

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 27, 2021

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.***

**1. Call Meeting to Order**

I, Gerard Petersen, President, call this meeting to order under the Open Public Meetings Act at 7:36pm. 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 4, 2021, 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 7, 2021 and the Central Record for a week starting January 7, 2021 a meeting notice setting forth the time, date and location of this meeting.

\*Meeting was re-advertised on 3/13/21 in the Courier Post due to a change from remote to in person attendance at Dwight D Eisenhower Middle School.

***The oath of office will be given by the board solicitor or school business administrator, to the following appointed Board of Education member:  
Rebecca Allen***

**2. Pledge of Allegiance**

**3. Roll Call**

**Yr Began/Current Term Expires**

Mr. Brian Davis	<u>present – via phone</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 / 2022
Mrs. Cynthia Mozee	<u>present</u>	2013 / 2022
Mr. Domonic Balducci	<u>present</u>	2019 / 2022
Mr. Gerard Petersen, President	<u>present</u>	2017 / 2023
Mrs. Rebecca Allen	<u>present</u>	2021 / 2021
Mrs. Holly Murrenburke	<u>present</u>	2020 / 2023
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Lauren Tedesco, Board Solicitor	<u>present</u>	
Charles Rizzi, Esq.,Capehart & Scatchard	_____	

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**4. Approval of Minutes**

- a. Motion by Jeffrey Souza, seconded by Cynthia Mozee

RECOMMEND that the Board of Education approve the minutes of the April 29, 2021 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting as follows:

Voting “yes”: Mrs. Mozee, Mr. Davis, Mr. Balducci, Mrs. Reed,  
Mrs. Hill-Muff, Mrs. Murrenburke, Mr. Souza,  
Mr. Petersen

Abstention: Ms. Allen

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

RECOMMEND that the Board of Education approve, with regret and much thanks, the resignation of board member Cynthia Mozee, effective May 31, 2021. Motion carried, voice vote, all present voting “yes”.

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

***CERTIFICATES FOR THESE STUDENTS WILL BE MAILED HOME AND  
RECOGNITION WILL APPEAR ON THE SCHOOL WEBSITE***

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

*Mason Gonzalez, Liam Haran, Aerilynn Kling, Morgan Murrenburke  
Travis Creamer, George Speck, Saiyedatun Alifuddin, Austin Gage,  
Edward Morris, Christopher Smith*

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

*Hailey Peidl, Bethanne Fields, Lily Gall, Megan Mazakas,  
Maria Olea-Vinalay, Assyria Abraham, Chris Herrera,  
Axel Negron-Fayad, Brandon James,  
Alexander Rozanski*

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

*N/A*

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

*N/A*

***Presentation by Dina Bottley, Supervisor of Curriculum of  
Instruction—  
NJSLA 2020 Standards and Updated Curriculum***

**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;

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- 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 Jeffrey Souza, to open the meeting to the public for the discussion of agenda items only. Time in: 8:04pm. Motion carried, voice vote, all present voting “yes”.

*Public in Attendance*

*Lizbeth Chavez, Carlos Gonzalez, Dinora Cortez, Lauren Herrera,  
Am Mazakas, Julia Haran, Liam Haran, Patrick Haran,  
Kim Smith, Chris Smith, Christopher Smith,  
Jacqueline Gage, Alan Gage, Marisa Karas,  
Max Creaner, Quinn Murrenburke*

**7. Public Comments – Closed**

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

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**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

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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. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
8	Kolaski/Schaffer	Chartwell Swim Club Grade 8 Trip	06/16/21 Raindate: 06/17/21	\$15	2 buses, 2 drivers

1. Motion by Gerard Petersen, seconded by Holly Murrenburke RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trip listed on the May 27, 2021 agenda and amend the 2020-2021 School Reopening Plan accordingly, including the use of ADVANCE approved chaperones.

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

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D. Safety and Security – JFK – April Drills

Type of Drill      Date and Time

Fire - April 30th  
Lockdown – April 15th  
Bus Evacuation  
Bomb Threat

E. Safety and Security – DDE – April Drills

Type of Drill      Date and Time

Fire – April 22 at 9:20am  
Lockdown – April 16 at 11:45am – school security drill  
Bus Evacuation  
Bomb Threat

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

G. Motion by Gerard Petersen, seconded by Cynthia Mozee

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2021-2022 School calendar.

*This item was forwarded to the board for review.*

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

**9. Personnel**

- a. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement request for staff member Arianna Santora in the amount of \$1,000.00, pending receipt of signed voucher.  
*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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- b. Motion by Kimberly Reed, seconded by Holly Murrenburke  
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:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Date</u>
Corey Swan	Summer CARE Support Staff	\$13.00/hr	approx. 6/28
Daimer Wilson-Turner	Summer CARE Support Staff	\$12.50/hr	approx. 6/28
Rachel Adams	Summer CARE Support Staff	\$12.50/hr	approx. 6/28

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

- c. Motion by Jeffrey Souza, seconded by Domonic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the contracts as listed below:
  1. Shared Services Agreement with Berlin Community School for the services of CST Supervisor Kristin Braidwood in the amount of \$ 41,760
  2. Addendum to Kristin Braidwood’s contract for services to Berlin Community School in the amount of \$18,546.00.
  3. Renewal of the contract of Technology Coordinator, Amy Berth, in the amount of \$84,440
  4. Renewal of the contract for Supervisor of Building and Grounds, Chuck Pfluger, in the amount of \$102,040

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

- d. Motion by Jeffrey Souza, seconded by Holly Murrenburke  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of contract for Megan Stoddart, School Business Administrator, to the Executive County Superintendent for approval.

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

- e. Motion by Jeffrey Souza, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the revised paid leave of absence for employee #1549 for the following dates: May 10, 2021 – June 11, 2021.  
Motion carried, roll call vote, all present voting “yes”.



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- f. Motion by Cynthia Mozee, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to adjust the following, revised BTEA salaries:

**REVISED SALARY - BTEA - MAY 2021 APPROVAL**

EMPLOYEE NAME	21/22 DEGREE/STEP	21/22 APPR SAL
ALESSANDRINE, DANIELLE	BA, STEP 16	\$89,898
ALOI, CARRIE	BA, STEP 16	\$89,898
ASHLEY, WANDA	STEP 3, P/T	\$13,798
BEERS, KRISTIN	MA, STEP 16	\$93,098
BORGSTROM, RENAE	MA15, STEP 15	\$89,686
BROWN, NANCY	BA, STEP 4	\$56,889
BRUCE, RENEE	STEP 10	\$48,807
BURKE, LAURA	MA30, STEP 16	\$94,698
CORBETT, TARA	MA15, STEP 16	\$93,898
DASHER, BONNIE	MA, STEP 12	\$77,400
DITOLLA, KASSIDY	MA, STEP 4	\$60,089
EDDIS, JEAN	STEP 8, P/T	\$15,636
ERICKSON, LAUREL	BA30, STEP 6	\$60,177
FARLOW, HEIDI	STEP 10, P/T	\$16,439
FRIEDMAN, JAIME	MA, STEP 12	\$77,400
GADZINSKI, KIMBERLY	MA, STEP 16	\$93,098
GARTON, CHERI	MA, STEP 16	\$93,098
GILLESPIE, LISA	BA, STEP 7	\$61,252
HENNESSY, JENNIFER	BA, STEP 2	\$56,039
HOFF, EILEEN	BA, STEP 16	\$89,898
IACOVELLI, DANIELLE	MA, STEP 13	\$81,046
IANNUZZI, ROSEMARY	BA15, STEP 16	\$90,698
INMAN, DANIELLE	BA, STEP 16	\$89,898
JENNISON, JANET	RETIRED 6/30/21	\$0
JOHNSON, CHERYL	STEP 15, P/T	\$19,386
JOSHI, MEENU	MA15, STEP 7	\$63,577
KEEPLER, TIFFANY	STEP 15, P/T	\$19,386
KELLY, JOHN	BA, STEP 16	\$89,898
KING, TIERRA	MA, STEP 5	\$60,839
KIVLEN, RACHEL	MA15, STEP 9	\$68,259
KLINKE, ANA	MA, STEP 7	\$62,777
KOLASKI, MARY JO	BA15, STEP 16	\$90,698
KWELTY, MOLLY	MA, STEP 12	\$77,400

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LANG, LOIS	MA, STEP 16	\$93,098
LAWLOR, JACKLYN	MA15, STEP 11	\$74,726
LEADBEATER, RHONDA	STEP 15, P/T	\$19,386
LEONARD, AMANDA	BA, STEP 4	\$56,889
LINDNER, EVAN	MA, STEP 12	\$77,400
MARTINO, BRIAN	BA, STEP 8	\$61,252
MASTERSON, JANETT	STEP 8	\$44,962
MCCOACH, ERIC	MA, STEP 7	\$62,777
MICALE, DOROTHY	BA, STEP 16	\$89,898
MITCHELL, KELLY	BA, STEP 13	\$77,846
OLCESE, MOLLY	BA, STEP 6	\$58,577
PERITO, JENNIFER	MA, STEP 7	\$62,777
POULTON, AMANDA	MA, STEP 5	\$60,839
QUATTRONE, MELISSA	MA15, STEP 14 (70%)	\$59,970
RAINEAR, ANNETTE	BA30, STEP 5	\$59,239
REYNOLDS, SCOTT	BA, STEP 16	\$89,898
RIDLEY, JENNIFER	MA, STEP 13	\$81,046
RIGGIO, MELISSA	BA, STEP 11	\$70,726
ROLLINS, RYAN	MA30, STEP 7	\$64,377
RYAN, JULIETTE	STEP 8, P/T	\$15,636
SANTORA, ARIANNA	STEP 3, P/T	\$13,798
SATTERFIELD, JULIANA	STEP 3, P/T	\$13,798
SCHAFFER, DAWN	RETIRED 6/30/21	\$0
SCHAFFER, ROBIN	STEP 10	\$48,807
SEBASTIANO, PATRICIA	MA, STEP 12	\$77,400
SEJDA, JESSICA	MA, STEP 7	\$62,777
SILVERMAN, JESSICA	MA, STEP 7	\$62,777
SIMS, NANCY	MA, STEP 12	\$77,400
SMITH-BISSIC, CARLA	BA, STEP 16	\$89,898
SMITHEN, DENISE	BA30, STEP 13	\$79,446
EPISCOPO, ASHLEY	MA, STEP 4	\$60,089
TAYLOR-HEARN, POLLY	MA, STEP 15	\$88,886
TIDEMAN, PATRICIA	BA15, STEP 13	\$78,646
TROENDLE, SHERIE	RETIRED 6/30/21	\$0
TULLY, ELIZABETH	MA, STEP 3	\$59,589
UHNIAT, JENNIFER	BA, STEP 16	\$89,898
VAN BLUNK, GENA	BA15, STEP 5	\$58,439
VAN CUREN, TIMOTHY	MA, STEP 16	\$93,098
VIRELLI, JENNIFER	MA30, STEP 12	\$79,000
WANKO, LINDSAY	MA15, STEP 12	\$78,200
WASH, DEBRA	RETIRED 6/30/21	\$0

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WILSON, ROBERT	BA, STEP 16	\$89,898
WINTERS, LISA	STEP 6, P/T	\$14,872
WRIGHT, JESSICA	MA15, STEP 16	\$93,898
YODER, CHRISTOPHER	MA30, STEP 9	\$69,059
ZIMMERMAN, SARAH	BA30, STEP 7	\$61,177

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

- g. Motion by Jeffrey Souza, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Tracey Richards, effective June 30, 2021. Ms. Richards has been on staff in various capacities (Instructional Assistant, CARE, CARE Director) since 2001.  
Motion carried, roll call vote, all present voting “yes”.

**10. Curriculum and Instruction**

- a. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following curriculum documents for implementation September 2021.  
Motion carried, roll call vote, all present voting “yes”.

<u>Career Readiness, Life Literacies, and Key Skills (Media Center) K-2, 3-5 ,6-8</u>
<u>Comprehensive Health and Physical Education K-2, 3-5 ,6-8</u>
<u>Computer Science and Design Thinking K-2, 3-5</u>
<u>English Language Arts K-8</u>
<u>English as a Second Language K-1, 2 3-4, 5-8</u>
<u>Gifted and Talented K-8</u>
<u>Guidance (Advisory/Morning Meeting) K-8</u>
<u>Mathematics K-8</u>
<u>Pre-Kindergarten</u>
<u>Science K-4, 7-8</u>
<u>Social Studies K-6, 8</u>
<u>Visual and Performing Arts- Dance K-8</u>
<u>Visual and Performing Arts- Theater K-8</u>

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- b. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following evaluation tools for designated staff for the 2021-2022 school year:
- Teaching staff = McRel Evaluation
  - Principals & Supervisors = NJ PEPL tool
  - Other Certificated Staff: District templates based on Danielson Model and job descriptions
  - Instructional aides/other non-certificated staff: District templates based on job descriptions

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

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11. **Business and Finance**

Financial Report – Period Ending April 2021

Motion by Kimberly Reed, seconded by Gerard Petersen

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 months of April 2021. 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 April 2021. The Treasurer’s and Secretary’s report are in agreement for the months April 2021.
- 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 Gerard Petersen, seconded by Domonic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 60 Amount \$649,847.10**

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

- F. Motion by Jeffrey Souza, seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the May, 2021 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 for the board review.*

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

- G. Motion by Gerard Petersen, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2020-2021 Cafeteria disbursements for the month of April, 2021 in the amount of \$40,430.54.

*This list was uploaded for the board review. A list is on file with the Business Administrator.*

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

- H. Motion by Kimberly Reed, seconded by Domonic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2020-2021 CARE disbursements for the month of April, 2021 in the amount of \$0.00

*This list was uploaded for the board review. A list is on file with the Business Administrator.*

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

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- I. Motion by Kimberly Reed, seconded by Domic Balducci  
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>	<u>Expense Amount</u>
E Austermuhl	\$50	Virtual Conference, NJSBA <i>NJSBA’s Spring Education Symposium</i>	05/12-13/21 \$0.00
M Quattrone	\$99	Virtual Conference, Learning Ally <i>Updates on dyslexia, the science of Reading and building a culture of literacy</i>	06/04/21 \$0.00

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

- J. Motion by Jeffrey Souza, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the firm of Capehart and Scatchard, as the Board of Education Solicitor under the terms of the professional contract for the 2021/2022 school year. Pursuant to 18A:18A-5(a), award of contract shall be printed in an official newspaper.

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

- K. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Bowman and Company as the district’s auditing firm under the terms of the professional contract for the 2021/2022 school year. Pursuant to 18A:18A-5(a), award of contract shall be printed in an official newspaper.

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

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- L. Motion by Kimberly Reed, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the firm of Wilentz to provide bond counsel services, as needed, under the terms of the professional contract for the 2021/2022 school year. Pursuant to 18A:18A-5(a), award of contract shall be printed in an official newspaper.

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

- M. Motion by Kimberly Reed, seconded by Holly Murrenburke  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following board resolution for the 2021 NJSIG Safety Grant:

Applicant District: Berlin Township Board of Education

WHEREAS, the New Jersey Schools Insurance Group (NJSIG) is a school board insurance group authorized by N.J.S.A. 18A:18B-1, eq seq to provide insurance coverage and risk management services for its members;

WHEREAS, the Berlin Township School District, hereinafter referred to as the “Educational Institution” is a member of NJSIG; and

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2021-2022 fiscal year in the amount of \$7,823.00 for the purposes set forth in their safety grant application; and
2. The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

I certify that the foregoing is a true copy of a Resolution passed by the Educational Institution at the meeting duly held on this 27<sup>th</sup> day of May 2021.

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



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N. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the contract with Nutri Serve Food Management, Inc for the 2021/2022 school year in the amount of \$17,850. Motion carried, roll call vote, all present voting “yes”.

O. Motion by Brian Davis, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the contract with the Burlington County Special Services School District Educational Services Unit for professional services, on an as needed basis, for the 2021/2022 school year. Pursuant to 18A:18A-5(a), award of contract shall be printed in an official newspaper. Motion carried, roll call vote, all present voting “yes”.

P. Motion by Gerard Petersen, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the school breakfast and lunch prices for 2021/2022:

Student Breakfast	Full Price:	\$1.10	Reduced Price:	\$0.30
Student Lunch	Full Price:	\$3.00	Reduced Price:	\$0.40

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

Q. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the tuition contract with Pine Hill School District for the 2021/2022 school year for a total of \$2,989,220.

Regular Education Program	\$2,770,220
Special Education Program – Resource Center Hours	\$100,000
Special Education Program – MD Program	\$86,000
Special Education Program – BD Program	\$33,000

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

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- R. Motion by Gerard Petersen, second by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to establish the following financial institution for deposit of school funds: **Republic Bank and Citizens Bank.**

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

- S. Motion by Kimberly Reed, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following designees as authorized check signers for each respective account:

<u>Account Name</u>	<u>Required Signatures</u>	<u>Authorized Signers</u>
General Account	any 3 of the 4	Pres., V. Pres., Treasurer, Board Secretary
Payroll, Agency, Latchkey, Unemployment Community Ed., & Contri.	any 1 of the 4	Pres., V. Pres., Treasurer, Board Secretary
Cafeteria and Student Acct.	any 2 of the 3	Board Sec., Supt, Principal

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

- T. Motion by Kimberly Reed, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to purchase CD’s and bank notes for investment purposes.  
Motion carried, roll call vote, all present voting “yes”.

- U. Motion by Cynthia Mozee, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to transfer/wire funds by telephone or internet.  
Motion carried, roll call vote, all present voting “yes”.

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- V. Motion by Kimberly Reed, second by Domonic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint the business administrator as district purchasing agent and set the district’s bid threshold at \$32,000 for the 2021-2022 school year and the district’s quotation threshold at \$4,800 for the 2021-2022 school year.  
Motion carried, roll call vote, all present voting “yes”.
  
- W. Motion by Gerard Petersen, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to promptly handle business affairs including the payment of invoices that the board has contracted with or what are public utilities and to have these payments subsequently approved at the next action meeting.  
Motion carried, roll call vote, all present voting “yes”.
  
- X. Motion by Gerard Petersen, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Omni Group as the third party administrator of the district’s 403(b) plan (Tax shelter) for 2021-2022 school year in the amount of \$3,700.00.  
Motion carried, roll call vote, all present voting “yes”.
  
- Y. Motion by Brian Davis, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following Tax Shelter Annuity companies for the 2021-2022 school year: Equitable, MetLife (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning  
Motion carried, roll call vote, all present voting “yes”.
  
- Z. Motion by Kimberly Reed, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve T.C. Irons/Haines and Haines as the district’s risk management broker of record for the 2021-2022 school year.  
Motion carried, roll call vote, all present voting “yes”.

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AA. Motion by Gerard Petersen, second by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Brown and Brown Benefit Advisors as the district’s health insurance broker of record for the 2021-2022 school year.

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

AB. Motion by \_\_\_\_\_ second by \_\_\_\_\_

**RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Virtua Medical Group (Tatem Brown Family Physicians) in the amount of \$9,180.00 under the terms of the professional contract to provide medical services for the board of education including, but not limited to:**

- **physical examinations (staff and sports physicals)**
- **tests**
- **other services deemed appropriate by the board of education for the school year 2021-2022**

**Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.**

**This motion will be tabled for this meeting.**

AC. Motion by Kimberly Reed, second by Cynthia Mozee

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Edythe Austermuhl, Superintendent, as the district Attendance Officer for the 2021-2022 school year.

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

AD. Motion by Gerard Petersen, second by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds; as the district Right to Know Coordinators.

