

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 21, 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>Absent</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>	
Stacey Gorin, Board Solicitor	<u>Present</u>	

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IV. Approval of Minutes

Motion by Stacey Juliano, seconded by Michele Williams-Oriente

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 24, 2024

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

V. 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 June, 2024 to be acknowledged from the

John F. Kennedy Elementary School:

Luca Shellenberger, Maddalena Magazzu

Students of the Month of October to be acknowledged from the

John F. Kennedy Elementary School:

Carina Arocho, Nora Coyle, Olivia Monticello, Grace Massey, Nicholas Rodenbaugh, Brayden Cronin

Students of the Month of October to be acknowledged from the

Dwight D. Eisenhower Middle School:

Faith Godbold, Jayla Montague, Nathan Negrón, Sarah Marciano

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

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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 and Board of Education Goals

2024-2025 District Goals

District Goals

District Goal #1: We will continue to improve communication between the school district and the community. Specifically, we will facilitate a strategic planning process that includes parents, community members, board members, administrators, and teachers. The feedback provided by our various stakeholders in the district will be used to build our strategic plan that guides us for the next three years.

District Goal #2: We will monitor and review our district curriculum and instruction to ensure that we are using the current best practices for teaching and learning. The district will place a high priority on our youngest students in grades pre-k through 1st grade and those students who were most affected by virtual learning during the pandemic. We will continue to implement the preschool expansion program as per the guidelines given to us by the NJ Department of Education.

2024-2025 Board Goals

Board Goals

Board Goal #1: Complete all phases of the CSA evaluation process and the Board Self-Evaluation for the 2024-2025 school year by the June 30, 2025 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 continue to improve communication and interaction with district parents and the community.

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VIII. Public Comments – Open

Motion by Brian Davis, seconded by Lisa Hill-Muff to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:39pm

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;
- 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.

IX. Public Comments – Closed

Motion by Michele Williams-Oriente, seconded by Stacey Juliano to close the meeting to the public. Voice Vote. Time closed: 7:39pm.

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

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X. Superintendent’s Report

Motion by Scott Golden, seconded by Stacey Juliano to approve Superintendent’s Items XA. – XI. Roll Call Vote.

Mr. Golden	Yes	Mrs. Reed	Absent
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	10/29/24 @ 9:35am
Safety (Evacuation)	10/23/24 @ 10:00am
Bus Evacuation	10/30/24

B. Safety and Security – DDE

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	10/1/24 @ 2:01pm
Safety (Evacuation)	10/23/24 @ 10:03am
Bus Evacuation	10/15/24

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

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

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

- 1. 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
9/24/24	DDE	269482_DDE_09262024	Not HIB
10/18/24	DDE	270972_DDE_10182024	Not HIB

F. Discussion

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Bylaws/Policy first reading. *These documents were uploaded to the board portal for board review.*

Policy Code	Policy
5178	Early Childhood Education/Preschool
5111	Admission

- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Bylaws/Policy second reading. *These documents were uploaded to the board portal for board review.*

Policy Code	Policy
3542.2	School Meal Program Arrears
3571.4	Audit
4151.1/4251.1	Personal Illness and Injury/Health and Hardship
5113	Attendance, Absences, and Excuses
5131.5	Vandalism/Violence
5131.1	Harassment, Intimidation, and Bullying
5141.8	Sports Related Concussion and Health Injury
6114	Emergencies and Disaster Preparedness
6140	Curriculum Adoption
6142.2	English as a Second Language; Bilingual Programs

- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve all 2024-2025 policies. *These documents were uploaded to the board portal for board review.*
- 4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to review and accept the NJQSAC District Performance Review for 2024-2025 school Year. *These documents were uploaded to the board portal for board review.*

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- 5. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Three Year Preschool Program Plan for the 2024-2025 school year. *This document was uploaded to the board portal for board review.*
- 6. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Nursing Services Plan for the 2024-2025 school year.
- 7. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the following names that were certified as school volunteers in November 2024:
Diana Barrios, Jennifer Collins, Michelle Lopez, Isabella Fontano, Amy Muccigrosso, Anne Marie Coyle, Megan Mohan, John Hunter, Mark Russell Jr., Kalliopi Bozakis
- 8. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the use of facilities as listed below:

Organization	Facility	Date and Time	Event
PlayMore Sport & Social Club	DDE Gym	Mon-Thurs., 11/19/24 – 12/2/24 @ 6:45pm	Basketball
PlayMore Sport & Social Club	DDE Gym	Mon-Thurs., 1/7/25 – 4/7/25 @ 6:45pm	Basketball
Innovative Fastpitch, LLC	DDE Gym	Monday, 11/18/24 – 3/31/25 @ 4:00pm	Softball

- 9. RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Preschool Projected Enrollment submission for the 2025/2026 school year.

G. Field Trips

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

Grade	Teacher	Place	Date	Student Cost	District Cost
PreK	Wanko	We Rock the Spectrum	1/16/25		\$200.00
PreK	Wanko	Jake’s Place	5/9/25 (raindate 5/30/25)		\$0
7 th	Kolaski	Fort Mifflin	5/22/25	\$8.00	\$100.00

H. 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:

Name	Position	Salary	Date
Holly Palmer	one-one Aide for after school band	\$18.10/hr	on or before 11/4/24
Lauren Aspinnall	Part time Instructional Aide	\$17.48/hr	on or before 12/9/24

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- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below
 - Miriah Chern, Bus Driver, effective 11/29/24.
- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Lauren Aspinall a student at the University of Central Florida, to observe Kim Gadzinski, Speech Language Pathologist, on an ongoing basis from December 9, 2024 – January 9, 2025.
- 4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the sick leave and unpaid leave for employee # 1606 from March 14, 2025 – June 1, 2025 and sick leave and unpaid leave from September 2, 2025 – January 6, 2026.

I. Curriculum and Instruction

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the use of the McREL Evaluation Rubric for the 2024-2025 school year for teachers. *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 use of the NJPEPL Evaluation Rubric for the 2024-2025 school year for Administrators. *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 2 corrective Action Plans. *This document was uploaded to the board portal for board review*

XI. Business and Finance

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

Mr. Golden	Yes	Mrs. Reed	Absent
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 September & October, 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 months of September & October 2024. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:

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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 September & October 2024. The Treasurer’s and Secretary’s report are in agreement for the months September & October 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 54 Amount \$1,190,034.94

- F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **October, 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 2024-2025 Cafeteria disbursements for the month of October, 2024 in the amount of \$25,883.75. *This list was uploaded for the board review. A list is on file with the Business Administrator.*

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- H. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2024-2025 CARE disbursements for the month of October, 2024 in the amount of \$9,253.06. *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 School Business Administrator, approve submission of the Comprehensive Maintenance Plan and M-1 to the Camden County Office of Education. *Documents uploaded to portal for review.*
- J. 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
Haley Schellenger	\$295.00	Increasing Student Success while Decreasing Teacher Prep Time/2-26-25
Jennifer Perito	\$295.00	Strengthening Students Writing Skills/12-12-24
Chuck Pfluger	\$245.00	NJ Turfgrass Association Expo & Conference/12-10-24 & 12-11-24
Heidi Farlow	\$295.00	Increase Success with working with Students with Autism/1-21-25

XII. Old Business

XIII. New Business

Discussion on moving the start time of board meetings from 7:30pm to 7:00pm.

Discussion on Re-Org meeting date: January 6, 2025 at 6:30pm.

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – next meeting is 12/4/24.

Pine Hill Bd of Ed

CCSBA

XIV. Public Comments – Open

Motion by Scott Golden, seconded by Michele Williams-Oriente to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: 7:52pm

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

Recognition of Citizens – for subjects not 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.

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XV. Public Comments – Closed

Motion by Scott Golden, seconded by Rebecca Allen to close the meeting to the public. Voice Vote. Time closed: 7:52pm.

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

XVI. Adjournment

Motion by Scott Golden, seconded by Rebecca Allen to adjourn the meeting. Voice Vote. Meeting adjourned: 7:52pm.

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

Megan Stoddart, Business Administrator

Date