

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

November 20, 2025

Action Meeting Agenda

*“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>Absent</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
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>	
Jodi Howlett, Board Solicitor	_____	

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## IV. Approval of Minutes

Motion by Lisa Hill-Muff, seconded by Scott Golden

RECOMMEND that the Board of Education approve the action meeting minutes from the following meetings as presented in duplicated form and dispense with the reading of the same:

- October 16, 2025

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

## 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:***

*Kinsley Rafalko, Gracen Townsend, Vivianna Severino, Jolene Mcilhenny, Roniya Thomas, Jude Mikulski*

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

*Mackenzie Severino, Carolina Herrera, Eldri Guzman Catalan, Walter Hernandez*

**Mr. Adam Lee – Superintendent:** 2024-2025 QSAC Results

## VI. Review District Mission Statement

### **DISTRICT MISSION STATEMENT**

The Berlin Township School District enriches student learning by creating a personalized and supportive educational environment that meets the unique needs of every learner. We are committed to employing highly effective, knowledgeable, and caring staff who support the academic, social, and emotional growth of all students. We foster a school culture where students demonstrate respect, take responsibility, and lead with purpose in their lives and communities. Through open communication and strong partnerships with families and the community, we strengthen student success and engagement.

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## VII. Review District and Board of Education Goals

### 2025-2025 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.

**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 Systems 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 Scott Golden, seconded by Stacey Juliano to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:18pm

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

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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 Kimberly Reed to close the public portion of the meeting. Voice Vote. Time closed: 7:18pm.

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

**X. Superintendent’s Report**

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

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

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**A. Safety and Security – JFK**

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	10/16/25 @ 9:45am
Safety (Evacuation)	10/22/25 @ 9:50am

**B. Safety and Security – DDE**

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	10/1/25 @ 1:30pm
Safety (Evacuation)	10/3/25 @ 8:59am

**C. Bus Evacuations**

Date	Time	School	Location	Route Number	Name of person supervising
10/16/25	2:25pm	DDE	Front Loop	2,3,4,5,6,11,13	Chuck Pfluger
10/23/25	9:15am	JFK	Front Loop	2,3,4,5,6,7,11,12,13	Melissa Carey, Megan Stoddart, Chuck Pfluger

**D. 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

**E. Harassment, Intimidation and Bullying (HIB) Incident Report**

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

**F. 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
10/6/25	DDE	297219_DDE_10082025	Not HIB

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**G. Discussion**

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following guest speakers:
  - Mrs. Sommers – Stockton University on 1/13/26 at DDE
2. 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, 2025:  
Victoria Dillon, Tiffany Bond, Bapi Mojumder, Pristene Wright, Jasmine Awotunde, Danielle Boychuck, Michelle Lopez, Maureen Cullen, Loreal DeChardens, Jonathon Ralston, Christina Wildin, Rita Carns, Holly Middleton, Jamie Graham, Deonna Haines, Janis Sweeney, Tracey Holmes
3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Nursing Services Plan for the 2025-2026 school year. *This document was uploaded to the board portal for board review.*
4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Corrective Action Plan. *This document was uploaded to the board portal for board review.*
5. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve all 2025-2026 policies. *These documents were uploaded to the board portal for board review.*
6. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following fundraiser:
  - NJHS Holiday Toy Drive to be delivered to Voorhees Pediatric Hospital, Virtua Hospital Children’s wing and/or CHOP
  - 8<sup>th</sup> grade selling Bundt cakes in December to offset end of year activities
7. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the 2026-2027 Preschool Education Operational Plan. *This document was uploaded to the board portal for board review.*
8. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the District Professional Development Plan (PDP) 205-2026. *This document was uploaded to the board portal for board review.*

**H. Field Trips**

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

<b>Grade</b>	<b>Teacher</b>	<b>Place</b>	<b>Date</b>	<b>Student Cost</b>
5-8	Connelly	Stockton University	1/21/26	\$0
7	Surman	Overbrook High School	1/21/26	\$0
5-8	Kelly	The Big Event	5/26/26	TBD

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**I. 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>
Samantha Daly	C.A.R.E. Support Staff	\$17.35/hr	on or before 12/1/25

- 2. 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>
MARTINO, BRIAN	BASKETBALL SECURITY	\$31.73/hr

- 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:

<b>2025-2026 STAFF RENEWALS</b>		
<b>EMPLOYEE NAME</b>	<b>STEP</b>	<b>SALARY</b>
ROLLINS, SOPHIE	5	\$14,717.00, PT/82%
BARBERA, AUDREY	BA, 2	\$62,241.00 (adjustment from 5/22/25 meeting)

- 4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Clinical Practice Placements from Rowan University for the 25-26 school year:
  - Johana Rodriguez Reyes at JFK in 4<sup>th</sup> grade with Jennifer Uhnat
  - Kylie O’Donnell at DDE with James Connelly

- 5. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Leave of Absences:
  - Staff ID# 1752 – paid sick time 1/26/26-1/30/26 and unpaid leave 2/2/26-5/5/26.
  - Staff ID# 1733 – paid sick time 12/15/25-1/6/26 and unpaid leave 1/7/26-4/2/26.
  - Staff ID# 1549 – paid sick/personal time 12/9/25-1/2/26 and unpaid leave for any additional time after 1/2/26.

**J. Curriculum and Instruction**

- 1. 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.*

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**XI. Business and Finance**

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

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

Financial Report – Period Ending September and October 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 September and October, 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 September and October, 2025. The Treasurer’s and Secretary’s report are in agreement for the months September and October, 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 53                      Amount \$1,006,709.31** *(Revised from October 16, 2025 board agenda)*

**Batch number 54                      Amount \$1,165,218.09**

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

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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 2025-2026 Cafeteria disbursements for the month of October, 2025 in the amount of \$30,151.68. *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 October, 2025 in the amount of \$504.00. *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 4 Special Education student, SID # 6616096865 to attend Monroe Township Public Schools at a tentative tuition rate of \$23,590.99 for the 2025-2026 school year.

- 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>
Allisyn Manou	\$595.00	Orton-Gillingham Online Academy Training/virtual
Chuck Pfluger	\$195.00	NJ Green Expo Conference 2025/12-9-25
Rena Borgstrom	\$230.00	NJLA/NJASL Joint Conference 2026/2-18-25 & 2-19-25

- K. RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Standard Operations Procedure Manual for the 2025-2026 school year. *This has been uploaded to the portal for review.*
- L. RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2026-2027 Budget Calendar. *This has been uploaded to the portal for review.*

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M. RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the FY2026 Federal Grant award submissions and allocations:

ESEA		IDEA	
Title I	\$290,458	Basic	\$166,714
Title IIA	\$33,838	Preschool	\$7,021
Title III Immigrant	\$1,105		
Title IV	\$19,566		

N. RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the salary allocations for staff paid via federal grant funds:

<b>Staff Name</b>	<b>Federal Funds (20-231-100-101)</b>	<b>Local Funds (11-230-100-101)</b>	<b>Total</b>
Tara Corbett	\$63,304	\$34,086	\$97,390
Ramona DiMaria	\$54,887	\$29,554	\$84,441
Meenu Joshi	\$51,359	\$27,632	\$78,991

O. RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the submission of the Comprehensive Maintenance Plan and M-1 to the County School Business Administrator.

XII. **Old Business**

XIII. **New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed – Theatre production through Saturday; QSAC results reviewed; fall sports complete; 12/4 is choir concert; 11/26 is Power Puff game; new BA starts on 12/15; Pine Hill Christmas parade is on 12/7; Kim Reed will be submitting her resignation to accept position on town council.

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: 7:33pm

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

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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.

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 Kimberly Reed to close the public portion of the meeting. Voice Vote. Time closed: 7:33pm.

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

## XVIII. Adjournment

Motion by Stacey Juliano, seconded by Kimberly Reed to adjourn the meeting. Voice Vote. Meeting adjourned: 7:33pm.

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

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Megan Stoddart, Business Administrator

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Date