

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 24, 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 7:47pm. 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>present</u>	2012 / 2021
Mrs. Kimberly Reed	<u>present</u>	2015 / 2021
Mrs. Lisa Hill-Muff	<u>present</u>	2018 / 2021
Mr. Jeffrey Souza, Vice President	<u>present</u>	2014 / 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 / 2020
Mr. Sol Cohen	<u>absent</u>	2014 / 2020
Mrs. Holly Murrenburke	<u>absent</u>	2020 / 2020
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	<u>absent</u>	

4. Approval of Minutes

Motion by Brian Davis, seconded by Kimberly Reed
RECOMMEND that the Board of Education approve the minutes of the August 20, 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. Presentations – unless otherwise stated, all presentations will be held during the Action Meeting

- a. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the donation of 5 gallon buckets to the Dwight D Eisenhower School for the purpose of storing physical education equipment for students. This donation is being given by Home Depot of Central New Jersey. The name of the contact there is Joseph Espada, Manager. Motion carried, roll call vote, all present voting “yes”.

**Thanks to PEACE for the Student and Staff Face Coverings, Lanyards,
DDE Teacher Carts, JFK student pencil boxes.**

6. 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;

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- 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 Brian Davis, seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Time in: 7:51pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance – List of Audience Members Who Spoke During Meeting

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.

7. Public Comments – Closed

Motion by Jeffrey Souza, seconded by Gerard Petersen to close the meeting to the public. Time closed: 7:52pm. 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.

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- C. Safety and Security – JFK – August, 2020 –
Type of Drill Date and Time

Fire
Lockdown
Bus Evacuation
Bomb Threat

- D. Safety and Security – DDE – August. 2020 -
Type of Drill Date and Time

Fire
Lockdown
Bus Evacuation
Bomb Threat

- E. 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

9. Personnel

- a. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the letter of resignation from staff member Elaine Pham, effective September 4, 2020. Ms. Pham was hired in August as an educational interpreter for the district. Motion carried, roll call vote, all present voting “yes”.

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- b. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff pending receipt of appropriate certificates and sexual misconduct disclosure forms and criminal history background requirements as noted below:

Name	Position	Salary	Start Date
Robin Bogardus	Deaf and Hard of Hearing Teacher/Consultant	\$38.23 per hour	09/25/20
Louise Sands	CARE Support Staff	\$13.25/hour	09/28/20
Stephanie Davenport	CARE Support Staff	\$12.50/hour	09/28/20
Meghan Conway	CARE Support Staff	\$12.50/hour	09/28/20

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

- c. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve FMLA leave for employee 01513 from September 16, 2020 – December 3, 2020. Motion carried, roll call vote, all present voting “yes”.

10. Curriculum and Instruction

- a. Motion by Jeffrey Souza, seconded by Lisa Hill-Muff
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, acknowledge the reconsideration letter dated August 27, 2020 from the Dept. of Education recognizing the Berlin Township School District as “high Performing” based on the QSAC interim review in the area of Curriculum and Instruction-scoring 81%. Motion carried, roll call vote, all present voting “yes”.
- b. Motion by Jeffrey Souza, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the following grants:
- Walmart Grant – for \$5,000 for PK- 1 technology needs (Amy Berth)
 - Adopt a Classroom – Pre K technology needs –monetary donations (Gena Clark)
 - AASA& Sourcewell – “Equity, Connectivity, and Assistance on Virtual Learning Needs “ Helping Kids Mini Grant , \$2500 (Chrome books and hot spots for the district) (Edythe Austermuhl)

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

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11. Business and Finance

Financial Report – Period Ending Date August 2020

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 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 August 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 month of August 2020. The Treasurer’s and Secretary’s report are in agreement for the month of August 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 payment of bills:

Batch number 52 Amount \$ 819,732.03

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 Business Administrator, approve the September, 2020 listing of substitutes from Source 4 Teachers as follows and the addendum between the Berlin Township School District and ESS Northeast, LLC for long term substitute teacher rates. :

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
Long Term:	
Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$159.60
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$79.80

This list was forwarded to the board members for board review. The Addendum was uploaded for board review.

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

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- G. Motion by Gerard Petersen, seconded by Lisa Hill-Muff
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:

Name	Cost	Location/Date of Travel	Expense Amount
L Winters	\$289	BER – Remote Event – 12/07/20 Restorative Discipline	\$0.00
H Farlow	\$289	BER – Remote Event – 12/07/20 Restorative Discipline	\$0.00

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

- H. Motion by Gerard Petersen, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2020-2021 Cafeteria disbursements for the month of September, 2020 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”.

- I. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2020-2021 CARE disbursements for the month of September, 2020 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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- J. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2020-2021 school year:

For Haddon Heights School District:

1. Grade 12 Special Education Student #9977409506, effective September 9, 2020 at a yearly rate of \$39,619 plus the cost of a 1:1 aide of \$1,772. The additional assistance cost is \$3,500 for a total amount of \$44,891. This placement was budgeted for in the 20/21 school year.

For Timber Creek High School:

1. Grade 12+ Special Education Student #1612477966, effective June 29, 2020 through June 30, 2021 for the ESY Program as a rate of \$3,792 plus the cost of a 1:1 aide of \$3,325, plus a yearly tuition rate of \$32,000 plus the cost of a 1:1 aide of \$20,859 for a total amount of \$59,976. This placement was budgeted for in the 20/21 school year.
2. Grade 11 Special Education Student #2815406421 effective June 29, 2020 through June 30, 2021 for the ESY Program at a rate of \$3,792 plus a yearly tuition rate of \$32,000 for a total amount of \$35,792. This placement was budgeted for in the 20/21 school year.

For GCSSSD-Bankbridge Development Center:

1. Grade 2 Special Education Student #1420871730, effective July 6, 2020 through August 6, 2020 at a rate of \$4,410 plus the cost of a 1:1 aide at a cost of \$3,620 for a total amount of \$8,030. This ESY placement was budgeted for in the 20/21 school year.
2. Grade 11 Special Education Student #9950492727, effective July 6, 2020 through August 6, 2020 at a rate of \$4,410. This ESY placement was budgeted for in the 20/21 school year.
3. Grade 1 Special Education Student #5317342893, effective July 6, 2020 through August 6, 2020 for the ESY Program at a rate of \$4,410. This ESY placement was budgeted for in the 20/21 school year.

For Archway Programs Atco Campus:

1. Grade 5 Special Education Student #4046440105, effective July 6, 2020 through June 30, 2021 at a yearly rate of \$49,013.43 plus the cost of a 1:1 aide of \$30,885 for a total amount of \$79,898.43. This placement was budgeted for in the 20/21 school year.
2. Grade 4 Special Education Student #40464401015, effective July 6, 2020 through June 30, 2021 at a yearly rate of \$49,013.43 plus the cost of a 1:1 aide of \$30,885 for a total amount of \$79,898.43. This placement was budgeted for in the 20/21 school year.

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

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- K. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following tuition contract between Berlin Township School District and Camden County Technical Schools in the amount of \$156,619.00 for sending a total of 42 students for the 20/21 school year.
Motion carried, roll call vote, all present voting “yes”.

- L. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following Joint Transportation Agreement between Pine Hill School District and Berlin Township School District for ESY transportation to Archway Upper and Lower Schools in the amount of \$1,650.00.
Motion carried, roll call vote, all present voting “yes”.

- M. Motion by Jeffrey Souza, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Standard Operating Procedures manual. This manual was reviewed by the Business Administrator and updates were made to the bid threshold amount. No other changes necessary at this time.
Motion carried, roll call vote, all present voting “yes”.

12. Old Business

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13. New Business

Committee Updates

Negotiations

BTPSA Negotiations Committee Appointment

- a. Motion by Domonic Balducci, seconded by Kimberly Reed
RECOMMEND that the Board of Education, approve the following appointments for the Negotiating Committee:
Gerard Petersen, Chairperson, Jeffrey Souza, Lisa Hill-Muff, Cynthia Mozee.
Motion carried, roll call vote, all present voting “yes”.

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Finance

14. 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.

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- D. No participant may speak more than once on the same topic;
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- F. The presiding officer may:

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- 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 Jeffrey Souza, to open the meeting to the public for the discussion of subjects. Time in: 8:24pm. Motion carried, voice vote, all present voting “yes”.

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.

15. Public Comments – Closed

Motion by Gerard Petersen, seconded by Jeffrey Souza to close the meeting to the public. Time closed: 8:25pm. Motion carried, voice vote, all present voting “yes”.

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16. Adjournment

Motion by Kimberly Reed, seconded by Gerard Petersen to adjourn the meeting.
Meeting adjourned: 8:26pm. Motion carried, voice vote, all present voting
“yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator