

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

January 23, 2025

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, Brian Davis, President, call this meeting to order under the Open Public Meetings Act at 7:03pm.

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 6, 2025, 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 15, 2025 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 / 2027
Mrs. Kimberly Reed	<u>Present</u>	2015 / 2027
Mrs. Lisa Hill-Muff	<u>Present</u>	2018 / 2027
Ms. Rebecca Allen	<u>Present</u>	2021 / 2026
Mr. Matthew Phillips	<u>Present</u>	2025 / 2026
Mr. Scott Golden	<u>Present</u>	2021 / 2025
Mrs. Stacey Juliano	<u>Present</u>	2020 / 2026
Mr. Keith Jones	<u>Absent</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 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:

- December 19, 2024
- January 8, 2025

Motion carried, voice vote, all present voting “yes”, Rebecca Allen voting “abstain” on 1/8/25.

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 November to be acknowledged from the

John F. Kennedy Elementary School:

Sophia Patrizio

Students of the Month of December to be acknowledged from the

John F. Kennedy Elementary School:

Gianni Leadley, Kyle Croce, Hurley Pacheco, Paige Chiarulli, Brienne Wurst, Juliette Kramer

Students of the Month of December to be acknowledged from the

Dwight D. Eisenhower Middle School:

Zahra Ahammed, Samuel Church, No’auh Plaza, Janae Taylor

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

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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 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 Stacey Juliano, seconded by Brian Davis to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:13pm

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

No public comments.

IX. Public Comments – Closed

Motion by Scott Golden, seconded by Kimberly Reed to close the public portion of the meeting. Voice Vote. Time closed: 7:13pm. Motion carried, voice vote, all present voting “yes”.

X. Superintendent’s Report

Motion by Kimberly Reed, seconded by Lisa Hill-Muff to approve Superintendent’s Items XA. – 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	Absent	Mrs. Williams-Oriente	Yes
Mr. Phillips	Yes		

A. Safety and Security – JFK

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	12/10/24 @ 9:35am
Safety (Active Shooter)	12/12/24 @ 1:36pm
Bus Evacuation	N/A

B. Safety and Security – DDE

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	12/17/24 @ 12:50pm
Safety (Active Shooter)	12/12/24 @ 1:00pm
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	2	2	0
DDE	0	0	0

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

- 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
11/15/24	JFK	272796_JFK_11182024	Not HIB

F. Discussion

- RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following fundraisers:
 - Purchase and wear mismatched socks for \$3.00/pair from March 10-18, 2025. All proceeds will be donated to the Down Syndrome Association of Central NJ in Ewing, NJ.
 - Purchase Candy Grams during 6th-8th grade lunch and 5th grade advisory from January 13-February 13, 2025. Proceeds will benefit Student Government Association.
 - Purchase t-shirts, water bottles or hats in March to benefit the Eagles Autism Foundation, Landen’s Legends and Noah’s Neurodivergent Nomads for the April 11th district-wide event.

G. Field Trips

- 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
6 & 8 th	Pearson	Five Below	3/5/25	\$5.00	\$10.00
2 nd	Riggio	Adventure Aquarium	3/26/25	\$15.99	\$0
6 & 8 th	Pearson	Johnson’s Farm	5/16/25	\$20	\$0
7 th	Kolaski	Fort Mifflin	5/20/25 (date change, previously approved on 11/21/24)		

H. Personnel

- RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below
 - Amanda Zegel, Speech Language Specialist, effective February 12, 2025.

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- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the leave of absence for the following staff member:
 - Employee # 1381, paid sick leave from January 10 – January 31, 2025 in addition to the leave of absence previously approved on 10/24/24.

I. Curriculum and Instruction

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the submission of the NJDOE Equivalency application for the purpose of using the proposed point values in I&P indicators 1-7 for NJQAC review, *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	Yes
Mr. Davis	Yes	Mrs. Hill-Muff	Yes
Ms. Allen	Yes	Mrs. Juliano	Yes
Mr. Jones	Absent	Mrs. Williams-Oriente	Yes
Mr. Phillips	Yes		

Financial Report – Period Ending November, 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 November, 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 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 November, 2024. The Treasurer’s and Secretary’s report are in agreement for the months November, 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:

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Batch number 56 Amount \$1,222,215.97

- F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **November & December, 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 Paraprofessional (Eff 1/1/25)	\$109.00	\$144.97
Half Day Substitute Paraprofessional (Eff 1/2/25)	\$54.50	\$72.49
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 December, 2024 in the amount of \$ 31,478.51. *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 2024-2025 CARE disbursements for the month of December, 2024 in the amount of \$177.04. *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>
Nancy Sims	\$295.00	BER: Defusing Anger, Anxiety and Aggression/1-29-25, virtual
Matt Trost	\$295.00	BER: Best Practices in Co-Teaching/2-3-25, virtual
Jennifer Way	\$295.00	BER: Best Practices in Co-Teaching/2-3-25, virtual
Christine Hammett	\$295.00	BER: Dyslexia, Best Strategies/2-25-25, virtual
Holly Palmer	\$295.00	BER: Decreasing Defiant and Argumentative Behaviors/3-7-25, virtual
Chuck Pfluger	\$0	NJ School Buildings & Grounds Association Annual Expo Conference/3-24, 3-25, & 3-26-25

XII. **Old Business**

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XIII. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed – board members were sworn in, announced teacher & staff member of the year, graduation is On 6/18/25, Berlin students will pick their classes in March, 8th grade parent night is 1/30/25.

CCSBA: Virtual Meeting; February 4, 2025 at 6:45 pm “Developing a District Strategy for AI”. Board members interested in attending this virtual session should email Megan Stoddart to be registered.

XIV. Public Comments – Open

Motion by Scott Golden, seconded by Brian Davis to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: 7:29pm

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

No public comments.

XV. Public Comments – Closed

Motion by Kimberly Reed, seconded by Scott Golden to close the public portion of the meeting. Voice Vote. Time closed: 7:24pm.

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

XVI. Adjournment

Motion by Brian Davis, seconded by Kimberly Reed to adjourn the meeting. Voice Vote. Meeting adjourned: 7:29pm.

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

Megan Stoddart, Business Administrator

Date