

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

January 5, 2023

Reorganization 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, Megan Stoddart, Business Administrator, call this meeting to order under the Open Public Meetings Act at 7:00pm.

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 26, 2022 and the Central Record for the week starting December 26, 2022 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:

- Keith Jones***
- Michele Williams-Oriente***
- Kayla Hanna***
- Scott Golden***

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 |
| Ms. Rebecca Allen | <u>Present</u> | 2021 / 2023 |
| Mrs. Kayla Hanna | <u>Present</u> | 2021 / 2023 |
| Mr. Scott Golden | <u>Present</u> | 2021 / 2025 |
| Mrs. Holly Murrenburke | <u>Present</u> | 2020 / 2023 |
| Mr. Keith Jones | <u>Present</u> | 2023 / 2025 |
| Mrs. Michele Williams-Oriente | <u>Present</u> | 2023 / 2025 |
| Dr. Edythe B. Austermuhl, Superintendent | <u>Present</u> | |
| Mrs. Megan Stoddart, Business Administrator | <u>Present</u> | |
| Lauren Tedesco, Board Solicitor | <u>Present</u> | |
| Joe Betley, Capehart & Scatchard | <u>Present</u> | |

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4. OFFICER AND DELEGATE NOMINATIONS

- a. Motion by Brian Davis, second by Keith Jones to nominate Kimberly Reed for school board president.
Motion by Holly Murrenburke, second by Lisa Hill-Muff to nominate Scott Golden for school board president.
Paper vote by members present, 4 votes for Kimberly Reed and 5 votes for Scott Golden.
Motion carried to nominate Scott Golden for school board president, roll call vote, all present voting “yes”.
- b. Motion by Kimberly Reed, second by Scott Golden to appoint Scott Golden for school board president.
Motion carried, roll call vote, all present voting “yes”.
- c. Motion by Scott Golden second by Lisa Hill-Muff to nominate Kimberly Reed for school board vice president.
Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Brian Davis, second by Holly Murrenburke to appoint Kimberly Reed for school board vice president.
Motion carried, roll call vote, all present voting “yes”.
- e. Motion by Lisa Hill-Muff, second by Kimberly Reed to appoint Lisa Hill-Muff as the delegate to the New Jersey Schools Boards Association.
Motion carried, roll call vote, all present voting “yes”.
- f. Motion by Kimberly Reed, second by Scott Golden to appoint Kayla Hanna as the alternate delegate to the New Jersey Schools Boards Association.
Motion carried, roll call vote, all present voting “yes”.
- g. Motion by Kimberly Reed, second by Scott Golden to appoint Brian Davis as the delegate to the Camden County Schools Boards Association.
Motion carried, roll call vote, all present voting “yes”.
- h. Motion by Kimberly Reed, second by Brian Davis to appoint Holly Murrenburke as the alternate delegate to the Camden County Schools Boards Association.
Motion carried, roll call vote, all present voting “yes”.
- i. Motion by Lisa Hill-Muff, second by Kimberly Reed to appoint Michele Oriente as the representative to the Camden County Educational Services Commission.
Motion carried, roll call vote, all present voting “yes”.
- j. Motion by Brian Davis, second by Lisa Hill-Muff to appoint Kimberly Reed as the representative to the Pine Hill Board of Education from this date to the date of the next reorganization meeting in 2023.
Motion carried, roll call vote, all present voting “yes”.

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- k. Motion by Kimberly Reed, second by Lisa Hill-Muff to appoint the following members to, or advisors of the Board’s negotiations committee for BTEA:

Brian Davis (chairperson)

Scott Golden (member)

Keith Jones (member)

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

- l. Motion by Holly Murrenburke, second by Kimberly Reed to appoint the following members to, or advisors of the Board’s negotiations committee for BTPSA:

Brian Davis (chairperson)

Kimberly Reed (member)

Lisa Hill-Muff (member)

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

- m. Motion by Brian Davis, second by Kimberly Reed to appoint the following members to, or advisors of the Board’s Finance Committee:

Holly Murrenburke (chairperson)

Rebecca Allen (member)

Kimberly Reed (member)

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

5. ESTABLISHMENT OF BOARD PROCEDURES AND POLICIES

- a. Motion by Kimberly Reed, second by Kayla Hanna to resolve that the Berlin Township Board of Education establish the time and date of their regularly scheduled meetings as the 4th Thursday of each month at 7:30pm as listed below:

**BERLIN TOWNSHIP BOARD OF EDUCATION
MEETING CALENDAR
2023**

January 26, 2023/Action Meeting

February 23, 2023/Action Meeting

March 16, 2023/Action Meeting*/Budget Submission/
Due to County March 20

April 27, 2023/Budget Hearing/Action Meeting

May 25, 2023/Action Meeting

June 22, 2023/Action Meeting

July 27, 2023/Action Meeting

August 16, 2023/Action Meeting*

September 28, 2023/Action Meeting

October 26, 2023/Action Meeting

November 16, 2023/Action Meeting*

December 14, 2023/Action Meeting*

*All meetings are scheduled on the 4th Thursday of the month unless otherwise noted.

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

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6. NEW BUSINESS

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

7. Personnel

- a. Motion by Kimberly Reed, second by Kayla Hanna to accept the receipt of the intent to retire letter from Dr. Edythe Austermuhl, Superintendent, at the end of the 2022-2023 school year. *This document was sent separately to the board members and has been uploaded to the board portal.*
Motion carried, roll call vote, all present voting “yes”.

8. Business and Finance

- a. Motion by Kimberly Reed, second by Scott Golden to approve the fee schedule for Dr. Sarah Woldoff, an educational expert. *This document has been uploaded to the board portal for board review.*
Motion carried, roll call vote, all present voting “yes”.

b. Public Comments – Open

Recognition of Citizens – for subjects not appearing on the 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 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 Kimberly Reed, seconded by Kayla Hanna to open the meeting to the public for the discussion. Time in: 7:26pm

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

9. Public Comments – Closed

Motion by Kimberly Reed, seconded by Rebecca Allen, to close the meeting to the public. Time closed: 7:26pm.

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

10. Executive Session – In

Motion by Kimberly Reed, seconded by Lisa Hill-Muff to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:27pm.

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.

11. Executive Session – Out

Motion by Kimberly Reed, seconded by Kayla Hanna to come out of Executive Session. Time out: 8:06pm.

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

12. Adjournment

Motion by Brian Davis, second by Kimberly Reed to adjourn the meeting. Time meeting adjourned: 8:17pm.

Megan Stoddart, Business Administrator