

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 22, 2024

Action Meeting Agenda

*“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>Present</u>	

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**IV. Approval of Minutes**

Motion by Kimberly Reed, 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:

- July 25, 2024
- August 12, 2024

Motion carried, voice vote, all present voting “yes”, Brian Davis voting “abstain” from the 8/12/24 meeting.

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

**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. Public Comments – Open**

Motion by Michele Williams-Oriente, seconded by Scott Golden to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:31pm

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

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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.

**VIII. Public Comments – Closed**

Motion by Brian Davis, seconded by Scott Golden to close the meeting to the public. Voice Vote. Time closed: 7:31pm. Motion carried, voice vote, all present voting “yes”.

**IX. Superintendent’s Report**

Motion by Scott Golden, seconded by Brian Davis to approve Superintendent’s Items IXA. – IXF. 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		

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

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August 22, 2024

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**A. Safety and Security – JFK**

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	8/5/24 @ 10:50am
Safety (Shelter in Place)	8/7/24 @ 9:41
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

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

<b>School</b>	<b>Reports</b>	<b>Confirmed HIB</b>	<b>Not HIB</b>
JFK	0	0	0
DDE	0	0	0

**E. Personnel**

1. 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:

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Date</b>
Miriah Chern	School Bus Driver	\$29,000 (\$24.17/hr for extra duty)	9/1/24
Robert Leonchuck	FT Custodian	\$35,000.00	9/1/24
Maryanne DiModica	Bus Aide – JFK Routes Only	\$16.50/hour	9/1/24
Tina Malinowski	PT Instructional Assistant	\$17,069.00, Step 1	9/1/24
Nicolette Corma	Teacher	\$60,031.00, BA/Step 2	on or before 10/25/24

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

- Laura Burke, effective September 1, 2024.
- Mikayla Bednarek, withdrew from position, effective August 22, 2024.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

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August 22, 2024

Action Meeting Agenda

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- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Mentor placements for the 24-25 school year:

Mentor	Mentee
Lois Lang	Allisyn Manou
Lindsay Wanko	Morgan Cieslik

- 4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Jeffrey Gatton, a Speech-Language Pathology student at Stockton University, to complete his full-time externship from January 21, 2025 – May 2, 2025 with Kimberly Gadzinski, Speech Pathologist.

**F. Curriculum and Instruction**

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2024-2025 Mentoring Plan. *This document was uploaded to the board portal for board review.*
- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2024-2025 District Professional Development Plan. *This document was uploaded to the board portal for board review.*
- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Visitation of Xandy, a trained therapy dog, to the Multiple Disabilities classroom twice a month for the 2024-2025 school year. *This document was uploaded to the board portal for board review.*

**X. Business and Finance**

On a Motion by Stacey Juliano, and seconded by Kimberly Reed to approve **Business and Finance** Items XA. to XJ. 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 June 2024

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 June 2024. 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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 22, 2024

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

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 month of June 2024. The Treasurer’s and Secretary’s report are in agreement for the month of June 2024.
- 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.
- E. RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 51 Amount \$766,309.33**

- F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **August, 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 July, 2024 in the amount of \$ 0.00. *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 July, 2024 in the amount of \$ 2,305.66. *This list was uploaded for the board review. A list is on file with the Business Administrator.*



**BERLIN TOWNSHIP PUBLIC SCHOOLS**

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August 22, 2024

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**XII. New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – transitional year; purchasing real estate; building improvement.

Pine Hill Bd of Ed – freshman orientation on Tuesday, August 27, 2024.

CCSBA

**XIII. Public Comments – Open**

Motion by Scott Golden, seconded by Kimberly Reed to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: 7:47pm

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 Stacey Juliano to close the meeting to the public. Voice Vote. Time closed: 7:47pm.

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

**XV. Executive Session – In**

Motion by Kimberly Reed, seconded by Scott Golden to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Voice Vote. Time in: 7:49pm.

- Discussion on a student matter

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

**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.

**XVI. Executive Session – Close**

Motion by Scott Golden, seconded by Rebecca Allen to come out of Executive Session. Voice Vote. Time out: 8:24pm.

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

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*West Berlin, New Jersey 08091*

August 22, 2024

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XVII. Motion by Scott Golden, seconded by Stacey Juliano to approve the recommendation of the Superintendent for Student SID #16155104, to attend an out-of-district placement for up to one year.

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

XVIII. **Adjournment**

Motion by Kimberly Reed, seconded by Scott Golden to adjourn the meeting. Voice Vote. Meeting adjourned: 8:27pm.

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