

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

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, Scott Golden, 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 January 11, 2023 and the Central Record for a week starting January 11, 2023 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 @ 6:52pm</u>	2018 / 2024
Ms. Rebecca Allen	<u>Present</u>	2021 / 2023
Mrs. Kayla Hanna	<u>Present</u>	2021 / 2023
Mr. Scott Golden, President	<u>Present</u>	2021 / 2025
Mrs. Stacey Juliano	<u>Present</u>	2020 / 2023
Mr. Keith Jones	<u>Present</u>	2023 / 2025
Mrs. Michele Williams-Oriente	<u>Present</u>	2023 / 2025
Dr. Anthony Petruzzelli, Superintendent	<u>Present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>Present</u>	
Lauren Tedesco, Board Solicitor	<u>Present</u>	

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

4. Approval of Minutes

Motion by Scott Golden, seconded by Kimberly Reed

RECOMMEND that the Board of Education approve the minutes of the following meetings as presented in duplicated form and dispense with the reading of the same:

- August 15, 2023 Special Meeting
 - August 16, 2023 Special Meeting
 - August 16, 2023 Regular Meeting
 - August 23, 2023 Special Meeting
 - September 14, 2023 Special Meeting
- Motion carried, voice vote, all present voting “yes”.

5. Executive Session – In

Motion by Scott Golden, seconded by Kimberly Reed to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:48pm.

- School Security
- Litigation

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 Brian Davis, seconded by Kayla Hanna to come out of Executive Session. Time out: 7:23pm.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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 Keith Jones, seconded by Scott Golden to open the meeting to the public for the discussion of agenda items only. Time in: 7:31pm.

9. Public Comments – Closed

Motion by Kimberly Reed, seconded by Scott Golden to close the meeting to the public. Time closed: 7:31pm.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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.
- **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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

C. Safety and Security – JFK –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	N/A
Safety	N/A
Bus Evacuation	N/A

D. Safety and Security – DDE –

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	N/A
Safety	N/A
Bus Evacuation	N/A

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

G. Discussion Items

1. Motion by Scott Golden, seconded by Stacey Juliano

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Bylaws/Policy first reading. *This document was uploaded to the board portal for board review.*

Policy/Regulation	File Code
Personal Illness and Injury/Health and Hardship (Policy)	4151.1/4251.1
Harassment, Intimidation and Bullying (Policy)	5131.1
Harassment, Intimidation and Bullying (Regulation)	5131.1
Vandalism/Violence (Policy)	5131.5
English as a Second Language: Bilingual Programs (Policy)	6142.2

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

2. Motion by Kimberly Reed, seconded by Rebecca Allen

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the following names that were certified as school volunteers in September, 2023:

Jeff Adams, Mark Lester, Mohammed Abdullah, Richard Croce, Eileen Pacheco, Veronica Arecho, Jamie Burzynski, Jason Burzynski, Michael Bozakis, Brandi Harper, Michael Adams, Serajul Mowla, Meliss Townsend, Joseph Townsend, Lois Townsend, Gail McErlain, Kimberley Evernham, Ruben Laurent, Dorothy Law, Karen Law, Javior Santos,

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Nathan Guzman, Brandy Crane, Natalie Fillmore, Harry Lamplugh, Angelina Smarra, Devin Haines, David Eynon, Cristin Pucci, Valerie Regan, Jeffrey Adams, Clint Hale, Ariana Ferrara, Amanda Galloway, Eduleska Hernandez, Nicole Rodriguez, Jasmeet Singh, Nicole maultz, Charmetta Massey, Jade Pinto, Kayla Buerklin, Noelle Albertson, Lindsey Liberti, Jason Liberti, Joel Pottinger, Diane Pottinger, Kim Speck, Lauren Efkaultz, Madison Sarwar, Whitney Skerritt, Jason Skerritt, Mary Leitenberger, John Colella, Grace Sweeney, Alecia Harding, Jeffrey Fraska, Beatriz Estrada, Brittney Basquez, Devin Thompson, Isabella Isaia, Maria Colella, Michele Mohan, Jennifer McKelvey, Laura Torres, Sarah Rowe, Amber Young, Jaclyn Griger, Danielle Callan, Desiree Grimmer, Robbielee DeBoard, Marie Hazlett, Allegra Bingham, Shanijida Hossain, Florence Oliver, Joseph Heintz, Amanda Heintz, Athena Ortiz-Nunez, Selena Robinson, Mont Timaralis, Daniel Rivera, Mary Ann Marciano, Holly Murrenburke, Jennifer Ciliberto, Alyson Leonard, Melissa Cipoletti, Amy Simpson, Julio Cesar Zapata Frias
Motion carried, voice vote, all present voting “yes”.

H. Field Trips

Motion by Scott Golden, 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
PreK	German/DeAngelis/Zitter/Gauntt	West Berlin Firehouse	11/8/23	\$0	\$0

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

11. Personnel

a. Motion by Scott Golden, seconded by Stacey Juliano

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
Courtney Greene	Full time Instructional Aide	\$19,079/Step 8	9/14/23
Gail Mcerlain	Part time Instructional Aide	\$14,647/Step 1	9/18/23
Shannon Farley	Science Teacher	\$74,816/BA, Step 12	10/2/23
Cynthia Moultrie	Special Education Teacher	\$67,989/MA, Step 9	11/1/23
Marena Bonnani	CARE Support Staff	\$15.25/hour	on or about 9/11/23
Holly Palmer	CARE Support Staff	\$15.25/hour	on or about 9/11/23
Sarah Hopkins	CARE Support Staff	\$15.25/hour	on or about 10/2/23
Stephanie Fisher	Part time Instructional Aide	\$15,249/Step 7	on or about 9/25/23
Kevin Hassall	Substitute Custodian	\$15.25/hour	10/10/23

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- b. Motion by Kimberly Reed, seconded by Keith Jones

RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following Stipend positions for the 2023-2024 school year:

Stipend Positions: 2023-2024 SCHOOL YEAR		
EMPLOYEE NAME	POSITION	STIPEND
JOHN KELLY	BOYS SOCCER HEAD COACH	TBD*
MOLLY OLCESE	GIRLS SOCCER HEAD COACH	TBD*
BRIAN MARTINO	SOCCER ASSISTANT COACH	TBD*
AMANDA LEONARD	ADVISOR FOR THE STUDENT GOVERNMENT ASSOCIATION	TBD*
MATT TROST	ASSISTANT ADVISOR FOR STUDENT GOVERNMENT	TBD*
CARRIE ALOI	ADVISOR FOR NATIONAL JUNIOR HONOR SOCIETY (SHARED)	TBD*
MARY JO KOLASKI	ADVISOR FOR NATIONAL JUNIOR HONOR SOCIETY (SHARED)	TBD*
HEIDI FARLOW	ADVISOR FOR YEARBOOK (SHARED)	TBD*
ROBIN SCHAFFER	ADVISOR FOR YEARBOOK (SHARED)	TBD*
ROBIN SCHAFFER	COORDINATOR FOR 8 TH GRADE ACTIVITIES	TBD*
JOHN KELLY	COORDINATOR FOR ATHLETICS	TBD*
EVAN LINDNER	BAND DIRECTOR & CHORUS DIRECTOR	TBD*

***Upon ratification and board approval of the BTEA Negotiated Agreement, stipend amounts will be approved. This motion approves the appointment of the staff so duties can be assumed.**

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

- c. Motion by Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept Chris Hannon to participate in field placement experience at DDE Middle School with John Kelly for the fall 2023 semester. Mr. Hannon attends Camden County College.

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

- d. Motion by Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept Emma Bell to participate in field placement experience at DDE Middle School with Carla Bissic for one day in the fall 2023 semester. Ms. Bell attends Camden County College.

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

- e. Motion by Scott Golden, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Staff members as mentors:

- Danielle Iacovelli to serve as a mentor for Tom Mature
- Ana Klinke to serve as a mentor for Erin Papeika

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

f. Motion by Stacey Juliano, 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:

- Amanda Leonard, RTI Teacher, effective November 28, 2023
Motion carried, voice vote, all present voting “yes”.

g. Motion by Scott Golden, seconded by Kimberly Reed
RECOMMEND that the Board of Education approve the submission of the Berlin Township Superintendent of Schools contract to the Executive County Superintendent of Schools for county office review and approval.
Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending July 2023

Motion by Brian Davis, seconded by Stacey Juliano
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 July 2023. 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 July 2023. The Treasurer’s and Secretary’s report are in agreement for the months July 2023.
- 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”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- E. Motion by Scott Golden, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 52 Amount \$1,196,076.42

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 **September, 2023** 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”.

- G. Motion by Michele Williams - Oriente, seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 Cafeteria disbursements for the month of August, 2023 in the amount of \$ 2,490.00. *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 Kayla Hanna
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 CARE disbursements for the month of August, 2023 in the amount of \$1,268.57. *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 Scott Golden
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>
Marilyn Bright	\$0	Leading Change/NJPSEA/1-16-24	\$0
Kimberly Gadzinski	\$79.00	Pyramid Functional Conference 2023/10-16-23	\$79.00

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

J. Motion by Kayla Hanna, seconded by Stacey Juliano

RECOMMEND, that the Board of Education on the recommendation of the School

Business Administrator, approve the following out-of-district tuition contracts for the 2023-2024 school year:

Springville Elementary

Special Education Student, grade PS, SID# 4781854450 for the Extended School Year (July 5, 2023-July 28, 2023) for the amount of \$1,500.00.

Eastern Camden County Regional

General Education Student, grade 11, SID# 6837467524, for McKinney-Vento at a yearly rate of \$14,489.00.

Burlington County Special Services

Special Education Student, grade 12, SID# 9544845331, for the 2023-2024 school year at a rate of \$57,0101.00.

Burlington County Institute of Technology

Special Education Student, grade 10, SID# 6270244029, for the 2023-2024 school year at a rate of \$11,332.00 and a non-resident fee of \$3,772.00.

Gloucester County Special Services School District

Special Education Student, grade 7, SID# 6672108854, for 2022-2024 school year at a rate of \$41,850.00 and the cost of a one-to-one teacher assistant at the rate of \$41,580.00 and a non-resident fee of \$3,330.00.

Special Education Student, grade PS, SID# 4781854450, for the 2023-2024 school year at a rate of \$44,100.00 and a non-resident fee of \$3,000.00.

Voorhees Middle School

General Education Student, grade 8, SID# 9513470034, for McKinney-Vento at a yearly rate of \$16,501.00.

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

K. Motion by Kimberly Reed, seconded by Kayla Hanna

RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator, approve the 2023-2024 Agreement for the Provision of Instruction with The Brookfield Educational Services Program at an hourly rate of \$40.64/hour for the following students receiving services:

SID #9848853109

SID #3997875701

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

L. Motion by Scott Golden, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Interlocal Services Agreement between Berlin Borough Board of Education and Berlin Township Board of Education for the Behaviorist/Board Certified Behavior Analyst for the 2023-2024 school year in the amount of \$29,742.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- M. Motion by Stacey Juliano, seconded by Kayla Hanna
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2023-2024 Tuition Contract with Camden County Technical Schools. Total cost is \$221,720.00.
Motion carried, roll call vote, all present voting “yes”.

- N. Motion by Brian Davis, seconded by Rebecca Allen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2023-2024 Tuition Contract with Burlington County Institute of Technology. Total cost is \$3,732 tuition and \$7,600 for an out of county fee (\$11,332.00).
Motion carried, roll call vote, all present voting “yes”.

- O. Motion by Kimberly Reed, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the Standard Operations Manual for Business Office Procedures. No changes are necessary at this time; this is part of an annual review and approval. *Uploaded to board portal for review.*
Motion carried, roll call vote, all present voting “yes”.

14. Old Business

15. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – 10/17/23 College & Career Night @ CCC

Pine Hill Bd of Ed – new staff introduction @ board meeting; Back to School Night was well attended; few staff vacancies

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:

- 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;

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- 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 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 Kimberly Reed, seconded by Scott Golden to open the meeting to the public for the discussion of subjects. Time in: 7:59pm.

Public in Attendance

Jennifer Brennan, Rory Brennan, Alexis Brennan, Nancy Potts

Jennifer Brennan, Cleveland Avenue – “Injustices by school and admin. Daughter bullied – self harm & thoughts of suicide, requested evaluation by CST and was denied; decided to homeschool. Re-enrolled in hopes to get 504 meeting; needs IEP accommodations. Home instruction provided in May. Decision for out of district placement. Parent is looking for a 1:1 aide & medically trained & proper placement.

17. Public Comments – Closed

Motion by Kimberly Reed, seconded by Scott Golden to close the meeting to the public. Time closed: 8:03pm.

18. Executive Session – In

Motion by Kimberly Reed, seconded by Scott Golden to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:07pm.

- **Student matter**

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2023

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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 Kimberly Reed, seconded by Keith Jones to come out of Executive Session. Time out: 8:20pm.

20. Adjournment

Motion by Kimberly Reed, seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 8:21pm.

Megan Stoddart, Business Administrator

Date