

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

January 22, 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>Present</u>	2018 / 2027
Ms. Rebecca Allen	<u>Present</u>	2021 / 2026
Mr. Matt Phillips	<u>Absent</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>Present</u>	2023 / 2028
Vacancy	_____	
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 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:

- December 18, 2025
- January 8, 2026

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 December to be acknowledged from the
John F. Kennedy Elementary School:***

Lily Kelleher, Christopher Chaffin, McKenna Lee, Amirah Skerritt, Leo Swartz, Antonia Worthington

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

Hava Rastelli, Alyssa Whalen, Brandon Sebastian, Jack Kelly

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 Lisa Hill-Muff, seconded by Scott Golden to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:11pm

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

Recognition of Citizens – for subjects appearing on the agenda

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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 Stacey Juliano to close the public portion of the meeting. Voice Vote. Time closed: 7:11pm.

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	Yes
Ms. Allen	Yes	Mrs. Juliano	Yes
Mr. Phillips	Absent	Mrs. Williams-Oriente	Yes

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A. Safety and Security – JFK

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	12/10/25 @ 2:02pm
Safety (Bomb Threat)	12/12/25 @ 12:40pm
Bus Evacuation	N/A

B. Safety and Security – DDE

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	12/1/25 @ 12:01pm
Safety (Active Shooter)	12/3/25 @ 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

School	Reports	Confirmed HIB	Not HIB
JFK	0	0	0
DDE	0	0	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
12/18/25	DDE	299961_DDE_11202025	Not HIB

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.*

Regulation/Policy	File Code
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

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- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following fundraiser:
 - Purchasing “Pie Points” for \$1 from March 30-April 16th for the “Pie the Teacher” Fundraiser on April 17, 2026 at JFK during the Autism Acceptance Bubble Parade to benefit the Eagles Autism Foundation.
- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following guest speakers:
 - Ben Hartranft – an autistic self-advocate and motivational speaker to help kick off Autism Acceptance month on April 2, 2026 at JFK
 - PEACE Volunteers, DJ, Eagles Cheerleaders, Jenny Muir, Xandy, Berlin Twp. Firefighters & Berlin Twp. Police officers on April 17, 2026 at JFK during the Autism Acceptance Bubble Parade.
 - JFK Soup or Bowl canned soup drive on January 26 – February 6, 2026, proceeds will help For the Love of Pete’s Food Pantry.

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	Inman	Philadelphia Zoo	5/13/26	\$15.00
3	Perito	Franklin Institute	5/28/26	\$16.00

H. 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
Deborah Vittorelli	Substitute Bus Driver	\$150/day	1/23/26
Paula Rolax	Substitute Bus Aide	\$16.25/hour	1/23/26
Jennifer Valtos	School Counselor	\$69,791/MA+30, Step 8	on or before 3/25/26
Shannon Farley	Homebound Instructor	\$41.87/hr	on or before 1/23/26
Molly Kwelty	Homebound Instructor	\$41.87/hr	on or before 1/23/26
Diana Barrios	Part Time Instructional Aide	\$17,557/Step 1	on or before 2/23/26
Christina Rescinito	School Nurse	\$62,641/Step 4	on or before 2/20/26

- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below:
 - Julie Ryan, Instructional Aide, effective 1/28/26.

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- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following minimum wage increases 2025-2026 school year:

MINIMUM WAGE INCREASES: 2025-2026 SCHOOL YEAR		
EMPLOYEE NAME	HOURLY RATE	EFFECTIVE DATE
DAVENPORT, LIAM	\$15.92	1/1/26
FIELDS, BETHANNE	\$15.92	1/1/26

- 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:

STIPEND POSITIONS: 2025-2026 SCHOOL YEAR		
EMPLOYEE NAME	POSITION	STIPEND
LINDNER, EVAN	SPRING MUSIC DIRECTOR	\$3905

- 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	3	\$17,753

XI. Business and Finance

On a Motion by Stacey Juliano, and seconded by Brian Davis to approve **Business and Finance** Items XIA. to XIK. Roll Call Vote.

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

Financial Report – Period Ending November and December, 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 November and December, 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 November and December, 2025. The Treasurer’s and Secretary’s report are in agreement for the months November and December, 2025.

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- 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 56 Amount \$1,011,507.77

- F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **January, 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
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 December, 2025 in the amount of \$ 105.39. *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 December, 2025 in the amount of \$583.60. *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:

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Grade 7 Special Education student, SID #7061263792 to attend Durand, Inc. at a tentative tuition charge of \$45,092.16, an extraordinary services charge of \$24,408.00, and a 1:1 bus aide charge of \$18,576.00 (for December 22, 2025-June 2026).

- J. RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following McKinney Vento contracts between the Berlin Township School District and Clementon Borough School District for the prior year period of November 1, 2024 through June 30, 2025: SID# 2116807576 and 7009575930 in the amount of \$23,663.20
- K. 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:

Name	Cost	Location/Date of Travel
Chuck Pfluger	\$0	NJ School Buildings & Grounds Assoc. Conference & Expo: 3/23-24/26
Dina Bottley	\$45.00	Preschool Inclusion Leadership Conference: 4/23/26

XII. Old Business

XIII. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

XIV. Public Comments – Open

Motion by Lisa Hill-Muff, seconded by Scott Golden to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: 7:22pm

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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XV. Public Comments – Closed

Motion by Brian Davis, seconded by Scott Golden to close the public portion of the meeting. Voice Vote. Time closed: 7:22pm.

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

XVI. Executive Session – In

Motion by Scott Golden, seconded by Sarah Rowe to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Voice Vote. Time in: 7:24pm.

- Employee #1740 Separation
- Legal Update

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:

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- 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 Scott Golden, seconded by Brian Davis to come out of Executive Session. Voice Vote. Time out: 7:32pm.
Motion carried, voice vote, all present voting “yes”.

- A. Motion by Brian Davis, seconded by Lisa Hill-Muff, RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the Separation of employment for employee # 1740.

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

XVIII. Adjournment

Motion by Stacey Juliano, seconded by Scott Golden to adjourn the meeting. Voice Vote. Meeting adjourned: 7:34pm.
Motion carried, voice vote, all present voting “yes”.

Megan Stoddart, Business Administrator

Date