

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

February 20, 2020

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Gerard Petersen, President, call this meeting to order under the Open Public Meetings Act at 6:50pm. 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 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

**Swearing in of the New Board Member will take place at the March meeting
- Board Solicitor/Business Administrator**

Mr. Brian Davis	<u>absent</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>arrived 7:14</u>	2013 / 2022
Mr. Domonic Balducci	<u>absent</u>	2019 / 2022
Mr. Gerard Petersen, President	<u>present</u>	2017 / 2020
Mr. Sol Cohen	<u>present</u>	2014 / 2020
Mrs. Holly Murrenburke - <u>will be sworn in at March meeting</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> </u>	
Lauren Tedesco, Capehart & Scatchard	<u>present</u>	

4. Approval of Minutes

Motion by Gerard Petersen, seconded by Kimberly Reed

RECOMMEND that the Board of Education approve the minutes of the January 29, and January 23, 2020 meetings 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. Executive Session – In

Motion by Kimberly Reed, seconded by Jeffrey Souza to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:51pm.

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 Kimberly Reed, seconded by Jeffrey Souza to come out of Executive Session. Time out: 7:05pm. 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 to be acknowledged from the John F. Kennedy Elementary School:

*Zoey Tierno, Edailiannys Erazo-Cruz, Saafi Aldin, Afrin Yakub, Mark Riepen,
Wyatt Guterrez, Katherine Pach, Jayah Thompson, Cameron Mitchell,
Adriana Rodgriguez*

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

*Alexander Goldy, James Havers, Ava Brown, Jesus Chila, Gavin Selenski,
Sophia Sterling, Leah Barbera, Harlan Talosig, Daysia McCaully, Savannah Riley*

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

*Desiree Peluyvera, Mia Dubler, Asher Pollard, Brandon Sebastian,
Oliver Petersen, Samera Taifa*

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

*Priscilla Peluyvera, Ashlie Shendock, Jaylan Hornsby, Araceli Olea,
Sophia Peticari, Olivia Larsen*

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8. Public Comments – Open

Recognition of Citizens – for agenda items only

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

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

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

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 Kimberly Reed, seconded by Jeffrey Souza to open the meeting to the public for the discussion of agenda items only. Time in: 7:38pm. Motion carried, voice vote, all present voting “yes”.

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

Holly Murrenburke

9. Public Comments – Closed

Motion by Jeffrey Souza, seconded by Kimberly Reed, to close the meeting to the public. Time closed: 7:38pm. Motion carried, voice vote, all present voting “yes”.

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

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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. Harassment, Intimidation and Bullying (HIB) Incident Report

Date Reported to Superintendent	School	Case Number	Result	Action
2/11/20	DDE	6861	Not HIB	Principal, Guidance intervention, conferences and correspondence with Parents

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

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

Date Reported to Superintendent	School	Case Number	Result	Action
1/21/20	DDE	6757	Not HIB	Principal, Guidance intervention, conferences and correspondence with Parents, student interaction monitored

Motion by Jeffrey Souza, seconded by Sol Cohen

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 #6757) reported on January 21, 2020. Motion carried, roll call vote, all present voting “yes”.

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E. Field Trips:

<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>Cost to Student</u>	<u>Cost to District</u>
8	Kolaski	Camden County College	04/01/20	\$6.00	Two drivers, two buses <i>Watch a play on the Holocaust Novel – Number by the Stars</i>
7	Episcopo	Overbrook HS	03/04/20	\$0.00	Two drivers, two buses <i>OHS Ram for a Day – class visits/activities</i>
7 & 8	Bright	Overbrook HS	03/18/20	\$0.00	Three drivers, three buses <i>Watch musical production</i>
TBD	Episcopo	IHOP	03/24/20	\$0.00	Two drivers, two buses <i>PBIS Dragon Dollar Lunch Winners</i>
PS	PS Staff	Rastelli Market	03/25/20	\$0.00	Two drivers, two buses <i>Hands on exploration of a grocery store</i>
5	McCoach	Camden County College	04/02/20	\$6.00	Two drivers, two buses <i>Watch a play on the Holocaust Novel – Number by the Stars</i>
4	Iacovelli	Adventure Aquarium	04/08/20	\$8.00	Two drivers, two buses <i>Observation of aquatic plants and animals and their adaptations</i>
PS	PS Staff	Academy of Natural Sciences	05/01/20	\$5.00	Two drivers, two buses, tolls <i>To provide hands on experience related to classroom units</i>
1	Gr 1 Staff	Philadelphia Zoo	05/06/20	\$5.00	Three drivers, three buses, tolls <i>Observation of wild animals in their habitat</i>
Multi	Bogardus	Marie Katzenbach School	05/28/20	\$0.00	One driver, one bus <i>Attend a school show, lunch with students</i>
8	Kolaski	Hersey Park	06/12/20	\$0.00	Two drivers, two buses, tolls <i>Grade 8 Graduation Trip</i>

1. Motion by Jeffrey Souza, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the February 20, 2020 agenda.
Motion carried, roll call vote, all present voting “yes”.

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F. Safety and Security – JFK – January, 2020

Type of Drill Date and Time

Fire – January 24,2020

Lockdown – Shelter in Place – January 27, 2020

Bus Evacuation

Bomb Threat

G. Safety and Security – DDE – January, 2020

Type of Drill Date and Time

Fire – January 23rd at 2:10pm

Lockdown – Shelter in Place – January 27th at 10:30am

Bus Evacuation

Bomb Threat

H. Monthly Reports Uploaded to Portal for Review

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

Motion by Gerard Petersen, seconded by Kimberly Reed

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

Organization	Facility	Date and Time	Event
Playmore Sport and Social Club	DDE Gym	Mon/Tues/Wed/Thurs March to May	Basketball Games

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

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

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I. Discussion Items:

Regulation	Name	Bylaws	Name
		9721.1	Board Member Use of Internet Networks and Other Forms of Electronic Communication

1. Motion by Gerard Petersen, seconded by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of By law 9721.2, Board Member Use Of Internet Social Networks And Other Forms of Electronic Communication.

This document was uploaded to the board portal, January folder for board review.

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

Policy	Name	Bylaws	Name
5111	Admission		
6178	Early Childhood/PreSchool		

2. 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 Policies 5111 Admission and 6178 Early Childhood/PreSchool.

This document was uploaded to the board portal, February folder for board review.

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

3. Motion by Sol Cohen, seconded by Cynthia Mozee

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the acceptance of Donor’s Choose Center Project items for PSD classroom totaling \$305.

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

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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>
Robert Surran	PT Custodian	\$11/hr	pending paperwork
Nancy Bryant	FT Inst Assistant	\$17,940, Step 7	about 2/21/20
Lisa Shrader	CARE Support Staff	\$11.00/hour	approx. 2/24/2020

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:

William Smith, Kristin Russo, Andrea Leach-Larsen, Stacey Juliano, Daquay Tatem, Rikki Thornton

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

- c. Motion by Kimberly Reed, seconded by Gerard Petersen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from staff member Roseanna Schwika effective February 7, 2020. Ms. Schwika has been on staff as an educational assistant since November 18, 2018.

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

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- d. Motion by Sol Cohen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following stipend positions for spring sports:

<u>Sport</u>	<u>Name</u>	<u>Stipend Amount</u>
Baseball Head Coach	Eric McCoach	\$2,184.38
Baseball Asst. Coach	Brian Martino	\$1,310.63
Softball Head Coach	John Kelly	\$2,184.38
Softball Asst. Coach	Ana Klinke	\$1,310.63
Track Head Coach	Laura Burke	\$1,747.51
Track Asst. Coach	Laurel Erickson	\$1,269.99
Security	Robin Schaffer	\$27.31/hr

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, approve FMLA leaves as listed:
Employee # 01504 – extend leave to 3/27/20 pending release by doctor
Employee # 01453 from 3/29/20 – 4/9/20 including use of 3 personal days

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

- f. Motion by Gerard Petersen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve April Huda, student at St. Joseph’s University to observe Robin Bogardus, and the Auditory Impaired Class for 1 day to fulfill college program requirements.

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

12. Curriculum and Instruction

- a. Motion by Sol Cohen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve a 2% increase in PreSchool Tuition for the 2020-2021 school year to \$3675.

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

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13. Business and Finance

Financial Report – Period Ending JANUARY 2020 **WILL BE APPROVED NEXT MONTH**

- A. Motion by Jeffrey Souza, seconded by Kimberly Reed 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	\$0.00	Stockton – SJ Tech <i>Technology in the Classroom</i>	02/18/20 \$0.00
S Troendle	\$219.99	PESI – Mt. Laurel <i>Changing the ADHD Brain</i>	03/11/20 \$0.00
E Austermuhl	\$149	NJPSA/FE, Monroe Twp <i>“Brand ED” Defining your district</i>	03/11/20 \$0.00
L Burke	\$279	BER Cherry Hill <i>Cultivating a student centered STEM classroom</i>	03/16/20 \$0.00
C Garton	\$205	Rutgers, New Brunswick <i>Assoc of Math Teachers – Applying DI strategies to classified students</i>	04/24/20 \$0.00
R Layton	\$205	Rutgers, New Brunswick <i>Assoc of Math Teachers – Applying DI strategies to classified students</i>	04/24/20 \$0.00
E Austermuhl	\$0	Monmouth County Prosecutor’s Office <i>Continuity of Operations Planning</i>	04/29/20 \$0.00

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

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

Batch number 57 Amount \$ 1,035,705.67

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

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- C. 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 February, 2020 listing of substitutes from Source 4 Teachers as follows:

Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$122.40
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$61.20
Full Day Paraprofessional	\$108.80
Half Day Paraprofessional	\$54.40

This list was uploaded to the portal for the board review.

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

- D. 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 January, 2020 in the amount of \$32,345.12. *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”.

- E. Motion by Sol Cohen, 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 January, 2020 in the amount of \$4,485.00. *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”.

14. Old Business

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15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed – February 18 meeting update

CCSBA – 8th Gr Dialogue is March 19

16. Public Comments – Open

Recognition of Citizens – for subjects not appearing on agenda

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

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- 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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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 Jeffrey Souza, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 8:01pm.

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

17. Public Comments – Closed

Motion by Kimberly Reed, seconded by Jeffrey Souza to close the meeting to the public. Time closed: 8:01pm.

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

18. Adjournment

Motion by Kimberly Reed, seconded by Jeffrey Souza to adjourn the meeting. Meeting adjourned: 8:01pm.

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

Respectfully submitted,

Megan Stoddart, Business Administrator