

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

December 22, 2022

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

***This meeting is being recorded and livestreamed through YouTube.
Anyone not wishing to appear on camera during the meeting may be excused.***

1. Call Meeting to Order

I, Jeff Souza, President, call this meeting to order under the Open Public Meetings Act at 6:46pm.

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 4, 2022, 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 September 20, 2022 and the Central Record for a week starting September 20, 2022 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 / 2024
Mrs. Kimberly Reed, Vice President	<u>Present</u>	2015 / 2024
Mrs. Lisa Hill-Muff	<u>Present</u>	2018 / 2024
Mr. Jeffrey Souza, President	<u>Present</u>	2014 / 2022
Ms. Rebecca Allen	<u>Absent</u>	2021 / 2023
Mr. Domonic Balducci	<u>Present</u>	2019 / 2022
Mrs. Kayla Hanna	<u>Present @6:49pm</u>	2021 / 2022
Mr. Scott Golden	<u>Present</u>	2021 / 2022
Mrs. Holly Murrenburke	<u>Present</u>	2020 / 2023
Dr. Edythe B. Austermuhl, Superintendent	<u>Present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>Present</u>	
Lauren Tedesco, Board Solicitor	<u>Present</u>	

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4. Approval of Minutes

Motion by Dominic Balducci, seconded by Kimberly Reed

RECOMMEND that the Board of Education approve the minutes of the November 17, 2022 meeting as presented in duplicated form and dispense with the reading of the same.

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

5. Executive Session – In

Motion by Kimberly Reed, seconded by Scott Golden to go into Executive Session to discuss: HIB cases 9031 and 9035; Attorney-Client Privileged matter: Pending Litigation. Time in: 6:46pm.

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 Dominic Balducci, seconded by Kimberly Reed to come out of Executive Session. Time out: 7:29pm.

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

7. Presentations – *unless otherwise stated, all presentations will be held during the Action Meeting*

Presentations will be made 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.

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Students of the Month of November to be acknowledged from the

John F. Kennedy Elementary School:

Joel Pottinger Jr., Josephine Speck, Jax Leposki, Paige Chiarulli, Ariella Iacovone, Nabeeha Hossain, Brihana Cruz, Amy Yanez Benitez, Cameron Cole, Isabella Alvarez, Josslyn Robillard, Joseph Keenan

Students of the Month of November to be acknowledged from the

Dwight D. Eisenhower Middle School:

Callie Costino, Joseph Mikulski, Emma Marciano, Ryan Stoddart, Madison Connor, Benjamin Harad, Jayden Payne, and Layla Graham

Presentation: Dina Bottley, Supervisor of Curriculum & Instruction

Start Strong Official Test Results

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.

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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 Dominic Balducci, seconded by Kayla Hanna to open the meeting to the public for the discussion of agenda items only. Time in: 7:57pm.

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

9. Public Comments – Closed

Motion by Kimberly Reed, seconded by Scott Golden to close the meeting to the public. Time closed: 7:57pm.

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:

1. Establishing high standards of excellence for both staff and students
2. Communicating openly and frequently within the district and with the community to foster a trusting relationship
3. Ensuring a safe and orderly environment for staff and students
4. 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

2022 - 2023 DISTRICT GOALS

- **DISTRICT GOAL #1:** 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 and services. when applicable.

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- **DISTRICT GOAL #2:** Continue to supervise the implementation of the district PreK – 8 district curricula and programs to include the creation of classroom for special education students, the move of 4th grade to JFK beginning Sept. 2022 and continue the implantation of Pre School expansion as per the NJ Dept. of Education requirements.

2022 - 2023 BOARD GOALS

- **BOARD GOAL #1:** Complete all phases of the CSA evaluation process and the Board Self-Evaluation of the for the 2022-2023 school year by the June 30, 2023 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.

C. Safety and Security – JFK –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	11/29/22 @ 2:30pm
Safety (Bomb Threat)	11/23/22 @ 9:40am

D. Safety and Security – DDE –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	11/7/22 @ 9:00am
Safety (Bomb Threat)	11/23/22 @ 9:25am

E. Monthly Reports Uploaded to Portal for Review

- Coordinator of Special Services
- Supervisor of Buildings and Grounds
- Technology Coordinator
- Supervisor of Curriculum and Instruction
- JFK Principal
- DDE Principal

F. Harassment, Intimidation and Bullying (HIB) Incident Report

Reported to the Superintendent	School	Case Number	Result	Action
November 21, 2022	DDE	9182	Not HIB	Counselor discussion with student, he did not identify Anyone who was bullying him. Said parent was wrong.
December 15, 2022	DDE	9307	Not HIB	Students involved & potential witnesses (students & teachers) were interviewed by Principal, ABC & ABS. Parents were spoken to as well. Students are not in classes together & measures have been taken to keep them from interacting (hall pass block, teacher notification.)

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

Motion by Jeffrey Souza, 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:

Reported to the Superintendent	School	Case Number	Result	Action
October 31, 2022	DDE	9031	Not HIB	Counselor discussions, Principal Conference with each parent; parents stated each child was remorseful, Code of Conduct = inappropriate behavior
November 2, 2022	DDE	9035	Not HIB	Counselor discussions, Principal Conference with each parent; bus tape reviewed, Admin check-in with Alleged victim; seats on bus changed

Motion carried, roll call vote, all present voting “yes” for Case # 9035; Motion rejected, roll call vote, all present voting “no”, Scott Golden voting “yes” for Case # 9031.

H. Discussion Items

I. Field Trips

Motion by Domonic Balducci, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following field trip:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
7 th	Ashley Surman	Overbrook High School	1/19/23	\$0	\$0

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

11. Personnel

A. Motion by Kimberly Reed, seconded by Holly Murrenburke

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the hiring of staff in accordance pending receipt of sexual misconduct disclosure forms and criminal history background requirements as noted below:

Name	Position	Salary	Date
Alyssa Devlin	Long Term Floater Substitute	\$56,422/BA, Step 1, prorated	12/5/22-on or about 6/20/23
Shealyn Gruber	Long Term Substitute	\$59,622/MA, Step 1, prorated	12/5/22-on or about 6/20/23
James Connelly	Special Education Teacher	\$94,650/MA+15, Step 16, prorated	2/21/23
Danielle McKelvey-Teti	School Social Worker	\$89,601/MA, Step 15, prorated	mid-late February
Erin Papeika	Special Education Teacher	\$56,422/BA Step 1, prorated	on or about 1/3/23
Heidi Farlow	Full-time Instructional Aide	\$20,514/Step 11, prorated	1/3/23

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Approve the change to the hourly rate from \$14.00/hour to \$14.13/hour for the following employees due to the minimum wage increase effective January 1, 2023:

Rachel Adams	CARE Support Staff
Charlotte Cohen	Cafeteria Aide
Cynthia Edwards	P/T Custodian
Sarah Gillespie	CARE Support Staff
Christina Kehoe	P/T Custodian
Loretta Marshall	Cafeteria Aide
Sarai Prince	CARE Support Staff

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

B. Motion by Jeffrey Souza, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below

- Tierra King, Social Worker, effective 1/17/23
- Janine Vargas, Instructional Assistant, effective 1/13/23

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

C. Motion by Jeffrey Souza, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve tuition reimbursement for Ryan Rollins and Renae Borgstrom, as per BTEA negotiated agreement in the amount of \$1000 each.

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

D. Motion by Jeffrey Souza, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the salary adjustment for Melissa Quattrone to reflect 100% of time as of January 1, 2023, \$90,401/MA+15, Step 15, prorated.

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

12. Curriculum and Instruction

A. Motion by Jeffrey Souza, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to acknowledge the update for the Safe Return to the In-Person Instruction Plan. *This document was uploaded to the board portal for board review.*

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

13. Business and Finance

Financial Report – Period Ending November 2022

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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 months of November 2022. 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 months of November 2022. The Treasurer’s and Secretary’s report are in agreement for the months November 2022.
- 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

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

E. Motion by Dominic Balducci, seconded by Holly Murrenburke

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 54 Amount \$1,991.323.35

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

F. Motion by Kimberly Reed, seconded by Kayla Hanna

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the November, 2022 listing of substitutes from Source 4 Teachers as follows:

Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$139.65
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$69.82
Full Day Building Based Substitute Teacher	\$159.60
Half Day Building Based Substitute Teacher	\$79.80
Full Day Paraprofessional	\$126.35
Half Day Paraprofessional	\$56.53

This list was uploaded for the board review.

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

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G. Motion by Kimberly Reed, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2022-2023 Cafeteria disbursements for the month of October, 2022 in the amount of \$15.00, the month of November, 2022 in the amount of \$8,900.00 and the month of December, 2022 in the amount of \$825.00. *This list was uploaded for the board review. A list is on file with the Business Administrator.*

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

H. Motion by Brian Davis, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2022-2023 CARE disbursements for the month of October, 2022 in the amount of \$2,515.74, November, 2022 in the amount of \$419.20 and the month of December, 2022 in the amount of \$485.90. *This list was uploaded 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 Kayla Hanna
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:

Name	Cost	Location/Date of Travel	Expense Amount
Matthew Trost	\$0	Inclusive Social Studies-Using Primary Source Documents to Teach Social Studies Content:2/9/23	\$0
Dina Bottley	\$0	Legal One: Navigating Sensitive Legal Issues in the Curriculum: 2/15/23	\$0
Marilyn Bright	\$279.00	Defusing Anger, Anxiety and Aggression: Improving Student Behavior: 3/9/23	\$279.00
Edythe Austermuhl	\$225.00	Getting Students ready for Rigor the Culturally Responsive Way:4/24/23	\$225.00
Heidi Farlow	\$242.98	Autism: De-Escalate Meltdowns and Diffuse Explosive Behaviors in Children & Adolescents:12/9/22	\$242.98
Patti Tideman	\$279.00	Catching up Students Who’ve Fallen Behind in Reading:2/8/23	\$279.00

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

J. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2022-2023 school year:

Black Horse Pike Regional School District

SID# 8845927697, grade 9 special education student at a yearly rate of \$29,511.48 and additional nursing services fee of \$11,620. This placement was budgeted in the 22/23 budget.

Haddon Heights School District

SID# 9977409506, grade 12+ special education student at a yearly rate of \$22,500. This placement was budgeted for the 22/23 budget.

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Gloucester County Special Services School District

SID#7907266557, Grade 8 special education choice student at a yearly rate of \$43,830. This placement was not budgeted but Lindenwold will reimburse Berlin Township the tuition rate less choice school aid received by Berlin Township School District.

Katzenbach School for the Deaf

SID# 8443789688, Grade 10 special education student at a yearly rate of \$56,759.00 for tuition, \$36,000 for 1:1 and \$5,700 for ESY. This placement was budgeted for 22/23.

Bancroft

SID# 8447315710, PS special education student at a yearly rate of \$71,232. This placement was budgeted for in the 22/23 budget.

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

- K. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the contract between Berlin Twp. Public School District and Nova Speech Therapy for the following costs for the 2022-2023 school year:
\$500 Bilingual Speech and Language Evaluation
\$350 Monolingual Speech and Language Evaluation
Motion carried, roll call vote, all present voting “yes”.
- L. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the contract between Berlin Twp. Public School District and Melissa Phillips, Speech and Language Pathologist Teacher of the Deaf for the following costs for the 2022-2023 school year:
\$900/evaluation service
Travel fee of \$35/30 minutes
Additional charges:
\$100/hour of meeting attendance, if need be
\$29.75 for fingerprint archival, if needed
Motion carried, roll call vote, all present voting “yes”.
- M. Motion by Domonic Balducci, seconded by Kimberly Reed
RECOMMEND that the Berlin Township Board of Education, on the recommendation of the School Business Administrator, approve the contract between Dr. Adel Amer and the Berlin Township School District for neurological evaluations, as needed. Cost per consultation/evaluation is \$450/each.
Motion carried, roll call vote, all present voting “yes”.
- N. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Berlin Township Board of Education, on the recommendation of the School Business Administrator, approve the resolution to authorize participation in the ACES Cooperative Pricing System for electric generation services.
Motion carried, roll call vote, all present voting “yes”.

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- O. Motion by Jeffrey Souza, seconded by Brian Davis
RECOMMEND that that Berlin Township Board of Education, on the recommendation of the School Business Administration, approve the resolution to authorize participation in the ACES Cooperative Pricing system for natural gas services.

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

14. Old Business

15. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed – Board retreat in December; Board President retiring.

CCSBA

Kimberly Reed inquired as to why not more band interest – look into.

Kimberly Reed questioned Covid notifications, does not feel they need to go out any longer.

Thank you to Dominic Balducci and Jeffrey Souza for their time on the BTWP Board of Education.

- A. Motion by Scott Golden, seconded by Kimberly Reed
RECOMMEND that that Berlin Township Board of Education, on the recommendation of the Superintendent and School Business Administration, approve January 5, 2023 at 7:00pm for the Berlin Township Board of Education Reorganization Meeting to be held at the Huster Administration Building.

Motion carried, voice vote, all present voting “yes”, Domonic Balducci and Jeffrey Souza voting “abstain”.

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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- C. No participant may speak more than once on the same topic;

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- D. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- E. 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 interfere 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.

Motion by Dominic Balducci, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 8:35pm.

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

17. Public Comments – Closed

Motion by Dominic Balducci, seconded by Kimberly Reed to close the meeting to the public. Time closed: 8:35pm.

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

Public in Attendance

Bob Fox, Linda Fox

18. Adjournment

Motion by Dominic Balducci, seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 8:35pm.

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

Megan Stoddart, Business Administrator