

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Cynthia Mozee, President, call this meeting to order under the Open Public Meetings Act at 7:31 pm. 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>absent</u>	2014 / 2020
Mr. Gerard Petersen	<u>present</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>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>present</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	<u>present</u>	
Sanu Dev, Capehart & Scatchard	<u>absent</u>	

4. Approval of Minutes

Motion by Mary Williams, seconded by Jeffrey Souza

RECOMMEND that the Board of Education approve the minutes of the August 22, 2019 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting as follows:

Abstention: Mr. Petersen, Mr. Davis

Voting “yes”: Mrs. Williams, Mrs. Reed, Mrs. Hill-Muff,
Mrs. Figueroa-Epifanio, Mr. Souza, Mrs. Mozee

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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

***Donation of School Supplies from :
Smiles for Kara; Church of the Good Shepherd; The Unforgotten Haven***

***Congratulations and Happy Retirement to
Beverly Engelbert, CST Secretary for 15 years in Berlin Township***

6. 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;

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- 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 Mary Williams, seconded by Jeffrey Souza to open the meeting to the public for the discussion of agenda items only. Time in: 7:34pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance – List of Audience Members

Beverly Engelbert, Glen Engelbert, Dominic Balducci

7. Public Comments – Closed

Motion by Kimberly Reed, seconded by Mary Williams to close the meeting to the public. Time closed: 7:34pm. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

8. 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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

C. Field Trips:

<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>Cost to Student</u>	<u>Cost to District</u>
PS – Sejda, Flexon, Clark, Podwats		West Berlin Fire House	10/16/2019	\$0.00	Two drivers, two buses
8	Kolaski	Constitution Center, PA	10/18/2019	\$10	Tolls, two drivers, two buses

1. Motion by Brian Davis, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the September 26, 2019 agenda. Motion carried, roll call vote, all present voting “yes”.

D. Safety and Security – JFK – August, 2019

Type of Drill Date and Time

Fire N/A
Lockdown N/A
Bus Evacuation N/A
Bomb Threat N/A

E. Safety and Security – DDE – August, 2019

Type of Drill Date and Time

Fire N/A
Lockdown N/A
Bus Evacuation N/A
Bomb Threat N/A

F. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
- c. Technology Coordinator
- d. Supervisor of Curriculum and Instruction
- e. JFK Principal
- f. DDE Principal

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

G. Discussion Items:

- 1. Motion by Mrs. Reed, seconded by Mrs. Figueroa-Epifanio
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Donor’s Choose Projects as listed:
 - a. Emily Mason, Classroom Music Centers, \$324.00
 - b. Morgan Flexon, Dramatic Play Materials, \$712.00

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

9. Personnel

- a. Motion by Jeffrey Souza, 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>
Juliana Satterfield	FT Instructional Aide	Step 1, \$15,443 (prorated)	Oct. 15, 2019
Rhonda Leadbeater	FT Instructional Aide	Step 15, \$21,925 (prorated)	Oct. 15, 2019

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

- b. Motion by Mary Williams, seconded by Jeffrey Souza
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

Billie Jean Burmylo, Joshua Burmylo, Yesenia Siete, Karla Siete, Stephanie West, Beverly Alexander, Kate Giambanis, Jessica Peidl, Viana Novella, Joseph Heintz, Amanda Heintz, Rachel Scheufele, Barbara Strasser, Nicole Maultz, Justin Maultz, Jewel Bell, DeSamuel Robinson, Ebony Brown, Celia Johnson, Sharee Shiver, Jeanne Rodrigues, Jason Stallard, Tiffany Gieb, Anthony Chiarulli, Jason Wilhelm, Kristin Reyes, Alexis Boos, Heather Ryker, Kelly Kelsey, David Cudrak, Lizbeth Chavez, Carlos Gonzalez, Peter Serra, Kelly Weindel

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- c. Motion by Kimberly Reed, seconded by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff member’s newly accepted change in status:

<u>Name</u>	<u>Salary/Step</u>	<u>Start Date</u>
Jeannie Eddis	FT/Inst Asst - \$17,064, Step 5	09/16/19

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

- d. Motion by Kimberly Reed, seconded by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from staff member Sarah O’Toole effective August 26, 2019. Ms. O’Toole has been on staff since 01/13/2014.

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

- e. Motion by Kimberly Reed, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve FMLA leave for employee #01504 from 9/3/19 – 1/12/20. Motion carried, roll call vote, all present voting “yes”.

10. Curriculum and Instruction

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

11. Business and Finance

- A. Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio 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>
L Winters	\$149	Washington Twp BOE, 10/02/19 <i>Supporting Students in the Classroom</i>	\$0.00
A Episcopo	\$109	Pines Manor, Edison NJ, 10/04/19 <i>Fostering grit in students, networking, Developing counseling goals</i>	\$0.00
J Lawlor	\$185	AENJ – Ocean Place, NJ, 10/05 to 07/19 <i>Art educators confab</i>	\$0.00
L Lang	\$149	Camden County College 10/16/19 <i>Implementing 3D Learning</i>	\$0.00
D Iacovelli	\$149	Camden County College 10/16/19 <i>Implementing 3D Learning</i>	\$0.00
B Dasher	\$274.97	Cherry Hill, PESI 11/13/19 <i>Trauma – informed classrooms</i>	\$0.00
M Olcese	\$274.97	Cherry Hill, PESI 11/13/19 <i>Trauma – informed classrooms</i>	\$0.00
L Gillespie	\$279	Frazer, PA 11/26/19 <i>Streamline healthcare delivery and documentation</i>	\$0.00
R Iannuzzi-Gattuso	\$149	SJ Tech Park, Rowan 1/24/20 <i>Mathematical modeling using multimedia</i>	\$0.00
M J Kolaski	\$149	SJ Tech Park, Rowan 1/24/20 <i>Mathematical modeling using multimedia</i>	\$0.00
L Winters	\$149	Camden County College 1/24/20 <i>Group setting instruction techniques</i>	\$0.00
C Bissic	\$149	Rowan University 1/31/20 <i>Techniques to engage students in Algebra I</i>	\$0.00
A Negron	\$149	Rowan University 1/24/20 <i>Mathematical modeling</i>	\$0.00
L Gillespie	\$210	Golden Nugget- NJEA Convention 11/07 & 08/19 <i>Aspects of School Nursing – skills for Out of hospital providers</i>	\$0.00

Staff member agrees to receive no compensation for her time to attend this training.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- B. Motion by Kimberly Reed, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 52 Amount \$ 875,491.27

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

- C. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the September, 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 as well as included in the board packet.

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

- D. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 CARE disbursements for the month of August, 2019 in the amount of \$2,657.40. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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

- E. Motion by Jeffrey Souza, seconded by Mary Williams
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 Cafeteria disbursements for the month of August, 2019 in the amount of \$0.00. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- F. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Amazing Transformations, LLC as a provider of behavioral support services on an as needed basis.
Motion carried, roll call vote, all present voting “yes”.

12. Old Business

13. New Business

Committee Updates

Negotiations – met 9/25, next meeting 10/16

NJSBA

CCESC

Pine Hill Bd of Ed – report given by Kimberly Reed

CCSBA

District Lunch Policy – Gerard Petersen discussed lunch policy, alternate lunches

14. 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;

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 26, 2019

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- 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.

Motion by Jeffrey Souza, seconded by Mary Williams to open the meeting to the public for the discussion of subjects. Time in: 8:04pm. Motion carried, voice vote, all present voting “yes”.

15. Public Comments – Closed

Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio to close the meeting to the public. Time closed: 8:04pm. Motion carried, voice vote, all present voting “yes”.

16. Adjournment

Motion by Kimberly Reed, seconded by Cynthia Mozee to adjourn the meeting. Meeting adjourned: 8:05pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator