

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 12, 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>Present</u>	

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IV. Approval of Minutes

Motion by Scott Golden, seconded by Brian Davis

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 21, 2024

Motion carried, voice vote, all present voting “yes”, Kimberly Reed 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 October to be acknowledged from the

John F. Kennedy Elementary School:

Juliana Andruzzi, Vivianna Severino, Gracie Mikulski, Talib Busby, Liam Haran

Students of the Month of October to be acknowledged from the

Dwight D. Eisenhower Middle School:

Michael Adams, Wendy Alegria Popoca, Gianna Worthington, Anna Mason

Adam Lee, Superintendent: 2023-2024 HIB Self-Assessment presentation.

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.

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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 Stacey Juliano to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:45pm

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 Kimberly Reed, seconded by Brian Davis to close the meeting to the public. Voice Vote. Time closed: 7:45pm.

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

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X. Superintendent’s Report

Motion by Scott Golden, seconded by Rebecca Allen to approve Superintendent’s Items XA. – XH. 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	11/25/24 @ 11:30am
Safety (Bomb Threat)	11/26/24 @ 10:25am
Bus Evacuation	N/A

B. Safety and Security – DDE

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	11/4/24 @ 1:27pm
Safety (Shelter in Place)	11/14/24 @ 11:23am
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

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

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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
11/13/24	DDE	272436_DDE_11132024	Not HIB

F. Discussion

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, certify the 2023-2024 HIB Self-Assessment for JFK Elementary and DDE Middle Schools. *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 following Fundraiser:
 - PEACE Pretzel Friday at JFK on 1/24, 1/25, 2/21, 2/25, 3/14, 3/25, & 4/11/25.
 - Coats for Kids on 12/13/24 – 12/20/24.
- 3. 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
6178	Early Childhood Education/Preschool
5111	Admission

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
7	Bright	Overbrook High School	1/24/25	\$0	\$0
8	Scott	National Constitution Center	2/12/25	\$14.00	\$0
K	Schellenger	Philadelphia Zoo	5/23/25	\$15.00	\$60.00
5-8	Kelly	The Big Event	5/27/25	\$20.00	\$0
3	Friedman	Franklin Institute	5/29/25	\$14.00	0
5	Iacovelli	Academy of Natural Sciences	6/6/25	\$15.00	\$0
4	Taylor-Hearn	Big Kahuna Water Park	6/13/25	\$0	\$0

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H. 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
Christina Kehoe	Part Time Instructional Aide	\$17,069, prorated	on or before 12/13/24
Madison Reed	C.A.R.E. Assistant	\$15.50/hr	on or before 12/13/24
Richard McNamee	Bus Driver	\$34,200, prorated (\$28.50/hr)	1/2/25
Heidi Farlow	Basketball Event Security	\$31.42/hr	12/11/24
Michelle Fiordaliso	Substitute Bus Aide	\$16.25/hour	1/2/25
Christine Sessions	Teacher	\$83,484.00, MA/Step 13, prorated	2/10/25

- RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the leave of absence for the following staff members:

Employee #1564 Paid Sick Leave for the period of December 3, 2024 for a period of 4-6 weeks.
 Employee #1664 Paid Sick Leave for the period of December 9, 2024 – December 20, 2024
 Employee #1701 Paid Sick Leave for the period of January 6, 2025 – January 16, 2025; Unpaid Sick Leave for the period of January 21, 2025 – February 14, 2025

XI. Business and Finance

On a Motion by Scott Golden, and seconded by Lisa Hill-Muff to approve **Business and Finance** Items XIA. to XIE. 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		

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

Batch number 55 Amount \$1,017,338.75

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

- C. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2024-2025 Cafeteria disbursements for the month of November, 2024 in the amount of \$ 409.25. *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 2024-2025 CARE disbursements for the month of November, 2024 in the amount of \$9,574.26. *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>
Ana Klinke	\$295.00	BER: Using AI Tools and Strategies to Advance Target Language Proficiency/2-12-25
Patricia Sebastiano	\$295.00	BER: Book and Build Lessons/3-10-25
Meenu Joshi	\$175.00	NJDOE: Winter Inclusion Leadership Conference 2025/1-10-25
Tara Corbett	\$175.00	NJDOE: Winter Inclusion Leadership Conference 2025/1-10-25
Elizabeth Daly	\$175.00	NJDOE: Winter Inclusion Leadership Conference 2025/1-10-25
Cynthia Moultrie	\$175.00	NJDOE: Winter Inclusion Leadership Conference 2025/1-10-25
Jessica Silverman	\$295.00	BER: Catching Up Your ELL Who Have Fallen Behind/2-25-25

XII. **Old Business**

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XIII. **New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – next meeting is February.

Pine Hill Bd of Ed – submitted Superintendent contract to county office; senior trip decisions; staff sending Kudos to students; increase in cell phone use referrals.

CCSBA

XIV. **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: 7:57pm

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

Recognition of Citizens – for subjects not appearing on the agenda

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- Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

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XV. Public Comments – Closed

Motion by Kimberly Reed, seconded by Sarah Rowe to close the meeting to the public. Voice Vote. Time closed: 7:57pm.

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

XVI. Executive Session – In

Motion by Keith Jones, seconded by Stacey Juliano to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Voice Vote. Time in: 7:59pm.

- Residency – Attorney-Client Privilege

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.

XVII. Executive Session – Close

Motion by Scott Golden, seconded by Stacey Juliano to come out of Executive Session. Voice Vote. Time out: 8:56pm.

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

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1. Motion by Brian Davis, seconded by Kimberly Reed to uphold administration’s recommendation of ineligibility of residence for the following students: SID# 2956628728, SID# 8193383110, SID# 3890588580 & SID# 7652146282. Motion carried. Roll Call Vote.

Mr. Golden	Yes	Mrs. Reed	Yes
Mr. Davis	Yes	Mrs. Hill-Muff	Yes
Ms. Allen	Yes	Mrs. Juliano	Yes
Mr. Jones	No	Mrs. Williams-Oriente	Yes
Mrs. Rowe	Yes		

XVIII. **Adjournment**

- Motion by Kimberly Reed, seconded by Stacey Juliano to adjourn the meeting. Voice Vote. Meeting adjourned: 8:58pm. Motion carried, voice vote, all present voting “yes”.

Megan Stoddart, Business Administrator

Date