

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 21, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Megan Stoddart, Business Administrator, call this meeting to order under the Open Public Meetings Act at 7:05pm. Motion carried, voice vote, all present voting “yes”.

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 10, 2018, 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 12, 2019 and the Central Record the week of January 21, 2019 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Yr Began/Current Term Expires

Mr. Sol Cohen	<u>present</u>	2014 / 2020
Mr. Gerard Petersen	<u>absent</u>	2017 / 2020
Mrs. Mary Williams	<u>present</u>	2002 / 2020
Mr. Brian Davis	<u>present</u>	2012 / 2021
Mrs. Kimberly Reed	<u>present</u>	2015 / 2021
Mrs. Lisa Hill-Muff	<u>present</u>	2018 / 2021
Mr. Jeffrey Souza, Vice President	<u>absent</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>arrived at 7:15pm</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>present</u>	2016 / 2019
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>present</u>	
Lauren Tedesco, Capehart & Scatchard	_____	
Sanu Dev, Capehart & Scatchard	_____	

4. Approval of Minutes

Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio

RECOMMEND that the Board of Education approve the minutes of the October 17, 2019 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

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5. Executive Session – In

Motion by Kimberly Reed, seconded by Brian Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:08pm. 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.

6. Executive Session – Close

Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio to come out of Executive Session. Time out: 7:10pm. Motion carried, voice vote, all present voting “yes”.

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7. Presentations – unless otherwise stated, all presentations will be held during the Action Meeting

**Presentations will be made for both
Teacher and Bus Driver Nominations 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 to be acknowledged from the John F. Kennedy Elementary School:

*Rahim Shiver, Vincent Corkery, Jordy Guzman Estrada, Morgan Murrenburke,
Zachary Bright, Brayden Cronin, Isabella Alvarez,
Dominic Shellenberger, Suha Esrath, Layla Collins*

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

*Leah Alexander, Qu’ran Griffin, Sydney Allen, Elijah Franks, Preslee Parker,
Zachary Maslinski, Dylan Miller, Harry Talosig, Madison Davis, Kevin Stump*

***Transportation Students of the Month to be acknowledged from the
John F. Kennedy Elementary School:***

*Saiyedatun Alifuddin, Katherine Pach, Alexander Riley,
Patience Nunnenkamp, Zoey Tierno, Jason Burzynski, Anthony Chiarulli*

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

*Asma Begum, Bryce Brown, Jalyan Hornsby, Sydney Allen, Jaylene Paluyvera,
Rouku Moni, Alyssa Marchionese*

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8. Public Comments – Open

Recognition of Citizens – for agenda items only

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:

- A. 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;
- B. 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;
- C. Each statement made by a participant shall be limited to five minutes’ duration;
- D. No participant may speak more than once on the same topic;
- E. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- F. The presiding officer may:
 - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or not an agenda item ;
 - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - C. 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;
 - D. 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
 - E. 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.

Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio, to open the meeting to the public for the discussion of agenda items only. Time in: 7:43pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance – List of Audience Members

Frank Magazzu, Stephanie Bannan, Dominic Balducci

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9. Public Comments – Closed

Motion by Kimberly Reed, seconded by Brian Davis, to close the meeting to the public. Time closed: 7:43pm. Motion carried, voice vote all present voting “yes”.

10. Superintendent’s Report

A. 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:

- Establishing high standards of excellence for both staff and students
- Communicating openly and frequently within the district and with the community to foster a trusting relationship
- Ensuring a safe and orderly environment for staff and students
- Recognizing that a school district serves as a role model and has the responsibility to encourage high quality character behavior

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B. Review District & Board of Education Goals

2019 - 2020 DISTRICT GOALS

- **DISTRICT GOAL #1:** Supervise the organization and implementation of articulation meetings with Administrative Teams from Pine Hill, Clementon and Berlin Township for curriculum articulation and sharing of best practices.
- **DISTRICT GOAL #2:** Continue to work with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

2019 - 2020 BOARD GOALS

BOARD GOAL #1: Complete all phases of the CSA evaluation process for the 2019-2020 school year by the June 30, 2020 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 improve communication and interaction with district parents and the community.

C. Harassment, Intimidation and Bullying (HIB) Incident Report

Date Reported to Superintendent	School	Case Number	Result	Action
9/30/19	JFK	6315	Not HIB	Meeting with Counselor; parent notification; seat re-assignment on bus

D. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions

1. Motion by Kimberly Reed, seconded by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case # 6315) reported on September 30, 2019. Motion carried, roll call vote, all present voting “yes”.

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2.

Date Reported to Superintendent	School	Case Number	Result	Action
10/31/19	DDE	6477	Not HIB	Students and parents met with Counselor and principal & grade level team members

This is the first report of the above incidents. No action is necessary at this time.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
2	Mason	Scottish Rite Theater <i>Orchestra Performance</i>	02/07/20	\$5	Two drivers, two buses
7 & 8 NJHS	Aloi	St John of God Center <i>Community Service opportunity</i>	01/15/20	\$0	One driver, one bus
6	Aloi	Esther Raab Holocaust Museum, Cherry Hill	04/30/20	\$6	Two drivers, two buses
8	A Episcopo	Overbrook High School <i>Ram for a Day Event for Grade 8 students</i>	12/04/19	\$0	Two drivers, two buses
5 & 8	E McCoach	Sahara Sams <i>LEAD Graduation</i>	12/12/19	\$0	Three drivers, three buses

1. Motion by Aida Figueroa-Epifanio, seconded by Lisa Hill-Muff
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the November 21, 2019 agenda. Motion carried, roll call vote, all present voting “yes”.

F. Safety and Security – JFK – October, 2019

Type of Drill Date and Time

- Fire - October 31 at 10:15am
- Evacuation to DDE – October 30 at 9:30am
- Bus Evacuation – October 24
- Bomb Threat

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G. Safety and Security – DDE – October, 2019

Type of Drill Date and Time

Fire – October 25 at 10:30am

Evacuation to JFK – October 16 at 9:30am

Bus Evacuation – October 24 and 25

Bomb Threat

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
Approve Use of Facilities

Motion by Kimberly Reed, seconded by Mary Williams

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the use of facilities as listed below. Motion carried, roll call vote, all present voting “yes”.

Organization	Facility	Date and Time	Event
Playmore	DDE Gym	Mon-Thurs 6:45pm – 9:45pm	January through March

- c. Technology Coordinator
- d. Supervisor of Curriculum and Instruction
- e. JFK Principal
- f. DDE Principal

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I. Discussion Items:

Policy	Name	Bylaws	Name
3541.1	Transportation Policy with Choice update		
5118.1	School Choice Program Transportation Policy		
5142.2	Physical Restraint	5142.1. R	Physical Restraint
3542.2	School Meal Program Arrears		

1. Motion by Mary Williams, seconded by Aida Figueroa-Epifanio
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of policy 3541.1 – Transportation Policy with Choice update; 5118.1 – School Choice Program Transportation Policy; 5142.2 & 5142.2 (R) Physical Restraint; AND 3542.2 School Meal Arrears. *These documents were uploaded to the board portal, November folder for board review.*

Motion carried, roll call vote, all present voting “yes”.

2. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed,
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the acceptance of carpet squares for classroom use by the Gillespie Group.

Motion carried, roll call vote, all present voting “yes”.

3. Motion by Mary Williams, seconded by Aida Figueroa-Epifanio,
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Donor’s Choose project for PSD classroom for furniture and storage items in the amount of \$740.00. Motion carried, roll call vote, all present voting “yes”.

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11. Personnel

- a. Motion by Mary Williams, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff pending receipt of appropriate certificates and sexual misconduct disclosure forms and criminal history background requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Kraig Stefanowski	FT Custodian* <i>*Was part time custodian</i>	\$28,500	11/18/19
Heather Pach	Substitute School Nurse	\$125 per diem	Receipt of Certificate

Motion carried, roll call vote, all present voting “yes”.

- b. Motion by Kimberly Reed, seconded by Mary Williams

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

Melissa Cantor, Dawn LeConey, Brittany Profit, Sharon McDonough, Charles Hines, Jen Collins, Stacy Ford, Joe Ford, Stephanie Godbold, Temico Godbold, Kerri Sweeney, Holly Murrenburke, Ellen Edwards, Betty Murrenburke, Richard Weindel, Beth Weiss, Jamison Moklak, Zainah Wilson, Jeffrey Bayne, Christine Richards, Michele Roemer, Becky Manning, Patricia Evans, Thomas Paige, Laura Paige, Heather Tonczyczyn, Margarita Villalba, Christine Seebadi, Maria Simon, Lisa Jarrell, Dorothy Taylor, Serana Pearson, Ashley Kearns, Krystal Volpe, Juana Sebastian, Chrissy Kubat, Cynthia McFee, Beverly Bove, Kara Lyons, Ashley Ortiz, Rebecca Allen, Patricia Hartman, Marie Hazlett, Quinelyah Streater

Motion carried, roll call vote, all present voting “yes”.

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- c. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff for stipend positions:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
John Kelly	Boys’ Basketball Coach	\$2,184.38	Approx 11/18/19
Christopher Yoder	Girls’ Basketball Coach	\$2,116.65	Approx 11/18/19
Ana Klinke	Assistant Coach	\$1,310.63	Approx 11/18/19
Laurel Erickson	Security	\$27.31/hr	Approx 11/18/19
Robin Schaffer	Security	\$27.31/hr	Approx 11/18/19
Renee Bruce	Substitute Security	\$25.69/hr	Approx 11/18/19
Christopher Yoder	Debate Team Advisor	\$924.75	Approx 11/18/19

Motion carried, roll call vote, all present voting “yes”.

- d. Motion by Kimberly Reed, seconded by Brian Davis,
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Allison Williams to conduct a study for the University of Louisville at the JFK Elementary School exploring how students think and learn about the world around them. *Information was uploaded to the portal for review.*

Motion carried, roll call vote, all present voting “yes”.

- e. Motion by Mary Williams, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement request for staff member Denise Smithen in the amount of \$280.

A chart with course details was uploaded to the month’s board folder for review and is included in the board packet.

Motion carried, roll call vote, all present voting “yes”.

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- f. Motion by Mary Williams, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the resignation letter from Patricia Savidge, with regret, effective January 1, 2020. Ms. Savidge has been on staff as a part-time custodian since September, 1999.

Motion carried, roll call vote, all present voting “yes”.

- g. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the observation and visitation of JFK classrooms as listed below:

- Gianni Magazzu –student at Camden County College for Historical Trends in American Education course
- Sophie Rollins- Student at Washington Township High School for National Honor Society community service hours
- Faith Pearson – student at Overbrook High School for National Honor Society community service hours
- Ciarra Robinson – student at Overbrook High School for National Honor Society community service hours

Motion carried, roll call vote, all present voting “yes”.

- h. Motion by Mary Williams, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of The Superintendent, approve the leave of absence as listed for the following staff member:
- #01380 1/2/20 – 5/13/20 using 60 sick days, 24 FMLA days and 3 unpaid days

Motion carried, roll call vote, all present voting “yes”.

- i. Motion by Mary Williams, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of The Superintendent, accept the letter of resignation, with regret, from staff member Kelly Gray effective January 17, 2020. Ms. Gray has been on staff as a teacher since February, 2017.

Motion carried, roll call vote, all present voting “yes”.

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- j. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the placement request from Stockton University for student Jacob Hoppenfeld. This request is for introductory fieldwork consisting of eighty hours of time.

<u>Student</u>	<u>Cooperating Teacher</u>	<u>Placement</u>	<u>Semester</u>
Jacob Hoppenfeld	Carrie Aloï, DDE	K-6 middle school	Spring, 2020

Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

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13. Business and Finance

Financial Report – Period Ending September 2019

Motion by Brian Davis, seconded by Sol Cohen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

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 September 2019. 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 month of September 2019. The Treasurer’s and Secretary’s report are in agreement for the month of September 2019.
- 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.

Megan Stoddart, Business Administrator

Date

Motion carried, roll call vote, all present voting “yes”.

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- E. Motion by Mary Williams, seconded by Lisa Hill-Muff to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
R Rollins	\$149	Webinar – VB-Mapp Programs – date TBD <i>To assess students & implement VB MAPP programs</i>	\$0.00
T Corbett	\$595	Webinar – Orton Gillingham – 10/29 – 11/4 <i>The OG approach – literacy remediation</i>	\$0.00
S Troendle	\$595	Webinar – Orton Gillingham – 10/29 – 11/4 <i>The OG approach – for emerging to early readers</i>	\$0.00
E Austermuhl	\$0.00	Burl Twp Conf Center – 10/29 <i>Mental Health First Aid – School Safety Specialist Cont Ed</i>	\$0.00
D Bottley	\$0.00	Moorestown Schools – 11/15 <i>HIB Law Update</i>	\$0.00
K Mitchell	\$0.00	Webinar – Tynker – 11/22 <i>Computer programming and coding</i>	\$0.00
C Pfluger	\$195	Atlantic City – NJ Turfgrass Assoc – 12/10 and 12/11 <i>Annual Conference</i>	\$0.00
R Borgstrom	\$160	Hilton E Brunswick, NJ – 12/10/19 <i>NJ Assoc of School Librarians – conference</i>	\$0.00
J Ridley	\$279	Westin, Cherry Hill, BER – 12/16/19 <i>Effective Differentiating Instructions for Students With Special Needs</i>	\$0.00
S Zimmerman	\$279	Westin, Mt Laurel, BER – 1/13/20 <i>Strategies to reduce impulsive student behavior, increase focus and develop working memory</i>	\$0.00
N Sims	\$279	Cherry Hill, BER – 1/22/20 <i>Strategies to increase ELL student achievement in language acquisition in kindergarten</i>	\$0.00
M Kolaski	\$149	Rowan University – 1/24/20 <i>Math Modeling</i>	\$0.00
D Alessandrine	\$279	Cherry Hill, BER – 1/29/20 <i>Powerful strategies to promote and accelerate academic success</i>	\$0.00
K DiTolla	\$279	Cherry Hill, BER – 2/11/20 <i>Strategies to encourage and enhance student</i>	\$0.00

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J Perito	\$244	Atlantic City, SDE – 2/25/20 <i>Strategies to effectively group and instruct students in reading and literacy</i>	\$0.00
D Iacovelli	\$30	Webinar – 12/2 and 3/19 <i>How to utilize CER to improve student use of data, Observations and research</i>	\$0.00
L Lang	\$30	Webinar – 12/2 and 3/19 <i>CER in the Science classroom, implementing Strategies</i>	\$0.00
P Hearn	\$30	Webinar – 12/5 and 6/19 <i>Strengthen and refine CER instruction and resources</i>	\$0.00
E Hoff	\$279	BER, Cherry Hill – 12/19/19 <i>Enhancing guided reading instruction</i>	\$0.00
D Smithen	\$279	BER, Cherry Hill – 12/19/19 <i>Enhancing guided reading instruction</i>	\$0.00
L Lang	\$178	Stockton University – 01/15/20 <i>Strategies to enhance engineering design challenges In the classroom, cross curriculum ELA activities</i>	\$0.00
D Iacovelli	\$178	Stockton University – 01/15/20 <i>Integrating science, engineering and ELA</i>	\$0.00
P Hearn	\$178	Stockton University – 01/15/20 <i>NGSS linking engineering to science and ELA</i>	\$0.00
G Clark	\$249.99	Holiday Inn, Cherry Hill – 12/06/19 <i>PESI – Autism Meltdowns – strategies to help students</i>	\$0.00
H Farlow	\$149	Rowan University – 12/13/19 <i>RTI strategies to implement in classroom</i>	\$0.00

Motion carried, roll call vote, all present voting “yes”.

- F. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the
School Business Administrator, approve payment of bills:

Batch number 54 Amount \$427,930.91

Motion carried, roll call vote, all present voting “yes”.

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- G. Motion by Mary Williams, seconded by Lisa Hill-Muff
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the November, 2019 listing of substitutes from Source 4 Teachers as follows:

Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$122.40
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$61.20
Full Day Paraprofessional	\$108.80
Half Day Paraprofessional	\$54.40

This list was uploaded to the portal for the board review.

Motion carried, roll call vote, all present voting “yes”.

- H. Motion by Aida Figueroa-Epifanio, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 CARE disbursements for the month of October, 2019 in the amount of \$11,780.17.

Motion carried, roll call vote, all present voting “yes”.

- I. Motion by Lisa Hill-Muff, seconded by Aida Figueroa-Epifanio
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 Cafeteria disbursements for the month of October, 2019 in the amount of \$6,059.23.

Motion carried, roll call vote, all present voting “yes”.

14. Old Business

15. New Business

- Board of Education Re-Organization Meeting will be January 6, 2020 at 7pm
- Committee Updates
 - Negotiations
 - NJSBA
 - CCESC
 - Pine Hill Bd of Ed
 - CCSBA

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16. Public Comments – Open

Recognition of Citizens – for subjects not appearing on 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.

Public participation shall be governed by the following rules as per Regulation 9322:

- A. 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;
- B. 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;
- C. Each statement made by a participant shall be limited to five minutes’ duration;
- D. No participant may speak more than once on the same topic;
- E. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- F. The presiding officer may:
 - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - C. 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;
 - D. 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
 - E. 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 is invited shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer, and will be concluded by 10:00 pm.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 21, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Motion by Aida Figueroa-Epifanio, seconded by Mary Williams to open the meeting to the public for the discussion of subjects. Time in: 8:14pm. Motion carried voice vote, all present voting “yes”.

Stephanie Bannan, President of PEACE,
spoke about a possible PEACE activity. Principals will receive a letter.

17. Public Comments – Closed

Motion by Kimberly Reed, seconded by Brian Davis to close the meeting to the public. Time closed: 8:14pm. Motion carried, voice vote, all present voting “yes”.

18. Adjournment

Motion by Lisa Hill-Muff, seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 8:16pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator