

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

March 19, 2020

Budget Submission/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 7:11pm. 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 - Board Solicitor/Business Administrator**

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>remote attendance as of 7:30pm</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>	

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**4. Approval of Minutes**

Motion by Kimberly Reed, seconded by Gerard Petersen

RECOMMEND that the Board of Education approve the minutes of the February 20, 2020 meeting as presented in duplicated form and dispense with the reading of the same.

Motion carried, voice vote, all present voting as follows:

Voting “yes”: Mrs. Reed, Mrs. Hill—Muff, Mr. Balducci,  
Mr. Cohen, Mr. Souza, Mr. Petersen

Abstention: Mr. Davis, Mrs. Murrenburke

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**5. Executive Session – In**

Motion by Brian Davis, seconded by Jeffrey Souza to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:15pm. Motion carried, voice vote, all present voting “yes”. Abstention - Cynthia Mozee.

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 Gerard Petersen to come out of Executive Session. Time out: 7:18pm. Motion carried, voice vote, all present voting “yes”. Did not participate – Cynthia Mozee.

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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.

**CERTIFICATES FOR THESE STUDENTS WILL BE DISTRIBUTED AT A FUTURE MEETING  
*Students of the Month to be acknowledged from the John F. Kennedy Elementary School:***

*Braelyn Boos, Blake Tighe, Gaiveana LaClaire, Dylan Ford, Shabiha Tasnim,  
MacKenzie Ketchum, Daisy Tellez-Sorcia, Kayla Toomer, Jack Kelly, Ryan Stoddart*

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

*Gregory Marshall, Christopher Bastian, Hasan Ahmed, Guneet Singh,  
Evan Brummell, Jocelyn Tellez Sorcia, MaKayla Santos,  
Cassidy Rutter, Rosalyn Ramos Tirado, Julianna Bentivegna*

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

*To be supplied*

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

*To be supplied*

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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 Brian Davis, seconded by Jeffrey Souza to open the meeting to the public for the discussion of agenda items only. Time in: 7:30pm. Motion carried, voice vote, all present voting “yes”.

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*Public in Attendance –*

*Phyllis Magazzu, Chris Morris*

**9. Public Comments – Closed**

Motion by Kimberly Reed, seconded by Sol Cohen, to close the meeting to the public.  
Time closed: 7:30pm. 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
N/A				

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
2/11/20	DDE	6861	Not HIB	Principal, Guidance intervention, conferences and correspondence with Parents

Motion by Kimberly Reed, seconded by Gerard Petersen

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 #6861) reported on February 11, 2020.

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

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

Abstention: Mrs. Mozee



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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>
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7	Hearn	Museum of the American Revolution, Phila PA <i>Exploring the Revolution through objects, images and ideas</i>	06/10/20	\$8	Two drivers, two buses, tolls
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1. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the March 19, 2020 agenda pending approval based on government regulations.

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

F. Safety and Security – JFK – February, 2020 – to be supplied

Type of Drill      Date and Time

Fire  
Lockdown  
Bus Evacuation  
Bomb Threat

G. Safety and Security – DDE – February, 2020 – to be supplied

Type of Drill      Date and Time

Fire  
Lockdown  
Bus Evacuation  
Bomb Threat

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- H. 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

I. Discussion Items:

Policy	Name	Bylaws	Name
5111	Admission		
6178	Early Childhood/PreSchool		

- 1. Motion by Jeffrey Souza, seconded by Kimberly Reed  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second 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”.

**11. Personnel**

- a. 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 staff member Jennifer Edwards, School Nurse at DDE. This letter is effective April 30, 2020. Mrs. Edwards has been on staff since September 1, 2012.

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

- b. Motion by Jeffrey Souza, seconded by Gerard Petersen  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of retirement notification, with regret, from staff member Peggy Farlow. This letter is effective June 30, 2020. Mrs. Farlow has been on staff since January, 1975.

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, to rescind the offer of employment to Robert Surran, position of Custodian. Reason for rescinding the offer is non-compliance of returning required paperwork and criminal background check.  
  
Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Jeffrey Souza, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the change of the FLMA leave for employee # 01453 from the end of the remote learning period to June 30, 2020.  
  
Motion carried, roll call vote, all present voting “yes”.
- e. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve Amanda Leonard to tutor a student as part of course requirement for Rowan University pending state and federal Department of Health guidelines for school to be in session.  
  
Motion carried, roll call vote, all present voting “yes”.
- f. Motion by Kimberly Reed, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the Donor’s choose project for JKF music books and cd’s totaling \$170.00.  
  
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 district calendar revision.  
  
Motion carried, roll call vote, all present voting “yes”.

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**12. Curriculum and Instruction**

- a. Motion by Lisa Hill-Muff, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the 2019-2020 State Testing Security Plan.

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

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**13. Business and Finance**

Financial Report – Period Ending January, 2020

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 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 January 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 January 2020. The Treasurer’s and Secretary’s report are in agreement for the month of January 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 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>
E Austermuhl	\$0	CC Ed Services, Pennsauken 02/28/20 <i>NJ Schools Mental Health Summit</i>	\$0.00
K Gadzinski	\$279	BER, Cherry Hill 03/16/20 <i>Enhancing therapy practices for students with CAPD, ADD</i>	\$0.00
K Mitchell	\$100	The Palace, Somerset 05/01/20 <i>Strategies that can be provided when consulting with teachers</i>	\$0.00
R Borgstrom	\$199	Holiday Inn, Drexel Hill, PA 07/14/20 <i>Scholastic 2020 Independent Reading Summit</i>	\$0.00

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

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

**Batch number 58    Amount \$742,023.27**

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

- G. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the March, 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”.

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- H. Motion by Kimberly Reed, seconded by Jeffrey Souza  
 RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 CARE disbursements for the month of February, 2020 in the amount of \$1,131.59. *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 Kimberly Reed, seconded by Gerard Petersen  
 RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 Cafeteria disbursements for the month of February, 2020 in the amount of \$61,757.03. *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 Gerard Petersen, second by Kimberly Reed to approve the 2020-2021 Budget Adoption listed below for submission to the County Superintendent:

	Budget	Local Tax Levy
General Fund	\$15,278,527	\$9,037,597
Special Revenue	\$ 276,701	\$ -0-
Debt Service	\$ 308,650	\$ 247,183
Total Base Budget	\$15,863,878	\$9,284,780

Total amount budgeted for travel related expenses in the 2020-2021 school district budget is \$28,595. This includes professional development and travel.

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

- K. Motion by Kimberly Reed, seconded by Jeffrey Souza  
 RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve and award the bid to Capri Construction for the New Security Entrances at John F. Kennedy Elementary School and Dwight D. Eisenhower Middle School. The amount of the base bid is \$133,498.00.

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

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**14. Old Business**

**15. New Business**

Committee Updates

Negotiations – April 16 mtg scheduled

NJSBA

CCESC – April 1 mtg scheduled

Pine Hill Bd of Ed – March 17 remote mtg

CCSBA

**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.

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

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- 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 Jeffrey Souza, seconded by Sol Cohen to open the meeting to the public for the discussion of subjects. Time in: 8:20pm.

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

Phyllis Magazzu – Berlin Township Mayor – spoke about Instant Alert System and communication between school district and town council

Chris Morris – Berlin Township Council President – spoke about communication between school district and town council

**17. Public Comments – Closed**

Motion by Kimberly Reed, seconded by Gerard Petersen to close the meeting to the public. Time closed: 8:47pm. Motion carried, voice vote, all present voting “yes”.

**18. Adjournment**

Motion by Kimberly Reed, seconded by Gerard Petersen to adjourn the meeting. Meeting adjourned: 8:47pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator