

# BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 28, 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, Megan Stoddart, call this meeting to order under the Open Public Meetings Act at 7:31 pm. 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.

## 2. Pledge of Allegiance

## 3. Roll Call

### Yr Began/Current Term Expires

Mr. Brian Davis	<u>Present</u>	2012 / 2021
Mrs. Kimberly Reed, Vice President	<u>Absent</u>	2015 / 2021
Mrs. Lisa Hill-Muff	<u>Present</u>	2018 / 2021
Mr. Jeffrey Souza, President	<u>Absent</u>	2014 / 2022
Ms. Rebecca Allen	<u>Present</u>	2021 / 2021
Mr. Domonic Balducci	<u>Present</u>	2019 / 2022
Vacancy	_____	/ 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	_____	
Sanmathi Dev, Interim Board Solicitor	_____	
Charles Rizzi, Esq.,Capehart & Scatchard	_____	

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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 September 23, 2021 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

**6. 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 September to be acknowledged from the  
John F. Kennedy Elementary School:***

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

*Kayla Alexander, Nathan Negron, Rexx Bannan, Sophia Van Elsland, Leah Alexander,  
Nicholas Adams, Jayden Payne, Carly McDoungh, Grace McDonough, Grace McGovern, Dominic Negron*

***Donation of school supplies to DDE & JFK students from Walmart, West Berlin Township***

A. Motion by Scott Golden, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following motion accept the donation from Walmart, West Berlin Township, of school supplies to DDE JFK students. Motion carried, roll call vote, all present voting “yes”.

***Presentation by Dina Bottley, Supervisor of Curriculum of Instruction:  
2020 – 2021 Assessment Data***

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### **7. 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 Brian Davis, seconded by Scott Golden to open the meeting to the public for the discussion of agenda items only. Time in: 7:50 pm. Motion carried, voice vote, all present voting “yes”.

*Public in Attendance – List of Audience Members*

*Dina Bottley, Gerard Peterson, Rene Rapattoni, Thomas Cunningham, Desiree Grimmer*

### **8. Public Comments – Closed**

Motion by Scott Golden, seconded by Rebecca Allen to close the meeting to the public. Time closed: 7:51 pm. Motion carried, voice vote, all present voting “yes”.

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## **9. 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**

#### **2021 - 2022 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.
- **DISTRICT GOAL #2:** Continue to work with the Board of Education and district staff to implement improved communication between the Board of Education, School Staff and the community.
- **DISTRICT GOAL #3:** Continue to supervise the revision, Board approval and implementation of district curricula, over the 2 year period (2020-2022) as per the NJ Dept of Education requirements.

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## 2021 - 2022 BOARD GOALS

- **BOARD GOAL #1:** Complete all phases of the CSA evaluation process for the 2021-2022 school year by the June 30, 2022 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.

### C. Safety and Security – JFK –

Type of Drill	Date and Time
Fire	9/15/21
Safety (Lockout)	9/16/21
Bus Evacuation	10/15/2021

### D. Safety and Security – DDE –

Type of Drill	Date and Time
Fire	9/10/21
Safety (Lockout)	9/16/21
Bus Evacuation	10/15/2021 and 10/22/2021

### 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

Date Reported Superintendent	School	Case Number	Result	Action
10/6/21	JFK	7598	Not HIB	Meeting with Principal and Counselor & Parent
10/18/21	DDE	7688	Yes HIB	Meeting with Principal and Counselor & Parent
10/18/21	DDE	7713	Not HIB	Meeting with Principal and Counselor & Parent and Teachers
10/27/21	DDE	7727	Not HIB	Meeting with Guidance and Counselor & Parent

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## H. Discussion Items:

Policy	Name	By Law	Name
5141.11	Vaccination and Testing		
5141.10	Face Coverings		

Motion by Holly Murrenburke, seconded by Lisa Hill Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of the policies listed above. Motion carried, roll call vote, all present voting “yes”.

## I. Field Trips

Grade	Teacher	Place	Date	Cost to Student	Cost to District
8	Ashley Surman	CCTS	12/21/21	\$0	\$0

Motion by Dominic Balducci, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the field trip as listed above. Motion carried, roll call vote, all present voting “yes”.

## J. Memorandum of Agreement with Law Enforcement

Motion by Scott Golden, seconded by Holly Murrenburke

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Memorandum of Agreement and submission of the signature pages to the Camden County Office of Education. Motion carried, roll call vote, all present voting “yes”.

## 11. Personnel

### a. Motion by Dominic Balducci, seconded by Holly Murrenburke

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
Thomas Cunningham	Technology Coordinator	\$87,000/prorated	on or about 10/29/21
Danielle Huelster	Full-time Instructional Aide	\$16,707/prorated, Step 3	10/29/21
Jarrod Sokolowski	Part-time Instructional Aide	\$13,798/prorated, Step 3	10/29/21
Charlotte Cohen	Cafeteria Aide	\$13.00/hr	10/29/21
Mary Tomasello	Bus Aide, as needed	\$15.00/hr	10/15/21
Regina Nicoletto	Bus Driver	\$26,500/prorated	01/03/22

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

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- b. Motion by Dominic Balducci, seconded by Lisa Hill Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers.

Bobbielee DeBourd, Marisa Karas, Tiffany Bond, Karyn Ignaczewski, Terri Bredell, Rosalie Alvarez, Diane Soukup, Enedina Mendez, Ernesta Vinalaz, Lindsey Shellenberger, Joshua Shellenberger, Victoria Profit, Shimuna Afroja, Dora Budai, Kalliopi Bozakis, Michael Bozakis, Maricela Aparicio, Hilda Popoca, John Rastelli, Erhin Rastelli, Alecia Harding, Aaron DiPeri, Rene, Rapatoni, Robert Swartz, Marylou Carmona, Kelly Finger, Rachel Stippide, Robert Stippide, Hannah Maslanka, Desiree Grimmer, Dorothy Zentz

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

- c. Motion by Rebecca Allen, seconded by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve Jessica Sejda as the Mentor Teacher for Michelle De Angelis as per district mentor plan and NJ Dept. of Education guidelines. Motion carried, roll call vote, all present voting “yes”.

- d. Motion by Dominic Balducci, seconded by Holly Murrenburke

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the BTPSA negotiated agreement for 2021- 2024. Motion carried, roll call vote, all present voting “yes”.

*The document was uploaded to the board shared folder for review.*

- e. Motion by Holly Murrenburke, seconded by Lisa Hill Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the FMLA for staff member #01631 from 9/22/21 – on or about 11/22/21. Motion carried, roll call vote, all present voting “yes”.

## 12. Curriculum and Instruction

- a. Motion by Brian Davis, seconded by Holly Murrenburke

RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following Curricula:

**Art – grades 6-8; Music- grades K-8; Technology - grades 6-8; & Science – Grade 5**

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

- b. Motion by Brian Davis, seconded by Holly Murrenburke

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the Emergency Virtual/Remote Learning Plan for 2021-2022 as per NJ Dept. of Education guidelines. Motion carried, roll call vote, all present voting “yes”.

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**13. Business and Finance**

Financial Report – Period Ending September 2021

Motion by Dominic Balducci, seconded by Lisa Hill Muff

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 September 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 September 2021. The Treasurer’s and Secretary’s report are in agreement for the months September 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”.

E. Motion by Domonic Balducci, seconded by Holly Murrenburke

RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number    53       Amount \$1,005,094.30**

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



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- F. Motion by Rebecca Allen, seconded by Domonic Balducci  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the October, 2021 listing of substitutes from Source 4 Teachers as follows:

Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$126.35
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$63.18
Full Day Paraprofessional	\$113.65
Half Day Paraprofessional	\$56.53

*This list was uploaded for the board review.*

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

- G. Motion by Brian Davis, seconded by Holly Murrenburke  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2021-2022 Cafeteria disbursements for the month of September, 2021 in the amount of \$31,264.64. *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 Domonic Balducci, seconded by Scott Golden  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2021-2022 CARE disbursements for the month of September, 2021 in the amount of \$560.60. *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 Scott Golden, seconded by Holly Murrenburke  
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:

Name	Cost	Location/Date of Travel	Expense Amount
Dina Bottley	\$300.00	Early Childhood Leadership Seminar/various dates	\$300.00
Nancy Brown	\$0	The Impact of the Pandemic & Racial Trauma/10-20-21	\$0
Rachel Kivlen	\$95.00	Zones of Regulation/10-22-21	\$95.00
Danielle Alessandrine	\$279.00	Practical Early Intervention Strategies/10-28-21	\$279.00
Patricia Sebastiano	\$279.00	What’s New for School Libraries/11-16-21	\$279.00
Kristin Braidwood	\$150.00	Special Education Directors’ Toolkit/11-19-21	\$150.00
Dina Bottley	\$0	Legal One HIB Law Update/11-30-21	\$0
Amanda Leonard	\$459.00	Mindsets and Skillsets for a Culturally Responsive Classroom/self-paced	\$459.00
Jaime Friedman	\$279.00	Strengthening Your Effectiveness as a Special Education Resource Teacher/1-20-22	\$279.00
Marilyn Bright	\$320.00	2022 NJPSA/FEA/NJASCD Conference/3-24&25-21	\$320.00

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

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J. Motion by Dominic Balducci, seconded by Lisa Hill Muff

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 school year:

**For Timber Creek High School**

1. Grade 12 Special Education Student # 2815406421, for the 2021-2022 school year, at a yearly tuition rate of \$32000 plus the cost for the ESY Program at a rate of \$3,792 for a total amount of \$35, 792.

**For Berlin Borough Community School**

1. Grade 6 Special Education Student # 4046440105, for the 2021-2022 school year, at a yearly tuition rate of \$14,661.

**For GCSSD Bankbridge Development Center**

1. Grade 3 Special Education Student # 1420871730, for the 2021-2022 school year, at a yearly rate of \$41,130 plus a non-resident county fee of \$3,150 plus the cost of a 1:1 aide at a cost of \$41,580 for a total amount of \$85,860.
2. Grade 11 Special Education Student # 9950492727 for the 2021-2022 school year, at a yearly rate of \$41,130 plus a non-resident county fee of \$3,150 plus the cost of a 1:1 aide at a cost of \$41,580 for a total amount of \$85,860.
3. Grade 5 Special Education Student # 6672108854 for the 2021-2022 school year, at a yearly rate of \$41,130 plus a non-resident county fee of \$3,150 plus the cost of a 1:1 aide at a cost of \$41,580 for a total amount of \$85,860.

**For Haddon Heights High School**

1. Grade 12 Special Education Student # 9977409506 for the 2021-2022 school year, at a yearly rate of \$33,500 plus the cost of ESY Program for the 2021-2022 school year at a rate of \$3,500 for a total amount of \$37,000.

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

K. Motion by Holly Murrenburke, second by Domonic Balducci

RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the following revised Gloucester County Special Services School District for student #1881917553 in the amount of \$18,240.00 for homebound instruction and speech services. Motion carried, roll call vote, all present voting “yes”.

L. Motion by Brian Davis, second by Holly Murrenburke

RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the following contract for an Augmentative and Alternative Communication (AAC) evaluation for student #8351785893 in the amount of \$375.00. Motion carried, roll call vote, all present voting “yes”.

**14. Old Business**

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## **15. New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – bussing shortages

Pine Hill Bd of Ed

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:

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- 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.

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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 Brian Davis, seconded by Scott Golden to open the meeting to the public for the discussion of subjects. Time in: 8:15pm. Motion carried, voice vote, all present voting “yes”.

Gerard Peterson – Mr. Peterson would like to donate a \$200 check for a memorial tree in honor of a bus driver who passed away in March 2021.

A. Motion by Brian Davis, seconded by Holly Murenburke to accept the \$200 check from Mr. Peterson for the purchase of a memorial tree for bus driver, Adrienne Howard who passed away. Motion carried, voice vote, all present voting “yes”.

**17. Public Comments – Closed**

Motion by Brian Davis, seconded by Rebecca Allen to close the meeting to the public. Time closed: 8:17pm. Motion carried, voice vote, all present voting “yes”.

**17. Adjournment**

Motion by Holly Murenburke, seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 8:17pm.

Respectfully submitted,

Megan Stoddart, Business Administrator