

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 2, 2019

Budget Hearing/Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, Jeffrey Souza, Vice-President, call this meeting to order under the Open Public Meetings Act at 6:53pm. Motion carried, voice vote, all present voting “yes”.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 10, 2018, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 12, 2019 and the Central Record the week of January 21, 2019 a meeting notice setting forth the time, date and location of this meeting.

**2. Pledge of Allegiance**

**3. Roll Call**

**Yr Began/Current Term Expires**

Mr. Sol Cohen	<u>present</u>	2014 / 2020
Mr. Gerard Petersen	<u>present</u>	2017 / 2020
Mrs. Mary Williams	<u>absent</u>	2002 / 2020
Mr. Brian Davis	<u>present</u>	2012 / 2021
Mrs. Kimberly Reed	<u>absent</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>arrived 7:35pm</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>absent</u>	
Lauren Tedesco, Capehart & Scatchard	<u>present</u>	
Sanu Dev, Capehart & Scatchard	<u>absent</u>	

**4. Approval of Minutes**

Motion by Aida Figueroa-Epifanio, seconded by Brian Davis RECOMMEND that the Board of Education approve the action meeting minutes of the March 14, 2019 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”: Mr. Cohen, Mr. Petersen, Mr. Davis, Mrs. Hill-Muff,  
Mrs. Figueroa-Epifanio

Abstention: Mr. Souza

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**5. Executive Session – In**

Motion by Brian Davis, seconded by Jeffrey Souza to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:54pm. 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 Aida Figueroa-Epifanio, seconded by Gerard Petersen to come out of Executive Session. Time out: 7:00pm. Motion carried, voice vote, all present voting “yes”.

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

**Presentations will be made for both  
Teacher and Bus Driver Nominations for Student Role Models of Positive Behavior**

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

***Students of the Month of March, 2019 to be acknowledged from the John F. Kennedy Elementary School:***

*Brayden Lopez, Cole Schaffer, Morgan Murrenburke, Oliver Petersen, Riley Johnson, Ava Canning, Helen Guthier, Isabella Stallard, Ava Somers, Bethanne Fields*

***Students of the Month of March, 2019 to be acknowledged from the Dwight D. Eisenhower Middle School:***

*Cadence Allen, Grace McGovern, Nanzibah Hossain, Arianna Brown, Patricia Evans, Jackson Mitchell, Cameron Daly, Johnnie McDonald, Rafi Chowdhury, Zachary Sweeney*

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

*Jayla Pezzato, Miguel Jimenez-Mendez, Brayden Cronin, Angel Negron, Mary Holland, Ryan Spackman*

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

*Elijah Haley-Stires, Fernanda Olea-Araujo, Zane’ah Hardy, Mehtab Sadaf, Samuel Church, Brayden Cronin*

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

*Alaina Dufresne, Helen Chen, Evan Brummell, Adam Mayer, Joniel Diaz,  
Evangelina Bayne*

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

*Marissa Barreto-Stires, Jhamaer Keyes, Kassidy Jacob, Leah Barbera,  
Savannah Intriago, Elijah Franks*

**A. Public Presentation of the 2019-2020 Budget by Mrs. Megan Stoddart, School Business Administrator.**

**B. Motion by Jeffrey Souza, second by Sol Cohen**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the adoption of the presented 2019-2020 Budget for the Berlin Township School District. The Berlin Township School District continues to have excess surplus funds which must be budgeted in the 2019/2020 budget. The district will use these funds for one-time spending projects which parking lot upgrades at JFK. These funds are not guaranteed annually and may increase or decrease from year to year.

Be it further resolved, that Policy #6471 – School District Travel (Travel Policy) and NJAC 6A:23B-1.2(b) provides that the Board of Education shall establish a maximum expenditures that may be allotted for such travel and expense reimbursement including registration fees for professional development workshops and conferences and that for the 2019-2020 school year the **maximum** is \$23,650. The 2018-2019 travel maximum was established and approved at \$38,773 and the current expenditure to date is \$33,523.

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

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## 8. Public Comments – Open

Recognition of Citizens – for agenda items only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda.

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

- A. All persons wishing to participate in a public board meeting shall register their intent by signing in with the board secretary in advance of the meeting;
- B. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
- C. Each statement made by a participant shall be limited to five minutes’ duration;
- D. No participant may speak more than once on the same topic;
- E. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- F. The presiding officer may:
  - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or not an agenda item ;
  - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
  - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
  - D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

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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 \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to the public for the discussion of agenda items only. Time in: \_\_pm.

*Public in Attendance is as Follows*

*No members of the public in attendance at this meeting.*

**9. Public Comments – Closed**

Motion by \_\_\_\_\_seconded by \_\_\_ to close the meeting to the public. Time closed: \_\_\_\_\_pm.

**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.

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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

## B. Review District & Board of Education Goals

### **2018 - 2019 BOARD GOALS**

**BOARD GOAL #1:** Complete all phases of the CSA evaluation process for the 2018-2019 school year by the June 30, 2019 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 with district parents and the community.

### **District Goals for 2018-2019**

- Continue to 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.
- Work with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

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

Date Reported to Superintendent	School	Case Number	Result	Action

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

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

Date Reported to Superintendent	School	Case Number	Result	Action
2/27/19	JFK	5769	Not HIB	Parent contact, students worked with guidance counselor on aspects of friendship
3/1/19	DDE	5782	Not HIB	Parent contact; individual meetings with guidance counselor re: appropriate behavior and reporting protocol

Motion by Jeffrey Souza, seconded by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case #5769) reported on February 27, 2019 and (Case #5782) reported on March 1, 2019.

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

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E. Field Trips:

<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>Cost to Student</u>	<u>Cost to District</u>
Gr 3	Inman/Team	Franklin Institute <i>Reinforcement of Science and Social Studies lessons</i>	06/06/2019	\$5.00	Three drivers, three buses Tolls, parking
Gr 4	Iacovelli	Adventure Aquarium <i>To observe animal adaptations</i>	06/11/2019	\$10.00	Two drivers, two buses parking
Gr 4-8	Kelly	Camp Dark Waters	5/28/2019	\$2.00	One driver, one bus
Gr 6-8	Wright SGA	Camp Dark Waters	5/21/2019	\$0.00	One driver, one bus
Gr 6	Zimmerman	Philadelphia Zoo <i>To make connections between human activities and Large scale impacts on different ecosystems</i>	6/13/2019	\$10.00	Two drivers, two buses Tolls, parking

1. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the May 2, 2019 agenda.

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

F. Safety and Security – JFK – March, 2019

Type of Drill      Date and Time

Fire – March 29 – 11:20am  
Lockdown – March 7 – 10:00am  
Bus Evacuation  
Bomb Threat

G. Safety and Security – DDE – March, 2019

Type of Drill      Date and Time

Fire – March 20 – 10:30am  
Lockdown – Active Shooter – March 28 – 12:05pm  
Bus Evacuation  
Bomb Threat

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H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds  
Approve Use of Facilities – N/A

Motion by Lisa Hill-Muff, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the use of facilities as listed below:

Organization	Facility	Date and Time	Event
YES! Youth Elite Sports	DDE Gym and Fields	Various dates March through August	Basketball and baseball practices and games

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

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

I. Discussion Items:

Regulation	Name	Policy	Name
5141.4	Missing, Abused and Neglected Children	5141.1	Missing, Abused and Neglected Children

1. Motion by Aida Figueroa-Epifanio, seconded by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of Regulation 5141.4 – Missing, Abused and Neglected Children and Policy 5141.1 – Missing, Abused and Neglected Children. *These documents were uploaded to the board portal, May folder for board review.*

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

2. Motion by Lisa Hill-Muff, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2019-2020 District Calendar as presented. *This document was uploaded to the board portal, May folder for board review.*

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

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- 3. Motion by Aida Figueroa-Epifanio, seconded by Jeffrey Souza  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the grants listed below by Mrs. Berth for technology department improvements.
  - **APC K-12 Server Room Makeover Contest**  
 Sponsored by APC by Schneider Electric
  - **XYZ Printing Grant (with Mrs. Mitchell)**  
 3D printer and curriculum for JFK

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

**11. Personnel**

- a. Motion by Jeffrey Souza, seconded by Gerard Petersen  
 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>
Victoria Sahina	2 <sup>nd</sup> Grade LTS	\$52,382 pro-rated	5/3/19 – 5/28/19

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

- b. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

*Linda Major, Carla Brown, Damon Brown, John Burke, Staci LaClaire, Joseph Layman, Lesley Russel, Vivian Caceres, Elisabeth Caceres Locker*

