

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 25, 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 7:00pm.

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**

**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>Absent</u>  | 2021 / 2025 |
| Mrs. Stacey Juliano                         | <u>Present</u> | 2020 / 2026 |
| Mrs. Sarah Rowe                             | <u>Present</u> | 2025 / 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> |             |
| Lindsay Romeo, Board Solicitor              | <u>Present</u> |             |

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 25, 2025

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**IV. Approval of Minutes**

Motion by Kimberly Reed, seconded by Stacey Juliano

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:

- August 28, 2025

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

**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. Review District and Board of Education Goals**

**2025-2026 District Goals**

**DISTRICT GOAL #1:** During the 2024–2025 school year, chronic absenteeism rates in our schools were unacceptably high, with JFK Elementary at 26.44% and DDE Middle at 20.97%. Chronic absenteeism—defined as a student missing more than 10% of the school year—is one of the strongest indicators of academic risk and long-term underachievement. To improve student outcomes and ensure equitable access to learning, the district will implement a comprehensive corrective action plan aimed at improving attendance.

# BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 25, 2025

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**Goal:** Reduce the chronic absenteeism rate by at least 4 percentage points at both JFK Elementary and DDE Middle during the 2025–2026 school year.

To achieve this goal, the administrative team will partner closely with families, faculty, and community agencies to identify root causes, intervene early, and promote the importance of regular school attendance. Strategies may include data monitoring, targeted outreach, student mentoring, and enhanced school engagement initiatives.

**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 making sure that our newly revamped MTSS (Multi Tiered Symptoms of Support) and systems (RTI/IR&S) are used effectively throughout both school buildings. We will train the teaching staff and continue to monitor student performance throughout the 2025/2026 school year.

## 2024-2025 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.

## VIII. Public Comments – Open

Motion by Brian Davis, seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:01pm

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;

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 25, 2025

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- 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 Stacey Juliano, seconded by Michele Williams-Oriente to close the public portion of the meeting. Voice Vote. Time closed: 7:02pm.

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

**X. Superintendent’s Report**

Motion by Stacey Juliano, seconded by Kimberly Reed to approve Superintendent’s Items XA. – XF. Roll Call Vote.

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

**A. Safety and Security – JFK**

| <u>Type of Drill</u> | <u>Date and Time</u> |
|----------------------|----------------------|
| Fire                 | 9/9/25 @ 9:32am      |
| Safety (Lockdown)    | 9/18/25 @ 9:30am     |
| Bus Evacuation       | N/A                  |

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 25, 2025

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**B. Safety and Security – DDE**

| Type of Drill     | Date and Time    |
|-------------------|------------------|
| Fire              | 9/5/25 @ 1:30pm  |
| Safety (Lockdown) | 9/12/25 @ 8:45am |
| 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    | 0       | 0             | 0       |

**E. Discussion**

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

| Regulation/Policy        | File Code |
|--------------------------|-----------|
| Administering Medication | 5141.21-R |
| Administering Medication | 5141.21   |

2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following fundraiser:
  - PEACE – JFK Spirit Wear Sales from September 2025 – October 2025 to support JFK staff and student activities.
  - DDE SGA – Selling pretzels on half days to support SGA activities.
  - CHOP Pajama Day – Donate to wear pajamas at JFK on 10/24/25.
  - GiGo Fund – Donate to wear jeans at JFK & DDE during the week of November 3-5, 2025.
3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following guest speakers:
  - Mrs. Sommers – Stockton University visiting Mr. Connelly’s class on 10/22/25.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 25, 2025

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- 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 September, 2025:  
Brittney Fallstick, Rose Knighton, Danielle Corrigan, Chuck McErlain, Leigh Kelleher, Heather Wright
- 5. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the following facility usage request:
  - South Jersey Jazz Basketball – October 7 – November 25, Tuesdays & Thursdays at 6:00pm in the DDE Gym.
- 6. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the Corrective Action Plan (CAP) for Addressing Chronic Absenteeism. *This document was uploaded to the board portal for board review.*

**F. 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>          |
|---------------------|------------------------------|--|----------------------|
| Ava Rollins         | Part Time Instructional Aide | \$17,851.00, Step 4                          | on or before 9/26/25 |
| Kaitlin Madara      | Substitute School Nurse      | \$175/day                                    | on or before 9/26/25 |
| Michelle Fiordaliso | Bus Aide; Elementary Route   | \$9,000/year*change from hourly retro 9/1/25 |                      |
| Lynn Weatherhead    | Sub Bus Aide                 | \$16.75/hr                                   | on or before 9/22/25 |
| Adam Norcross       | Sub Custodian                | \$16.18/hr                                   | 10/14/25             |

- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below
  - Mary Tomasello, Bus Aide, effective 9/17/25
  - Jacob Worthington, Computer Technician, effective 10/6/25
- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and the Business Administrator, to approve the staff renewals as listed below for the 2025-2026 school year:

**2025-2026 STAFF RENEWALS**

| <b>EMPLOYEE NAME</b> | <b>STEP</b> | <b>SALARY</b>                             |
|----------------------|-------------|---|
| ROSA, EMILY          | 9           | \$23,148 (adjustment from 6/26/25 agenda) |

- 4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following stipend positions for the 2025-2026 school year:

| <b>STIPEND POSITIONS: 2025-2026 SCHOOL YEAR</b> |                 |                |
|---|-----------------|----------------|
| <b>EMPLOYEE NAME</b>                            | <b>POSITION</b> | <b>STIPEND</b> |
| PFLUGER, CHUCK                                  | BUS DRIVER      | \$55 per run   |

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 25, 2025

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**XI. Business and Finance**

On a Motion by Kimberly Reed, and seconded by Brian Davis to approve **Business and Finance** Items XIA. to XIJ. Roll Call Vote.

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

Financial Report – Period Ending July 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 months of July 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 months of July 2025. The Treasurer’s and Secretary’s report are in agreement for the months July 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 52 Amount \$931,037.89**

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 25, 2025

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

|  | Pay Rate | Bill Rate |
|--|----------|-----------|
| Full Day Substitute Paraprofessional       | \$109.00 | \$144.97  |
| Half Day Substitute Paraprofessional       | \$54.50  | \$72.49   |
| <br>                                       |          |           |
| Full Day Substitute Nurse                  | \$275.00 | \$365.75  |
| Half Day Substitute Nurse                  | \$137.50 | \$182.87  |
| <br>                                       |          |           |
| Full Day Substitute Teacher Placement      | \$115.00 | \$152.95  |
| Half Day Substitute Teacher Placement      | \$57.50  | \$76.48   |
| <br>                                       |          |           |
| 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 2025-2026 Cafeteria disbursements for the month of September, 2025 in the amount of \$ 0.00. *This list was uploaded for the board review.*
  
- H. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2025-2026 CARE disbursements for the month of September, 2025 in the amount of \$14,097.75. *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 2025-2026 school year:
  - Grade 6 Special Education student, SID #5217749590 to attend Archway Programs at a tentative tuition rate of \$54,257.40 (September 2025-June 2026).
  
  - Grade K Special Education student, SID #4781854450 to attend Gloucester County Special Services School District at a tuition charge of \$4,770.00 for the 2025 Extended School Year Program.
  
  - Grade 9 Special Education student, SID #6672108854 to attend the Gloucester County Special Services School District at a tuition charge of \$4,770.00 for the 2025 Extended School Year Program. In addition, there is a cost of \$3,900.00 for a one-on-one teacher assistant for the 2025 Extended School Year Program.
  
- 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>                       |
|-------------------|-------------|--|
| Christine Hammett | \$350.00    | Foundations Level 3 Virtual Launch Workshop/10-6-25  |
| Rena Borgstrom    | \$0         | Jostens Yearbook Workshop/10-10-25                   |
| Jennifer Perito   | \$330.00    | Foundations Level 2 Virtual Launch Workshop/10-14-25 |

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 25, 2025

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- K. RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, approve the submission of the 2026 ESEA Consolidated Application.

XII. **Old Business**

XIII. **New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA – workshop info to board, Tuesday evening

CCESC

Pine Hill Bd of Ed – implemented moment of silence for 9/11; new lights on football field; homecoming took place

CCSBA

XIV. **Public Comments – Open**

Motion by Stacey Juliano, seconded by Kimberly Reed to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: 7:19pm

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.

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;

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 25, 2025

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- 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 Kimberly Reed, seconded by Brian Davis to close the public portion of the meeting. Voice Vote. Time closed: 7:20pm.

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

**XVI. Executive Session – In**

Motion by Kimberly Reed, seconded by Stacey Juliano to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Voice Vote. Time in: 7:22pm.

- Legal Update
- Personnel

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 Kimberly Reed, seconded by Michele Williams-Oriente to come out of Executive Session. Voice Vote. Time out: 7:39pm.

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 25, 2025

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

XVIII. **Adjournment**

Motion by Michele Williams-Oriente, seconded by Brian Davis to adjourn the meeting. Voice Vote. Meeting adjourned: 7:40pm.

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

\_\_\_\_\_  
Megan Stoddart, Business Administrator

\_\_\_\_\_  
Date