

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 25, 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.***

I. 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.

II. Pledge of Allegiance

III. 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 / 2026
Mrs. Sarah Rowe	<u>Present</u>	2024 / 2024
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>Absent</u>	

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IV. Approval of Minutes

Motion by Brian Davis, 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:

- June 27, 2024

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

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

Mr. Adam Lee, Superintendent: Presenting 2023-2024 school year SSDS and HIB results.

VI. 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

VII. 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.

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- **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.

VII. Public Comments – Open

Motion by Kimberly Reed, seconded by Brian Davis to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:36pm

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

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;

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- 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.

VIII. Public Comments – Closed

Motion by Brian Davis, seconded by Kimberly Reed to close the meeting to the public. Voice Vote. Time closed: 7:36pm.
Motion carried, voice vote, all present voting “yes”.

IX. Superintendent’s Report

Motion by Kimberly Reed, seconded by Scott Golden to approve Superintendent’s Items IXA. – IXG. Roll Call Vote.

Mr. Golden	YES	Mrs. Reed	YES
Mr. Davis	YES	Mrs. Hill-Muff	YES
Ms. Allen	YES	Mrs. Juliano	YES
Mr. Jones	YES	Mrs. Williams-Oriente	YES
Mrs. Rowe	YES		

A. Safety and Security – JFK

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	7/22/24 @ 9:38am
Safety (Lockdown)	7/25/24 @ 10:00am
Bus Evacuation	N/A

B. Safety and Security – DDE

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

C. 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

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

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

E. Personnel

- 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
Morgan Cieslik	PreK Disabled Teacher	\$60,231.00/BA, Step 3	9/1/24
Margaret Joy	Part time Instructional Assistant	\$17,069.00/Step 1	9/1/24

- RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following Stipend positions for the 2024-2025 school year:

Stipend Positions: 2024-2025 SCHOOL YEAR		
EMPLOYEE NAME	POSITION	STIPEND
John Kelly	Athletics Coordinator	\$2639.00
Robin Schaffer	8 th Grade Activities Coordinator	\$2639.00
Shannon Farley	National Junior Honor Society Co-Advisor	\$1319.50
Mary Jo Kolaski	National Junior Honor Society Co-Advisor	\$1319.50
Brian Martino	Soccer Coach Boys	\$2262.00
John Kelly	Soccer Coach Girls	\$2262.00
Nancy Scott	Soccer Coach Assistant Boys and Girls	\$1508.00
Matt Trost	Student Government Association Advisor	\$2382.00
Carla Bissic	Student Government Association Assistant	\$1508.00
Renae Borgstrom	Yearbook Co-Coordinator	\$942.50
Robin Schaffer	Yearbook Co-Coordinator	\$942.50

F. Discussion

- RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the revised district calendar for the 2024-2025 school year. *This document was uploaded to the board portal for board review.*
- RECOMMEND that the Board of Education, on the recommendation of the Superintendent, review the 2024-2025 Remote/Virtual Learning Plan. *This document was uploaded to the board portal for board review.*

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G. Curriculum and Instruction

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following DEAC documents:

These documents were uploaded to the board portal for board review.

- Procedures for Evaluation
- Evidence Document 2024-2025

- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the disposal of items as per list from Ms. Dina Bottley, Supervisor of Curriculum and Instruction. *This list was uploaded for Board review on the shared drive.*

X. Business and Finance

On a Motion by Stacey Juliano, and seconded by Scott Golden to approve **Business and Finance** Items XA. to XI. Roll Call Vote.

Mr. Golden	YES	Mrs. Reed	YES
Mr. Davis	YES	Mrs. Hill-Muff	YES
Ms. Allen	YES	Mrs. Juliano	YES
Mr. Jones	YES	Mrs. Williams-Oriente	YES
Mrs. Rowe	YES		

Financial Report – Period Ending May 2024 (revised)

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 May 2024 (revised). 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 May 2024 (revised). The Treasurer’s and Secretary’s report are in agreement for the months May 2024 (revised).
- 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.

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

Batch number	62	Amount \$110,425.00
Batch number	50	Amount \$449,369.25

- F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **June, 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 Placement	\$115.00	\$152.95
Half Day Substitute Teacher Placement	\$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.

- G. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 Cafeteria disbursements for the month of June, 2024 in the amount of \$29,070.38. *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 June, 2024 in the amount of \$8,938.43. *This list was uploaded for the board review. A list is on file with the Business Administrator.*
- 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:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>
Jennifer Way	\$1525.00	Handle with Care Instructor Program/8-12-14-24
Lauren Jessen	\$1525.00	Handle with Care Instructor Program/8-12-14-24
Elizabeth Daly	\$500.00	NJPSA: Legal One Anti-Bullying/virtual
Tara Corbett	\$330.00	Wilson Just Words Virtual Launch Workshops/8-28-24

XI. Old Business

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XII. **New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

XIII. **Public Comments – Open**

Motion by Brian Davis, seconded by Kimberly Reed to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: 7:43pm

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

Recognition of Citizens – for subjects not appearing on the agenda

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XIV. **Public Comments – Closed**

Motion by Scott Golden, seconded by Kimberly Reed to close the meeting to the public. Voice Vote. Time closed: 7:43pm.

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

XV. **Adjournment**

Motion by Brian Davis, seconded by Kimberly Reed to adjourn the meeting. Voice Vote. Meeting adjourned: 7:43pm.

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

Megan Stoddart, Business Administrator

Date