

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

December 18, 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 7:00 pm.

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>Absent</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
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	<u>Absent</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 20, 2025

Motion carried, voice vote, all present voting “yes”, Rebecca Allen 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 November to be acknowledged from the***

***John F. Kennedy Elementary School:***

*Giovanni Reyes, Tre Worthington, Riley Gorsky, Mackenzie Fontana, Sophia Colella, Grace Massey, Nolan Russell*

***Students of the Month of November to be acknowledged from the***

***Dwight D. Eisenhower Middle School:***

*Edwin Matias Sebastian, Adriana Cantor, Da’Mari Harmon, Audra Heintz*

**Board Resignation:** Kimberly Reed, Vice President of the Berlin Twp. Board of Education

**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 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 Kimberly Reed, seconded by Scott Golden 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”.

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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 public portion of the meeting. Voice Vote. Time closed: 7:13pm.

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

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**X. Superintendent’s Report**

Motion by Scott Golden, seconded by Kimberly Reed to approve Superintendent’s Items XA. – XH. Roll Call Vote.

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

**A. Safety and Security – JFK**

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	11/13/25 @ 9:46AM
Safety (Active Shooter)	11/18/25 @ 12:45pm
Bus Evacuation	N/A

**B. Safety and Security – DDE**

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	11/3/25 @ 1:01PM
Safety (Shelter in place)	11/3/25 @ 10:00am
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**

<b>School</b>	<b>Reports</b>	<b>Confirmed HIB</b>	<b>Not HIB</b>
JFK	0	0	0
DDE	1	0	1

**E. Discussion**

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

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<b>Regulation/Policy</b>	<b>File Code</b>
School Volunteers	1200-R
Title I Improving Academic Achievement and Parent and Family Engagement - JFK	6171.32
Title I Improving Academic Achievement and Parent and Family Engagement - DDE	6171.33

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 December, 2025:  
Gabrielle Erman, Tanjila Akter, Josselyn Martines, Christopher Chaffin, Donna Woll, Carla Thomas, Paul Myers
3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the donation from PEACE of a new bike rack for JFK Elementary School.
4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Submission of the 2026-2027 Preschool Education Annual Projected Enrollment.
5. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following fundraiser:
  - SGA will sell candy grams at DDE on January 12, 2026 – February 12, 2026 to support SGA events.

**F. Field Trips**

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

<b>Grade</b>	<b>Teacher</b>	<b>Place</b>	<b>Date</b>	<b>Student Cost</b>
8	Trost	National Constitution Center	2/18/26	\$13.00
2	Swan	Museum of Illusions	3/25/26	\$20.50
5-8	Connelly	Chick-Fil-A	4/15/26	\$0
5	Iacovelli	Batsto	5/21/26	\$0
4	Smithen	Edelman Fossilpark and Museum	5/29/26	\$15.00
8	Trost	Morey’s Pier	6/5/26	TBD
4	Smithen	Sahara Sams	6/12/26	\$0

**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:

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Date</b>
Samantha Daly	Part Time Instructional Aide	\$17,851, Step 4	on or before 12/22/25

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- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below:
  - Ashley Surman, School Counselor, effective January 31, 2026.
  - Meredith Lawrence, Technology/STEM teacher, effective January 25, 2026.
  - Lisa Gillespie, School Nurse, effective February 6, 2026.
  
- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Clinical Practice Placements from Stockton University for the 25-26 school year:
  - Gavin Donley at DDE in grade 8 with Matthew Trost during the spring semester.
  
- 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:

**2025-2026 STAFF STIPENDS**

EMPLOYEE NAME	POSITION	STIPEND
FARLOW, HEIDI	BASKETBALL SECURITY	\$31.73/hr (adjustment from the 10/16/25 meeting)

- 5. 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**

EMPLOYEE NAME	STEP	SALARY
CIPOLETTI, OLIVIA	1	\$14,202.00

**H. Curriculum and Instruction**

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the NJQSAC District Improvement Plan (DIP). *This document was uploaded for the board review.*

**XI. Business and Finance**

On a Motion by Scott Golden, and seconded by Brian Davis to approve **Business and Finance** Items XIA. to XIG. Roll Call Vote.

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

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

**Batch number 55 Amount \$946,475.52**

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

- C. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2025-2026 Cafeteria disbursements for the month of November, 2025 in the amount of \$31,921.56. *This list was uploaded for the board review.*
- D. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2025-2026 CARE disbursements for the month of November, 2025 in the amount of \$20,968.40. *This list was uploaded for the board review.*
- 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>
Elizabeth Daly	\$119.00	NJ School Counselor Assoc. Winter Professional Development Day, 1/9/26
Nichole Dimitri	\$295.00	BER: Accelerate Progress for Students with IEP’s, 2/12/25 (virtual)
Rachel Layton	\$295.00	BER: Accelerate Progress for Students with IEP’s, 2/12/25 (virtual)
Marilyn Bright	\$0	NJPSA/FEA Hot Issues in Addressing Code of Conduct, 3/24/26

XII. Old Business

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**XIII. New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed – Site Council – January, March & May

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: 7:24pm

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

Recognition of Citizens – for subjects not appearing on the agenda

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XV. **Public Comments – Closed**

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

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

XVIII. **Adjournment**

Motion by Kimberly Reed, seconded by Scott Golden to adjourn the meeting. Voice Vote. Meeting adjourned: 7:24pm.

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

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

\_\_\_\_\_  
Date