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

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- c. 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 staff member Shamicka Holness, effective April 2, 2019. Ms. Holness has been on staff since 2019.  
Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Jeffrey Souza, seconded by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following mentor for Dwight D Eisenhower staff: Kelly Gray will be mentor for Nancy Brown at a rate of \$550 for 30 weeks, pro-rated for time worked. (Approximately 12 weeks.)  
Motion carried, roll call vote, all present voting “yes”.
- e. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff for the Board Approved Substitute List. These staff members will be used only when positions are left unfilled by ESS/Source 4 Teachers and will be compensated at the daily rate the district is charged by ESS/Source 4 Teachers.
- Leonard Lewis –provisional certificate
  - Nicole Podwats – standard certificate
  - Jean Eddis – county substitute certificate (anticipated)
- Motion carried, roll call vote, all present voting “yes”.
- f. Motion by Jeffrey Souza, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the reimbursement of the \$125.00 fee required to obtain a County Substitute Certificate for current staff who apply for this certification before June 15, 2019. If the staff member leaves the district before June 30, 2020 said staff member will be required to reimburse the district for this fee, which may result in a payroll reduction at time of severance.  
Motion carried, roll call vote, all present voting “yes”.

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- g. Motion by Jeffrey Souza, seconded by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve staff for renewal for the 2019 – 2020 school year as listed below:

<b>EMPLOYEE NAME</b>	<b>CONTRACTED SALARY</b>	<b>EMPLOYEE NAME</b>	<b>CONTRACTED SALARY</b>
ALESSANDRINE, DANIELLE	\$86,409.00	LONGO, ROSE ANN	\$21,925.00
ACKERMAN, WILLIAM	\$11.00/hour	MARSHALL, LORETTA	\$63,015.00
ALOI, CARRIE	\$86,409.00	MARTINO, BRIAN	\$55,570.00
AMANTO, KELLY	\$28,188.00	MASON, EMILY	\$77,975.00
AUSTERMUHL, EDYTHE	\$145,276.00	MASTERSON, JANETT	\$37,047.00
BEERS, KRISTIN	\$81,667.00	MCCOACH, ERIC	\$57,770.00
BERTH, AMY	\$82,380.00	MCCUSKER, JOAN	\$19,340.00
BOGARDUS, ROBIN	\$74,775.00	MICALE, DOROTHY	\$86,409.00
BOTTLEY, DINA	\$81,143.00	MITCHELL, KELLY	\$67,903.00
BORGSTROM, RENAE	\$77,975.00	MITCHELL, KRISTY	\$64,864.00
ZIMMERMAN, SARAH	\$56,170.00	MOORE, STEFANEA	\$11.33/hour
BRAIDWOOD, KRISTIN	\$92,729.00	MURPHY, MICHAEL	\$97,136.00
IVANCICH, MICHELE	\$58,770.00	NEGRON, ANGELIC	\$64,708.00
BRIGHT, MARILYN	\$134,765.00	OLCESE, MOLLY	\$53,632.00
BROWN, MICHAEL	\$31,815.00	O'TOOLE, SARAH	\$17,940.00
BURKE, LAURA	\$91,209.00	PALEN, ABIGAIL	\$12.30/hour
CAPOFERRI, SAMANTHA	\$17,496.00	PANAMENO-TRIVERS ALMA	\$17,064.00
CORBETT, TARA	\$86,342.00	PARISI, SHARON	\$12.67/hour
CUSICK-LOSS, JENNIFER	\$18,395.00	PEARSON, ANTONETTE	\$21,876.00
DASHER, BONNIE	\$67,908.00	PEIDL, DENISE	\$25,104.00
DEANER, RACHEL	\$59,415.00	PFLUGER, CHARLES	\$97,600.00
IACOVELLI, DANIELLE	\$71,103.00	PODWATS, NICOLE	\$15,636.00
DITOLLA, KASSIDY	\$55,582.00	POULTON, AMANDA	\$56,082.00
DUTTON, BONNIE	\$20,916.00	REYNOLDS, SCOTT	\$82,342.00
EDWARDS, JENNIFER	\$69,508.00	RICHARDS, TRACEY	\$41,000.00
EDDIS, JEAN	\$14,504.00	RIDLEY, JENNIFER	\$71,103.00
ENGELBERT, BEVERLY	\$46,652.00	RIGGIO, MELISSA	\$61,664.00
EPISCOPO, ASHLEY	\$55,582.00	ROLLINS, RYAN	\$59,370.00
ERICKSON, LAUREL	\$53,632.00	ROTBURG, JESSICA	\$54,570.00
FARLOW, HEIDI	\$17,940.00	SAUNDERS, JOAN	\$19,830.00
FARLOW, MARGARET	\$89,609.00	SAHINA, VICTORIA	\$16,642.00
FERRELL, AMARILIS	\$29,680.00	SAVIDGE, PATRICIA (bus driver)	\$26,640.00
FIELDS, TARA	\$30,238.00	SAVIDGE, PATRICIA (custodian)	\$15.50/hour
FLEXON, MORGAN	\$52,382.00	SCHAFFER, DAWN	\$86,409.00
FOLCHER, JOSEPH	\$30,137.00	SCHAFFER, ROBIN	\$46,652.00
FORSYTHE, KATHLEEN	\$4,061.00	SCHNEIDER, HAROLD (sub custodian)	\$15.09/hour
FRIEDMAN, JAIME	\$67,908.00	SCHWIKI, ROSEANNA	\$17,940.00

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GADZINSKI, KIMBERLY	\$89,609.00	SEBASTIANO, PATRICIA	\$67,908.00
GARTON, CHERI	\$89,609.00	SHRADER, LISA	\$15,443.00
PERITO, JENNIFER	\$57,770.00	SIMS, NANCY	\$67,908.00
SEJDA, JESSICA	\$57,770.00	SMITH-BISSIC, CARLA	\$86,409.00
GILLESPIE, LISA	\$54,570.00	SMITH, ROCHELLE	\$51,640.00
GRAY, KELLY	\$74,456.00	SMITHEN, DENISE	\$68,703.00
HALOUPEK, KAYLA	\$56,082.00	STEFANOWSKI, KRAIG	\$11.56/hour
HEALY, MELISSA	\$15,832.00	TAYLOR-HEARN, POLLY	\$77,975.00
HOFF, EILEEN	\$78,467.00	TIDEMAN, PATRICIA	\$68,703.00
HOLCOMB, BURTON	\$25,104.00	TOMASELLO, MARY	\$11.33/hour
		TOMASELLO, MARY (Sub Bus Aide)	\$12.30/hour
HOWARD, ADRIANNE	\$23,988.00	TROENDLE, SHERIE	\$86,409.00
HUGHES, CHERYL	\$86,409.00	UHNIAT, JENNIFER	\$86,409.00
IANNUZZI, ROSEMARY	\$79,267.00	VAN BLUNK, GENA	\$52,882.00
INMAN, DANIELLE	\$86,409.00	VAN CUREN, TIMOTHY	\$89,609.00
JENNISON, JANET	\$89,609.00	VANDEGRIFT, THERESA	\$26,640.00
JOHNSON, CHERYL	\$20,334.00	VIRELLI, JENNIFER	\$69,508.00
JOSHI, MEENU	\$58,570.00	WANKO, LINDSAY	\$68,708.00
KELLY, JOHN	\$86,409.00	WASH, DEBRA	\$89,609.00
KLEIN, DAWN	\$21,925.00	PENSABENE, JACQUELYN	\$17,064.00
KLINKE, ANA	\$54,570.00	WEATHERHEAD, GERRALYN	\$11.00/hour
KOLASKI, MARY JO	\$79,267.00	WEINSTOCK, TATIANA	\$17,064.00
KWELTY, MOLLY	\$67,908.00	WHITE, JAMES	\$33,333.00
LAMONT, JAMES	\$53,632.00	WILSON, ROBERT	\$78,467.00
LANG, LOIS	\$89,609.00	WINTERS, LISA	\$13,798.00
LAWLOR, JACKLYN	\$65,664.00	WOOD, LISA	\$19,340.00
LAWLOR, MATTHEW	\$28,387.00	WRIGHT, JESSICA	\$85,542.00
LEWIS, LEONARD	\$16,233.00	YODER, CHRISTOPHER	\$59,415.00
LINDNER, EVAN	\$67,908.00		

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 February and March, 2019

Motion by Jeffrey Souza, 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 month of February 2019. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2019. The Treasurer’s and Secretary’s report are in agreement for the month of February 2019.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A -16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4, we certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

\_\_\_\_\_  
Megan Stoddart, Business Administrator

\_\_\_\_\_  
Date

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

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- E. Motion by Gerard Petersen, 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>
R Smith	\$0	NJDOE Learning Center <i>SEMI training</i>	04/03/2019 \$0.00
D Bottley	\$0	NJPSA, Stockton, NJ <i>NJDOE Connected Action Roadmap Strategic &amp; Collaborative Planning to Developing a Standards-Based Curriculum</i>	04/09/2019 \$0.00
M Bright	\$0	NJPSA, Stockton, NJ <i>NJDOE Connected Action Roadmap Strategic &amp; Collaborative Planning to Developing a Standards-Based Curriculum</i>	04/09/2019 \$0.00
D Bottley	\$0	Mercer Conf Center, NJ <i>Tech 4 Results – Differentiated Data Analysis</i>	05/21/2019 \$0.00
D Straughn	\$0	Hyatt Regency, New Brunswick, NJ <i>NJ Tesol/NJBE – workshops on ELL instruction</i>	05/29, 31/2019 \$350.50

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

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

**Batch number 59                      Amount \$ 1,614,543.31**

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 and Business Administrator, approve the March and April 2019 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *These lists were uploaded to the portal for the board review. Lists are on file with the Business Administrator.*

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

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- H. 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 2018-2019 CARE disbursements for the month of March and April, 2019 in the amount of \$2,050.15. *These lists were uploaded to the portal for the board review. The lists are on file with the Business Administrator.*  
Motion carried, roll call vote, all present voting “yes”.
- I. Motion by Brian Davis, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 Cafeteria disbursements for the month of March and April, 2019 in the amount of \$0.00. *These lists were uploaded to the portal for the board review. The lists are on file with the Business Administrator.*  
Motion carried, roll call vote, all present voting “yes”.
- J. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 General Services Contract between the Camden County Educational Services Commission and the Berlin Township School District.  
Motion carried, roll call vote, all present voting “yes”.
- K. 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 contract with Nutri-Serve Food Management, Inc for the 2019-2020 school year. The 2019-2020 fee is \$17,595.00.  
Motion carried, roll call vote, all present voting “yes”.
- L. Motion by Jeffrey Souza, seconded by Gerard Petersen  
RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator, approve the tuition contract with Kingsway Learning Center Secondary Program for a grade 9 special education student, #9353925643 at a rate of \$53,085.90.  
Motion carried, roll call vote, all present voting “yes”.

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- M. Motion by Jeffrey Souza, seconded by Gerard Petersen  
RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator, approve the tuition contract Bankbridge Elementary School for a grade 2 special education student, #6624235577 at a rate of \$40,540.00 and an additional out of county fee of \$3,000.  
Motion carried, roll call vote, all present voting “yes”.
  
- N. Motion by Jeffrey Souza, seconded by Gerard Petersen  
RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator, approve the awarding of the “Partial Re-roofing of the Shingle Roofs at the John F. Kennedy Elementary School” Contract to Journey Contracting Co., Inc., as Journey Contracting Co. Inc. was the lowest responsive bidder with a bid of \$78,750.00  
Motion carried, roll call vote, all present voting “yes”.

**14. Old Business**

**Bylaws review and questions regarding the following:**

**9123/9124**

**9125**

**9127**

**9130**

**9150**

**9200**

**9250**

**9270**

**9271**

**CSA Evaluation ready to be completed**

**15. New Business**

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

District Retirement Celebration Information

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**16. Public Comments – Open**

Recognition of Citizens – for subjects not appearing on agenda

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed.

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

- A. All persons wishing to participate in a public board meeting shall register their intent by signing in with the board secretary in advance of the meeting;
- B. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
- C. Each statement made by a participant shall be limited to five minutes’ duration;
- D. No participant may speak more than once on the same topic;
- E. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- F. The presiding officer may:
  - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
  - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
  - D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer, and will be concluded by 10:00 pm.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to the public for the discussion of subjects. Time in: \_\_\_\_\_pm.

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**17. Public Comments – Closed**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to close the meeting to the public.

Time closed: \_\_\_\_\_pm.

**18. Executive Session – In**

Motion by Aida Figueroa-Epifanio, seconded by Jeffrey Souza to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:33pm. 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.

**19. Executive Session – Close**

Motion by Aida Figueroa-Epifanio, seconded by Brian Davis to come out of Executive Session. Time out: 8:33pm.

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

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**20. Adjournment**

Motion by Aida Figueroa-Epifanio, seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 8:52pm.

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

Respectfully submitted,

Megan Stoddart, Business Administrator