

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

June 20, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, Cynthia Mozee, President, call this meeting to order under the Open Public Meetings Act at 6:55pm. 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>present</u>	2002 / 2020
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>absent</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>present</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>absent</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 Brian Davis, seconded by Kimberly Reed

RECOMMEND that the Board of Education approve the action meeting minutes of the May 23, 2019 meeting as presented in duplicated form and dispense with the reading of the same.

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

Voting “yes”: Mrs. Reed, Mr. Cohen, Mr. Petersen, Mrs. Hill-Muff,  
Mrs. Mozee

Abstention: Mrs. Williams, Mr. Davis

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**5. Executive Session – In**

Motion by Brian Davis, seconded by Kimberly Reed to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:57pm.

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 Mary Williams, seconded by Kimberly Reed, to come out of Executive Session. Time out: 7:12pm. 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 May to be acknowledged from the  
John F. Kennedy Elementary School:***

*Kevin Dixon, Scarlet Olea-Araujo, Peyton Chiarulli, Mark Riepen,  
Gianna Worthington, Emmett Kline, Alexander Sobrado,  
Casey Dixon, Gianna Hardy, Dominic Day*

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

*Alyssa Whalen, Sadaf Mehtab, Abraham Velez, Rhyan Hunter,  
Dominic Maslin, Maeve Lyons, Leigha Muff, Brody Camp,  
Amir Cooper, Alexis Brennan*

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

*Te'Shan Bell, Harlan Talosig, Ella DeMarco, Christopher Riess,  
Joel Nicoletto, Gianna Ortiz-Csink,  
Evyania Papathanasiou, Anthony Gilbert, Mia Mazakas,  
Gabriella Bermudez*

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

*Jayden DeVan, Layla Graham, Ashton Kubat, Ava Landolt, Kiera Riess,  
Shane Way, Alena Morrison, Carson Russo, Yasmine Rodio, Frank Quinn*

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

*Gabriel Menzer, Karma-Jane Nunnenkamp, Joseph Mikulski, Iyanna Harmon,  
Olivia Fiordaliso, Davina Sierra*

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

*Nyla Franks, Serenity Nunnenkamp, Frank Caprera, Savannah Riley,  
Alianna Medina, Brianna Cusato*

***Retiring Staff Members***

*Cathy Conicella, Stacey Childs*

- a. Motion by Mary Williams, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the acceptance of a donation of a microwave oven for the JFK staff lounge from the Reed Family.  
Motion carried, voice vote, all present voting as follows:  
Voting “yes”: Mrs. Williams, Mr. Davis, Mr. Cohen, Mr. Petersen,  
Mrs. Hill-Muff, Mrs. Mozee  
Abstention: Mrs. Reed

**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;

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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 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 Mary Williams, seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Time in: 7:50pm. Motion carried, voice vote, all present voting “yes”.

*Public in Attendance – Those in attendance as follows:*  
*Jesse Anelid, Kelsie Brun, Christina Maslin, Rachel Worthington,*  
*Kara Lyons, Kristen Reiss, Mchelle Fiordaliso, Casey Dixon,*  
*Kevin Dixon, Harold Talosig, Dustin Burmylo,*  
*Sarah Whomsley, Alexander Shago, Rafael Olea,*  
*Christeen Harad, Kristy Mencer, Gabriel Mencer,*  
*Andrew Williams, Anthony Sierra, Susan Carpenter,*  
*John Hunter, Stephanie Carter, Mia Mazakas,*  
*Kathleen Ortiz, Samantha Ortiz,*  
*Malynda Densten, Jen Camp, Regina Nicoletto,*  
*Tony Chiarulli, Tamina Nunnenkamp,*  
*Keisha Reynolds, Alyse Akgun, Jayden DeVan, Liam Williams,*  
*Michele Muff, Mike Muff, Louis DeMarco, Annette Sherlock,*  
*Concetta Sherlock, Melissa Kline, Susan Kline, Robert Kline*

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**9. Public Comments – Closed**

Motion by Brian Davis, seconded by Gerard Petersen to close the meeting to the public.  
Time closed: 7:50 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.

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.

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**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
6/13/19	DDE	6200	HIB	Counseling sessions for offender; parent contact
5/25/19	JFK	6141	HIB	Parent contact; Loss of privileges; Counseling session with Guidance

**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

Motion by Lisa Hill-Muff, seconded by Kimberly Reed

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 # 6092) reported on May 21, 2019.

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

E. Safety and Security – JFK – May, 2019

Type of Drill    Date and Time

- Fire - May 31 at 11am
- Lockdown – May 29 at 10 am
- Bus Evacuation
- Bomb Threat

F. Safety and Security – DDE – May, 2019

Type of Drill    Date and Time

- Fire - May 22<sup>nd</sup> at 9am
- Lockdown – May 29<sup>th</sup> at 1:30pm – evacuation to JFK
- Bus Evacuation
- Bomb Threat



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- G. Monthly Reports Uploaded to Portal for Review
  - a. Coordinator of Special Services
  - b. Technology Coordinator
  - c. Supervisor of Curriculum and Instruction
  - d. JFK Principal
  - e. DDE Principal

**11. Personnel**

- a. Motion by Kimberly Reed, 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>
Emily Klinke	ESY Teacher-PSD	\$38.23 per hour	July 2019
Nancy Brown	Gr. 8 ELA	BA Step 2, \$52,882	9/1/19
Alma Trivers*	Instructional Asst-Library	\$14,504	9/1/19

\*this is a change from full time to part time status

Bus Drivers – extra compensation rate as listed below:

Bonnie Dutton	\$17.43/hour	7/1/19
Burton Holcomb	\$20.92/hour	7/1/19
Adrienne Howard	\$19.99/hour	7/1/19
Antonette Pearson	\$18.23/hour	7/1/19
Denise Peidl	\$20.92/hour	7/1/19
Patricia Savidge	\$22.20/hour	7/1/19
Theresa Vandegrift	\$22.20/hour	7/1/19

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

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

*Kelly Thomas, Bethany Jones, Krista Jones, Gilbert Bates, Danielle Moreno, Christine Mason, William Sanchez, Jessica Cusato, Shannon Toomer*

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

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- c. Motion by Kimberly Reed, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following stipend positions for the 2019-2020 school year:

<i>Name</i>	<i>Position</i>	<i>Stipend Rate</i>
Jessica Wright	SGA – Advisor	\$2,010.82
Sarah Zimmerman	SGA - Asst Advisor	\$1,269.99
Carrie Aloï	NJHS Advisor – shared	\$1,113.74
Renaë Borgstrom	NJHS Advisor - shared	\$1,113.74
Mary Jo Kolaski (shared)	Yearbook Advisor	\$819.15
Jacklyn Lawlor (shared)	Yearbook Advisor	\$793.75
Mary Jo Kolaski (shared)	8 <sup>th</sup> Grade Activities Coord	\$1,146.80
Robin Schaffer (shared)	8 <sup>th</sup> Grade Activities Coord	\$1,078.88
John Kelly	Athletics Coordinator	\$2,293.60
Evan Lindner	Band Director	\$4,805.64
Evan Lindner	Chorus Director	\$2,402.83
Brian Martino	Boys Soccer Coach	\$1,965.95
John Kelly	Girls Soccer Coach	\$1,965.95
Ana Klinke	Boys/Girls Soccer Asst Coach	\$1,310.63

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

- d. Motion by Gerard Petersen, seconded by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement request for staff member Abigail Palen in the amount of \$499.  
*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”.

- e. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the letter of resignation, with regret, from staff member Michele Ivancich, effective August 30, 2019. Mrs. Ivancich has been on staff since September, 2012.

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

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- f. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the 2019-2020 employment contract for Megan Stoddart, Business Administrator. This contract was submitted to the county office of education and has been approved by the county superintendent.

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

- g. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the 2019-2020 employment contract for School Security Shared Services with Berlin Township. *This document was uploaded to the board portal, June folder for board review.*

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

- h. Motion by Gerard Petersen, seconded by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the placement of Jennifer Cusick-Loss on the board approved substitute list.

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

- i. Motion by Mary Williams, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the reimbursement of the \$125 fee for a county substitute certificate for Jean Eddis and Jennifer Cusick-Loss as per board resolution on May 2, 2019.

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

- j. Motion by Lisa Hill-Muff, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the FMLA leave for the following staff members:

- #01501 – FMLA, sick and unpaid leave (13 days) from 9/3/19-12/20/19
- #01336 – FMLA, sick and unpaid leave (9 days) from 9/25/19 - 2/3/20

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

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**Curriculum and Instruction**

**12. Business and Finance**

Financial Report – Period Ending April and May 2019

Motion by Kimberly Reed, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve 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 April & May 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 April & May 2019. The Treasurer’s and Secretary’s report are in agreement for the month of April & May 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 Kimberly Reed, seconded by Gerard Petersen 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>
K Mitchell	\$79	Online course -06/07/19 <i>Research based Dyslexia approaches</i>	\$0.00
K Haloupek	\$90	Hackensack, NJ – 06/11/19 <i>Behavioral Health Matters</i>	\$0.00
E Austermuhl	\$0	Lindenwold, NJ – 08/14/19 <i>South Jersey Data Leadership Partners – data usage</i>	\$0.00
M Murphy	\$0	Lindenwold, NJ – 08/14/19 <i>South Jersey Data Leadership Partners – data usage</i>	\$0.00
E Austermuhl	\$299	Webinar – 06/26/19 <i>FMLA Compliance for Schools</i>	\$0.00
M Bright	\$0	Monroe Twp – 07/25/19 <i>NJPSA/FEA/ASCO – fostering collaborative and collegial relationships for teaching, leading and learning</i>	\$0.00

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

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

**Batch number 61      Amount \$652,009.14**

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

- G. Motion by Gerard Petersen, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the June, 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. *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”.

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- H. Motion by Kimberly Reed, 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 May, 2019 in the amount of \$2,209.91. *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 2018-2019 Cafeteria disbursements for the month of June, 2019 in the amount of \$45,533.62. *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”.

- J. Motion by Mary Williams, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the awarding of the base bid and alternate #1 for the “Improvements to Faculty Parking Area and Stormwater Management System at John F. Kennedy School to Arthur R. Henry, Inc.

Base Bid = \$174,86.60  
Alternate #1 = \$14,958.00  
Alternate #2 = not accepted

Three bids were received.

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

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- K. Motion by Kimberly Reed, seconded by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 ACES Resolution as follows:

A RESOLUTION BINDING THE BERLIN TOWNSHIP SCHOOL DISTRICT  
TO PURCHASE ELECTRIC GENERATION SERVICES  
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid  
Cooperative Pricing System ID#E8801-ACESCPS

RESOLUTION NUMBER       ACES 2019-2020      

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Berlin Township School District is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric

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power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.



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CERTIFICATION

I hereby certify that the foregoing is a true, full and correct copy of Resolution Number\_\_\_\_\_

adopted by \_\_\_\_\_ at its meeting on \_\_\_\_\_ 20\_\_\_\_.

BY: \_\_\_\_\_ ATTESTED BY:

Name and Title	Name and Title
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On Behalf of: \_\_\_\_\_

County of \_\_\_\_\_, State of New Jersey  
(Insert county name)

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

L. Motion by Kimberly Reed, second by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to establish the following financial institution for deposit of school funds: **Republic Bank.**

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

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M. Motion by Gerard Petersen, second by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following designees as authorized check signers for each respective account:

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

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

N. Motion by Gerard Petersen, second by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to purchase CD’s and bank notes for investment purposes.

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

O. Motion by Gerard Petersen, second by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to transfer/wire funds by telephone or internet.

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

P. Motion by Kimberly Reed, second by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint the business administrator as district purchasing agent and set the district’s bid threshold at \$29,000 for the 2019-2020 school year and the district’s quotation threshold at \$4,350 for the 2019-2020 school year.

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

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- Q. Motion by Mary Williams, second by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to promptly handle business affairs including the payment of invoices that the board has contracted with or what are public utilities and to have these payments subsequently approved at the next action meeting.

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

- R. Motion by Kimberly Reed, second by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the firm of Capehart and Scatchard, as the Board of Education Solicitor under the terms of the professional contract for the 2019-2020 school year. Pursuant to 18:A:18A-5(a)1, award of contract shall be printed in an official newspaper.

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

- S. Motion by Mary Williams, second by Sol Cohen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve Omni Group as the third party administrator of the district’s 403(b) plan (Tax shelter) for 2019 -2020 school year.

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

- T. Motion by Gerard Petersen, second by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following Tax Shelter Annuity companies for the 2019-2020 school year: Equitable, MetLife (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning.

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

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- U. Motion by Gerard Petersen, second by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve T.C. Irons/Haines and Haines as the district’s risk management broker of record for the 2019-2020 school year.

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

- V. Motion by Gerard Petersen, second by Sol Cohen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Brown and Brown Benefit Advisors as the district’s health insurance broker of record for the 2019-2020 school year.

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

- W. Motion by Mary Williams, second by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Tatem Brown Family Physicians under the terms of the professional contract to provide medical services for the board of education including, but not limited to:

- physical examinations (staff and sports physicals)
- tests
- other services deemed appropriate by the board of education for the school year 2019-2020

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

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

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

**SCHOOL YEAR 2019-2020**

List of Contracted/Outside Consultants

**Psychiatrists**

Dr. James & Joseph Hewitt	\$575
Pinnacle Behavioral Health	\$300
Copeland & Dorman (Spanish speaking)	\$600
Dr. Omar Ayala	

**Neurologists**

Cooper Pediatrics	\$350
Nemours/DuPont Pediatrics	\$685

**Occupational Therapy**

Heartland Rehabilitation Services	\$78.03/hr
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**Physical Therapy**

Educational Services Commission	\$68/hr
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**Educational Interpreting**

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

REM Audiology Associates	\$295 Audiological eval \$595 CAPD eval
Burlington County Special Services School District Education Services Unit	\$295/hr School consult

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**Autism/Behavior Support Services**

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

**Assistive Technology Services**

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

**Bilingual Services**

Learning Tree – bilingual CST evaluations \$780  
Leslie McEwan – Spanish speech evaluations \$700  
Sophie Lusinsky – Spanish \$350 psychological eval  
\$500 psychoeducational eval  
Carmody Development Center – Spanish speech evaluations \$350  
ParaPlus Translations – Interpreting services cost varies w/ language

**Support Services**

Delta-T – staffing services  
General Health Resources, Inc – staffing services cost varies based on position  
- Nursing, Therapy, Education, Behavioral Health Staffing

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

- Y. Motion by Mary Williams, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Edythe Austermuhl, Superintendent, as the district Attendance Officer for the 2019-2020 school year.

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

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- Z. Motion by Mary Williams, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds; as the district Right to Know Coordinators.
- Motion carried, roll call vote, all present voting “yes”.
- AA. Motion by Brian Davis, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Asbestos Compliance Officer.
- Motion carried, roll call vote, all present voting “yes”.
- AB. Motion by Mary Williams, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Public Agency Compliance Officer.
- Motion carried, roll call vote, all present voting “yes”.
- AC. Motion by Kimberly Reed, second by Mary Williams  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds, as the district PEOSHA Officers.
- Motion carried, roll call vote, all present voting “yes”.
- AD. Motion by Brian Davis, second by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Custodian of Records.
- Motion carried, roll call vote, all present voting “yes”.

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- AE. Motion by Brian Davis, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Safety Coordinator.

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

- AF. Motion by Brian Davis, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison.

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

- AG. Motion by Kimberly Reed, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, and Ms. Ashley Episcopo, Dwight D. Eisenhower Middle School Guidance Counselor as the district Issuing Officers of Working Papers.

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

- AH. Motion by Mary Williams, second by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds as the district IPM Coordinator.

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

- AI. Motion by Brian Davis, second by Mary Williams  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Bowman and Company as the district’s auditing firm for the 2019-2020 school year.

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



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- AJ. Motion by Brian Davis, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to designate the following locally circulated newspapers as official publications of advertising purposes: The Central Record and The Courier Post.

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

- AK. Motion by Mary Williams, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to resolve that the Berlin Township Board of Education adopt the established policies, rules and regulations of the Berlin Township Board of Education.

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

- AL. Motion by Brian Davis, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to delegate the Board’s right of consent or approval to Edythe Austermuhl, Superintendent of Schools for expediting scheduling and other facility/field use activities in accordance with established Board policies, effective July 1, 2019.

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

- AM. Motion by Kimberly Reed, second by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to allow the school business administrator to maintain a petty cash fund in the amount of \$200. These funds are to be used for tolls associated with field trips as well as unexpected costs. Amounts are to be re-deposited in June, 2020.

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

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**13. Old Business**

**By law Review—9321; 9322; 9322 R; 9322.1; 9323/9324  
Reese Investigations- update on usage**

**14. New Business**

Committee Updates  
Negotiations  
NJSBA  
CCESC  
Pine Hill Bd of Ed  
CCSBA

**15. Public Comments – Open**

Recognition of Citizens – for subjects not appearing on agenda

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

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

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

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- E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

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

Motion by Gerard Petersen, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 8:31pm. Motion carried, voice vote, all present voting “yes”.

**16. Public Comments – Closed**

Motion by Gerard Petersen, seconded by Sol Cohen to close the meeting to the public. Time closed: 8:31pm. Motion carried, voice vote, all present voting “yes”.

**17. Adjournment**

Motion by Gerard Petersen, seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 8:31pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator