

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 23, 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 7:32 pm. Motion carried, voice vote, all present voting “yes”.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 10, 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>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 action meeting minutes of the June 25, 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

The board would like to officially congratulate and welcome

*Police Chief Wayne Bonfiglio
Of the Berlin Township Police Department*

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

None this month

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

None this month

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

None this month

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

None this month

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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;
- 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.

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Motion by Kimberly Reed, seconded by Gerard Petersen to open the meeting to the public for the discussion of agenda items only. Time in: 7:42 pm. Motion carried, voice vote, all present voting “yes”.

See email items in Appendix 1

Emails from Nicole Golden – regarding preschool registration,

Lois Lang – regarding return to school safety

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 Cynthia Mozee, seconded by Jeffrey Souza to close the meeting to the public. Time closed: 7:43 pm. Motion carried, voice vote, all present voting “yes”.

8. CSA Contract Addendum Public Hearing

Motion by Kimberly Reed, seconded by Jeffrey Souza to open the meeting to the public for the Public Hearing and comments on the Addendum to the CSA Contract, as appearing in Exhibit A. Time in: 8:17pm. 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.

Motion by Brian Davis, seconded by Kimberly Reed to close the Public Comment and Public Hearing on the CSA Contract Addendum. Time closed: 8:23pm. Motion carried, voice vote, all present voting “yes”.

Motion by Kimberly Reed, seconded by Lisa Hill-Muff to approve the Addendum to the CSA contract as appearing in Exhibit A.

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

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

Abstention: Mr. Petersen

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9. 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 – June, 2020

Type of Drill Date and Time

Fire –N/A

Lockdown – N/A

Bus Evacuation

Bomb Threat

D. Safety and Security – DDE – June, 2020

Type of Drill Date and Time

Fire – N/A

Lockdown – N/A

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

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Discussion Items:

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. a. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second 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”.

Policy	Name	Policy	Name
4111.2/4211.2	Domestic Violence	4111.1/4211.1	Nondiscrimination/ Affirmative Action
5141.3	Health	5134	Married/Pregnant Pupils
5113	Attendance, Absences, and Excuses	6140	Curriculum Adoption
6161.1	Guidelines for Evaluation and Selection of Instructional Materials	3510	Operation and Maintenance Of Plant
6142.10	Internet Safety and Technology	3541.33	Transportation Safety
1250	Visitors	5141.2	Illness

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- b. Motion by Gerard Petersen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading for Policies 4111.2/4211.2: Domestic Violence, 4111.1/4211.1: Nondiscrimination/Affirmative Action, 5141.3: Health, 5134: Married/Pregnant Pupils, 5113: Attendance, Absences, and Excuses, 6140: Curriculum Adoption, 6161.1: Guidelines for Evaluation and Selection of Instructional Materials, 3510: Operation and Maintenance of Plant, 6142.10: Internet Safety and Technology, 3541.33: Transportation Safety, 1250: Visitors, and 5141.2: Illness.

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

10. Personnel

- a. Motion by Gerard Petersen, seconded by Jeffrey Souza
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>
Tierra King	School Social Worker- F/T	\$56,832, Step 3, MA	09/01/20
Melissa Quattrone	LDT/C – Part Time	\$55,142.50, Step 14, MA + 15	09/01/20
Jennifer Hennessy	Middle School Nurse	\$52,382, Step 1, Step 14, BA	09/01/20
Tiffany Keepler	P/T Instructional Aide	\$18,636, Step 15	09/01/20

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

1. Motion by Jeffrey Souza, seconded by Domonic Balducci
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>
Patricia Savidge	Substitute Custodian	\$15.50/hour	07/01/20

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

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

Voting “no”: Mrs. Reed, Mr. Petersen

- b. Motion by Gerard Petersen, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve requested Family Medical Leave for staff member #01453. The leave dates are September 2, 2020 through approximately December 7, 2020. Motion carried, roll call vote, all present voting “yes”.

- c. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement requests for staff members Laurel Erickson in the amount of \$1,000, and staff member Denise Smithen in the amount of \$70, pending receipt of signed vouchers. *A chart with course details was uploaded to the month’s board folder for review and is included in the board packet.*
Motion carried, roll call vote, all present voting “yes”.

- d. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Joan Saunders, effective July 20, 2020. Ms. Saunders has been on staff as an Educational Assistant since September, 2008.
Motion carried, roll call vote, all present voting as follows:
Voting “yes”: Mr. Balducci, Mr. Cohen, Mrs. Reed, Ms. Hill-Muff, Mrs. Murrenburke,
Mr. Davis, Mrs. Mozee, Mr. Souza
Abstention: Mr. Petersen

11. Curriculum and Instruction

- a. 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 McRel Evaluation Tool for teaching staff members, and the NJPEPL tool for administrative staff.

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

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12. Business and Finance

Financial Report – Period Ending JUNE 2020

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 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 June 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 June 2020. The Treasurer’s and Secretary’s report are in agreement for the month of June 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 Kimberly Reed, seconded by Jeffrey Souza 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>
M Bright	\$292	NJPSA/FEA Conference, Atlantic City Dates – 10/15 & 16/2020 – for school leaders	\$0.00
B Dasher	\$279	BER, Virtual Event Date 07/31/20 – Strengthening Online Instruction for Students with Special Needs	\$0.00
S Zimmerman	\$279	BER, Virtual Event Date 07/30/20 – Strengthening Online Instruction for Students with Special Needs	\$0.00
C Bissic	\$118	Math Virtual Planning, Virtual Event Dates 08/3 & 17/20	\$0.00

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

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

Batch number 50 Amount \$313,168.50

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

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- G. 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 July, 2020 listing of substitutes from Source 4 Teachers as follows:

Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$126.35
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$63.18
Full Day Building Based Substitute Teacher	\$133.00
Half Day Building Based Substitute Teacher	\$66.50
Full Day Paraprofessional	\$113.05
Half Day Paraprofessional	\$56.53

This list was uploaded to the portal for the board review as well as included in the board packet.

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

- 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 2019-2020 Cafeteria disbursements for the month of July, 2020 in the amount of \$45,923.76. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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

- I. Motion by Gerard Petersen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 CARE disbursements for the month of July, 2020 in the amount of \$29,916.04. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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

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- J. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the FY 2021 ESEA Grant Submission and Allocation as follows:

Title I, Part A	\$177,621
Title II, Part A	\$25,349
Title III (Consortium)	\$3,922
Title IV	\$13,058

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

- K. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve use of a portion of the ESEA Title I, Part A allocation for the following Title I/Basic Skills staff member salaries:

<u>Staff Member</u>	<u>Local Funds</u>	<u>ESEA Funds</u>
Tara Corbett	\$25,903	\$60,439
Amanda Leonard	\$9,571	\$43,311
Victoria Sahina	\$2,122	\$12,024
Heidi Farlow	\$2,287	\$12,962

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

- L. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the FY 2021 IDEA Grant Submission and Allocation as follows:

IDEA, Basic	\$158,580
IDEA, Preschool	\$6,541

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

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13. Old Business

a. Finance Committee

Motion by Jeffrey Souza, seconded by Gerard Petersen

RECOMMEND that the Board of Education, appoint the following members of the board to the finance committee:

Holly Murrenburke, Domonic Balducci, Kimberly Reed

All accepted. Kimberly Reed will be Chairperson, and was accepted.

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

CCTS Busing – discussion held

14. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

PreSchool Tuition Discussion

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15. 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:

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- 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.

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See Email Items in Appendix 2

Emails from Kris Beers – regarding educational assistants

Jeanne Rodrigues – regarding superintendent’s contract amendment

Ron Miller – regarding shared services of superintendent

Amy Simpson – regarding superintendent’s contract amendment

Ebony Brown – regarding remote learning experience for preschool students

Mark Riepen – regarding tuition for preschool program

Jeanne Rodrigues – regarding various topics

Samantha Boyle – regarding plan for opening school in September

Concetta Sherlock – regarding plan for opening school in September

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

The board indicated they would like to schedule a special board meeting for Monday, August 3, 2020 at 7:00pm.

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.

16. Public Comments – Closed

Motion by Kimberly Reed, seconded by Sol Cohen to close the meeting to the public. Time closed: 9:54pm. Motion carried, voice vote, all present voting “yes”.

17. Adjournment

Motion by Gerard Petersen, seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 9:59 pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator

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Exhibit A

**CONTRACT OF EMPLOYMENT
SUPERINTENDENT OF SCHOOLS
BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN**

THIS EMPLOYMENT CONTRACT is made as of this ____ day of _____, 2018 by and between the BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN (hereinafter referred to as “Board”) with offices at 225 Grove Avenue, West Berlin, New Jersey 08091 and EDYTHE B. AUSTERMUHL (hereinafter referred to as “Superintendent”).

W I T N E S S E T H:

WHEREAS, the Board desires to renew the employment of the Superintendent as the Chief School Administrator of the school district; and

WHEREAS, the Board desires to provide the Superintendent with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Board believes generally improves the quality of its overall educational program; and

WHEREAS, the Board and the Superintendent believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools;

NOW, THEREFORE, In consideration of the mutual promises and covenants herein contained, the parties hereto agree as follows:

1. TERM:

The Superintendent shall be employed from July 1, 2018 to and including June 30, 2023 (the “Term”) as Superintendent of Schools of the Berlin Township School District (hereinafter the “School District” or “District”).

2. PROFESSIONAL CERTIFICATION & RESPONSIBILITIES OF SUPERINTENDENT:

A. Certification: It is agreed that the Superintendent will furnish throughout the life of this Contract a valid and appropriate certificate pursuant to N.J.S.A. 18A:17-17 to act as Superintendent of Schools in the State of New Jersey, except as otherwise approved by the Camden County Executive County Superintendent of Schools. In the event that such certificate

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is revoked during the Term, then this Contract shall automatically terminate as of the date of revocation.

B. Devotion of Time: The Superintendent hereby agrees to devote her full time, skill, labor and attention to said employment during the term of this Contract. However, the Superintendent may, with the Board’s consent, participate in outside activities so long as they do not conflict with the interests of the School District. The Superintendent further agrees not to undertake consultative work, speaking engagements, writings, lecturing, or other professional duties for compensation without written permission of the Board. Should the Superintendent choose to engage in such outside activities on weekends, on her vacation time, or at other times when she is not required to be present in the District, she shall retain any honoraria paid. The Superintendent shall notify the Board President in the event she is going to be away from the District on District business for two (2) or more days in any week. Any time away from the District that is not for District business must be arranged in accordance with provisions in this Contract governing time off. The Board recognizes that the demands of the Superintendent’s position require her to work long and irregular hours, and occasionally may require that she attend to District business outside of the District.

C. Duties and Responsibilities: The Superintendent shall have general supervision over the schools in the School District under rules and regulations prescribed by the State Board from time to time and she shall keep herself informed as to their condition and progress and shall report thereon, from time to time, to and as directed by the Board.

The Superintendent shall have the following additional duties and responsibilities during the Term:

1. To perform faithfully the duties of Superintendent of Schools for the Board and to serve as the chief school administrator in accordance with all applicable federal statutes and regulations, the laws of the State of New Jersey, rules and regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. The Superintendent shall also have all of the performance responsibilities provided for a superintendent in the Board’s Policy Manual #2131, a copy of which is attached hereto and made a part hereof, as it may be amended from time to time, as well as the goals set forth by the Board from time to time.

2. To assume the responsibilities for the selection, renewal, placement, removal, and transfer of personnel, subject to the approval of the Board, by recorded roll call majority vote of the full membership of the Board, and subject to applicable Board policies and directives. The Board shall not withhold its approval of any such recommendation for arbitrary or capricious reasons, all in accordance with N.J.S.A. 18A:27-4.1.

3. To non-renew personnel pursuant to N.J.S.A. 18A:27-4.1, and to provide a written statement of reasons for non-renewal upon proper request to the employee.

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4. To study and make recommendations with respect to all criticisms and complaints, which the Board, either by committee or collectively, shall refer to her. The Superintendent shall have the right to contact the Board’s attorney for legal assistance as the need arises in carrying out her duties.

5. To assume responsibility for the administration of the affairs of the School District, including but not limited to programs, personnel, fiscal operations, and instructional programs. All duties and responsibilities therein will be performed and discharged by the Superintendent or by staff at the Superintendent’s direction.

6. To suggest, from time to time, regulations, rules, policies, and procedures deemed necessary for compliance with law and/or for the well being of the School District.

3. MEMBER OF THE BOARD:

The Superintendent shall have a seat on the Board of Education and the right to speak on all matters at the meetings of the Board but shall have no vote. Unless otherwise advised by the Board, she shall be required by the Board to attend its meetings (except where a *Rice* notice has been served upon the Superintendent notifying her that her employment will be discussed in closed session, and the Superintendent had not requested that the meeting be conducted in public, or where the Superintendent has a conflict of interest), and those of its various committees and shall serve as advisor to the Board and said committees on all matters affecting the School District.

4. COMPENSATION:

The Superintendent is to be paid an annual salary per school year in accordance with the following schedule:

2018-2019	\$142,427
2019-2020	145,276
2020-2021	148,182
2021-2022	151,146
2022-2023	154,169

Any adjustment of the annual salary must be approved by the Executive County Superintendent. Payments of salary shall be in accordance with the schedule of salary payments in effect for other certified employees.

Any adjustment in salary made during the term of this Contract shall be in the form of an amendment and shall become part of this Contract after approval by the Executive County Superintendent, but it shall not be deemed that the Board and the Superintendent have entered into a new Contract.

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5. OTHER BENEFITS:

The Board further agrees to provide to the Superintendent the following benefits:

A. Sick Leave: The Superintendent shall have twelve (12) days sick leave per year.

1. These sick days shall accrue from year to year in accordance with Board Policy.

2. Upon retirement, as certified by the Teachers Pension and Annuity Fund (“TPAF”) if still employed by the District or under contract with the District, the Superintendent will be paid for unused sick leave accumulated at a final year’s salary per diem rate times 260 days with a maximum permitted value not to exceed \$15,000.00. Retirement is defined as the termination of employment while contemporaneously commencing receipt of the monthly retirement pension benefits from TPAF. Merely vesting retirement pension benefits under TPAF shall not constitute retirement. In the event of the Superintendent’s death prior to retirement, this right to payment for unused sick leave shall lapse and no payment for unused sick leave shall be payable to the Superintendent’s estate or designated beneficiaries.

3. Payment for unused sick leave shall be made to the Superintendent on or before July 15 of the school year following the school year in which the Superintendent retires, provided that the Superintendent has informed the Board in writing of the retirement on or before October 1 of the school year of retirement. Failure to so inform the Board will result in the payment being delayed to the second July 15 following the school year in which retirement occurs.

B. Personal Days: The Superintendent will have three (3) personal days per year which shall accrue as sick leave if not used and then shall be subject to the provisions of Paragraph 5(A) above.

Personal days may be taken during the school year with the prior permission of the Board President. As much advance notice as possible of the request to take personal time will be given.

C. Vacation Days: The Superintendent shall be entitled to twenty (20) vacation days annually, exclusive of school holidays, which shall not accumulate from school year to school year in excess of five (5) days. However, upon the request of the Superintendent and the approval of the Board and subject to the limitations of N.J.S.A. 18A:30-9, additional days may be permitted to accumulate. Vacation days shall be carried over only for one (1) year and where the accrual is required by the business demands of the Superintendent. Unused annual vacation days, not to exceed the twenty-five (25) days above-mentioned, shall be eligible to be sold back to the Board upon the termination of the Superintendent’s employment at a fiscal year’s salary per diem rate times 260 days. If the Superintendent terminates her employment with the Board, payment for any such vacation days shall be made on or before July 15 of the school year

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following the school year in which the termination of employment is effective, provided the Superintendent has informed the Board in writing of the termination on or before October 1 of the school year of termination. Failure to so inform the Board will result in the payment being delayed to the second July 15 following the school year in which the termination occurs. If the Board terminates or fails to renew the employment of the Superintendent, payment shall be made on or before July 15 of the school year following the school year in which the termination of employment is effective.

The Superintendent shall take her vacation time after giving the Board President reasonable notice. School vacations do not constitute time off for the Superintendent, unless she uses her leave time. The Superintendent may take vacation days during the school year, upon notice to the Board President. The Superintendent is expected to attend to the business of the district as required for the smooth and efficient operation of the District. The Superintendent shall document the use of accrued vacation days with the Board Secretary.

D. Work Schedule and Holidays: The Superintendent position is a 12-month employee position. She will be required to work the school calendar during the student school year. The Superintendent shall be entitled to fourteen (14) holidays per year, including those on the District calendar, or such greater number as shall be granted by the Board to other employees of the Board.

E. Bereavement Leave.

1. The Superintendent shall be granted up to five (5) days off with pay in the event of the death of her spouse, child, parent or sibling. This shall include step-children and step-parents if there was a relationship “in loco parentis” involving the Superintendent. Said days are to be used within fifteen (15) days of the death. The Board President shall be notified in writing of the death as soon as possible. Signature of the [Superintendent](#) certifies that the information supplied is accurate.

2. The Superintendent will be excused from duty with pay for a maximum of three (3) days in the event of the death of her mother-in-law or a father-in-law.

3. The Superintendent shall be granted up to two (2) days off with pay in the event of the death of her grandparent or a grandchild.

4. The Superintendent will be excused from duty with pay for a maximum of one (1) day for her aunt or uncle, brother-in-law or sister-in-law.

5. The time taken off under this Paragraph 5E must include the day of the funeral and, if more than one day is involved, the days must be taken consecutively.

F. Medical Benefits: The Superintendent shall receive at Board expense (except for mandatory employee contributions as prescribed by law in Chapter 78, P.L. 2011) all of the

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employee/spouse medical, employee/spouse dental, employee/spouse prescription and disability benefits which are now or become available in the District, as they are amended by the Board from time to time.

The Superintendent may waive coverage in any of the health benefits plans if covered through her spouse’s health plan, and in accordance with procedures established by the Board. The Superintendent will be paid a stipend for waiving this coverage of the lesser of \$2,000 or 25% of the Board’s premium savings as a result of the waiving of such coverage.

G. Computer and Cell Phone: The Superintendent shall be provided with a computer for use in her office in the School District’s Administrative Offices and shall also be provided with a cell phone. Both the computer and the cell phone shall be utilized in accordance with Board policies, as those policies may be amended from time to time by the Board in its discretion, and shall be returned to the School District on the effective date of the termination of this Agreement.

H. Definition. For purposes of Paragraph 5, a “school year” or “school fiscal year” shall commence on July 1st and shall continue until June 30th.

6. PROFESSIONAL ASSOCIATIONS AND DUES:

A. Dues and Membership Fees: The Board shall pay the Superintendent’s dues and membership fees in the New Jersey Association of School Administrators, American Association of School Administrators and Association of County Superintendents. The Board may also approve other organizations.

B. Continuing Education Allowance: In accordance with Board Policy, the Superintendent will be permitted to attend conventions, workshops, seminars and other professional activities at the Board’s expense. The number of such events and the amount of such allowance for each event shall be determined by the Board upon the prior written request of the Superintendent. However, the Superintendent shall be entitled to attend any State mandatory continuing legal education requirements for superintendents, at the expense of the Board. The type of activities contemplated by this Section may include, but shall not be limited to:

- the operations, programs, and other activities conducted or sponsored by local, state and national associations
- seminars and courses offered by public or private educational institutions
- informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Superintendent to perform her professional responsibilities in the District

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- visits to other institutions
- other activities promoting the professional growth of the Superintendent

The Board shall permit a reasonable amount of release time for the Superintendent to attend to such matters. It is anticipated that all necessary and approved travel, registration and sustenance expenses for such activities may cost but shall not exceed three percent (3%) of the Superintendent’s annual salary each year. Notwithstanding the above provisions, all such expenses shall be approved in advance by the Board and shall be in full compliance with all applicable laws and regulations as they are amended from time to time.

7. PROFESSIONAL LIABILITY:

The Board agrees that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against Superintendent in her capacity or in her individual official capacity as an agent and/or employee of the Board, provided that the incident arose while the Superintendent was acting within the scope of her employment, but excluding criminal litigation. In addition, the Board shall provide such other liability coverage as is within the authority of the Board to provide under state law; except that in no case will individual board members be considered personally liable for indemnifying the Superintendent against such demands, suits, claims, actions, and legal proceedings.

