

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 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 7:01pm.

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 a meeting notice setting forth the time, date and location of this meeting.

II. Pledge of Allegiance

Please acknowledge the resignation of Board Member, Keith Jones, effective February 24, 2025.

III. Roll Call

Yr Began/Current Term Expires

Mr. Brian Davis, President	<u>Present</u>	2012 / 2027
Mrs. Kimberly Reed, Vice President	<u>Present</u>	2015 / 2027
Mrs. Lisa Hill-Muff	<u>Present</u>	2018 / 2027
Ms. Rebecca Allen	<u>Present</u>	2021 / 2026
Mr. Matt Phillips	<u>Present</u>	2025 / 2026
Mr. Scott Golden	<u>Present</u>	2021 / 2025
Mrs. Stacey Juliano	<u>Present</u>	2020 / 2026
Vacancy	_____	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>	

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2025

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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:

- February 27, 2025

Motion carried, voice vote, all present voting “yes”, Stacey Juliano 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 February to be acknowledged from the
John F. Kennedy Elementary School:***

Ella Cooper, Jaxson Culbreath, Timmy Wilson, Oscyus Marshall, Heidi Aguilar Azmitia, Karen Abdeer

***Students of the Month of January to be acknowledged from the
Dwight D. Eisenhower Middle School:***

Dominic Shellenberger

***Students of the Month of February to be acknowledged from the
Dwight D. Eisenhower Middle School:***

Sylvia Cudrak, Genevieve Rastelli, Marian Zelaya Mendez, Emma Barraza

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2025

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2025

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

VIII. Public Comments – Open

Motion by Brian Davis, seconded by Scott Golden to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:12pm

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 Scott Golden, seconded by Brian Davis to close the public portion of the meeting. Voice Vote. Time closed: 7:12pm.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2025

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

X. Superintendent’s Report

Motion by Rebecca Allen, seconded by Kimberly Reed 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. Phillips	Yes	Mrs. Williams-Oriente	Yes

A. Safety and Security – JFK

Type of Drill	Date and Time
Fire	2/26/25 @ 1:17pm
Safety (Secure Protocol)	2/19/25 @ 10:45am
Bus Evacuation	N/A

B. Safety and Security – DDE

Type of Drill	Date and Time
Fire	3/3/25 @ 1:21pm
Safety (Lockdown Drill)	2/13/25 @ 10:01am
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	0	0	0
DDE	1	1	0

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
February 7, 2025	JFK	287332_JFK_02102025	Not HIB

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2025

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

F. Discussion

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Bylaws/Policy second reading. *This document was uploaded to the board portal for board review.*

Policy Code	Policy
3570	District Records and Reports
1112.4	Expectations for Conduct at Interscholastic Competitions/Events

- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Fundraisers:

- Donate \$7 for a Rastelli hoagie to support 8th grade activities on Saturday, April 5, 2025. Hoagies will be sold at Berlin Road & Route 561 by students & parents.

- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Guest speakers:

- Jenny Muir & Xandy (Therapy Dog) to visit Room 4 at JKF on 3/7, 3/27, 4/11, 5/2, 5/30, & 6/13/25.
- Amanda Friedrich, BA EDU SpEd from The Cooperative to host a preschool workshop for parents at Huster Admin. Bldg. on 3/28/25.

- 4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the following names that were certified as school volunteers in March, 2025:
Kathy Smith, Shaquana Hardy

- 5. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the donation of \$250.00 from the Camden County Association of School Administrators to be used as a scholarship for graduating 8th grade students.

- 6. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the district calendar for 25-26 school year. *This document was uploaded to the board portal for board review.*

G. 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
Carla Bissic	Homebound Instructor	\$41.46/hr	3/18/25

- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Brian Martino to mentor Abigayle Koch, an ESS Long Term Substitute.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2025

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below:
 - Samantha Boyle, FT Instructional Assistant, effective 3/28/25.

H. Curriculum and Instruction

RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the disposal of books from the DDE Library as per list from Ms. Borgstrom, DDE Media Specialist. *This list was uploaded for Board review on the shared drive.*

XI. Business and Finance

On a Motion by Scott Golden, and seconded by Kimberly Reed to approve **Business and Finance** Items XIA. to XIM. Roll Call Vote.

Mr. Golden	Yes	Mrs. Reed	Yes
Mr. Davis	Yes	Mrs. Hill-Muff	Yes
Ms. Allen	Yes	Mrs. Juliano	Yes
Mr. Phillips	Yes	Mrs. Williams-Oriente	Yes

Financial Report – Period Ending February, 2025.

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 February, 2025. 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 month of February, 2025. The Treasurer’s and Secretary’s report are in agreement for the month February, 2025.
- 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 58 Amount \$963,498.26

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2025

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **February, 2025** listing of substitutes from Source 4 Teachers as follows:

	Pay Rate	Bill Rate
Full Day Substitute Paraprofessional	\$109.00	\$144.97
Half Day Substitute Paraprofessional	\$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 February, 2025 in the amount of \$ 33,064.61. *This list was uploaded for the board review.*
- H. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2024-2025 CARE disbursements for the month of February, 2025 in the amount of \$8,743.29. *This list was uploaded for the board review.*
- I. RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2024-2025 school year:

Archway Programs

Grade K, special education student, SID #2956628728, at a tentative tuition rate of \$20,166.63 for February 2025-June 2025.

- 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:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>
Shannon Farley	\$0	Stockton SRI&ETTC: Wetlands Ecology/3-28-25, Wetlands Institute
Elizabeth Daly	\$85.00	NJSCA Spring Conference/4-11-25, Kean University
Ashley Surman	\$85.00	NJSCA Spring Conference/4-11-25, Kean University
Cynthia Moultrie	\$295.00	BER: Co-Teaching That Works/4-24-25, virtual

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2025

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

K. RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator:

The Superintendent recommends approval to adopt the Tentative Budget for FY 2025-2026:

BE IT RESOLVED that the tentative budget be approved for the 2025-26 School Year using the 2025-2026 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenue	Debt Service	TOTAL
2025-26 Total Expenditures	\$18,967,164	\$1,587,188	\$303,000	\$20,857,352
Less: Anticipated Revenues	\$18,967,164	\$1,587,188	\$303,000	\$20,857,352
Taxes to be Raised	\$10,712,144	- 0 -	\$303,000	\$11,015,144

And to advertise said tentative budget in the Courier Post in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Berlin Township Board of Education located at 225 Grove Avenue, West Berlin, NJ 08091 on May 1, 2025 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2025-2026 School Year.

WHEREAS, the Berlin Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Berlin Township Board of Education established \$35,484 as the maximum travel amount for the current school year and has expended \$23,303 as of this date; now

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2025

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$35,484 for the 2025-2026 school year.

L. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the Preschool Expansion Budget Planning Workbook for the 2025-2026 school year. *This document was uploaded to the board portal for board review.*

M. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the following budget transfers:

FROM: 11-120-100-101-D	Gr 1 – 5, Salaries	\$15,000.00
TO: 11-000-270-420-D	Transportation, Repair/Maintenance	\$15,000.00
REASON: Cover bus maintenance on the district fleet		

FROM: 11-213-100-101-D	Resource Room, Salaries	\$20,000.00
TO: 11-190-100-320-D	Source4Teachers	\$20,000.00
REASON: Cover subs for teacher vacancies		

XII. **Old Business**

XIII. **New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA – Camden/Gloucester County SBA Hybrid Meeting; 5/6/2025 at 6:45 pm to recognize board member milestones and certifications. If interested in attending in person or virtually, please let Megan Stoddart know so registration can be completed.

XIV. **Public Comments – Open**

Motion by Kimberly Reed, seconded by Scott Golden to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: 7:24pm

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 17, 2025

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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.

XV. Public Comments – Closed

Motion by Stacey Juliano, seconded by Rebecca Allen 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 Kimberly Reed, seconded by Brian Davis to adjourn the meeting. Voice Vote. Meeting adjourned: 7:25pm.

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

Megan Stoddart, Business Administrator

Date