

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 19, 2026

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 8, 2026, 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 December 7, 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. Lisa Hill-Muff, Vice President	<u>Absent</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 / 2028
Mrs. Stacey Juliano	<u>Present</u>	2020 / 2026
Mrs. Sarah Rowe	<u>Present</u>	2025 / 2028
Mrs. Michele Williams-Oriente	<u>Absent</u>	2023 / 2028
Vacancy	_____	
Mr. Adam Lee, Superintendent	<u>Present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>Present</u>	

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IV. Approval of Minutes

Motion by Brian Davis, seconded by Sarah Rowe

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 26, 2026
Motion carried, voice vote, all present voting “yes”; Brian Davis, Stacey Juliano & Scott Golden 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:***

Imtiyaz Nabi, Todderick Garris, Rita Adamaley, Santino Durr, Kayden Santos, Nathan Russell

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

Caylee Coombs, Morgan Adams, Colton Kollmar, Sumaya Nabi

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

2025-2026 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.

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 Stacey Juliano, seconded by Scott Golden to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:09pm

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 Stacy Juliano, seconded by Sarah Rowe to close the public portion of the meeting. Voice Vote. Time closed: 7:09pm.

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

X. Superintendent’s Report

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

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

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A. Safety and Security – JFK

Type of Drill	Date and Time
Fire	2/25/26 @ 2:09pm
Safety (Lockdown)	2/26/26 @ 10:17am
Bus Evacuation	N/A

B. Safety and Security – DDE

Type of Drill	Date and Time
Fire	2/26/26 @ 10:01am
Safety (Lockdown)	2/6/26 @ 10:30am
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	2	0	2

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
02/03/2026	DDE	303480_DDE_02032026	Not HIB

F. 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.*

Policy Code	Policy
3220/3230	State Funds: Federal Funds
9250	Expenses and Reimbursements

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- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following fundraiser:
 - Nothing Bundt Cakes sold to benefit 8th grade activities from 3/2 – 3/20/26.
 - Birthday Boxes donated to local community food banks on 3/27/26 at JFK.
- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following guest speakers:
 - Parent/Guardian volunteers will speak to students for Career Day in Grades PreK-4th on 4/24/26.
- 4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2026-2027 District School Calendar. *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 the following Advanced Approved volunteers: Candace Hulse, Linda Mottolo, Jennifer Curcio, Crystal Monk-Spearman, Stephen Spencer, Adam Wright, Edith Hernandez, Sharon Lindsey-Wahduud, Kelly O’Brien, Dawn Renner, Theresa Juliano, Charles Hauer, Josefina Cruz, David Nickodemus, Kayla Weston, Joan Saunders, George Saunders, Phillip Tonelli, Kathleen Tonelli, Diane Theckston, Britton Sauers, Susan Sauers

G. Field Trips

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

Grade	Teacher	Place	Date	Student Cost
1, 2, MD & ERI	Carey	Overbrook High School Little Mermaid	3/13/26	\$0

H. Personnel

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

STIPEND POSITIONS: 2025-2026 SCHOOL YEAR		
EMPLOYEE NAME	POSITION	STIPEND
ROLLINS, AVA	RBT TRAINING	\$4000
BISSIC, CARLA	VOLLEYBALL CLUB ADVISOR	\$63.39/hour with a maximum of 28 hours

- 2. 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
Selena Robinson	Full Time Instructional Aide	\$22,101, Step 4	on or before 3/30/26

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

Financial Report – Period Ending February, 2026

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, 2026. 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 February, 2026. The Treasurer’s and Secretary’s report are in agreement for the months February, 2026.
- 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 \$821,174.59
- F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **February, 2026** 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

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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 February, 2026 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 February, 2026 in the amount of \$22,720.76. *This list was uploaded for the board review.*
- 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>
Melissa Quattrone	\$0	Stockton University Clinical Educator Workshop: 3/13/26
Kimberly Gadzinski	\$0	Stockton University Clinical Educator Workshop: 3/13/26
Serena Pearson	\$595.00	Beginning OG Course: virtual

- J. 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 2026-2027:

BE IT RESOLVED that the tentative budget be approved for the 2026-27 School Year using the 2026-2027 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
2026-27 Total Expenditures	\$20,504,027	\$1,517,223	\$303,000	\$22,324,250
Less: Anticipated Revenues	\$20,504,027	\$1,517,223	\$303,000	\$22,324,250
Taxes to be Raised	\$12,111,443	- 0 -	\$303,000	\$12,414,443

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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 7, 2026 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2026-2027 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 \$16,304 as of this date; now

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 \$38,117 for the 2026-2027 school year.

BE IT FURTHER RESOLVED that the Berlin Township Board of Education includes in the final budget the adjustment for enrollment in the amount of \$264,180. The district intends to utilize this adjustment for staff, supplies and materials necessary for the additional students.

BE IT FURTHER RESOLVED that the Berlin Township Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of \$418,303. The additional funds will be used to pay for the additional increases in health benefit premiums.

BE IT FURTHER RESOLVED that the Berlin Township Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10 (b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$497,290 for the purpose of funding salary increases, tuition increases and increases in technology replacement needs. The district intends to complete said purposes by June 2027.

XII. **Old Business**

XIII. **New Business**

Committee Updates

Negotiations

BTEA

BTPSA

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Finance
NJSBA
CCESC
Pine Hill Bd of Ed
CCSBA

XIV. Public Comments – Open

Motion by Scott Golden, seconded by Stacey Juliano to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: 7:32pm

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.

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- 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.

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XV. Public Comments – Closed

Motion by Scott Golden, seconded by Stacey Juliano to close the public portion of the meeting. Voice Vote. Time closed: 7:32pm.

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

XVI. Executive Session – In

Motion by Brian Davis, seconded by Scott Golden to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Voice Vote. Time in: 7:33pm.

- Parent Appeal

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 Stacey Juliano, seconded by Matt Phillips to come out of Executive Session. Voice Vote. Time out: 8:28pm.

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

- A. Motion by Scott Golden, seconded by Stacey Juliano Resolved, that the Board of Education, having considered the parent appeal presented in executive session, hereby affirms the Administration’s disciplinary determination regarding the one-day suspension of SID #1844338249 as discussed in executive session.

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

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XVIII. **Adjournment**

Motion by Brian Davis, seconded by Stacey Juliano to adjourn the meeting. Voice Vote. Meeting adjourned: 8:30pm.
Motion carried, voice vote, all present voting “yes”.

Megan Stoddart, Business Administrator

Date