

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

June 25, 2020

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

This meeting is being recorded for purposes of accurate recordkeeping in light of the remote format of the meeting due to COVID-19. Please note however, attendees images and audio will not be captured in this recording. Only the images and audio of Board members, the Superintendent, the Board Solicitor, the School Business Administrator and select members of the administrative team will be captured in this recording.

1. Call Meeting to Order

I, Gerard Petersen, President, call this meeting to order under the Open Public Meetings Act at 6:50pm. 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, 2020, 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 10, 2020 and the Central Record the week of January 12, 2020 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. Brian Davis	<u>arrived at 6:53pm</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>arrived at 7:14pm</u>	2014 / 2022
Mrs. Cynthia Mozee	<u>absent</u>	2013 / 2022
Mr. Domonic Balducci	<u>absent</u>	2019 / 2022
Mr. Gerard Petersen, President	<u>present</u>	2017 / 2020
Mr. Sol Cohen	<u>present</u>	2014 / 2020
Mrs. Holly Murrenburke	<u>present</u>	2020 / 2020
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>absent</u>	
Lauren Tedesco, Capehart & Scatchard	<u>present</u>	

4. Approval of Minutes

Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education approve the minutes of the May 28, 2020 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 Gerard Petersen, seconded by Kimberly Reed to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:52pm. 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 Jeffrey Souza, seconded by Brian Davis to come out of Executive Session. Time out: 7:34pm. 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

***CERTIFICATES FOR THESE STUDENTS WILL BE DISTRIBUTED
AT A FUTURE MEETING***

You are invited to visit our school district website and view each school website for more news about these students.

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

*Aspen Hines, Sayem Saaduddin, Hadley DiPeri, Emily Payne, Aliana Locker,
Miguel Jimenez Mendez, Mia Dubler, Nathan Negron, Joel Torres, Alianna Negron*

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

*Malia Dorsey, Anthony Chiarulli, Faith Godbold, Quentin Allen, Helen Guthier,
Jayla Montague, Danielle Moreno, Logan Pumphrey, Bobbie Fields, Brody Camp*

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

*Jared Virelli, Sophia Marchionese, Layla Graham, Drake Petersen, Gianna Simon, DJ Mitros,
Tyler Wassel, Francisco Javier Aparicio, Colin Davis, MacKenzie Megara*

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

*Chase Tonczyczyn, Maryah Watkins, Jayden Payne, Zaina Sumun, Megan Mazakas,
Jason Jaconski, Kevyn Reed, Nesrine Fonkou Fosso,
Araceli Olea, Kyle Kustera*

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

*Logan Balducci, Riley Johnson, Jackson Mitchell, Kayla Allen, Cassidy Rutter,
Braydon Balducci, Thomas Payne, Jennifer Dang, Samihah Chowdhury,
Cameron Madden*

***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

*Congratulations and Good Luck to Mrs. Peggy Farlow on her retirement from
the Berlin Township School District as of June 30, 2020.*

Mrs. Farlow has served the students of Berlin Township for 45 years !

THANK YOU !

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8. Public Comments – Open

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

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.

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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 Gerard Petersen, seconded by Jeffrey Souza to open the meeting to the public for the discussion of agenda items only. Time in: 7:44pm. Motion carried, voice vote, all present voting “yes”.

See email items in Appendix 1

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

9. Public Comments – Closed

Motion by Gerard Petersen, seconded by Jeffrey Souza to close the meeting to the public. Time closed: 7:44pm. Motion carried, voice vote, all present voting “yes”.

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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.

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C. Board Affirmation of SAS System Output – FY 20

Motion by Kimberly Reed, seconded by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the 2018-2019 HIB Self-Assessment Report.

This report was sent to the board for review on June 19, 2020

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

D. Policies and Regulations

Form 327	Name	Policy	Name
Code of Conduct	Code of Conduct for Procurement	3542.3	Procurement for Child Nutrition Programs
		4119.27/4219.27/6142.14	Remote Learning Code of Conduct
		9322.1	District Issues Board Emails
		4119.26/4219.26	Electronic Communication by School Staff

1. Motion by Kimberly Reed, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading for Form 327: Code of Conduct for Procurement and Policy 3542.3: Procurement for Child Nutrition Programs; 4119.27/4219.27/6142.14 Remote Learning Code of Conduct; 9322.1 District Issues Board Emails.

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

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- E. Safety and Security – JFK – March through June Reports Sent to the Board for Review
Type of Drill Date and Time

Fire
Lockdown
Bus Evacuation
Bomb Threat

- F. Safety and Security – DDE- February through May Reports Sent to the Board for Review
Type of Drill Date and Time

Fire
Lockdown
Bus Evacuation
Bomb Threat

- G. 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

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11. Personnel

- a. Motion by Gerard Petersen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2020-2021 contract for School Business Administrator Megan Stoddart.
Motion carried, roll call vote, all present voting “yes”.

- b. Motion by Kimberly Reed, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the resignation, with regret, from staff member Lisa Shrader, effective June 30, 2020. Ms. Shrader has been on staff as an Instructional Assistant since January, 2019.
Motion carried, roll call vote, all present voting “yes”.

- c. Motion by Brian Davis, seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the resignation, with regret, from staff member Kristy Mitchell, effective August 12, 2020. Mrs. Mitchell has been on staff as an LDT/C since December, 2013.
Motion carried, roll call vote, all present voting “yes”.

- d. Motion by Gerard Petersen, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following DDE staff for Extended School Year Programs:

Extended School Year 2020

Wilson Training – two hours per week for four weeks

Teacher:	Rosemary Iannuzzi	\$38.23/hour
Teacher:	Lois Lang	\$38.23/hour

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

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- e. Motion by Kimberly Reed, seconded by Lisa Hill-Muff
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to accept the letters of resignation, with regret, from the following staff members:

Tiffany Keepler, Katelynn Yopez, Rose Ann Longo, Tatiana Weinstock

They have resigned their part time instructional assistant position offers for the next school year.

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

- f. Motion by Gerard Petersen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator to approve the JFK Summer School Remote Learning Program Staff as listed:

Two classes per day, three days a week for four weeks

Teacher:	Nancy Sims	\$38.23/hour
Teacher:	Danielle Allessandrine	\$38.23/hour
Teacher:	Jennifer Perito	\$38.23/hour
Teacher:	Ana Klinke	\$38.23/hour

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

- g. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve Alma Trivers as a part-time Step 5 instructional aide at the rate of \$14,504 per year for 2020-2021 school year.

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

- h. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to accept the request of the newly formed BTPSA as an association for Principals and Supervisors employed by the district. (*Request was sent previously.*)

Motion failed, roll call vote, all present voting as follows:

Voting “yes”: Mr. Cohen
Abstention: Mr. Petersen
Voting “no”: Mrs. Reed, Mr. Davis, Ms. Hill-Muff, Mrs. Murrenburke, Mr. Souza

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- i. Motion by Gerard Petersen, seconded by Kimberly Reed
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the Education Sign Language Interpreter Job Description. *(This document was emailed to the board members.)*
 Motion carried, roll call vote, all present voting “yes”.

- j. Motion by Jeffrey Souza, seconded by Gerard Petersen
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following staff for summer Child Study Team evaluations and meetings:

	Evaluations	Meetings
Kristy Mitchell – LDT/C	\$324.32/eval	\$45.30/ hour
Ryan Rollins – School Psychologist	\$296.85/eval	\$41.46/hour
Tierra King – Social Worker	\$284.16/eval	\$39.69/hour
Amanda Poulton – Speech Therapist	\$280.41/eval	\$39.16/hour
Kimberly Gadzinski – Speech Therapist	\$448.05/eval	\$62.58/hour

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

- k. Motion by Gerard Petersen, seconded by Kimberly Reed
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the staff listed below for DDE Summer Learning Staff. This staff will be working two, thirty minute sessions per week for six weeks.

