

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

June 26, 2014

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, Mary Williams, President, call this meeting to order under the Open Public Meetings Act at 7:32pm. 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 2, 2014, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 10, 2014 and the Central Record the week of January 13, 2014 a meeting notice setting forth the time, date and location of this meeting.

**2. Pledge of Allegiance**

**3. Roll Call**

Mr. Jeffrey Souza	<u>present</u>
Mrs. Cynthia Mozee	<u>arrived at 7:47pm</u>
Mrs. Jocelyn Lewis	<u>absent</u>
Mrs. Melanie Middleman	<u>absent</u>
Mr. Keith Jones	<u>present</u>
Mr. Cecil Rodrigues	<u>present</u>
Mr. Brian Davis	<u>present</u>
Mrs. Deanna Reilly, Vice President	<u>present</u>
Mrs. Mary Williams, President	<u>present</u>
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>
Mrs. Megan Stoddart, Business Administrator	<u>present</u>
Charles Rizzi, Esq., Board Solicitor	<u>present</u>

**4. Approval of Minutes**

Motion by Deanna Reilly seconded by Keith Jones  
RECOMMEND that the Board of Education approve the Action Meeting minutes of May 22, 2014 and the Special Meeting minutes of June 18, 2014 meetings as presented in duplicated form and dispense with the reading of the same.

Motion carried, voice vote, all present voting as follows:

Voting “yes” for May 22, 2014 and June 18, 2014 : Mrs. Mozee, Mr. Jones,  
Mr. Rodrigues, Mr. Davis, Mrs. Reilly, Mrs. Williams

Voting “yes” for May 22, 2014 and abstaining for June 18, 2004: Mr. Souza

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**5. Executive Session – In – N/A for this session**

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

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
  - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
  - b. Matters dealing with Federal Funding.
  - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
  - d. Matters dealing with collective bargaining.
  - e. Matters dealing with the sale or purchase of public land.
  - f. Discussion of any pending or anticipated litigation or contract negotiation.

**6. Executive Session – Close**

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

**7. Presentations**

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

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

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**The following students from John F. Kennedy Elementary School are recognized as students for the month of May:**

*Christopher Bastian, Thomas Mason, Giavanna Futia, Braxton Gillis, Rylee Dodge, Julian Worthington, Najibul Alam, Savannah Riley, Emma Reed, Karlie Canfield*

**The following students from John F. Kennedy Elementary School are recognized as students for the month of June:**

*Ian Kirk, Lucy Lyons, Cameron Daly, Grace McGovern, Ava Billen, Dakota Costello, Keith Vazquez, Daniel Carl, Monique Barnes, James Castracane*

**The following students from Dwight D. Eisenhower Middle School are recognized as students for the month of June:**

*Maria Sebastian-Castaneda, Trinity Douglas, Austin Cook, Kyler Reed, Dekovin McCauley, Ellen Chen, Sekeka Naznin, Olivia Crawford, Anna Pietryzk, Jolie Smith*

**The district would like to thank the following people for a donation of a barbeque grill for the district:**

*Chris O’Neil, Store Manager; Berlin Township Home Depot*

*Mrs. Robin Schaffer, Dwight D. Eisenhower Middle School*

**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 and limited in length to 5 minutes.

Motion by Jeffrey Souza seconded by Brian Davis 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”.

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## Public in Attendance:

Misty Worthington, Lauren Carl, Daniel Carl, Judith Bastian, Alicia Landry, Joyce Canfield, Karlie Canfield, Barb Reed, Joe Reed, Stephanie Billen, John Dave, Pat Lyons, Kara Lyons, Chris Bastian, Tara Bastian, Jolie Smith, Sandy Smith, Cristine Mason, Sheila Draft, Robin Schaffer, Rebecca Gillis, Matt Gillis, Sam Daly, Brian Daly, Heather McGovern, Jill Vazquez, Marghan Begum, Jamee Brodnick, Holly Costello, Debbie Wash

## 9. Public Comments - Closed

Motion by Jeffrey Souza seconded by Cecil Rodrigues to go close the meeting to the public. Time closed: 7:43pm. Motion carried, voice vote, all present voting “yes”.

## 10. Superintendent’s Report

- A. Review District Mission Statement

### DISTRICT MISSION STATEMENT

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

The Berlin Township School District commits itself to all children by creating a standards-based school district in which all students receive the very best educational opportunities possible. Each and every student will surpass the New Jersey Core Curriculum Content Standards. To achieve this, the members of the district will focus on:

- Establishing high standards of excellence for both staff and students
- Communicating openly and frequently within the district and with the community to foster a trusting relationship
- Ensuring a safe and orderly environment for staff and students
- Recognizing that a school district serves as a role model and has the responsibility to encourage high quality character behavior

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B. Review District & Board of Education Goals

DISTRICT & BOARD OF EDUCATION GOALS

2013-2014

1. Supervise the revision and implementation of all district curricula, over the next 3 years (2013-2016) as per 2013 QSAC findings in order to improve student growth and achievement.
2. Review and revise all district policies and procedures in order to maintain and improve district programs, curricula, and the teaching and learning process.
3. Supervise the implementation of Achieve NJ requirements in order to improve teacher performance resulting in increased student growth and academic achievement.

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BOARD GOALS

1. Complete the Superintendent Evaluation and Board of Education Self-Evaluation by July 1, 2014.
2. Plan a Board of Education retreat.
3. Review and revise, as needed, the Board of By Laws as found in the 9000 Section of the District Policy Manual.
4. For the month of June, review and revise, as needed, the Board of By Laws as found in the 9000 Section of the District Policy Manual.

Policy	Name	Regulation	Name
9325	Meeting Procedures		
9325.4	Voting Method		
9400	Board Self-Evaluation		
9420	Memorials		

*(These policies have been printed and included in the board packet and have been uploaded to the board portal for review.)*

- a. Motion by Jeffrey Souza seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to acknowledge the board review of the following by policies during the 2013-2014 school year:

9000 Role of the Board

9010 Role of the Member ▼

9020 Public Statements ▼

9110 Number of Members and Terms of Office ▼

9111 Qualifications and Requirements of Board Members ▼

9113 Filling Vacancies ▼

9114 Resignation and Removal ▼

9121 Election and Duties of the President ▼

9123, 9124 School Business Administrator, Board Secretary ▼

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9123, 9124(R) Evaluation of School Business Administrator, Regulation	▼
9125 Treasurer of School Moneys	▼
9127 Public School Accountant Auditor	▼
9130 Committees	▼
9150 Board Consultants	▼
9200 Orientation and Training of Board Members	▼
9250 Expenses, Travel Reimbursement	▼
9270 Conflict of Interest	▼
9271 Code of Ethics	▼
9311 Formulation, Adoption, Amendment of Policies	▼
9312 Formulation, Adoption, Amendment of Bylaws	▼
9313 Formulation, Adoption, Amendment of Administrative Regulations	
9314 Suspension of Policies, Bylaws and Regulations	
9321 Time, Place, Notification of Meetings	
9322 Public and Executive Sessions	▼
9322(R) Public Participation Procedure, Regulation	▼
9322.1 Organization Meeting	▼
9323, 9324 Agenda Preparation, Advanced Delivery of Meeting Materials	▼

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

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

Date Reported to Superintendent	School	Case Number	Result	Action
05/21/14	DDE	14	Confirmed HIB	Suspension, Counseling Sessions, Supt. Conference
06/04/14	DDE	15	Confirmed HIB	Suspension, Parent Mtg.
06/17/14	DDE	16	Confirmed HIB	Suspension
06/13/14	DDE	17	Confirmed HIB	Student not allowed on school property without adult supervision
06/10/14	DDE	18	Normal Conflict	Principal conference, assignment

D. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions

Motion by Deanna Reilly seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case # 14, 15, 16, 17 and 18) reported on 05/21/14, 06/04/14, 06/17/14, 06/13/14 and 06/10/14.

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

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
4	Bright, Principal	Carmike Movie Theater, Voorhees	06/18/14	\$0.00	Two drivers, two buses



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F. Safety and Security – JFK

Type of Drill    Date and Time    Location of Drill    Route #'s    Drill Supervisor

Fire drill – 05/29/14  
 Lockdown – 05/23/14  
 Bus Evacuation

G. Safety and Security – DDE

Type of Drill    Date and Time    Location of Drill    Route #'s    Drill Supervisor

Fire drill – 05/30/14 – 9:30am  
 Bomb threat – 05/19/14 – 10:00am  
 Lockdown  
 Bus Evacuation

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds  
 Approve Use of Facilities

Motion by Cynthia Mozee seconded by Brian Davis  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the use of facilities as listed below:

Organization	Facility	Date and Time	Event
All Pro A’s Fastpitch Softball	Softball Fields	June – October - Wednesdays	Softball Practice

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

- c. Technology Coordinator
- d. Supervisor of Curriculum and Instruction
- e. JFK Principal
- f. DDE Principal

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I. Discussion Items:

- a. Motion by Deanna Reilly seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of policy 5113 – Attendance, Absences and Excuses and policy 5131.6 – Substance Abuse.

*(These policies and regulation have been printed and included in the board packet and have been uploaded to the board portal for review.)*

Policy	Name	Bylaws	Name
5113	Attendance, Absences and Excuses		
5131.6	Substance Abuse		

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

- b. Motion by Cecil Rodrigues seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of Policy 5142.2 C.A.R.E. Program, and Regulation 5142.2 C.A.R.E. Program Approved Fee Schedule.

*(These policies have been printed and included in the board packet and have been uploaded to the board portal for review.)*

Policy	Name	Regulation	Name
5142.2	C.A.R.E. Program	5142.2	C.A.R.E. Program Fee Schedule

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

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**11. Personnel**

- a. Motion by Brian Davis seconded by Keith Jones and adopted by all members present voting “yes” in a roll call to approve certification hiring of staff in accordance with criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
James Nichols	Sub-Custodian	\$9/hr	06/27/14
Corey Bollinger	Sub-Custodian	\$9/hr	06/16/14

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

- b. Motion by Cecil Rodrigues seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the contracts for the following district administrators:  
Mrs. Marilyn Bright, Dwight D. Eisenhower Middle School Principal  
Ms. Kristin Braidwood, Supervisor, Child Study Team  
Mr. Jeffrey Patterson, Curriculum Coordinator  
Mr. Charles Pfluger, Supervisor of Buildings and Grounds

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

- c. Motion by Brian Davis seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the contract for submission to the county for: Mrs. Megan Stoddart, Business Administrator. Motion carried, roll call vote, all present voting “yes”.
- d. Motion by Cynthia Mozee seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve, with regret, the letter of resignation from Mrs. Jillian Matysik, effective August 31, 2014. Mrs. Matysik has been employed as school psychologist in the district since September 1, 2011. Motion carried, roll call vote, all present voting “yes”.

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- e. Motion by Keith Jones seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the request for leave of absence for employee number 01312. The dates of the leave are anticipated for October 1, 2014 through February 1, 2015. Motion carried, roll call vote, all present voting “yes”.
  
- f. Motion by Jeffrey Souza seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following staff members of the CARE program for the 2014-2015 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Tracey Richards	CARE Assistant	\$15.46/hr
Robin Schaffer	CARE Assistant	\$19.97/hr
Heidi Farlow	CARE Substitute	\$8.16/hr
Evan Lindner	CARE Enrichment Assistant	\$35/hr
Brian Martino	CARE Enrichment Assistant	\$35/hr
Jan Jennison	CARE Enrichment Assistant	\$35/hr
Jacklyn Lawlor	CARE Enrichment Assistant	\$35/hr
Lindsay Wanko	CARE Enrichment Assistant	\$35/hr
Stacey DeCaro	CARE Enrichment Assistant	\$35/hr

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

- g. Motion by Keith Jones seconded by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

*Janet Gervasi, Kelli Davis, Harold Talosig, Gloria Ladopoulos,  
Larena Wilde, Wendy Murphy, Eileen Waldron, Jonelle Luessenhop,  
Paul Maggi, Scott Harrison, Lorraine Harrison,  
Shanjida Hossain, Jaclyn Taylor, Melissa McDonald, Pam Beckley, Marie Allison*

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

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- h. Motion by Jeffrey Souza seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following staff member for hiring as of September 1, 2014:

Kelly Amanto, full time Library Aide/Copy Clerk, Step2, \$15,082 at Dwight D. Eisenhower Middle School.

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

- i. Motion by Cecil Rodrigues seconded by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the letter of resignation, with regret, for staff member Debra Rice, effective August 10, 2014. Mrs. Rice has been employed in the district since September 1, 2005. Motion carried, roll call vote, all present voting “yes”.

- j. Motion by Deanna Reilly seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the letter of resignation, with regret, for staff member Jennifer Blanchard, effective August 11, 2014. Mrs. Blanchard has been employed in the district since September 1, 2013. Motion carried, roll call vote, all present voting “yes”.

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- k. Motion by Keith Jones seconded by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the corrected contract information for the following staff members

<u>Name</u>	<u>Salary Approved at April, 2014 Mtg.</u>
Kimberly Gadzinski	\$83,496 yearly, \$417.58 per diem, \$58.31/hourly
Corrections	\$86,942 yearly, \$434.71 per diem, \$60.71/hourly
Bonnie Dasher	\$57,157, MA, Step 7
Corrections	\$58,657, MA, Step 7
Mindy Pratt	\$13,493, Step 4
Corrections	\$13,152, Step 3
Jonathan Liano	\$58,557, BA+30, Step 8
Corrections	\$60,157, MA, Step 8
Brian Martino	Approved in February for Stipend Baseball Asst. Coach \$1,000
Corrections	\$1,200

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

- l. Motion by Deanna Reilly seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the letter of resignation, with regret, for staff member Maureen Grabosky, effective June 23, 2014. Ms. Grabosky has been employed as a Special Education teacher since December, 2013. Motion carried, roll call vote, all present voting “yes”.

- m. Motion by Cecil Rodrigues seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following additional staff members for the summer Extended School Year Programs:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>ESY Dates</u>
Ilana Gorelik	Speech Therapy	\$36.42/hr	5 weeks
Mindy Pratt	Aide or Teacher as needed		
	Aide	\$12/hr	4 weeks
	Teacher	\$35/hr	4 weeks

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

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- n. Motion by Jeffrey Souza seconded by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the Superintendent to re-appoint staff and hire new staff for the 2014-2015 school year as needed. The board will affirm those re-appointed or hired at the next scheduled action meeting. Motion carried, roll call vote, all present voting “yes”.
  
- o. Motion by Keith Jones seconded by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following appointments for the 2014-2105 school year:

<u>Position</u>	<u>Staff Member</u>	<u>Stipend Amount</u>
Athletics Coordinator	John Kelly	\$2,100
Soccer Coach	Dina Bottley	\$1,400
Soccer Coach	John Kelly	\$1,400

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

**12. Appointment of School Officials**

- a. Motion by Cecil Rodrigues second by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Megan Stoddart as School Business Administrator/Board Secretary for the 2014-2015 school year. Salary is to be \$86,595.00. Motion carried, roll call vote, all present voting “yes”.
  
- b. Motion by Jeffrey Souza second by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Kathleen Forsythe as Custodian of School Funds (Treasurer) for the 2014-2015 school year. Salary is to be \$3,625.00. Motion carried, roll call vote, all present voting “yes”.

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- c. Motion by Cynthia Mozee second by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Rizzi, Jr. of the firm Capehart and Scatchard, as the Board of Education Solicitor under the terms of the professional contract for the 2014-2015 school year. Pursuant to 18:A:18A-5(a)1, award of contract shall be printed in an official newspaper. Motion carried, roll call vote, all present voting “yes”.
  
- d. Motion by Cecil Rodrigues second by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Omni Group as the third party administrator of the district’s 403(b) plan (Tax shelter) for 2014-2015 school year. Motion carried, roll call vote, all present voting “yes”.
  
- e. Motion by Deanna Reilly second by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following Tax Shelter Annuity companies for the 2014-2015 school year: Equitable, Met Life (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning. Motion carried, roll call vote, all present voting “yes”.
  
- f. Motion by Cecil Rodrigues second by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve T.C. Irons/Haines and Haines as the district’s risk management broker of record for the 2014-2015 school year. Motion carried, roll call vote, all present voting “yes”.
  
- g. Motion by Deanna Reilly second by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Brown and Brown Benefit Advisors as the district’s health insurance broker of record. Motion carried, roll call vote, all present voting “yes”.



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- h. Motion by Deanna Reilly second by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Tatem-Brown Family Physicians under the terms of the professional contract to provide medical services for the board of education including, but not limited to:
- physical examinations (staff and sports physicals)
  - tests
  - other services deemed appropriate by the board of education for the school year 2014-2015

Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.

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

- i. Motion by Cecil Rodrigues second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following list of psychiatrists for our district’s parent resource list:

Dr. Maria Doria, Dr. Edward Tobe, Dr. Zand, Dr. James Hewitt,  
Dr. Joseph Hewitt, Dr. Peter Brancato, Dr. David Harwitz,  
Dr. Maju Matthews

Contact information on file with the School Business Administrator.

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

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- j. Motion by Brian Davis second by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following list of doctors for neurological evaluations for our district’s parent resource list:

Dr. Donald Barone, Dr. Chester Minarcik, Dr. Peter Kollross,  
Dr. Charles Brill, Brait, Partrow, Margolin & Sharetts, Children’s  
Regional Center of Voorhees,  
Neurology Consultants – Allen C. Zechowy, Dr. Liza Bayderman

Contact information on file with the School Business Administrator.

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

**13. Curriculum and Instruction**

- a. Motion by Deanna Reilly seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the curriculum as listed:

*K - 8 Language Arts*  
*Gr. 5 -7 Social Studies*  
*Gr. 8 Social Studies Units 5 – 6, 8 - 10*  
*K – 8 Math*  
*Pre-K – 3 Health & Phys Ed*  
*Pre-K – 3 Guidance*

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

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**14. Business and Finance**

Financial Report – Period Ending May 2014

RECOMMEND that the Board of Education 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 April & May 2014. 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 April & May 2014. The Treasurer’s and Secretary’s report are in agreement for the months of April & May 2014.
- 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 by Cynthia Mozee, seconded by Deanna Reilly. Motion carried, roll call vote, all present voting “yes”.

- E. Motion by Keith Jones seconded by Cynthia Mozee to approve the travel/professional development for the following staff members:

Name	Cost	Location	Date of Travel	Expense Amount
J. Patterson	\$150	Legal One Training Monroe, NJ	06/24/14	\$0.00
E.Mason	\$80	NJ Music Educators Assoc College of NJ	08/05/14	\$0.00

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

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- F. Motion by Deanna Reilly seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the out of district, one to one aide contract for a grade 2 special education student attending the Bankbridge Early Childhood Center at a yearly rate of \$34,650.00. Motion carried, roll call vote, all present voting “yes”.
  
- G. Motion by Cecil Rodrigues seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the out of district tuition contract for a grade 6 special education student who is currently enrolled in the Cherry Hill School District and McKinney-Vento eligible making Berlin Township financially responsible. The student currently attends Brookfield Academy at a yearly rate of \$55,000. The pro-rated tuition for this student is \$22,000 for the remainder of the 2013-2014 school year. Motion carried, roll call vote, all present voting “yes”.
  
- H. Motion by Cecil Rodrigues second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following transfers:

FROM:	12-000-400-896-D	SDA Assessment	\$ 6,899.00
FROM:	11-000-291-250-D	Unemployment	\$37,713.00
		<b>TOTAL</b>	<b>\$44,612.00</b>
TO:	11-000-100-565-D	Tuition; CSSD/Reg Day Sch	\$17,088.00
TO:	11-000-219-390-D	CST; Purch Prof Serv	\$11,352.96
TO:	11-000-251-330-D	BA; Purch Prof Serv (CASA)	\$ 304.15
TO:	11-000-270-513-D	Transp; Contr LEA to LEA	\$ 4,266.34
TO:	11-000-270-518-D	Transp; Contr Transp ESC	\$11,600.55
		<b>TOTAL</b>	<b>\$44,612.00</b>

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

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- I. Motion by Deanna Reilly second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 61      Amount \$425,157.38

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

- J. Motion by Deanna Reilly second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the addendum to extend the agreement with Source 4 Teachers, the district substitute provider through June 30, 2015. Billable rates remain the same (\$123.00 Full Day; \$71.50 Half Day). Motion carried, roll call vote, all present voting “yes”.

- K. Motion by Deanna Reilly second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following breakfast and lunch prices for the 2014-2015 school year.

Breakfast	\$1.10
Student Lunch	\$2.50
Adult Lunch	\$3.50

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

- L. Motion by Keith Jones second by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to deposit, in accordance with N.J.A.C. 6A:23A-14.4(a), anticipated current year surplus not to exceed \$150,000 into Capital Reserve Account for projects in our Long Range Facilities Plan. Motion carried, roll call vote, all present voting “yes”.

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M. Establishment of Financial Institutions

Motion by Jeffrey Souza second by Deanna Reilly

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to establish the following financial institutions for deposit of school funds: Citizens Bank.

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

N. Motion by Keith Jones second by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following designees as authorized check signers for each respective account:

<u>Account Name</u>	<u>Required Signatures</u>	<u>Authorized Signers</u>
General Account	any 3 of the 4	Pres., V. Pres., Treasurer, Board Secretary
Payroll, Agency, Latchkey, Unemployment Community Ed., & Contri.	any 1 of the 4	Pres., V. Pres., Treasurer, Board Secretary
Cafeteria and Student Acct.	any 2 of the 3	Board Sec., Supt, Principal

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

O. Motion by Cecil Rodrigues second by Cynthia Mozee

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to authorize the business administrator to purchase CD’s and bank notes for investment purposes. Motion carried, roll call vote, all present voting “yes”.

P. Motion by Jeffrey Souza second by Deanna Reilly

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to authorize the business administrator to transfer/wire funds by telephone or internet. Motion carried, roll call vote, all present voting “yes”.

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- Q. Motion by Cecil Rodrigues second by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the business administrator as district purchasing agent and set the district’s bid threshold at \$26,000 for the 2014-2015 school year and the district’s quotation threshold at \$3,900 for the 2014-2015 school year. Motion carried, roll call vote, all present voting “yes”.
- R. Motion by Keith Jones second by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to authorize the business administrator to promptly handle business affairs including the payment of invoices that the board has contracted with or what are public utilities and to have these payments subsequently approved at the next action meeting. Motion carried, roll call vote, all present voting “yes”.
- S. Motion by Cynthia Mozee second by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Edythe Austermuhl, Superintendent, as the district Attendance Officer for the 2014-2015 school year. Motion carried, roll call vote, all present voting “yes”.
- T. Motion by Brian Davis second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds; as the district Right to Know Coordinators. Motion carried, roll call vote, all present voting “yes”.
- U. Motion by Brian Davis second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Marilyn Bright, Principal of Dwight D. Eisenhower Middle School and Jeffrey Patterson, Curriculum Coordinator as the district’s Affirmative Action Officers. Motion carried, roll call vote, all present voting “yes”.

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- V. Motion by Deanna Reilly second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Asbestos Compliance Officer. Motion carried, roll call vote, all present voting “yes”.
- W. Motion by Cynthia Mozee second by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Megan Stoddart, Business Administrator, as the district Public Agency Compliance Officer. Motion carried, roll call vote, all present voting “yes”.
- X. Motion by Deanna Reilly second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds, as the district PEOSHA Officers. Motion carried, roll call vote, all present voting “yes”.
- Y. Motion by Keith Jones second by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Megan Stoddart, Business Administrator, as the district Custodian of Records. Motion carried, roll call vote, all present voting “yes”.
- Z. Motion by Cynthia Mozee second by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Safety Coordinator. Motion carried, roll call vote, all present voting “yes”.
- AA. Motion by Jeffrey Souza second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison. Motion carried, roll call vote, all present voting “yes”.



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AB. Motion by Deanna Reilly second by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Megan Stoddart, Business Administrator, and Mr. Brian Reilly, Dwight D. Eisenhower Middle School Guidance Counselor as the district Issuing Officers of Working Papers. Motion carried, roll call vote, all present voting “yes”.

AC. Motion by Deanna Reilly second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds as the district IPM Coordinator. Motion carried, roll call vote, all present voting “yes”.

AD. Motion by Brian Davis second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution for Archway Programs:  
  
Be it resolved that the Berlin Township Board of Education does not require the Archway Schools to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture’s Child Nutrition Program regulations.

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

AE. Motion by Deanna Reilly second by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Bowman and Company as the district’s auditing firm for the 2014-2015 school year. Motion carried, roll call vote, all present voting “yes”.

AF. Motion by Deanna Reilly second by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution for Hampton Academy:  
  
Be it resolved that the Berlin Township Board of Education does not require the Hampton Academy to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture’s Child Nutrition Program regulations.

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

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- AG. Motion by Cynthia Mozee second by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the FY15 IDEA grant with allocations as follows:

BASIC	\$148,172
PRESCHOOL	\$6,081

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

- AH. Motion by Jeffrey Souza second by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the FY15 NCLB grant with the following allocations:

Title IA	\$188,991
Title IIA	\$49,000

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

15. ESTABLISHMENT OF BOARD PROCEDURES AND POLICIES

- A. Motion by Jeffrey Souza second by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to designate the following locally circulated newspapers as official publications of advertising purposes: The Central Record and The Courier Post. Motion carried, voice vote, all present voting “yes”.
- B. Motion by Jeffrey Souza second by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to resolve that the Berlin Township Board of Education adopt the established policies, rules and regulations of the Berlin Township Board of Education. Motion carried, roll call vote, all present voting “yes”.

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16. BUSINESS AND ADMINISTRATIVE PRACTICES

- A. Motion by Cecil Rodrigues second by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to delegate the Board’s right of consent or approval to Edythe Austermuhl, Superintendent of Schools for expediting scheduling and other facility/field use activities in accordance with established Board policies, effective July 1, 2014. Motion carried, roll call vote, all present voting “yes”.
  
- B. Motion by Brian Davis second by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to allow the school business administrator to maintain a petty cash fund in the amount of \$200. These funds are to be used for tolls associated with field trips as well as unexpected costs. Amounts are to be re-deposited in June, 2015. Motion carried, roll call vote, all present voting “yes”.
  
- C. Motion by Deanna Reilly second by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to approve the following:

Resolution Authorizing Contracts  
With Certain Approved State Contract Vendors for Boards of Education  
Pursuant to N.J.S.A. 18A:18A-10a

WHEREAS, the Berlin Township Board of Education, pursuant to N.J.S.A. 18:A-18:A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Berlin Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Berlin Township Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, the Berlin Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the

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attached list for the 2014-2015 school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Berlin Township Board of Education Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Berlin Township Board of Education and the References State Contract Vendors shall be from July 1, 2014 to June 30, 2015.

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

- D. Motion by Cecil Rodrigues second by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to approve the submission of the amended 2014 grant application for IDEA in order to incorporate carryover funds remaining from the 2013 grant. A total of \$235.00 in the Basic grant and \$1,645 in the preschool grant remain and must be carried over and budgeted into the current grant. Motion carried, roll call vote, all present voting “yes”.

**17. Old Business**

Early Admission Packet and Sample Documents – review and send any recommendations to the superintendent. Expect 1<sup>st</sup> reading over the summer, full implementation anticipated for the 2015-2016 school year.

**18. New Business**

- Committee Updates
- Negotiations
- NJSBA
- CCESC
- Pine Hill Bd of Ed
- CCSBA

**19. Public Comments – Open**

Recognition of Citizens – for subjects not appearing on agenda

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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 and limited in length to 5 minutes.

Motion by Jeffrey Souza seconded by Deanna Reilly to open the meeting to the public for the discussion of agenda items only. Time in: 8:46pm. Motion carried, voice vote, all present voting “yes”.

## 20. Public Comments - Closed

Motion by Cecil Rodrigues seconded by Brian Davis to go close the meeting to the public. Time closed: 8:46pm. Motion carried, voice vote, all present voting “yes”.

## 21. Executive Session – In

Motion by Jeffrey Souza seconded by Cecil Rodrigues to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:47pm. Motion carried, voice vote, all present voting “yes”.

### 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.

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**22. Executive Session – Close**

Motion by Brian Davis seconded by Cecil Rodrigues to come out of Executive Session. Time out: 10:09pm.

**23. Adjournment**

Motion by Cecil Rodrigues seconded by Keith Jones to adjourn the meeting. Meeting adjourned: 10:09pm.

Respectfully submitted,

Megan Stoddart, Business Administrator