

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

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 7:33pm. 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 7, 2016, 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 15, 2016 and the Central Record the week of January 18, 2016 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Term Expires

Mr. Jeffrey Souza	<u>present</u>	2016
Mrs. Cynthia Mozee	<u>absent</u>	2016
Mrs. Jocelyn Lewis	<u>present</u>	2016
Mr. Sol Cohen	<u>present</u>	2017
Mr. Keith Jones	<u>present</u>	2017
Mrs. Mary Williams	<u>present</u>	2017
Mr. Brian Davis	<u>absent</u>	2018
Mrs. Kimberly Reed	<u>present</u>	2018
Mrs. Joanne Young	<u>present</u>	2018
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 Joanne Young, seconded by Kimberly Reed
RECOMMEND that the Board of Education approve the action meeting minutes of the June 23, 2016 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

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 of the District’s Technology Plan by
Mrs. Amy Berth, Technology Coordinator.**

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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.

**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:***

8. Public Comments – Open – N/A – no public in attendance at this meeting

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 _____ seconded by _____ to open the meeting to the public for the discussion of agenda items only. Time in: ____.

9. Public Comments – Closed

Motion by _____ seconded by _____ to go close the meeting to the public. Time closed: _____.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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

B. Review District & Board of Education Goals

DISTRICT & BOARD OF EDUCATION GOALS

2015-2016

- Continue to supervise the revision and implementation of all district curricula, over the 3-year period (2013-2016) as per the 2013 QSAC findings in order to improve student growth and achievement.
- Work with the district administrative staff to identify and implement improved communication between the School District and parents and community at large via our web site and our student information system (OnCourse).
- Continue to work with the Board of Education to investigate ways to improve communication with district parents and community.

These become the basis for the evaluation of the Superintendent, Edythe Austermuhl

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

BOARD GOALS

1. Begin to review and revise, as needed, Board Policies as found in the 5000 section of the Policy Manual and continue through the 2016-2017 school year.
2. Develop and implement practices that will promote inter-district participation with Pine Hill and Clementon School Districts at both the Board and District staff levels.
3. Continue to work with the Board of Education to investigate ways to improve communication with district parents and the community.

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

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

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

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 # ____ to ____) reported on _____.

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

Grade	Teacher	Place	Date	Cost to Student	Cost to District
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1. Motion by _____ seconded by _____

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- F. Safety and Security – JFK
Type of Drill Date and Time

Fire
 Lockdown
 Bus Evacuation
 Bomb Threat

- G. Safety and Security – DDE June, 2016
Type of Drill Date and Time

Fire June 13, 8:30am
 Lockdown June 8, 12:30pm
 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

No additional requests for use of facilities have been received for approval at the July Action Meeting

Motion by _____ seconded by _____

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

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

I. Discussion Items:

Policy	Name	Regulation	Name
5126	Awards for Achievement	5126	Honoring Student Achievement
5127	Eighth Grade Graduation	5131	Expectations for Student Conduct
5131	Conduct/Discipline		
5131.2	Plagiarism		
5131.3	Student Use of Vehicles		

- a. Motion by Kimberly Reed, second by Sol Cohen
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for second reading: Policies #5126 - Awards for Achievement; #5127 – Eighth Grade Graduation; #5131 – Conduct/Discipline; #5131.2 – Plagiarism; #5131.3 – Student Use of Vehicles and Regulations #5126 – Honoring Student Achievement and #5131 – Expectations for Student Conduct.

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

These items were uploaded to the portal, June board folder for review. Hard copies are included in the board packet for the July 28, 2016 action meeting.

Policy	Name	Regulation	Name
5131.4	Campus Disturbances	5131.5	Care of School Property
5131.5	Vandalism/Violence	5131.5	Reporting Violence, Vandalism, Alcohol and Other Drug Abuse
5131.6	Drugs, Alcohol, Steroids, Tobacco	5131.5	Vandalism
5131.7	Weapons and Dangerous Instruments	5131.6	Substance Abuse
		5131.7	Removal of Students from the General Education Program for Weapons/Fire Arms Offenses
		5131.7	Weapons
6142.10	Internet Safety and Technology Policy	6142.10	Acceptable Use of Computer Network and Resources, Regulation

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

			Students
		6142.10	Acceptable Use of Computer Network for Staff
		5131	Student Discipline

- b. Motion by Jeffrey Souza, second by Kimberly Reed
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for first reading: Policies 5131.4 – Campus Disturbances; 5131.5 – Vandalism/Violence; 5131.6 – Drugs, Alcohol, Steroids, Tobacco; 5131.7 – Weapons and Dangerous Instruments; 6142.10 – Internet Safety and Technology Policy and Regulations 5131.5 – Care of School Property; 5131.5 – Reporting Violence, Vandalism, Alcohol and Other Drug Abuse; 5131.5 – Vandalism; 5131.6 – Substance Abuse; 5131.7 – Removal of Students from the General Education Program for Weapons/Fire Arms Offenses; 6142.10 – Acceptable Use of Computer Network and Resources, Regulation Students; 6142.10 – Acceptable Use of Computer Network for Staff; 5131 – Student Discipline.

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

These items were uploaded to the portal, June board folder for review. Hard copies are included in the board packet for the July 28, 2016 action meeting.

Policy	Name	Regulation	Name
		5124	Reporting Student Progress

- c. Motion by Joanne Young, second by Sol Cohen
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following regulation for second reading: Regulation 5124 – Reporting Student Progress.
 Motion carried, roll call vote, all present voting “yes”.
This item was uploaded to the portal, June board folder for review. Hard copy is included in the board packet for the July 28, 2016 action meeting.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

Policy	Name	Regulation	Name
5132	Dress and Grooming Policy	5132 (R)	Dress Code. Regulation
5134	Pregnant Students Policy	5136 (R)	Student Fund Raising Regulation
5136	Fund-Raising Activities Policy	5141 (R)	Health Services Regulation
5141	Health BTS revision 4 14 Policy	5141.2 (R)	Care of Injured and Ill Persons Regulation
5141.1	Accidents Policy	5141.2 (R)	Control of Communicable Disease Regulation
5141.2	Illness Policy		

- d. Motion by Keith Jones, second by Kimberly Reed
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for review: Policies – 5132 Dress and Grooming; 5134 Pregnant Students; 5136 Fund-Raising Activities; 5141 Health BTS revision 4 14; 5141.1 Accidents; 5141.2 Illness and Regulations: 5132 (R) Dress Code; 5136 (R) Student Fund Raising; 5141 (R) Health Services; 5141.2 (R) Care of Injured and ill Persons; 5141.2 (R) Control of Communicable Disease.
 Motion carried, roll call vote, all present voting “yes”.
These items were uploaded to the portal, July board folder for review. Hard copy is included in the board packet for the July 28, 2016 action meeting.

- e. Motion by Kimberly Reed, second by Keith Jones
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the district Technology 3 Year Plan to the county office of education.
 Motion carried, roll call vote, all present voting “yes”.
This document was uploaded to the portal, July board folder for review. Hard copy is included in the board packet for the July 28, 2016 action meeting.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- f. Motion by Jeffrey Souza, second by Keith Jones
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, acknowledge the submission of the Statement of Assurance for the 2016-2017 District Mentoring Plan and the 2016-2017 District Professional Development Plan to the county office of education.
 Motion carried, roll call vote, all present voting “yes”.
These documents were uploaded to the portal, July board folder for review. Hard copy of the Statement of Assurance and District Mentoring Plan are included in the board packet for the July 28, 2016 action meeting.

11. Personnel

- a. Motion by Jeffrey Souza, second by Keith Jones
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with certification and criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Joan Saunders	F/T Inst Aide – JFK	Step 8, \$18,013	Sept 1, 2016
Cheryl Johnson	F/T Inst Aide – JFK	Step 9, \$18,479	Sept 1, 2016
Jacquelyn Waterman	F/T Inst Aide – JFK	Step 2, \$15,450	Sept 1, 2016
Victoria Sahina	F/T Inst Aide – JFK	Step 1, \$15,061	Sept 1, 2016
Patricia DiMaria	F/T Inst Aide – JFK	Step 5, \$16,260	Sept 1, 2016
Ana Klinke	Spanish Teacher – District, BA,	Step 3, \$51,495	Sept 1, 2016
Nicole Podwats	LTS – JFK – BA	Step 1, \$51,495 pro-rated	Sept 1, 2016
			Through approx. Nov 30
Jessica Rotberg	Gr 4 Teacher – BA,	Step 3, \$51,495	Sept 1, 2016

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

- b. Motion by Jeffrey Souza second, by Keith Jones
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve, with regret, the letter of resignation from staff member William Hertens, effective June 30, 2016. Mr. Hertens has been employed as a part time custodian in the district since February 27, 2014.
 Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

- a. Motion by Keith Jones, second by Kimberly Reed
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve, the McREL Teacher Evaluation System as the district’s teacher evaluation tool for the 2016-2017 school year.
 Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

13. Business and Finance

Financial Report – Period Ending May 2016

Motion by Keith Jones, seconded by Sol Cohen

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 May 2016. 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 May 2016. The Treasurer’s and Secretary’s report are in agreement for the month of May 2016.
- 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”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- E. Motion by Kimberly Reed, seconded by Joanne Young 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>
E Austermuhl	\$0	Rowan University – 07/27/16 <i>Certification & Prof Development Training</i>	\$0
E Austermuhl	\$0	Washington Twp High School – 08/10/16 <i>School Safety & Security Conference</i>	\$0
E Austermuhl	\$0	LRC - Trenton – 08/26/16 <i>Building the Curricular Framework</i>	\$0
E Austermuhl	\$190	NJ Bar Association - Trenton – 08/11/16 <i>Bullying and the Law: Hazing in Schools</i>	\$0

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

- F. Motion by Kimberly Reed, second by Sol Cohen
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 79 P/Y	Amount \$18,098.31
Batch number 50 July	Amount \$268,455.72

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

- G. Motion by Kimberly Reed, seconded by Joanne Young
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the July, 2016 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day.

Motion carried, roll call vote, all present voting “yes”.
This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- H. Motion by Keith Jones, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the out-of-district tuition contract for special education student #9267695448 to attend the Archway Programs at a yearly rate of \$42,828.00. This placement is continued because no in-district program was found to meet the student’s individual educational needs. Motion carried, roll call vote, all present voting “yes”.
- I. Motion by Keith Jones, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the out-of-district tuition contract for special education student #3043480134 to attend the Brookfield Academy at a yearly rate of \$52,020.00 (pro-rated) for the remainder of the 2015-2016 school year. This placement has been determined by Overbrook High School because no in-district program was found to meet the student’s individual educational and emotional needs. Motion carried, roll call vote, all present voting “yes”.
- J. 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 out-of-district tuition contract for special education student #4206846536 to attend the Gloucester County Special Services School District Bankbridge School at a yearly rate of \$34,200.00. There is an additional \$3,000.00 out of county cost. This placement is needed because no in-district program was found to meet the student’s individual educational needs. Motion carried, roll call vote, all present voting “yes”.
- K. Motion by Sol Cohen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the out-of-district tuition contract for an Extended School Year assistant for special education student #1881917553 who attends the Gloucester County Special Services School District Bankbridge School for Extended School Year at the rate of \$3,980.00. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- L. Motion by Kimberly Reed, seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the out-of-district tuition contract for special education student #7493285809 to attend the Archway Programs at a yearly rate of \$42,828.00. This student requires the support of a one to one aide at a yearly rate of \$30,100.00. This placement is continued because no in-district program was found to meet the student’s individual educational needs. Motion carried, roll call vote, all present voting “yes”.

- M. Motion by Keith Jones, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the cancellation of the following checks and following accounts. These checks were written well beyond 90 days ago. It is necessary to formally cancel these checks in order to formally close the Citizens Bank accounts.

Student Activities Account

Check Number	Amount	Check Number	Amount
1126	50.00	1401	25.00
1137	50.00	1409	25.00
1225	25.00		
1226	25.00		
1231	25.00		
1234	25.00		
1252	44.05		
1312	25.00		
1334	55.16		
1349	18.00		

CARE Account

Check Number	Amount
1546	4.00
1582	219.50
1777	1.00
1783	2.00
1906	75.00
2028	61.50
2343	122.12
2506	31.95

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- N. Motion by Jeffrey Souza, seconded by Joanne Young
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve MicroScribe as our new host for the Online District School Board Policy Subscription. This subscription was previously provided by Microscribe through NJSBA. Microscribe will be the direct provider for the 2016-2017 school year.
Motion carried, roll call vote, all present voting “yes”.

14. Old Business

15. New Business

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

16. Public Comments – Open – N/A

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 _____seconded by _____ to open the meeting to the public for the discussion of subjects. Time in: _____.

17. Public Comments - Closed

Motion by _____seconded by _____ to go close the meeting to the public. Time closed: _____.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 28, 2016

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

18. Executive Session – In

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.

19. Executive Session – Close

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

20. Adjournment

Motion by Kimberly Reed, seconded by Jeffrey Souza to adjourn the meeting. Meeting adjourned: 8:22pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator