

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 23, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, Cynthia Mozee, President, call this meeting to order under the Open Public Meetings Act at 7:30pm. Motion carried, voice vote, all present voting “yes”.

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, 2018, 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 12, 2019 and the Central Record the week of January 21, 2019 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. Sol Cohen	<u>present</u>	2014 / 2020
Mr. Gerard Petersen	<u>present</u>	2017 / 2020
Mrs. Mary Williams	<u>present</u>	2002 / 2020
Mr. Brian Davis	<u>absent</u>	2012 / 2021
Mrs. Kimberly Reed	<u>present</u>	2015 / 2021
Mrs. Lisa Hill-Muff	<u>present</u>	2018 / 2021
Mr. Jeffrey Souza, Vice President	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>present</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>present</u>	2016 / 2019
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>absent</u>	
Lauren Tedesco, Capehart & Scatchard	<u>absent</u>	
Sanu Dev, Capehart & Scatchard	<u>absent</u>	

**4. Approval of Minutes**

Motion by Gerard Petersen, seconded by Kimberly Reed

RECOMMEND that the Board of Education approve the action meeting minutes of the May 2, 2019 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, roll call vote, all present voting as follows:

- Voting “yes”: Mr. Petersen, Mr. Cohen, Mrs. Hill-Muff, Mrs. Figueroa-Epifanio, Mr. Souza, Mrs. Mozee
- Abstention: Mrs. Williams, Mrs. Reed

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

**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.

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

*Sayem Saaduddin, Elizabeth Torres-Hernandes, Jordy Guzman-Estrada,  
Genevieve Rastelli, Jarryd Wilson, Aidan Wedryzniak,  
Frank DeNinno, Jovie DeWitt, Andrew Gattuso, Callie Costino*

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

*James Havers, Ava Brown, Camryn Pfender, Julianna Bentivegna,  
Emma Reed, Rouku Moni, Dominic Negron, Kevyn Reed,  
Daniela Sotelo, Caitlyn Garrity*

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

*Bennett Cronce, Robert Delaney, Madison Chiarulli,  
Oliver Gonzalez-Aparicio, Fiona Sanderson, Anthony Pach*

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

*Analia Franks, Alaina Dufresne, Aubree Megara, Maria Olea-Vinalay,  
Yaseen Thabata, Abigail Cardoso*

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**6. 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 Kimberly Reed, seconded by Gerard Petersen to open the meeting to the public for the discussion of agenda items only. Time in: 7:42pm. Motion carried, voice vote, all present voting “yes”.

*Public in Attendance – Angelic Negron*

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**7. Public Comments – Closed**

Motion by Jeffrey Souza, seconded by Kimberly Reed to close the meeting to the public. Time closed: 7:42pm. Motion carried, voice vote, all present voting “yes”.

**8. 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

**2018 - 2019 BOARD GOALS**

**BOARD GOAL #1:** Complete all phases of the CSA evaluation process for the 2018-2019 school year by the June 30, 2019 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 with district parents and the community.

**District Goals for 2018-2019**

- 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.
- Work with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

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

Date Reported to Superintendent	School	Case Number	Result	Action
5/21/19	DDE	6092	HIB	Parent contact; 3 counseling sessions

This is the first report of the above incidents. No action is necessary at this time.

D. Safety and Security – JFK – APRIL, 2019

Type of Drill      Date and Time

- Fire - April 17, 2019
- Lockdown – April 9, 2019
- Bus Evacuation – May 3, 2019
- Bomb Threat

E. Safety and Security – DDE – APRIL, 2019

Type of Drill      Date and Time

- Fire – April 4, 2019 at 1:41pm
- Lockdown – April 8, 2019 – 10:00am
- Bus Evacuation – May 3, 2019
- Bomb Threat

F. 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

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G. Discussion Items:

Regulation	Name	Bylaws	Name
5141.4	Missing, Abused and Neglected Children	5141.1	Missing, Abused and Neglected Children

1. Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of Regulation 5141.4 – Missing, Abused and Neglected Children and Policy 5141.1 – Missing, Abused and Neglected Children. *These documents were uploaded to the board portal, May folder for board review.* Motion carried, roll call vote, all present voting “yes”.
  
2. Motion by Jeffrey Souza, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Donors Choose Project for Sensory based toys and chairs for Mrs. Clark’s PSD Class in the amount of \$215.00.  
Motion carried, roll call vote, all present voting “yes”.
  
3. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Affirmative Action Team to conduct a needs assessment for the 2019-2022 Comprehensive Equity Plan. Motion carried, roll call vote, all present voting “yes”.
  
4. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the 2019-2022 Comprehensive Equity Plan. *(Copy uploaded to the Portal for Review.)*  
Motion carried, roll call vote, all present voting “yes”.

**11. Personnel**

- a. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:  
  
*Samantha Boyle, Nicholas Tierno, Natalia Fayad, Carmen Morillo, Yumira Araujo, Veronica Johnson, Scott Bayer, Kristina Pezzato, Charles Kinsey, Alberto Jimenez Cautencos, Myisha Long, Christian Libich, John Kling, Denise Perez, Juan Perez, Heather Schafer, Kimberly Cruz, Angela Lopez, Abraham Velez*  
Motion carried, roll call vote, all present voting “yes”.

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

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the C.A.R.E. Summer Staff and the Extended School Year Staff.

**C.A.R.E. Summer Staff**

Aide:	Jennifer Perito	\$12.24/hour
Aide:	Morgan Flexon	\$12.00/hour
Aide:	Cheryl Johnson	\$12.61/hour
Certificated Staff:	Lindsay Wanko	\$20.40/hour
Certificated Staff:	Brian Martino	\$20.40/hour



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**Extended School Year Staff:**

**PSD**

Teacher:	Jennifer Virelli	\$38.23/hour
Aide:	Cheryl Johnson	\$12/hour
Aide:	Rose Schwika	\$12/hour
Aide:	Lisa Wood	\$12/hour

**MD K-3**

Teacher:	Jennifer Perito	\$38.23/hour
Aide:	Victoria Sahina	\$12/hour
Aide:	Lisa Shrader	\$12/hour
Aide:	Nicole Podwats	\$12/hour

**AI**

Teacher:	Lindsay Wanko	\$38.23/hour
Aide:	Jennifer Cusick-Loss	\$12/hour

**LD K-3**

Teacher:	Meenu Joshi	\$38.23/hour
Teacher:	Debra Wash	\$38.23/hour
Aide:	Danielle Alessandrine	\$12/hour

**LD 4-7**

Teacher:	Mary Jo Kolaski	\$38.23/hour
Teacher:	Sarah Zimmerman	\$38.23/hour
Aide:	Jennifer Uhniat	\$12/hour

<b>Sub Teacher:</b>	Cheri Garton	\$38.23/hour
	Jessica Rotberg	\$38.23/hour

<b>Nurse:</b>	Jennifer Edwards	\$38.23/hour
	MaryAnn Whitby	\$38.23/hour

**Occupational Therapist**

Heartland Rehabilitation	Contracted rate: \$78.03/hour
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**Physical Therapist:**

Ed Services commission	Contracted rate: \$68/hour
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<b>Name</b>	<b>Evaluations</b>	<b>Meetings</b>
Kristy Mitchell- LDT/C	\$324.32/eval	\$45.30/hour
Ryan Rollins – School Psychologist	\$296.85/eval	\$41.46/hour
Michele Ivancich – Social Worker	\$293.85/eval	\$41.04/hour
Amanda Poulton – Speech Therapist	\$280.41/eval	\$39.16/hour
Kimberly Gadzinski – Speech Therapist	\$448.05/eval	\$62.58/hour

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

- c. Motion by Jeffrey Souza, seconded by Aida Figueroa-Epifanio  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the Business Administrator’s 2019-2020 contract and supporting documents to the Camden County Executive Superintendent for approval. *Documents have been uploaded to the portal, May folder for review.* Motion carried, roll call vote, all present voting “yes”.
  
- d. Motion by Gerard Petersen, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement request for staff members Leonard Lewis and James Lamont in the amount of \$1,000.00 each.  
*A chart with course details was uploaded to the month’s board folder for review and is included in the board packet.* Motion carried, roll call vote, all present voting “yes”.
  
- e. Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve Edythe Austermuhl as the Affirmative Action Officer for the 2019-2020 school year. Motion carried, roll call vote, all present voting “yes”.
  
- f. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the McRel Teacher Evaluation System for the 2019-2020 school year. Motion carried, roll call vote, all present voting “yes”.
  
- g. Motion by Kimberly Reed, seconded by Mary Williams  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the NJ Principal Evaluation for Professional Learning Observation Instrument for the 2019-2020 school year. Motion carried, roll call vote, all present voting “yes”.

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- h. Motion by Jeffrey Souza, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, to approve the extension of FMLA and NJ FMLA for employee #01486 from 9/1/19 – 10/11/19. Motion carried, roll call vote, all present voting “yes”.

**12. Curriculum and Instruction**

- 1. Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the submission of the 2019-2022 Technology Plan. *(This document was uploaded to the portal for board review.)*  
Motion carried, roll call vote, all present voting “yes”.

**13. Business and Finance**

- A. Motion by Gerard Petersen, seconded by Jeffrey Souza to approve the travel/professional development for the following staff members:

Name	Cost	Location/Date of Travel	Expense Amount
L Erickson	\$0	Pine Hill School District – Tri District Articulation <i>Observation of best practices in 4<sup>th</sup> and 5<sup>th</sup> grade ELA classrooms</i>	\$0.00
K Mitchell	\$50	Ocean Resort Casino, AC, NJ – 06/01/2019 <i>Formal and informal assessments for eligibility and programming for special education</i>	\$0.00
E Austermuhl	\$149	FEA/NJPSA, Jamesburg, NJ – 07/29/2019 <i>School climate for adults</i>	\$0.00
M Bright	\$0	College of NJ, Lawrenceville, NJ – 07/31/2019 <i>Statewide Student Equity Conference</i>	\$0.00
K Braidwood	\$0	College of NJ, Lawrenceville, NJ – 07/31/2019 <i>Statewide Student Equity Conference</i>	\$0.00
D Bottley	\$0	College of NJ, Lawrenceville, NJ – 07/31/2019 <i>Statewide Student Equity Conference</i>	\$0.00

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

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- B. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 60                      Amount \$ 397,299.11**

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

- C. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the May, 2019 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the portal for the board review as well as included in the board packet.* 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 School Business Administrator, approve the 2018-2019 CARE disbursements for the month of May, 2019 in the amount of \$21, 172.43.  
*This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*  
Motion carried, roll call vote, all present voting “yes”.

- E. Motion by Gerard Petersen, seconded by Aida Figueroa-Epifanio  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 Cafeteria disbursements for the month of May, 2019 in the amount of \$46,215.79.  
*This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*  
Motion carried, roll call vote, all present voting “yes”.

- F. Motion by Gerard Petersen, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 Contract for In School Nursing Services with Bayada Home Health Care, Inc. Rates are \$45/hour for LPN and \$55/hour for RN.  
Motion carried, roll call vote, all present voting “yes”.

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- G. Motion by Jeffrey Souza, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 Source4Teachers Agreement. Billing rates are as follows: \$122.40 (full day substitute teacher); \$61.20 (half day substitute teacher); \$108.80 (full day paraprofessional); \$54.40 (half day paraprofessional).  
Motion carried, roll call vote, all present voting “yes”.
- H. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the following board resolution for the 2019 NJSIG Safety Grant:  
  
Applicant District: Berlin Township Board of Education  
  
The above name applicant hereby agrees that the information provided in this application is complete and correct.  
  
The above named applicant hereby approved the digital submission of this application for the 2019 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in this application, in the amount of \$9,748 for the July 1, 2019 through June 30, 2020 program period.  
  
The above names applicant hereby grants authority to the undersigned Official Representative to submit the final required documents and digitally submit this application for review by the New Jersey Schools Insurance Group.  
Motion carried, roll call vote, all present voting “yes”.
- I. 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 with Nutri-Serve Food Management, Inc for the 2019-2020 school year. The 2019-2020 fee is \$17,340.00.  
*This is a revision from the May 2, 2019 meeting.*  
  
Motion carried, roll call vote, all present voting “yes”.
- J. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed  
RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator, approve the Business Procedures Handbook. This manual will be reviewed and approved annually.  
Motion carried, roll call vote, all present voting “yes”.

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- K. Motion by Kimberly Reed, seconded by Gerard Petersen  
RECOMMEND, that the Board of Education, on the recommendation of the School Business Administrator, approve the tuition contract with Pine Hill School District for the 2019-2020 school year. The contract amounts are as follows:

Regular Education Program \$2,601,800  
Special Education Program: Resource Center Hours \$100,000  
Special Education Program: MD Program \$160,000

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

- L. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed  
RECOMMEND, that the Board of Education, on the recommendation of the Superintendent and School Business Administrator to participate in the ESEA-ESSA FY 2020 Title III Consortium with Lindenwold Public Schools.  
Motion carried, roll call vote, all present voting “yes”.

**14. Old Business**

9000 Board By Laws review : 9311, 9312, 9313, 9314.

**15. New Business**

Committee Updates  
Negotiations  
NJSBA  
CCESC  
Pine Hill Bd of Ed  
CCSBA

**16. Public Comments – Open**

Recognition of Citizens – for subjects not appearing on agenda

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- F. The presiding officer may:
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  - 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 Jeffrey Souza to open the meeting to the public for the discussion of subjects. Time in: 8:08pm. Motion carried, voice vote, all present voting “yes”.

**17. Public Comments – Closed**

Motion by Gerard Petersen, seconded by Kimberly Reed to close the meeting to the public. Time closed: 8:11pm. Motion carried, voice vote, all present voting “yes”.

**18. Adjournment**

Motion by Kimberly Reed, seconded by Jeffrey Souza to adjourn the meeting. Meeting adjourned: 8:11pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator