

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

October 29, 2020

Action 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, \_\_\_\_\_, President, call this meeting to order under the Open Public Meetings Act at \_\_\_\_\_pm.

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, 2020, 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. Changes to the meeting location have been published in the aforementioned newspapers during the weeks of October 19, 2020 and October 26, 2020.

**2. Pledge of Allegiance**

**3. Roll Call**

**Yr Began/Current Term Expires**

Mr. Brian Davis	_____	2012 / 2021
Mrs. Kimberly Reed	_____	2015 / 2021
Mrs. Lisa Hill-Muff	_____	2018 / 2021
Mr. Jeffrey Souza, Vice President	_____	2014 / 2022
Mrs. Cynthia Mozee	_____	2013 / 2022
Mr. Domonic Balducci	_____	2019 / 2022
Mr. Gerard Petersen, President	_____	2017 / 2020
Mr. Sol Cohen	_____	2014 / 2020
Mrs. Holly Murrenburke	_____	2020 / 2020
Dr. Edythe B. Austermuhl, Superintendent	_____	
Mrs. Megan Stoddart, Business Administrator	_____	
Lauren Tedesco, Board Solicitor	_____	
Charles Rizzi, Esq.,Capehart & Scatchard	_____	

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**4. Approval of Minutes**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education approve the minutes of the September 24, 2020 meeting as presented in duplicated form and dispense with the reading of the same.

**5. Executive Session – In**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: \_\_\_\_\_.

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 \_\_\_\_\_ seconded by \_\_\_\_\_ to come out of Executive Session. Time out: \_\_\_\_\_.

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

- a. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept the donation from the Berlin Lions Club in the amount of \$200 towards the purchase of Chromebooks for our preschool students.
  
- b. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to recognize the donation from Mr. Tim Apple, owner of Nick’s Pizza for the donation of a \$100 gift card for food at the restaurant and a week of Premium Nutritional Meals for a family who suffered at tragic loss in our district.
  
- c. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept the donation from the NJEA in the form of a Pride Grant for PreK supplies for Remote Learning activities.
  
- d. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept the donation from Robert Wood Johnson-Barnabas Health (with help from Jennifer Perito, Kindergarten teacher) for Surgical-type masks.

**Thank you letters have been mailed to these organizations and individuals.**

***CERTIFICATES FOR THESE STUDENTS WILL BE DISTRIBUTED  
AT A FUTURE TIME***

***You are invited to visit our school district website and view each school website for more news about these students.***

**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.

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

*Grace Kelsey, Adrianna Flanders, Hunter Wilhelm, Brayden Cronin,  
Christopher States, Isabella Alvarez, Nathan Manly, Asher Pollard,  
Jack Kelly, Maeve Lyons*

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

*Jaiden Acevedo, Madeline Folcher, Leah Alexander, Gregory Marshall,  
Kaden Schaffield, Ashlie Shendock, Ava Landolt, Harry Talosig,  
Nesrine Fonkou Fosso, Julian Worthington*

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

*N/A*

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

*N/A*

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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. Mrs. Berth will assist with the unmuting of callers for public comments. These names and addresses will become part of the meeting minutes, as well.

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 \_\_\_\_\_, 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*

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**9. Public Comments – Closed**

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

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## 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

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B. Review District & Board of Education Goals

**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. Safety and Security – JFK – August, 2020 - N/A

JFK – September, 2020

Type of Drill      Date and Time

Fire - 09/18/20 – Cohort B, 09/21/20 – Cohort A

Lockdown

Bus Evacuation

Bomb Threat

JFK – October, 2020

Type of Drill      Date and Time

Evacuation - 10/19/20 – Cohort A at 12:15pm, 10/27/20 – Cohort B at 12:25pm

Lockdown

Bus Evacuation

Bomb Threat

Safety and Security – DDE – August, 2020 - N/A

DDE – September, 2020

Type of Drill      Date and Time

Fire - 09/18/20 – Cohort B at 11:30am, 09/21/20 – Cohort A at 11:30am

Communications Drill – 09/25/20 at 1pm

Lockdown

Bus Evacuation

Bomb Threat

DDE – October, 2020

Type of Drill      Date and Time

Evacuation - 10/19/20 – Cohort A at 11:15pm, 10/27/20 – Cohort B at 11:30pm

Lockdown

Bus Evacuation

Bomb Threat

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- D. 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

E.

Bylaw #	Name	Regulation #	Name
9322	Public and Executive Sessions	Exhibit 9322	Code of Conduct for Remote Meetings
Policy #			
5141.01	Readmittance – COVID - 19		
6173.1	Remote Learning		

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to the first reading of Exhibit 9322, Code of Conduct for Remote Meetings; Bylaw 9322, Public and Executive Sessions, Policy 5141.01, Readmittance – COVID – 19 and Policy 6173.1, Remote Learning.

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**11. Personnel**

- a. Motion by \_\_\_\_\_seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, the approve the following letters of retirement, with regret:
- staff member Debra Wash effective June 30, 2021. Ms. Wash has been a teacher in our district since September, 2000
  - staff member Dawn Schafer, effective June 30, 2021. Ms. Schafer has been a teacher in our district since September, 1996.
  - staff member Sherie Troendle, effective June 30, 2021. Ms. Troendle has been a teacher in our district since November, 1993.
  - staff member Janet Jennison, effective June 30, 2021. Ms. Jennison has been a teacher in our district since December, 1995.
- b. Motion by \_\_\_\_\_seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, the approve the letter of retirement, with regret, from staff member Abigail Palen, effective October 29, 2020. Ms. Palen has been an IT Technician in our district since 2018.
- c. Motion by \_\_\_\_\_seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve Nicholas Amico, as part-time IT Technician at \$12.00 not to exceed 28 hours per week pending receipt of criminal history background requirements and sexual misconduct disclosure forms as applicable.
- d. Motion by \_\_\_\_\_seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve Arianna Santora, as a per diem floating sub on an as needed basis at the rate of \$218.26 per day or \$38.23 per hour (as per the BTEA negotiated agreement) for the 2020-2021 school year.
- e. Motion by \_\_\_\_\_seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the Memorandum of Agreement between the Berlin Township Board of Education and the Berlin Township Education Association (BTEA) for the 2019-2023 school years.

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- f. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the revision to FMLA leave for employee 01513 for 9/16/2020- 10/31/2020 as FMLA and from 11/1/2020 – 12/3/2020 as paid sick leave.

**12. Curriculum and Instruction**

- a. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, the approve the 2020-2021 Nursing Services Plan.

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**13. Business and Finance**

Financial Report – Period Ending September 2020

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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 September 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 September 2020. The Treasurer’s and Secretary’s report are in agreement for the month of September 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

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- E.1 Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following budget transfer:

FROM: 11-190-100-320-D Source4Teachers \$7,900.00

TO: 11-000-252-340-D IT Purch Prof/Tech Serv \$7,900.00

REASON: Cover the cost of Zoom for board meetings and parent teacher conferences.

- E.2 Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 53 Amount \$ 820,051.49**

- F. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the October,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

Long Term:

Full Day Substitute (Sub Cert, CE, CEAS, Standard) \$159.60

Half Day Substitute (Sub Cert, CE, CEAS, Standard) \$79.80

*This list was forwarded to the board members for board review.*

- G. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2020-2021 Cafeteria disbursements for the month of October, 2020 in the amount of \$2,490.  
*This list was uploaded for the board review. A list is on file with the Business Administrator.*

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

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RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2020-2021 CARE disbursements for the month of October, 2020 in the amount of \$350.00.

*This list was uploaded for the board review. A list is on file with the Business Administrator.*

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- I. 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 Bottley	\$0	Virtual Conference NJPSA & FEA, 10/16/20 <i>Celebrating our Resilience</i>	\$0.00
D Bottley	\$125	Virtual Conference Legal One & TMI Education, 11/12/20 <i>School Law Series</i>	\$0.00
M J Kolaski	\$35	Webinar Center of Literacy Development 12/10/20 <i>Curriculum Ideas to Enhance Online Teaching</i>	\$0.00
N Brown	\$35	Webinar Center of Literacy Development 12/10/20 <i>Curriculum Ideas to Enhance Online Teaching</i>	\$0.00
J Friedman	\$279	BER Virtual 1/12/21 <i>Strategies to Increase Academic Learning</i>	\$0.00
M Joshi	\$279	BER Virtual TBA <i>Timesaving practices to match online practices to help special needs students</i>	\$0.00
A Klinke	\$279	BER Virtual 12/14/20 <i>Language Instruction - making best use of Google classroom</i>	\$0.00
D Allesandrine	\$279	BER Virtual 01/07/21 <i>Distance learning in Kindergarten: Successful, Practical Strategies</i>	\$0.00

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- J. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2020-2021 school year:

**For GCSSD Bankbridge Development Center:**

1. Grade 2 Special Education Student #1420871730, for the 2020-2021 school year, effective September 2, 2020 at a yearly rate of \$40,320 plus a non-resident county fee of \$3,00, plus the cost of a 1:1 aide at a cost of \$41,850.00 for a total amount of \$84,900. This placement was budgeted for in the 20/21 school year.
2. Grade 11 Special Education Student #9950492727, for the 2020-2021 school year, effective September 2, 2020 at a yearly rate of \$40,320, plus a non-resident county fee of \$3,000 for a total amount of \$43,320. This placement was budgeted for in the 20/21 school year.
3. Grade 4 Special Education Student #6624235577, effective September 2, 2020 – September 5, 2020 at a per diem rate of \$234.50, plus a non-resident fee at per diem rate of \$16.67 for a total amount of \$4,018.72. This placement was budgeted for in the 20/21 school year.
4. Grade 1 Special Education Student #5317342893, effective September 2, 2020 through June 30, 2021, at a yearly rate of \$64,080, plus a non-resident county fee of \$3,000 for a total amount of \$67,080. This placement was budgeted for in the 20/21 school year.

**For YALE School Inc:**

1. Grade 7 Special Education Student #8845927697, for the 2020-2021 school year, effective September 8, 2020 at a yearly rate of \$57,456. This placement was budgeted for in the 20/21 school year.

**For Eastern Regional High School District:**

1. Grade PG Special Education Student #2517460406, for the 2020-2021 school year, effective September 8, 2020 through June 18, 2021 at a yearly rate of \$33,00 plus the cost of speech at a yearly rate of \$598.30 for a total amount of \$33,598.30. This placement was budgeted for in the 20/21 school year.

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K. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following resolution regarding Remote Meetings.

**RESOLUTION OF THE BERLIN TOWNSHIP BOARD OF EDUCATION**

WHEREAS, the COVID-19 pandemic has forced local government entities throughout the State of New Jersey to hold public meetings remotely; and

WHEREAS, Section 8 of P.L. 2020, c. 34 authorized the Director of the Division of Local Government Services (“Director”) to promulgate regulations establishing standard protocols for remote meetings held by a “local public body” during a Governor declared emergency (“Regulations”); and

WHEREAS, the Director promulgated the Regulations, which are codified as N.J.A.C. 5:39-1.1 through 1.7; and

WHEREAS, the Berlin Township Board of Education (“Board”) is a “local public body” as defined in the Regulations and is therefore subject to the requirements thereof; and

WHEREAS, N.J.A.C. 5:39-1.4(h) requires a local public body to adopt a resolution establishing standard procedures and requirements for public comment made during a remote public meeting as well as for public comments submitted in writing ahead of the remote public meeting; and

WHEREAS, in order to fulfill the requirements set forth in N.J.A.C. 5:39-1.4(h) the procedures and requirements appearing below are hereby established by the Berlin Township Board of Education.

NOW, THEREFORE, BE IT RESOLVED that the Berlin Township Board of Education, County of Camden, State of New Jersey, hereby establishes the following procedures and requirements to satisfy the requirement set forth in N.J.A.C. 5:39- 1.4(h):

1) Members of the public wishing to make a comment during a remote meeting shall be permitted to do so using the audio and/or video technology under which the remote meeting is being held.

2) Members of the public may also submit written comments to the Board Secretary/Business Administrator, Ms. Megan Stoddart, by either e-mail to [mstoddart@btwpschools.org](mailto:mstoddart@btwpschools.org), or written letter to Board Secretary, 225 Grove Avenue, Berlin, New Jersey, 08091. Written comments must be received no later than 7:00pm the

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day of the Board of Education meeting to be read at that meeting and include name and address.

3) Public comments shall be received and/or read into the record during times designated during the meeting for public participation. Written comments will still need to adhere to the 5 minute limit for public comment.

4) The Board reserves the right to pass over duplicative written comments; however, each duplicative comment shall be noted for the record with the content summarized.

5) A member of the public wishing to speak during a remote meeting shall state their name and address for the record prior to making their comment. Comments will still need to adhere to the 5 minute limit for public comment.

6) Members of the public commenting during a remote meeting shall not act in any manner to disrupt the meeting. If such a member of the public becomes disruptive during the meeting, the individual chairing the meeting shall mute, or direct the muting of, the disruptive member and warn that any continued disruption may result in the member being prevented from speaking during the meeting or be removed from the remote meeting. Disruptive conduct includes, but is not limited to, sustained inappropriate behaviors such as shouting, interruption, and the use of profanity.

7) Any member who continues to be disruptive after receiving a warning may be muted while other members of the public are allowed to proceed with their comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public are provided an opportunity to comment. Should the individual remain disruptive, the individual may be muted or kept on mute for the remainder of the remote meeting or removed from the meeting.

8) In addition to the above, and to the extent they do not conflict, all public comments shall adhere to Board Bylaw and Regulation 9322.

9) This resolution shall be updated annually at the Board’s Reorganization meeting and/or as necessary throughout the year.

Adopted: October 29, 2020

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October 29, 2020

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

I hereby certify that this is a true copy of a resolution adopted by the Berlin Township Board of Education at their meeting held on the 29<sup>th</sup> day of October, 2020.

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Megan Stoddart  
Board of Education Secretary  
Berlin Township Board of Education

**14. Old Business**

**15. New Business**

Committee Updates  
Negotiations  
NJSBA  
CCESC  
Pine Hill Bd of Ed  
CCSBA

CARES Entitlement Act

**16. 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. Mrs. Berth will assist with the unmuting of callers for public comments. These names and addresses will become part of the meeting minutes, as well.

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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*West Berlin, New Jersey 08091*

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- 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 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
  - 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 \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to the public for the discussion of subjects. Time in: \_\_\_\_\_pm.

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**17. Public Comments – Closed**

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

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**18. Executive Session – In**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: \_\_\_\_\_pm.

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.

**19. Executive Session – Close**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to come out of Executive Session. Time out: \_\_\_\_\_pm.

**20. Adjournment**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn the meeting.  
Meeting adjourned: \_\_\_\_\_pm.