

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2024

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, 2024, 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 18, 2024 and the Central Record for a week starting January 18, 2024 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>Absent</u>	2021 / 2026
Vacancy	_____	2021 / 2026
Mr. Scott Golden, President	<u>Present</u>	2021 / 2025
Mrs. Stacey Juliano	<u>Present</u>	2020 / 2026
Mr. Keith Jones	<u>Present</u>	2023 / 2025
Mrs. Michele Williams-Oriente	<u>Present</u>	2023 / 2025
Mr. Adam Lee, Superintendent	<u>Present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>Present</u>	
Joe Betley, Board Solicitor	<u>Present</u>	

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4. Approval of Minutes

Motion by Scott Golden, seconded by Stacey Juliano

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:

- February 22, 2024

Motion carried, voice vote, all present voting “yes”, Michele Oriente-Williams voting “abstain”.

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 January to be acknowledged from the

John F. Kennedy Elementary School:

Mateo Guzman Estrada, Michael Torres, Carson Farley, Nayana Santos, Travis Creamer, Zayvion Jimenez, Sofia Jimenez-Mendez, Nicholas Rodenbaugh, Liam Haran, Ashton Harry, Madison D’Anna, Anthony Martinez

Students of the Month of February to be acknowledged from the

John F. Kennedy Elementary School:

Carina Arocho, Lincoln Mitchell, Lena Campisi, Enrique Rodriguez, Talib Busby, Lucas Mafra Carmona, John “Charlie” Wilson, Sohe Samil, Hava Rastelli, Liam Roberts, Alyson Taylor, Angel Hernandez-Gomez

Students of the Month of February to be acknowledged from the

Dwight D. Eisenhower Middle School:

Christian Vellanueva, Sarah Sant’ana, Eva Torres, Joesph Mikulski, Adrianna Durr, Juan Carlos Hernandez Tula, Oliver Gonzalez Aparicio, Michael Wright

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6. Public Comments – Open

Recognition of Citizens – for subjects appearing on the 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 on the published agenda.

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 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;
- Each statement made by a participant shall be limited to five minutes’ duration;
- No participant may speak more than once on the same topic;
- All statements shall be directed to the presiding officer; no participant may address or question board members individually;

The presiding officer may:

- Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, abusive, obscene, or not an agenda item;
- Request any individual to leave the meeting when that person does not observe reasonable decorum;
- 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;
- 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
- 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: 7:41pm

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

7. Public Comments – Closed

Motion by Stacey Juliano, seconded by Scott Golden to close the meeting to the public. Time closed: 7:41pm.

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

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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.

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 –

Type of Drill	Date and Time
Fire	2/27/24 @ 2:10pm
Safety (Shelter in Place)	2/7/24 @ 9:25am
Bus Evacuation	

D. Safety and Security – DDE –

Type of Drill	Date and Time
Fire	2/1/24 @ 10:00am
Safety (Shelter in Place with code blue)	2/20/24 @ 1:45pm
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

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

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

Motion by Keith Jones, seconded by Scott Golden

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
January 29, 2024	DDE	10797	Not HIB

Motion carried, roll call vote, all present voting “yes”, Michele Oriente-Williams voting “abstain”.

9. Discussion

- A. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the following names that were certified as school volunteers in March, 2024: Ebbie Martin Watkins, Jr.

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10. Field Trips

A. Motion by Lisa Hill-Muff, seconded by Scott Golden

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
6	McCoach	The Franklin Institute	5/10/24	\$6.00
5	Iacovelli	Adventure Aquarium	5/29/24	\$10.00
6-8	Kolaski/Aloi	Herr’s Snack Factory	6/5/24	\$5.00

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

11. Personnel

On a Motion by Michele Williams-Oriente, and seconded by Scott Golden to approve **Personnel** items 13A to 13B as follows:

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

- Sephora Quirino de Morais, effective 3/8/24

B. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and the Business Administrator, to approve the staff renewals as listed below for the 2023-2024 school year:

***2023-2024 Salary Updates per approval of BTEA Contract**

	2023/24	2023/24 CONTR
EMPLOYEE NAME	STEP	SALARY
JOSHI, MEENU	MA+30, 9	\$70,499.00

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

12. Curriculum and Instruction

A. Motion by Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the disposal of items from the DDE Library as per list from Ms. Borgstrom, DDE Media Specialist. *This list was uploaded for Board review on the shared drive.*

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

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13. Business and Finance

On a Motion by Scott Golden, and seconded by Kimberly Reed to approve **Business and Finance** Items 15A to 15K as follows:

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

Batch number 58 Amount \$1,478,089.77

- B. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **February, 2024** listing of substitutes from Source 4 Teachers as follows:

	Pay Rate	Bill Rate
Full Day Substitute Paraprofessional	\$106.75	\$141.98
Half Day Substitute Paraprofessional	\$53.38	\$70.99
Full Day Substitute Nurse	\$275.00	\$365.75
Half Day Substitute Nurse	\$137.50	\$182.87
Full Day Substitute Teacher	\$106.75	\$141.98
Half Day Substitute Teacher	\$ 53.38	\$ 70.99
Full Day Substitute Teacher, eff 2/27/24	\$115.00	\$152.95
Half Day Substitute Teacher, eff 2/27/24	\$57.50	\$76.48
Full Day Building Based Substitute Teacher	\$120.00	\$159.60
Half Day Building Based Substitute Teacher	\$60.00	\$79.80

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 February, 2024 in the amount of \$ 32,109.36. *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 February, 2024 in the amount of \$365.85. *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 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>
Dina Bottley	\$0	NJPSA: The Beliefs, Behaviors & Belongings of Better Teams – 3/8/24
Marilyn Bright	\$380.00	NJPSA/FEA 2024 Fall Conference – 10/16-18/24

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- F. RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator, approve the 2024-2025 general education tuition contract between Berlin Township School District and Pine Hill School District for the period of September 1, 2024 – June 30, 2025 in the amount of \$3,578,888 (\$184 students @ \$18,907/student plus \$100,000 prior year tuition adjustment).
- G. RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator, approve the 2024-2025 special education tuition contract between Berlin Township School District and Pine Hill School District for the period of September 1, 2024 – June 30, 2025 in the amount of \$312,660 (Resource Room: \$100,000; LLD Class: \$21,650; MD Class: 10 students @ \$19,101/student).
- H. RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator, approve the 2024-2025 PreK Master Teacher Services/Instructional Coach Shared Services Agreement between Berlin Township School District and Pine Hill School District.
- I. RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator:

The Superintendent recommends approval to adopt the Tentative Budget for FY 2024-2025:

BE IT RESOLVED that the tentative budget be approved for the 2024-25 School Year using the 2024-2025 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenue	Debt Service	TOTAL
2024-25 Total Expenditures	\$18,998,228	\$1,535,471	\$302,600	\$20,836,299
Less: Anticipated Revenues	\$18,998,228	\$1,535,471	\$302,600	\$20,836,299
Taxes to be Raised	\$10,502,102	- 0 -	\$302,600	\$10,804,702

And to advertise said tentative budget in the Courier Post in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Berlin Township Board of Education located at 225 Grove Avenue, West Berlin, NJ 08091 on April 25, 2024 at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2024-2025 School Year.

WHEREAS, the Berlin Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for

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travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Berlin Township Board of Education established \$32,900 as the maximum travel amount for the current school year and has expended \$24,808 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$33,400 for the 2024-2025 school year.

- J. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the PreK Budget for the 2024-2025 school year. *This document was uploaded to the board portal for board review.*
- K. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 Monthly Transfer Report – Request for Approval of Transfers to transfer an \$20,000 from 11-190-100-320-D to 11-000-230-331-D to cover additional legal services costs. As required, this was emailed to the county office for review and approval.

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

14. Old Business

15. New Business

Scott Golden suggested to set a time in June or July to set new goals/objectives.

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – budget approved; Clementon is no longer using their facilities as they want to have their staff on site.

Pine Hill Bd of Ed – 6/14/24 is the graduation date; ‘Damn Yankees’ production is this week; recognition of

Winter sports teams; approved budget to county.

CCSBA

16. Public Comments – Open

Recognition of Citizens – for subjects not appearing on the agenda

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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 non-agenda items only. Time in: 8:02pm

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

17. Public Comments – Closed

Motion by Brian Davis, seconded by Scott Golden to close the meeting to the public. Time closed: 8:02pm.

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

18. Adjournment

Motion by Brian Davis, seconded by Scott Golden to adjourn the meeting. Meeting adjourned: 8:02pm.

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

Megan Stoddart, Business Administrator

Date