<u>Staff Name</u>	<u>Pay Rate</u>
Carrie Aloï	\$38.23/hr
Carla Bissic	\$38.23/hr
Nancy Brown	\$38.23/hr
Meenu Joshi	\$38.23/hr
Molly Kwelty	\$38.23/hr
Amanda Leonard	\$38.23/hr
Molly Olcese	\$38.23/hr
Jessica Silverman	\$38.23/hr
Sarah Zimmerman	\$38.23/hr
Laurel Erickson	\$38.23/hr
Polly Taylor-Hearn	\$38.23/hr

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

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

RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the addendums to the 2020-2021 contracts for administrators Amy Berth with Clementon School District in the amount of \$8,238 and Kristin Braidwood with Berlin Borough School District in the amount of \$18,546.

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 April and May 2020

Motion by Gerard Petersen, seconded by Brian Davis

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 and May, 2020. 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 and May, 2020. The Treasurer’s and Secretary’s report are in agreement for the months of April and May, 2020.
- 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 Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following budget transfers:

- | | | | |
|----|--|-------------------------|--------------|
| 1. | FROM: 11-000-270-350- | Mgmt Fee to ESC | \$4,500.00 |
| | FROM: 11-000-270-610-D | Transp, Supplies | \$10,000.00 |
| | FROM: 11-000-270-513-D | Contr Serv, LEA to LEA | \$8,923.50 |
| | TO: 11-000-270-518-D | Contr Trans, ESC | \$23,423.50 |
| | REASON: Cover unanticipated out of district transportation costs due to the unanticipated out of district tuition costs. | | |
| 2. | FROM: 11-000-219-104-D | CST Salaries | \$13,587.20 |
| | FROM: 11-000-291-260-D | Workers Comp | \$2,349.69 |
| | FROM: 11-000-291-220-D | Social Security | \$6,000.00 |
| | FROM: 11-000-291-232-D | TPAF ERIP | \$389.49 |
| | FROM: 11-190-100-320-D | Source4Teachers | \$16,534.38 |
| | FROM: 11-190-100-610-E | General, Supplies DDE | \$15,288.77 |
| | FROM: 11-190-100-610-K | General Supplies JFK | \$10,084.97 |
| | FROM: 11-000-213-320-D | Nurse, Purch Prof Serv | \$8,822.50 |
| | FROM: 11-000-262-622-D | Electricity | \$42,587.87 |
| | FROM: 11-000-262-621-D | Gas | \$8,500.00 |
| | FROM: 11-000-216-101-D | Speech, Salaries | \$7,357.59 |
| | FROM: 11-000-216-320-D | Speech, Purch Prof Serv | \$3,000.00 |
| | TO: 11-000-291-270-D | Health Benefits | \$134,502.46 |
| | REASON: Cover additional HB costs for 20/21 school year. | | |
| 3. | FROM: 11-120-100-101-D | Salaries, K-5 | \$41,505.00 |
| | FROM: 11-000-100-565-D | Tuition, CSSD | \$18,818.14 |
| | TO: 11-000-100-562-D | Tuition, Sp Ed LEA | \$60,323.14 |
| | REASON: Cover the additional special education placements for high school students. | | |
| 4. | FROM: 11-207-100-610-E | Aud Imp Supplies, DDE | \$764.60 |
| | TO: 11-150-100-320-D | Home Instr Services | \$764.60 |
| | REASON: Cover Home Instruction services for homebound student. | | |

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- 5. FROM: 11-000-262-420-D Cleaning/Repair/Maint \$3,867.17
- FROM: 11-000-262-610-D Maint Suppl, Huster \$3,374.31
- FROM: 11-000-262-610-E Maint Suppl, DDE \$3,071.52
- FROM: 11-000-223-320-K Purch Prof Staff Trng, JFK \$3,987.50
- FROM: 11-000-223-320-E Purch Prof Staff Trng, DDE \$4,465.60
- FROM: 11-000-223-610-E Staff Training, Suppl DDE \$259.55
- TO: 11-000-100-566-D Tuition, Out of District \$19,025.65
- REASON: Cover Unanticipated Out of District tuition costs for 19/20.

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

- F. Motion by Jeffrey Souza, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 61 Amount \$1,059,428.55

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

- G. Motion by Brian Davis, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the June,2020 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 emailed to the board for review.

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

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- H. Motion by Jeffrey Souza, seconded by Gerard Petersen
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>
M Bright	\$149	Virtual Conference, 06/22/20 NJPSA/FEA – <i>Interpersonal skills in leadership</i>	\$0.00
A Leonard	\$190	Either New Brunswick or Virtual, 10/23/20 <i>Strategies for teaching literacy in grades 4- 8</i>	\$0.00
M Bright	\$270	Virtual Conference, 07/08 and 09/20 NJPSA/FEA – <i>to prepare for the opening of school, Sept 2020</i>	\$0.00

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

- I. 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 establish the following financial institution for deposit of school funds: **Republic Bank and Citizens Bank.**

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

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- J. 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 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”.

- K. Motion by Gerard Petersen, seconded by Brian Davis

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”.

- L. 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 transfer/wire funds by telephone or internet.

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

- M. Motion by Jeffrey Souza, second by Sol Cohen

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 2020-2021 school year and the district’s quotation threshold at \$4,800 for the 2020-2021 school year.

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

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- N. Motion by Brian Davis, seconded by Gerard Petersen
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”.
- O. Motion by Gerard Petersen, seconded 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 2020-2021 school year in the amount of \$3,700.00.
Motion carried, roll call vote, all present voting “yes”.
- P. Motion by Kimberly Reed, seconded by Gerard Petersen
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 2020-2021 school year: Equitable, MetLife (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning.
Motion carried, roll call vote, all present voting “yes”.
- Q. Motion by Kimberly Reed, seconded by Lisa Hill-Muff
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 2020-2021 school year.
Motion carried, roll call vote, all present voting “yes”.
- R. Motion by Gerard Petersen, seconded by Jeffrey Souza
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 2020-2021 school year.
Motion carried, roll call vote, all present voting “yes”.

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- S. 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 to appoint Tatem Brown Family Physicians 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 2020-2021
- Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.
Motion carried, roll call vote, all present voting “yes”.
- T. Motion by Brian Davis, seconded by Jeffrey Souza
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 2020-2021 school year.
Motion carried, roll call vote, all present voting “yes”.
- U. Motion by Brian Davis, seconded by Gerard Petersen
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”.
- V. Motion by Gerard Petersen, seconded by Kimberly Reed
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.
Motion carried, roll call vote, all present voting “yes”.
- W. Motion by Brian Davis, seconded by Jeffrey Souza
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.
Motion carried, roll call vote, all present voting “yes”.

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- X. Motion by Gerard Petersen, seconded by Brian Davis
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”.

- Y. Motion by Kimberly Reed, seconded by Brian Davis
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”.

- Z. Motion by Gerard Petersen, seconded by Lisa Hill-Muff
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”.

- AA. 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 Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison.
Motion carried, roll call vote, all present voting “yes”.

- AB. Motion by Kimberly Reed, seconded by Gerard Petersen
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”.

- AC. Motion by Brian Davis, seconded 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 IPM Coordinator.
Motion carried, roll call vote, all present voting “yes”.

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- AD. Motion by Gerard Petersen, seconded by Lisa Hill-Muff
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”.
- AE. 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 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”.
- AF. Motion by Gerard Petersen, seconded by Brian Davis
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, 2020.
Motion carried, roll call vote, all present voting “yes”.
- AG. Motion by Gerard Petersen, seconded by Kimberly Reed
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, 2021.
Motion carried, roll call vote, all present voting “yes”.
- AH. Motion by Kimberly Reed, seconded by Gerard Petersen
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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- AI. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator to approve the joint transportation agreement between Berlin Township School District and Pine Hill School District for the 2020/2021 in the amount of \$15,480.00.
Motion carried, roll call vote, all present voting “yes”.
- AJ. Motion by Brian Davis, 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”.

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- AK. Motion by Gerard Petersen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following contracted services/outside consultants:

SCHOOL YEAR 2020 – 2021

List of Contracted/Outside Consultants

Psychiatrists

Drs. James & Joseph Hewitt \$575

Pinnacle Behavioral Health \$300

Copeland & Dorman (Spanish speaking) \$600

Dr. Omar Ayala

Neurologists

Cooper Pediatrics \$350

Nemours/DuPont Pediatrics \$685

Occupational Therapy

Heartland Rehabilitation Services \$78.03/hr

Physical Therapy

Educational Services Commission \$68/hr

Educational Interpreting

CRESS – Center for Regional Educational Support Services \$447/day
Gloucester County Special Services School District

Audiological Services

REM Audiology Associates \$295 Audiological eval
\$595 CAPD eval
\$200/hr School consult

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Autism/Behavior Support Services

Interactive Kids \$125/hr Behavioral Consultation
 \$50/hr Direct Care

Amazing Transformations \$90/hr (reduced rate)
 Behavioral Consultation
 \$42/hr Direct Care

Assistive Technology Services

Leaps and Sounds, LLC \$800 AT eval
 \$110/hr Consultation

Bilingual Services

Learning Tree – bilingual CST evaluations \$780

Leslie McEwan – Spanish speech evaluations \$700

Sophie Lusinsky – Spanish \$350 psychological eval
 \$500 psychoeducational eval

Carmody Development Center –
 Spanish speech evaluations \$350

ParaPlus Translations – Interpreting Services Cost varies w/language

Support Services

Delta –T – staffing services

General Health Resources, Inc – staffing services Cost varies based on
Nursing, Therapy, Education, Behavioral Health Staffing position

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

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- AL. Motion by Gerard Petersen, seconded by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2020-2021 ACES (Alliance for Competitive Energy Solutions) agreement to purchase electric generation services.
Bid Cooperative Pricing System ID#E8801-ACESCPS

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

- AM. Motion by Gerard Petersen, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2020/2021 contract between Berlin Township School District and ESS Northeast, LLC. Rates are as follows:

	Pay Rate	Bill Rate
Full Day Substitute Teacher	\$95.00	\$126.35
Half Day Substitute Teacher	\$47.50	\$63.18
Full Day Building Based Substitute Teacher	\$100.00	\$133.00
Half Day Building Based Substitute Teacher	\$50.00	\$66.50
Full Day Paraprofessional	\$85.00	\$113.05
Half Day Paraprofessional	\$42.50	\$56.53

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

14. Old Business

Finance Committee – discussion tabled until July meeting

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15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed – Graduation was Tuesday, June 23, 2020

CCSBA

School Board Petitions

P-EBT

CARES Entitlement Act

- a. Motion by Brian Davis, seconded by Sol Cohen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the submission of the CARES Entitlement Act to the county superintendent’s office for approval.

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

16. Public Comments – Open

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

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;

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- 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.

Motion by Kimberly Reed, seconded by Gerard Petersen to open the meeting to the public for the discussion of subjects. Time in: 9:18pm. Motion carried, voice vote, all present voting “yes”.

See email items in Appendix 2

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

17. Public Comments – Closed

Motion by Gerard Petersen, seconded by Kimberly Reed to close the meeting to the public. Time closed: 9:24pm. Motion carried, voice vote, all present voting “yes”.

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18. Adjournment

Motion by Gerard Petersen, seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 9:24pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator