

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

April 23, 2020

Special 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 7:31pm. 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 on the district website as per COVID 19 restrictions, during the week of April 19, 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 | _____ | |
| Lauren Tedesco, Capehart & Scatchard | <u>present</u> | |

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4. Executive Session – In

We did not have an executive session, we are going to move directly to the Public Comment section on Agenda items only at this time.

Motion by _____, seconded by _____ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: _____pm.

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.

5. Executive Session – Close

Motion by _____, seconded by _____ to come out of Executive Session. Time out: _____pm.

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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 Jeffrey Souza, seconded by Kimberly Reed, to open the meeting to the public for the discussion of agenda items only. Time in: 7:32pm. 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.

****See Appendix 1 – Comment Section on Agenda Items***

7. Public Comments – Closed

Motion by Gerard Petersen, seconded by Kimberly Reed, to close the meeting to the public. Time closed: 8:07pm. Motion carried, voice vote, all present voting “yes”.

8. Policy Items:

| Regulation | Name | Bylaws | Name |
|------------|-----------|--------|------|
| 3514 | Equipment | | |

1. Motion by Kimberly Reed, seconded by Gerard Petersen
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of Regulation 3514 Equipment.
This document was uploaded to the board portal, April folder for board review.

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

9 . Personnel

- a. Motion by Kimberly Reed, seconded by Gerard Petersen
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the adjusted resignation date of staff member Jennifer Edwards, School Nurse at DDE. Mrs. Edwards has been on staff since September 1, 2012.

This motion appeared on the March 19, 2020 action meeting agenda and was approved with an effective date of April 30, 2020.

This adjustment to the resignation date is to be effective May 30, 2020.

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

10. New Business

20-21 Budget Discussion among Board Members

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11. Public Comments – Open

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

Recognition of Citizens – for subjects not appearing on agenda

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

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- 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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Motion by Kimberly Reed, seconded by Brian Davis to open the meeting to the public for the discussion of subjects. Time in: 10:07pm. 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.

****See Appendix 2 –
Comment Section on Any Item to be Brought Before the Board***

12. Public Comments – Closed

Motion by Kimberly Reed, seconded by Sol Cohen to close the meeting to the public. Time closed: 10:38pm. Motion carried, voice vote, all present voting “yes”.

13. New Business - Part 2

Additional discussion by Board members

This discussion included guidance for restoration of

- Preschool Program
- Co-Curricular Program
- JFK Principal Position
- Full Time Nurse

14. Adjournment

Motion by Kimberly Reed, seconded by Gerard Petersen to adjourn the meeting. Meeting adjourned: 10:40pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator

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