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

AE. Motion by Cynthia Mozee, second by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Asbestos Compliance Officer for the 2021-2022 school year.

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

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- AF. Motion by Domonic Balducci second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Public Agency Compliance Officer for the 2021-2022 school year.  
Motion carried, roll call vote, all present voting “yes”.
- AG. Motion by Domonic Balducci, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds, as the district PEOSHA Officers.  
Motion carried, roll call vote, all present voting “yes”.
- AH. Motion by Kimberly Reed, second by Holly Murrenburke  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Custodian of Records.  
Motion carried, roll call vote, all present voting “yes”.
- AI. Motion by Gerard Petersen, second by Holly Murrenburke  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Safety Coordinator.  
Motion carried, roll call vote, all present voting “yes”.
- AJ. Motion by Cynthia Mozee, second by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison.  
Motion carried, roll call vote, all present voting “yes”.
- AK. Motion by Kimberly Reed, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, and Ms. Ashley Episcopo, Dwight D. Eisenhower Middle School Guidance Counselor as the district Issuing Officers of Working Papers.  
Motion carried, roll call vote, all present voting “yes”.

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- AL. Motion by Kimberly Reed, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds as the district IPM Coordinator.  
Motion carried, roll call vote, all present voting “yes”.
- AM. Motion by Gerard Petersen, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to designate the following locally circulated newspapers as official publications of advertising purposes: The Central Record and The Courier Post.  
Motion carried, roll call vote, all present voting “yes”.
- AN. Motion by Jeffrey Souza, second by Domonic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to resolve that the Berlin Township Board of Education adopt the established policies, rules and regulations of the Berlin Township Board of Education.  
Motion carried, roll call vote, all present voting “yes”.
- AO. Motion by Kimberly Reed, second by Domonic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to delegate the Board’s right of consent or approval to Edythe Austermuhl, Superintendent of Schools for expediting scheduling and other facility/field use activities in accordance with established Board policies, effective July 1, 2021.  
Motion carried, roll call vote, all present voting “yes”.
- AP. Motion by Kimberly Reed, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to allow the school business administrator to maintain a petty cash fund in the amount of \$200. These funds are to be used for tolls associated with field trips as well as unexpected costs. Amounts are to be re-deposited in June, 2022.  
Motion carried, roll call vote, all present voting “yes”.
- AQ. Motion by Gerard Petersen, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator to approve the agreement between Berlin Township School District and The Interlocal Purchasing System (TIPS) Program for the purpose of providing competitively bid cooperative purchasing opportunities.  
Motion carried, roll call vote, all present voting “yes”.

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- AR. Motion by Domonic Balducci, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator to approve the contract with Berlin Township School District and NW Financial Group, LLC to provide continuing disclosure services.  
Motion carried, roll call vote, all present voting “yes”.
- AS. Motion by Kimberly Reed, seconded by Domonic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the addendum to extend the contract with ESS North, LLC for the 2021-2022 school year.  
Motion carried, roll call vote, all present voting “yes”.
- AT. Motion by Gerard Petersen, seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the contract with Speech Language Associates, LLC for professional services as needed.  
Motion carried, roll call vote, all present voting “yes”.
- AU. Motion by Gerard Petersen, seconded by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the use of Maria John-Douros to provide a bilingual speech and language evaluation for a referred student.  
Motion carried, roll call vote, all present voting “yes”.
- AV. Motion by Kimberly Reed, seconded by Domonic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the submission of the FY20 Security Grant.  
Motion carried, roll call vote, all present voting “yes”.

**12. Old Business**

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**13. New Business**

Committee Updates

Negotiations

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

**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;
  - 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



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- 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 Kimberly Reed, seconded by Cynthia Mozee to open the meeting to the public for the discussion of subjects. Time in: 8:53pm.

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

**15. Public Comments – Closed**

Motion by Domonic Balducci, seconded by Jeffrey Souza to close the meeting to the public. Time closed: 8:54pm. Motion carried, voice vote, all present voting “yes”.

**16. Adjournment**

Motion by Cynthia Mozee, seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 8:54pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator