

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

August 19, 2021

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, Gerard Petersen, President, call this meeting to order under the Open Public Meetings Act at 7:30pm. Motion carried, 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 4, 2021, 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 7, 2021 and the Central Record for a week starting January 7, 2021 a meeting notice setting forth the time, date and location of this meeting.

*Meeting was re-advertised on 3/13/21 in the Courier Post due to a change from remote to in person attendance at Dwight D Eisenhower Middle School.

***The oath of office will be given by the board solicitor or school business administrator, to the following appointed Board of Education member:
Scott Golden***

2. Pledge of Allegiance

3. Roll Call

Yr Began/Current Term Expires

Mr. Brian Davis	<u>present</u>	2012 / 2021
Mrs. Kimberly Reed	<u>absent</u>	2015 / 2021
Mrs. Lisa Hill-Muff	<u>absent</u>	2018 / 2021
Mr. Jeffrey Souza, Vice President	<u>absent</u>	2014 / 2022
Ms. Rebecca Allen	<u>present</u>	2021 / 2021
Mr. Domonic Balducci	<u>present</u>	2019 / 2022
Mr. Gerard Petersen, President	<u>present</u>	2017 / 2023
Mr. Scott Golden	<u>present</u>	2021/2021
Mrs. Holly Murrenburke	<u>present</u>	2020 / 2023
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Lauren Tedesco, Board Solicitor	<u>absent</u>	
Sanmathi Dev, Interim Board Solicitor	<u>absent</u>	
Charles Rizzi, Esq.,Capehart & Scatchard	<u>absent</u>	
Joseph Betley, Esq.,Capehart & Scatchard	<u>present</u>	

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4. Approval of Minutes

Motion by Brian Davis, seconded by Holly Murrenburke

RECOMMEND that the Board of Education approve the minutes of the July 22, 2021 meeting as presented in duplicated form and dispense with the reading of the same.

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

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

Presentations will be made for Student Role Models of Positive Behavior

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

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

N/A

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

N/A

***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

Introduction of New District Staff Members

Matthew Dickens	Carolyn Burke	Paula Langenbach
Terra Dukes	Rebecca Riether	Rachel Layton Stacy McAnnany

**Recognition of the Retirement of
Loretta Marshall, Superintendent’s Secretary
For 17 years of Service to the Berlin Township School District**

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- a. Motion by Brian Davis, seconded by Scott Golden
RECOMMEND that the Board of Education accept the donation of books to the DDE and JFK media centers in honor of Loretta Marshall’s service to the Berlin Township School District from Dr. Edythe Austermuhl.
Motion carried, voice vote, all present voting “yes”.

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.

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Motion by Brian Davis, seconded by Scott Golden to open the meeting to the public for the discussion of agenda items only. Time in: 7:43pm.

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

Public in Attendance – List of Audience Members

*Rene Rapattoni, Scott Golden, Dina Bottley, Stacy McAnaney,
Rachel Layton, Loretta Marshall, Robin Schaffer, Tara Fields,
Stephanie Davenport*

7. Public Comments – Closed

Motion by Rebecca Allen, seconded by Holly Murrenburke, to close the meeting to the public. Time closed: 7:44pm.

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

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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

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 – June and July Reports

Type of Drill Date and Time

Fire - June 15 @ 10am, July 20 @10:35
Lockdown – June 10 @9:15, July 28 @ 9:50
Bus Evacuation
Bomb Threat

D. Safety and Security – DDE – July

Type of Drill Date and Time

Fire - N/A
Lockdown – N/A
Bus Evacuation – N/A
Bomb Threat – N/A

E. 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

F. Discussion Items:

Policy	Name
6140	Curriculum Adoption
6172.2	Gifted and Talented

1. Motion by Scott Golden, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of Policy 6140, Curriculum Adoption and Policy 6172.2, Gifted and Talented.
These documents were sent to the board for review.
Motion carried, roll call vote, all present voting “yes”.

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Policy	Name
3542.2	Meal Arrears
5141.01	Re admittance after Covid

2. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of Policy 3542.2, Meal Arrears and Policy 5141.1, Re admittance.

These documents were sent to the board for review.

Motion carried, roll call vote, all present voting as follows:

Voting “yes”: Mrs. Allen, Mr. Davis, Mrs. Murrenburke, Mr. Petersen
Voting “no”: Mr. Balducci
Abstention: Mr. Golden

9. Personnel

- a. Motion by Gerard Petersen, seconded by Rebecca Allen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following staff members as mentors as listed, mentor fees to be paid as per NJ Dept of Education guidelines:

Bonnie Dasher, Mentor for Arianna Santora
Rena Borgstrom, Mentor for Matthew Dickens
Carla Bissic, Mentor for Matthew Trost

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

- b. Motion by Brian Davis, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, of staff member Jackie Blocker, effective July 28, 2021. Mr. Blocker has been on staff for this summer.

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

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- c. Motion by Gerard Petersen, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, 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
Carolyn Burke	Pre-K Master Teacher Consultant	\$600/day	Pending receipt of PreK expansion funding
Matthew Dickens	LTS for Gr 4 Social Studies MA, Step 1,	\$58,726 Prorated	09/01/21 – 12/06/21
Terra Dukes	Inst Asst	Step 9, \$16,023	09/01/21
Paula Langenbach	Bus Driver	\$24,000 and \$20/hr extra compensation	09/01/21
Christina Kehoe	PT Custodian	\$13/hr <i>Pending receipt of documents</i>	09/01/21
Stephanie Davenport	CARE Asst Director	\$26,000	09/01/21
Rebecca Riether	CARE Staff	\$13/hr	09/01/21
Tara Fields	CARE Director	\$37,500	09/01/21
Patricia Savidge	Substitute Custodian	\$15.50/hr	09/01/21
Jaime Giles	P/T Inst Asst	Step 1, \$17,723	09/01/21

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

- d. Motion by Gerard Petersen, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the stipends for the following staff members for the 2021-2022 school year:

Name	Position	Salary	Date
John Kelly	Athletics Coordinator	\$2,509	09/01/21-06/16/22
Brian Martino	Boys Soccer Coach	\$2,151	09/01/21
John Kelly	Girls Soccer Coach	\$2,151	09/01/21
Molly Olcese	Asst Girls and Boys Soccer Coach	\$1,434	09/01/21

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

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- e. Motion by Brian Davis, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Praxis test reimbursement in the amount of \$40 for Laurel Erickson as per the BTEA negotiated agreement.
Motion carried, roll call vote, all present voting “yes”.

10. Curriculum and Instruction

- a. Motion by Scott Golden, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the Fall 2021 Pre School Expansion Plan in the amount of \$373,604.
Motion carried, roll call vote, all present voting “yes”.
- b. Motion by Gerard Petersen, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the revision to the Safe Reopening Plan as per recent executive order and guidance from the New Jersey Department of Education.
Motion carried, roll call vote, all present voting as follows:
Voting “yes”: Mr. Golden, Mrs. Allen
Voting “no”: Mr. Balducci
Abstentions: Mrs. Murrenburke, Mr. Davis, Mr. Petersen
- c. Motion by Gerard Petersen, seconded by Scott Golden
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, acknowledge the 2021- 2022 District Professional Development Plan.
Motion carried, roll call vote, all present voting “yes”.

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11. Business and Finance

Financial Report – Period Ending July 2021

Motion by Gerard Petersen, seconded by Brian Davis

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

Board Secretary Financial, Revenue and Treasurer’s Reports

- A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the months of July 2021. 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 2021. The Treasurer’s and Secretary’s report are in agreement for the months July 2021.
- 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”.

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- E. Motion by Domomic Balducci, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 51	Amount \$ 370,714.50
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Motion carried, roll call vote, all present voting “yes”.

- F. Motion by Holly Murrenburke, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the August, 2021 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

This list was uploaded for the board review.

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

- G. Motion by Gerard Petersen, seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2020-2021 Cafeteria disbursements for the month of August, 2021 in the amount of \$0.00.

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 Gerard Petersen, seconded by Holly Murrenburke
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2020-2021 CARE disbursements for the month of August, 2021 in the amount of \$775.39.

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”.

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- I. Motion by Domonic Balducci, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the
School Business Administrator, approve the following out-of-district tuition
contracts for the 2021-2022 ten month and ESY school year:

For Haddon Heights High School:

Grade 12 Special Education Student SID # 9977409506 to attend for the 2021-
2022 school year at a yearly rate of \$33,500, plus the cost of a 1:1 aide of
\$17,392 to a total amount of \$50,892.

Grade 12 Special Education Student SID # 9977409506 to attend Haddon
Heights High School ESY Program for the 2021-2022 school year at a rate of
\$3,500.

For GCSSD Bankbridge:

Grade 11 Special Education Student SID # 9950492727 to attend for the 2021-
2022 ESY Program at a rate of \$4,500.

Grade 2 Special Education Student SID # 1420871730 to attend for the 2021-
2022 ESY Program at a rate of \$4,500.

Grade 5 Special Education Student SID # 6672108854 to attend for the 2021-
2022 ESY Program at a rate of \$4,500, plus the cost of a 1:1 aide of \$3,690 for a
total of \$8,190.

For Kingsway Learning Center:

Grade 12 Special Education Student SID # 9353925643 to attend for the 2021-
2022 school year, effective July 1, 2021 at a yearly rate of \$64,213.80

Grade 3 Special Education Student SID # 8351785893 to attend for the 2021-
2022 school year, effective July 1, 2021 at a yearly rate of \$64,213.80.

For YALE School Inc:

Grade 8 Special Education Student SID # 8845927697 to attend for the 2021-
2022 school year effective July 6, 2021 at a yearly rate of \$70,051.80.

For YALE School Southeast:

Grade 4 Special Education Student SID # 4414621881 to attend the ESY
Program for the 2021-2022 school year, effective July 8, 2021 through August
9, 2021 at a per diem rate of \$385.41 for a total of \$10,020.66

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

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- J. Motion by Gerard Petersen, seconded by Brian Davis,
RECOMMEND that the Board of Education, on the recommendation of the
School Business Administrator, approve the contract for the 2021-2022 school
year with Occupational Therapy Services – INVO Healthcare Associates at a rate
of \$77/hour for OT therapy.
Motion carried, roll call vote, all present voting “yes”.
- K. Motion by Brian Davis, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the
School Business Administrator, approve the resolution and agreement renewing
membership with New Jersey Schools Insurance Group, a joint insurance fund,
to provide insurance coverage and risk management services from July 1, 2021
through June 30, 2024.
Motion carried, roll call vote, all present voting “yes”.

12. Old Business

13. New Business

Committee Updates

Negotiations

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

2021-2022 District Goals – basis for CSA evaluation

2021-2022 Board Goals – same as last 2 years, adjust the dates

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14. Public Comments – Open

Recognition of Citizens – for subjects not appearing on agenda

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed.

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- 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.

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Motion by Brian Davis, seconded by Holly Murrenburke to open the meeting to the public for the discussion of subjects. Time in: 8:21pm.

Resident Rene Rapatoni addressed the board with face mask concerns

15. Public Comments – Closed

Motion by Scott Golden, seconded by Rebecca Allen to close the meeting to the public. Time closed: 8:23pm.

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

16. Adjournment

Motion by Brian Davis, seconded by Holly Murrenburke, to adjourn the meeting. Meeting adjourned: 8:23pm.

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

Respectfully submitted,

Megan Stoddart, Business Administrator