

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, Jeffrey Souza, Vice-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 10, 2018, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 16 , 2018 and the Central Record the week of January 15 , 2018 a meeting notice setting forth the time, date and location of this meeting.

**2. Pledge of Allegiance**

**3. Roll Call**

**Yr Began/Current Term Expires**

Mr. Sol Cohen	<u>present</u>	2014 / 2020
Mr. Gerard Petersen	<u>present</u>	2017 / 2020
Mrs. Mary Williams	<u>absent</u>	2002 / 2020
Mr. Brian Davis	<u>present</u>	2012 / 2018
Mrs. Kimberly Reed	<u>present</u>	2015 / 2018
Mrs. Joanne Young	<u>absent</u>	2015 / 2018
Mr. Jeffrey Souza, Vice President	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>participated by phone</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>absent</u>	2016 / 2019
Dr. Edythe B. Austeruhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>absent</u>	
Lauren Tedesco, Capehart & Scatchard	<u>absent</u>	

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

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August 23, 2018

Action Meeting Minutes

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**4. Approval of Minutes**

Motion by Kimberly Reed, seconded by Sol Cohen,

RECOMMEND that the Board of Education approve the action meeting minutes of the July 26, 2018 meeting and the Board Workshop Training minutes of the August 13, 2018 meeting 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 July 26 minutes: Mrs. Reed, Mr. Cohen, Mr. Petersen, Mr. Davis,  
Mrs. Mozee

Abstention for July 26 minutes: Mr. Souza

Voting “yes” for August 13 minutes: Mrs. Reed, Mr. Cohen, Mr. Petersen, Mr. Souza,  
Mrs. Mozee

Abstention for August 13 minutes: Mr. Davis

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

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August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**5. Executive Session – In – N/A**

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

**Presentation to Charlotte Cohen, Supervisor of C.A.R.E. upon her retirement**

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August 23, 2018

Action Meeting Minutes

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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.

**No student presentations for this month**

**Presentations will be made for both**

**Teacher and Bus Driver Nominations for Student Role Models of Positive Behavior**

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

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

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

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

## **JFK Intervention Period Presentation**

— Michael Murphy, JFK Principal and Dina Bottley, Supervisor of Curriculum and Instruction

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August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**8. Public Comments – Open**

Recognition of Citizens – for agenda items only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda and limited in length to 5 minutes.

Motion by Kimberly Reed, seconded by Gerard Petersen to open the meeting to the public for the discussion of agenda items only. Time in: 7:44pm. Motion carried, voice vote, all present voting “yes”.

*Public in Attendance is as Follows*

*Tracey Richards, Tara Fields, Charlotte Cohen*

**9. Public Comments – Closed**

Motion by Kimberly Reed, seconded by Gerard Petersen, to close the meeting to the public. Time closed: 7:44pm. 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.

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*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

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

## B. Review District & Board of Education Goals

### DISTRICT GOALS

2017-2018

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
2. Work with the district administrative staff to investigate the Future Ready School initiative for ways to increase the use of technology for instructional purposes.

### BOARD GOALS

1. Complete all phases of the CSA evaluation process for the 2017-2018 school year by the June 30, 2018 deadline as described in NJ Administrative Code and Statute.
2. Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.
3. Continue to work as a Board of Education to investigate ways to improve communication with district parents and the community.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

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

Date Reported to Superintendent	School	Case Number	Result	Action
N/A				

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

D. Board Affirmation of Harassment, Intimidation and Bullying Investigation

Decisions – **N/A**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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 # ) reported on MONTH DAY YEAR.

E. Field Trips: **N/A**

Grade Teacher          Place          Date          Cost to Student          Cost to District

1. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the MONTH DAY YEAR agenda.

F. Safety and Security – JFK – MONTH, YEAR – **N/A**

Type of Drill          Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

G. Safety and Security – DDE – MONTH, YEAR – N/A

Type of Drill      Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds  
Approve Use of Facilities – N/A

Motion by Brian Davis, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the use of facilities as listed below:

Organization	Facility	Date and Time	Event
Playmore	DDE Gym	Various dates Sept - Nov	Basketball Games/Practices

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

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



**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

I. Discussion Items:

Regulation	Name	Bylaws/Policy	Name
		2131	Chief School Administrator
		4116	Evaluation of Teaching Staff Members
4131/4131.1 R	Professional Development	4131/4131.1	Staff Development: Inservice Education/Visitations/Conferences
5131R	Conduct/Discipline	5131	Conduct/Discipline
		5131.1	Harassment, Intimidation and Bullying
		5131.5	Vandalism/Violence
		5131.6	Drugs, Alcohol, Steroids, Tobacco
		5145.4	Equal Educational Opportunity
		6145.1/6145.2	Intramural Competition: Interscholastic Competition
		6171.3	Title 1 Improving Academic Achievement and parent and Family Engagement
		6171.4	Special Education
1200R	School Volunteers		
	<i>Tabled vote on this regulation from July 26, 2018 meeting</i>		

1. Motion by Gerard Petersen, seconded by Brian Davis,  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of 2131 Chief School Administrator, 4116 Evaluation of Teaching Staff Members, 4131/4131.1 Staff Development: Inservice Education/Visitations/Conferences, 4131/4131.1 R Professional Development, 5131 Conduct/Discipline, 5131R Conduct/Discipline, 5131.1 Harassment, Intimidation and Bullying, 5131.5 Vandalism/Violence, 5131.6 Drugs, Alcohol, Steroids, Tobacco, 5145.4 Equal Educational Opportunity, 6145.1/6145.2 Intramural Competition: Interscholastic Competition, 6171.3 Title 1 Improving Academic Achievement and parent and Family Engagement, 6171.4 Special Education, 1200R – School Volunteers.  
*These documents were uploaded to the board portal, July folder for board review.*

Motion carried, those present voting as follows:

Voting “yes” on all: Mr. Petersen, Mr. Davis, Mr. Cohen, Mr. Souza, Mrs. Mozee  
Regulation 1200R – School Volunteers approved with adjustments.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

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Voting “no” on Regulation 1200R – School Volunteers - Mrs. Reed

Voting “yes” on all others – Mrs. Reed.

**11. Personnel**

- a. Motion by Jeffrey Souza, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with receipt of criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Alma Trivers	Library Aide at DDE – F/T	Step 5, \$17,064	09/01/2018
Christopher Yoder	F/T - Teacher – DDE	Step 8, MA, \$59,415	09/01/2018
Tara Fields	CARE Assistant Director	\$29,500	09/01/2018
Leonard Lewis	F/T Ed Asst – DDE	Step 3, \$16,233	09/01/2018
Nina Frascarelli	F/T Ed Asst – JFK	Step 3, \$16,233	09/01/2018
Bonnie Dutton	School Bus Driver	\$20,400 (\$17.00/hr)	09/01/2018
Mary Tomasello	Sub School Bus Aide	\$12.00/hour	09/01/2018
Gail Evangelista	School Bus Aide	\$12.00/hour	09/01/2018
Evan Lindner	CARE Band Lessons	\$35.00/hour	09/01/2018
Brian Martino	CARE Cert Staff	\$20.00/hour	09/01/2018
Lindsay Wanko	CARE Cert Staff	\$20.00/hour	09/01/2018
Cheryl Johnson	CARE 1:1 Aide	\$12.36/hour	09/01/2018

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

- b. Motion by Gerard Petersen, seconded by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with receipt of Sexual Misconduct Disclosure Forms and criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Amy Forczek	F/T Ed Asst, 1:1 – JFK	Step 7, \$17,940	09/01/2018
Adrienne Howard	Permanent Sub Bus Driver	\$23,400 (\$19.50/hr)	09/01/2018

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- c. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteer:

Name here – N/A

- d. Motion by Jeffrey Souza, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following letter of resignation, with regret, from staff member John Friend, effective August 31, 2018. Mr. Friend has been employed as a bus driver in the district since March 14, 2016.

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

- e. Motion by Brian Davis, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following appointment of Edythe Austermuhl as the Affirmative Action Officer for the 2018-2019 school year.

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

- f. Motion by Gerard Petersen, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2018-2019 Statement of Assurance for the Comprehensive Equity Plan to be submitted to the county office of education.

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

- g. Motion by Jeffrey Souza, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the new and revised job descriptions as listed below and attached:

- District Copy Person/Office Clerk
- Part-time Computer Technician
- CARE Program Director
- CARE Assistant Program Director
- Permanent Substitute Bus Driver

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- h. Motion by Kimberly Reed, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, to approve the “Non- Union Sick Day Compensation Upon Retirement Schedule” as attached.

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

**12. Curriculum and Instruction**

1. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to acknowledge the 2018-2019 District Professional Development Plan, as attached.

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

2. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the Crowd Funding Project by Mrs. Mason for the music enrichment experiences at JFK. The total cost of the project is between \$80 - \$100.

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

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**13. Business and Finance**

Financial Report – Period Ending **N/A FOR THIS MONTH; JULY AND AUGUST WILL BE PRESENTED FOR APPROVAL AT THE SEPTEMBER MEETING**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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 month of \_\_\_\_\_. 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 month of \_\_\_\_\_. The Treasurer’s and Secretary’s report are in agreement for the month of \_\_\_\_\_.
- 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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- E. Motion by Gerard Petersen, seconded by Kimberly Reed to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
Cheri Garton	\$99	Webinar, Various Dates during the Year Mathmatical Mindsets, PLC	\$0.00
Mary Jo Kolaski	\$99	Webinar, Various Dates during the Year Mathmatical Mindsets, PLC	\$0.00
Molly Kwelty	\$99	Webinar, Various Dates during the Year Mathmatical Mindsets, PLC	\$0.00
Carla Smith-Bissic	\$99	Webinar, Various Dates during the Year Mathmatical Mindsets, PLC	\$0.00
Jessica Rotberg	\$99	Webinar, Various Dates during the Year Mathmatical Mindsets, PLC	\$0.00
Stacey Childs	\$99	Webinar, Various Dates during the Year Mathmatical Mindsets, PLC	\$0.00
Jennifer Ridley	\$99	Webinar, Various Dates during the Year Mathmatical Mindsets, PLC	\$0.00

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

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

**Batch number 51 Amount \$606,739.16**

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

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- G. Motion by Jeffrey Souza, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the August, 2018 listing of substitutes from Source 4 Teachers/ESS. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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

- H. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 CARE disbursements for the month of August, 2018 in the amount of \$5,064.69. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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

- I. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ N/A  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 Cafeteria disbursements for the month of August, 2018 in the amount of \$0.00. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

**14. Old Business**

Update on the status of the Superintendent’s 2017-18 evaluation

**15. New Business**

**2018-2019** District and Board Goals – review to be approved next month

See attached

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**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 and limited in length to 5 minutes.

Motion by Kimberly Reed, seconded by Gerard Petersen to open the meeting to the public for the discussion of subjects. Time in: 8:33pm. Motion carried, roll call vote, all present voting “yes”.

**17. Public Comments – Closed**

Motion by Kimberly Reed, seconded by Gerard Petersen to close the meeting to the public. Time closed: 8:33pm. Motion carried, roll call vote, all present voting “yes”.



**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 23, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**18. Executive Session – In – N/A**

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

Resolution for Executive Session:

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

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

**19. Executive Session – Close**

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

**20. Adjournment**

Motion by Gerard Petersen, seconded by Kimberly Reed to adjourn the meeting.  
Meeting adjourned: 8:34pm.  
Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator