

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

January 4, 2021

Reorganization Meeting Agenda

*“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 the Board has moved to a remote format via the Zoom platform for compliance with the Division of Local Government Services Regulations, N.J.A.C. 5:39-1.1. through 1.7. All attendees images and audio will be captured in this recording. If you do not wish to have your image and/or audio captured in the recording, please turn off your camera and/or audio feature during the meeting.**

**1. Call Meeting to Order**

I, Megan Stoddart, Business Administrator, call this meeting to order under the Open Public Meetings Act at \_\_\_\_\_.

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, 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 December 23, 2020 and the Central Record for the week starting December 24, 2020 a meeting notice setting forth the time, date and location of this meeting.

The oath of office will be given by the board solicitor or the school business administrator, to the following elected/appointed Board of Education members:

***Gerard Petersen***  
***Holly Murrenburke***

**2. Pledge of Allegiance**

**3. Roll Call**

	<i><b>Yr Began/Current Term Expires</b></i>
Mr. Brian Davis	_____ 2012 / 2021
Mrs. Kimberly Reed	_____ 2015 / 2021
Mrs. Lisa Hill-Muff	_____ 2018 / 2021
Mr. Jeffrey Souza	_____ 2014 / 2022
Mrs. Cynthia Mozee	_____ 2013 / 2022
Mr. Domonic Balducci	_____ 2019 / 2022
Mr. Gerard Petersen	_____ 2017 / 2023
Mrs. Holly Murrenburke	_____ 2020 / 2023
<b><i>Vacancy</i></b>	
Dr. Edythe B. Austermuhl, Superintendent	_____
Mrs. Megan Stoddart, Business Administrator	_____
Lauren Tedesco, Board Solicitor	_____
Charles Rizzi, Esq., Capehart & Scatchard	_____

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**4. OFFICER AND DELEGATE NOMINATIONS**

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to nominate \_\_\_\_\_ for school board president.
- b. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint \_\_\_\_\_ for school board president.
- c. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to nominate \_\_\_\_\_ for school board vice president.
- d. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint \_\_\_\_\_ for school board vice president.
- e. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint \_\_\_\_\_ as the delegate to the New Jersey Schools Boards Association.
- f. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint \_\_\_\_\_ as the alternate delegate to the New Jersey Schools Boards Association.
- g. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint \_\_\_\_\_ as the delegate to the Camden County Schools Boards Association.
- h. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint \_\_\_\_\_ as the alternate delegate to the Camden County Schools Boards Association.
- i. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint \_\_\_\_\_ as the representative to the Camden County Educational Services Commission.
- j. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint \_\_\_\_\_ as the representative to the Pine Hill Board of Education from this date to the date of the next reorganization meeting in 2022.

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- k. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint the following members to, or advisors of the Board’s negotiations committee for BTEA:

\_\_\_\_\_ (chairperson)

\_\_\_\_\_ (member)

\_\_\_\_\_ (member)

- l. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint the following members to, or advisors of the Board’s negotiations committee for BTPSA:

\_\_\_\_\_ (chairperson)

\_\_\_\_\_ (member)

\_\_\_\_\_ (member)

- m. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to appoint the following members to, or advisors of the Board’s Finance Committee:

\_\_\_\_\_ (chairperson)

\_\_\_\_\_ (member)

\_\_\_\_\_ (member)

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**5. ESTABLISHMENT OF BOARD PROCEDURES AND POLICIES**

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to resolve that the Berlin Township Board of Education establish the time and date of their regularly scheduled meetings as the 4<sup>th</sup> Thursday of each month as listed below:

**BERLIN TOWNSHIP BOARD OF EDUCATION  
MEETING CALENDAR  
2021**

January 28, 2021/Action Meeting	July 22, 2021/Action Meeting
February 25, 2021/Action Meeting	August 19, 2021/Action Meeting
March 18, 2021/Action Meeting/ Budget Submission	September 23, 2021/Action Meeting
Due to County March ??	
April 29, 2021 /Budget Hearing/Action Meeting	October 28, 2021/Action Meeting
May 27, 2021/Action Meeting	November 18, 2021/Action Meeting
June 24, 2021/Action Meeting	December 16, 2021/Action Meeting

\*All meetings are scheduled on the 4<sup>th</sup> Thursday of the month unless otherwise noted.

**6. NEW BUSINESS**

- a. Information sheets to be completed by the board and returned to Dr. Austermuhl

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**7. PERSONNEL**

- a. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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>Date</u>
Corey Swan	LTS – gr 3	BA, Step 1 - \$52,382 pro-rated	On or about January 4, 2021 to on or about March 15, 2021

- b. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, 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>
D Smithen	\$279	BER, Remote-Online <i>Strengthening Online Instruction</i>	03/15/21 \$0.00

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## 8. 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 \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to the public for the discussion of agenda items only. Time in: \_\_pm

*Public in Attendance – List of Audience Members Who Spoke During Meeting*  
**See Appendix 1**

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**9. Public Comments – Closed**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to close the meeting to the public.  
Time closed: \_\_\_\_\_pm.

**10. ADJOURNMENT**

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to adjourn the meeting. Time meeting adjourned \_\_\_\_\_.