8. BOARD GOALS, OBJECTIVES AND RESPONSIBILITIES:

The parties shall meet to establish the Board’s goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and be among the criteria by which the Superintendent is evaluated, as hereinafter provided. The parties shall establish the next goals and objectives of the Superintendent on or before November 1, 2018. Thereafter, on or prior to June 1st of each succeeding school year, beginning June 1, 2019, the parties will meet to establish the Board’s goals and objectives for the next succeeding school year in the same manner and with the same effect as heretofore described.

The Board, individually and collectively, will promptly refer all criticisms, complaints and suggestions called to its attention to the Superintendent for study and recommendation prior to taking any action or making any commitments.

The Board shall not substantially change or increase the duties of the Superintendent unless such change or increase is mutually agreed upon by way of a written amendment to this Contract.

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9. PERFORMANCE EVALUATION:

The Board shall evaluate the performance of the Superintendent at least once a year in accordance with N.J.S.A. [18A:17-20.3](#). Each evaluation shall be in writing, a copy shall be provided to the Superintendent, and the Superintendent and the Board shall meet to discuss the findings. The evaluation shall be based upon the goals and objectives of the District, the goals of the Superintendent as they are established in writing each year by the Superintendent in consultation with the Board, the responsibilities of the Superintendent as set forth in the job description for the position of Superintendent and such other criteria as the State Board of Education shall, by regulation, prescribe. The evaluation format shall be developed and approved by the Board and the Superintendent.

On or before April 1st of each year of this Contract, the Board and the Superintendent shall meet in closed, executive session for the purpose of mutual evaluation of the performance of the Board and the Superintendent. On or before April 30th of each year of this Contract, the Board shall supply the Superintendent with a copy of its written evaluation of him, which shall include areas of commendations and recommendations and which shall provide direction as to any areas of performance in need of improvement.

In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing and in reasonable detail the specific instance of unsatisfactory performance. The evaluation shall include recommendations as to the areas of improvement in all instances where the Board deems performance to be unsatisfactory. The Superintendent shall have the right to respond in writing to the evaluation. This response shall become a permanent attachment to the Superintendent’s personnel file. On or before June 1st of each year of this Contract, the Superintendent and the Board shall meet to review the evaluation format and to mutually determine the evaluation format to be used in the subsequent school year. The final draft of the annual evaluation shall be adopted by the Board by June 30th of each year of this Contract.

10. TERMINATION OF EMPLOYMENT:

A. Mutual Agreement: This Contract may be terminated by mutual agreement of the parties.

B. Notice of Termination: This Contract may be terminated without mutual agreement:

i. In the event of the revocation or suspension of the Superintendent's certificate, in which case this Contract shall be null and void as of the date of revocation, as required by N.J.S.A. 18A:17-15.1.

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ii. In the event of the applicability of N.J.S.A. 2C:51-2, (forfeiture of public position of employment).

iii. By the Superintendent giving one hundred twenty (120) calendar days prior written notice to the Board of her intention to resign and/or retire.

iv. By the Board giving at least one hundred fifty (150) calendar days written notice to the Superintendent prior to the expiration of the Term of this Contract or as is otherwise provided by law. In the absence of such notice, the Superintendent shall be deemed reappointed for a term of three (3) years pursuant to the same terms and conditions contained in this Contract.

v. In the event of tenure dismissal proceedings pursuant to law.

C. Dismissal or Reduction In Compensation: During the Term of this Contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity or conduct unbecoming a superintendent or other just cause and then only in the manner prescribed by law. In the event of dismissal for any of the reasons specified, this Contract shall terminate. Nothing in this Contract shall affect the Board’s rights with regard to suspension under N.J.S.A. 18A:6-8.3 and applicable case law.

D. Payment of Additional Compensation: In the event the parties mutually agree to terminate this Contract prior to its expiration date in accordance with Paragraph 10A above, and to relieve the Superintendent from the actual performance of her duties, upon the approval of the Commissioner of Education, the Board shall compensate the Superintendent for either three (3) months salary times the number of years remaining on this Contract (not to exceed twelve (12) months) or the remaining salary due to completion of this Contract with proration for partial years, whichever is less, minus compensation from any and all other employment. It is understood that the Superintendent must make a good faith effort to find employment elsewhere as soon as possible and prior to the expiration date of the within Contract. The salary received by the Superintendent in such employment shall be deducted from the payments made to the Superintendent by the Board. Insurance benefits will be adjusted to reflect coverage, if any, in the new position. Payment for any such salary shall be made as follows:

i. If the effective date of termination of employment is to be between July 1st and December 31st of any school fiscal year, payment shall be made by July 15th of the following school fiscal year.

ii. If the effective date of termination of employment is to be between January 1st and June 30th of any school fiscal year, payment shall be made by July 15th of the year following the next school fiscal year.

11. ENTIRE AGREEMENT:

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This Contract embodies the whole agreement between the Board and the Superintendent and there are no inducements, promises, terms, conditions, or obligation made or entered into by either party other than those contained herein. This Contract may not be changed except by a writing signed by the party against whom enforcement thereof is sought. Any renewal, extension or modification of this Contract shall comply with the laws governing notice provisions, as they may be amended from time to time.

12. EXECUTIVE COUNTY SUPERINTENDENT REVIEW:

This Contract is subject to the approval of the Executive County Superintendent. If the Executive County Superintendent disapproves a specific clause of this Contract or if during the term of this Contract, it is found that a specific clause of the Contract is illegal in federal or state law, the remainder of the Contract not affected by such a ruling, shall remain in force.

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals as of the day and year first above written.

ATTEST:

BOARD OF EDUCATION OF THE
TOWNSHIP OF BERLIN

Megan Stoddart, Board Secretary

By:

Cynthia Mozee, President

WITNESS:

Edythe B. Austermuhl

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BERLIN TOWNSHIP BOARD OF EDUCATION
West Berlin, New Jersey

FILE CODE: 2131

Exhibit, Job Description

TITLE: SUPERINTENDENT

QUALIFICATIONS:

1. Valid New Jersey School Administrator Certificate or eligibility
2. Central office, school administration and teaching experience as determined by the board
3. Demonstrated success with curriculum, personnel management, school finance and strategic planning
4. Strong leadership and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Board of education

SUPERVISES: Every district employee

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence, so that each student enrolled in the district may be provided with an appropriate and effective education.

SCOPE OF RESPONSIBILITY: Leadership and management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the board. The superintendent may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

PERFORMANCE RESPONSIBILITIES:

A. Instructional Leadership:

1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
2. Ensures that the goals of the school system are reflected in its educational program and operations.
3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives, and a quality assurance report to the public.
4. Reviews with staff all curriculum guides and courses of study annually in accordance with a board adopted evaluation schedule. Recommends, for board adoption, curricula, courses, textbooks and time schedules.
5. Ensures implementation and evaluation of all board-approved written curriculum for all subjects and inclusion of mandated programs and state core curriculum content standards.
6. Provides for curriculum articulation among grades and schools in the district and between/among constituent districts in a regional school system or sending-receiving agreement.
7. Encourages staff to develop programs, services, and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.

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SUPERINTENDENT, EXHIBIT (continued)

9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
10. Seeks out available sources for grant funding to support programs and projects.
11. Keeps professionally current and informed on research-based educational practices.

B. Personnel Administration:

1. Mentors staff and demands high performance. Implements sound personnel practices.
2. Directs and supervises the administrative staff and through them all district staff.
3. Develops recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the board.
4. Ensures that all staff is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
5. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.
6. Recommends and implements the district's professional development plan.
7. Ensures that all teaching staff members fulfill continuing professional development and receive inservice training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

C. Financial Management:

1. Ensures that the budget implements the district's goals.
2. Ensures implementation of board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
3. Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for board approval and communicates the educational and monetary impact of the budget to the community.
4. Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.
6. Continually assesses business management practices to achieve efficiency.
7. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

D. Student Services:

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
2. Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.
3. Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the board.
4. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that which may be made available pursuant to law and submits an annual written report to the county superintendent.
5. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
6. Implements a board-approved program of guidance and counseling services.

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SUPERINTENDENT, EXHIBIT (continued)

7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.
- E. School/Community Relations:
1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
 2. Presents the district's quality assurance report annually to the community at a regular board of education meeting by October 30 and submits a copy to the executive county superintendent by November 15.
 3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
 4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
 5. Maintains contact and good relations with local media.
 6. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
 7. Represents the school system and its interests in community organizations, activities and projects.
- F. Superintendent-Board Responsibilities:
1. Provides leadership in the implementation of the district's vision, mission, and goals.
 2. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.
 3. Attends all regular and special meetings of the board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
 4. Knows board policy and respects the policymaking authority and responsibility of the board.
 5. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
 6. Collects adequate and reliable information before making recommendations and decisions.
 7. Prepares, in conjunction with the board president, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the board on matters before it.
 8. Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.
 9. Anticipates potential problems. Recommends policies or courses of staff action.
 10. Keeps the board informed regarding development in other districts or at state and national levels that would be helpful to the district.
 11. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
 12. Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.
 13. Advises the board of its responsibilities under the School Code of Ethics Act. Ensures the adoption of policies and procedures regarding required training for board members and the annual distribution, public discussion, and documentation of the act and the code of ethics for school board members.

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SUPERINTENDENT, EXHIBIT (continued)

TERMS OF

EMPLOYMENT: Twelve months. Appointed for a period of 3-5 years. Serves in accordance with the terms of the contract between the board and the superintendent. Salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually by April 30 in accordance with state law, administrative code, and the board's policy on evaluation of the superintendent.

NJSBA Review/Update: September 2011
Adopted:

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AMENDMENT

TO THE CONTRACT OF EMPLOYMENT BETWEEN THE SUPERINTENDENT OF SCHOOLS AND THE BERLIN TOWNSHIP BOARD OF EDUCATION

This AMENDMENT is made as of this ____day of _____, 2020 by and between the BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN (hereinafter referred to as “Board”) with offices at 225 Grove Avenue, West Berlin, New Jersey 08091 and EDYTHE B. AUSTERMUHL (hereinafter referred to as “Superintendent”). The Board and the Superintendent will be collectively referred to as “the Parties”.

WHEREAS, the Board and Superintendent are parties to a contract of employment (“Contract”) for the Superintendent which has a term of July 1, 2018 to June 30, 2023 (a true copy of the Employment Contract dated _____2018 is attached hereto and made a part hereof as Exhibit A ; and

WHEREAS, the Contract contains a Compensation clause (Paragraph 4 of the Contract) which sets forth an annual salary schedule for the Superintendent’s employment. Pursuant to Paragraph 4 of the Contract, any adjustment of the annual salary must be in the form of an amendment and will become a part of the Contract after approval by the Executive County Superintendent; and

WHEREAS, the Board is facing serious financial constraints for the 2020-2021 school year; and

WHEREAS, based on these financial constraints, the Superintendent has agreed in good faith to freeze her salary increase for the 2020-2021 school year; and

NOW, THEREFORE, In consideration of the mutual promises and covenants herein contained, the parties hereto agree that Paragraph 4 (Compensation) of the Contract shall be amended as follows:

4. COMPENSATION:

The Superintendent is to be paid an annual salary per school year in accordance with the following schedule:

2018-2019	\$142,427
2019-2020	\$145,276
2020-2021	\$145,276
2021-2022	\$148,182
2022-2023	\$151,146

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The Parties agree that this Amendment will be submitted to and approved by the Executive County Superintendent. Once approved by the Executive County Superintendent, and following all public notice and public hearing requirements in accordance with N.J.S.A. 18A:11-11; N.J.A.C. 6A:23A-3.1(c), such amendment shall become effective.

The Parties agree this Amendment shall not be deemed that the Board and Superintendent have entered into a new Contract. All other terms and conditions of the Employment Contract dated _____, 2018 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals as of the day and year first above written.

ATTEST:

BOARD OF EDUCATION OF THE
TOWNSHIP OF BERLIN

By: _____

Megan Stoddart, Board Secretary

Jeffrey Souza, Vice President

WITNESS:

Edythe B. Austermuhl