly Reed, seconded by Scott Golden to approve Personnel Items 11A to 11B as follows:

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

- 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:

Name	Position	Salary	Date
Olivia Cipoletti	Part time Instructional Aide	\$14,647, Step 1	on or before 12/15/23
Sophie Rollins	Part time Instructional Aide	\$15.25/hour	on or before 12/15/23
Viktoria Rockelmann	LTS Kindergarten	\$56,422, BA/Step 1	on or before 2/12/24
Shannon Farley	Homebound Teacher	\$40.64/hour	on or before 12/15/23
Polly Hearn	Homebound Teacher	\$40.64/hour	on or before 12/15/23
Cheri Garton	Homebound Teacher	\$40.64/hour	on or before 12/15/23

- B. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the Placement of Kyanna Fillmore, School Psychology Practicum student from Rowan University, to work with Ryan Rollins from January 16, 2024 – April 19, 2024.

10. Curriculum and Instruction

Motion by Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the application For the request to waive the space requirements under the Preschool expansion guidelines (6A:13A-7.1). *This document was uploaded to the board portal for board review.*

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 14, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

11. Business and Finance

On a Motion by Scott Golden, seconded by Stacey Juliano to approve Business Items 13A to 13G as follows:
Motion carried, roll call vote, all present voting “yes”.

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

Batch number 55 Amount \$ 970,789.57

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

- C. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 Cafeteria disbursements for the month of November, 2023 in the amount of \$ 26,378.91. *This list was uploaded for the board review. A list is on file with the Business Administrator.*
- D. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 CARE disbursements for the month of November, 2023 in the amount of \$9,482.36. *This list was uploaded for the board review. A list is on file with the Business Administrator.*
- E. 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:

Springville School:

Special Education Student, Grade PreK, SID# 4781854450, at a tuition charge of \$2,312.00 for the month of September, 2023.

- F. 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>
Tara Corbett	\$690.00	Wilson Reading System/12-19-21-23	\$690.00
Amanda Zegel	\$279.00	101 Therapy Strategies/1-11-24	\$279.00

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 14, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Jennifer Uhniat	\$279.00	Catching up Students in Math/1-22-24	\$279.00
Corey Swan	\$159.00	Restorative Discipline/1-23-24	\$159.00
Lisa Winters	\$279.00	Helping your Distracted Students/2-1-24	\$279.00
Tara Corbett	\$106.00	The Science of Reading/2-7-24	\$106.00
Patricia Sebastiano	\$279.00	Teaching Media Literacy Skills/3-8-24	\$279.00
Robert Wilson	\$199.00	Rowan PD for Math Teachers/5-24-24	\$199.00

- G. RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, approve the agreement between Berlin Twp. School District and ESS Northeast, LLC For the services of substitute teachers and staff:

<u>Position</u>	<u>Pay Rate</u>	<u>Bill Rate</u>
Full Day Substitute Paraprofessional Placement	\$106.75	\$141.98
Half Day Substitute Paraprofessional Placement	\$53.38	\$70.99

12. Old Business

13. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – Giving Clementon some office space

Pine Hill Bd of Ed – discussion on German exchange student program

CCSBA

Motion by Scott Golden, seconded by Michele Williams-Oriente

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the date of the 2024 Re-Organization meeting.

Motion carried, voice 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.

Motion by Keith Jones, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 7:54pm.

15. Public Comments – Closed

Motion by Kimberly Reed, seconded by Stacey Juliano to close the meeting to the public. Time closed: 7:55pm.

16. Adjournment

Motion by Scott Golden, seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 7:56pm.

Megan Stoddart, Business Administrator

Date