

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 24, 2017

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, Cynthia Mozee, President, call this meeting to order under the Open Public Meetings Act at 7:35pm. 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 5, 2017, 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 11, 2017 and the Central Record the week of January 15, 2017 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>absent</u>	2014 / 2017
Mr. Keith Jones, Vice President	<u>present</u>	2011 / 2017
Mrs. Mary Williams	<u>absent</u>	2002 / 2017
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	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>present</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>present</u>	2016 / 2019
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>absent</u>	

**4. Approval of Minutes**

Motion by Brian Davis seconded by Keith Jones,

RECOMMEND that the Board of Education approve the action meeting minutes of the July 20, 2017 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”: Mr. Jones, Mr. Davis, Mrs. Aida Figueroa-Epifanio

Abstention: Mr. Souza, Mrs. Reed, Mrs. Mozee

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**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**

***No student presentations for the month of August***

- a. Motion by Aida Figueroa-Epifanio seconded by Kimberly Reed RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the donation of school supplies for the district students from the following community members/businesses
  - Mr. Robert Sheeks : Sunflower Landscaping & Decks;
  - Mr. Andrew Oliver and Mr. Dylan Holsworth from Superior Play Systems

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

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**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 Brian Davis seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Time in: 7:38pm. Motion carried, voice vote, all present voting “yes”.

*Public In Attendance*

*Holly Murrenburke*

**9. Public Comments - Closed**

Motion by Brian Davis seconded by Kimberly Reed to close the meeting to the public. Time closed: 7:38pm. Motion carried, voice vote, all present voting “yes”.

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**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

2016-2017

- Supervise the revision and implementation of all district curricula, focusing on Science, World Language and Technology as per the 2016 QSAC findings in order to continue to improve student growth and achievement.
- Work with the district administrative staff to investigate ways to increase the use of technology for instructional purposes.

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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.

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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

- 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 # \_\_\_\_ to \_\_\_\_\_) reported on \_\_\_\_\_.
  
- b. Motion by Aida Figueroa-Epifanio seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the 2016-2017 HIB Self Assessment for JFK and DDE schools. *This document was uploaded to the portal for board review and is included in the board packet.*  
Motion carried, roll call vote, all present voting “yes”.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
K-3	Deaner/Wanko	Cape May Zoo	09/29/17	\$5.00	One driver, one bus

- 1. Motion by Jeffrey Souza seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the August 24, 2017 agenda. Motion carried, roll call vote, all present voting “yes”.

F. Safety and Security – JFK – N/A

Type of Drill    Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

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G. Safety and Security – DDE – 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

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
N/A			

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

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I. Discussion Items:

Policy	Name	Regulation	Name
3516	Safety	5141.4R	Missing, Abused and Neglected Children
3510	<i>Revised 07/26/17</i> Operation and Maintenance of Plant		
3542.2	School Meal Program Arrears		

- a. Motion by Brian Davis, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve for second reading, Policies # 3516 – Safety, 3510 – *Revised 07/26/17* - Operation and Maintenance of Plant, 3542.2 – School Meal Program Arrears and Regulation # 5141R – Missing, Abused and Neglected Children. Motion carried, roll call vote, all present voting “yes”.
  
- b. Motion by Aida Figueroa-Epifanio, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to acknowledge for receipt the 2017-2018 Mentoring Plan and 2017-2018 Staff Handbook for board review. *These documents were uploaded to the August board folder for review.* Motion carried, roll call vote, all present voting “yes”.



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**11. Personnel**

- a. Motion by Jeffrey Souza second by Brian Davis

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>
Amanda Poulton	Speech and Language Therapist \$54,695, MA, Step 1		09/01/17
Robin Bogardus	TODHH	\$71,234, BA, Step 13	09/01/17
Lisa Wood	FT/Ed Asst	\$17,588, Step 7	09/01/17
Tara Fields	CARE Staff	\$12/hr	09/01/17
Sharon Parisi	CARE Staff	\$12/hr (REVISED)	09/01/17
Matthew Lawlor	FT Custodian Was sub custodian	\$26,000	09/01/17
Mary Tomasello	PT Custodian Was sub custodian	\$10/hr	09/01/17
Ana Klinke	Asst. Coach Soccer	\$900	9/01/17
John Friend	CARE Staff	\$12/hr	09/01/17

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

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- b. Motion by Jeffrey Souza second by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the extra compensation hourly rates for the district’s bus drivers as listed:

<i>Name</i>	<i>Hourly Rate</i>
John Friend	\$16.65
Burton Holcomb	\$19.82
Antonette Pearson	\$17.27
Denise Peidl	\$19.82
Patricia Savidge	\$21.03
Theresa Vandegrift	\$21.03

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

- c. Motion by Kimberly Reed second by Jeffrey Souza

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from staff member Patricia DiMaria, effective August 9, 2017. Ms. Di Maria has been employed as an Instructional Assistant on staff since October 16, 2014.

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

- d. Motion by Brian Davis second by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from staff member Alyssa Meighan, effective August 20, 2017. Ms. Meighan has been employed as an Instructional Assistant on staff since December 2, 2015.

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

**12. Curriculum and Instruction**

- a. Motion by Jeffrey Souza second by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the revised curriculum documents listed below

- Pre K – 8 World Language
- K – 8 English Language Arts (reflecting the revised student learning standards)

*\*These documents were uploaded to the August board folder for review.*

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

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**13. Business and Finance**

Financial Report – Period Ending August 2017

Motion by Jeffrey Souza seconded by Kimberly Reed

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 August 2017. 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 August 2017. The Treasurer’s and Secretary’s report are in agreement for the month of August 2017.
- 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.

\_\_\_\_\_ Date  
Megan Stoddart, Business Administrator

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

- E. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ 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>
N/A			

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

**Batch number 51 Amount \$665,588.48**

**Batch number 75 Amount \$56,295.21**

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

- G. Motion by Keith Jones seconded by Aida Figueroa-Epifanio  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the August 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. *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 Brian Davis second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 CARE disbursements for the month of July 2017 in the amount of \$2,319.68.  
Motion carried, roll call vote, all present voting “yes”.

- I. Motion by Aida Figueroa-Epifanio second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 Cafeteria disbursements for the month of July 2017 in the amount of \$0.00. Motion carried, roll call vote, all present voting “yes”.

- J. Motion by Aida Figueroa-Epifanio second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract with the N.J. Commission of the Blind and Visually Impaired for services provided to a visually impaired 12<sup>th</sup> + grade student, #3668842816, for the 2017-2018 school year. The Level of Service of the contract is “1” with an annual cost of \$1,900.  
Motion carried, roll call vote, all present voting “yes”.

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- K. Motion by Kimberly Reed second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the out-of-district tuition contract for student #9544845331 to attend the Burlington County Special Services School District Extended Year Program at a rate of \$3,700. Motion carried, roll call vote, all present voting “yes”.
  
- L. Motion by Jeffrey Souza second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the out-of-district tuition contract for student #8845927697 to attend the YALE School at a yearly rate of \$51,687. This placement is a new placement as no in-district placement was found to meet the student’s needs. This was included in the yearly budget. Motion carried, roll call vote, all present voting “yes”.
  
- M. Motion by Brian Davis second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016 and the Corrective Action Plan listed below:

*Finding 2016-001*

Finding: The reimbursement to the State of NJ for the amount of the expenditure charged to the current year’s final report for all federal awards for the school district to reimburse the State for the TPAF/FICA payments were not remitted to the State of NJ within the required time period.

Recommendation: The Business Administrator has added reminders to her district calendar to ensure that this does not happen in subsequent years.

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

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- N. Motion by Aida Figueroa-Epifanio second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution for Colonial Life (short term disability):

The Berlin Township Board of Education resolves to implement a voluntary benefits program effective October 1, 2017 with Colonial Life:

1. Pursuant to the meeting of August 24, 2017, the Board accepts the recommendation of the School Business Administrator to designate Colonial Life a voluntary provider for the Berlin Township School District. All plans will be offered at no cost to the Berlin Township School District through payroll deduction.
2. All appropriate individuals that are authorized to take such action and affect such documentation as necessary to implement these changes.

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

- O. 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 the following resolution:

**RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF NOT TO EXCEED \$3,200,000 PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, NEW JERSEY AND PROVIDING FOR THE SALE AND THE DELIVERY OF SUCH BONDS**

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Board of Education of the Township of Berlin in the County of Camden, New Jersey (referred herein as the “Board of Education” or “Board”) hereby authorizes the sale, in one or more series, of an amount not to exceed \$3,200,000 Refunding School Bonds (the “Bonds”) by virtue of its final adoption by a two-thirds majority of its full membership on August 24, 2017 of a bond ordinance entitled, “Refunding Bond Ordinance of The Board of Education of the Township of Berlin in the County of

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Camden, New Jersey, Providing for the Refunding of All or a Portion of the Outstanding Callable School Bonds of the School District, Dated April 28, 2010, Issued in the Original Principal Amount of \$3,334,000, Appropriating Not to Exceed \$3,200,000 Therefor and Authorizing the Issuance of Not to Exceed \$3,200,000 Refunding Bonds to Provide for Such Refunding” (the “Bond Ordinance”).

Section 2. The Bonds are hereby authorized to be sold to PNC Capital Markets LLC (the “Underwriter”) in accordance with the purchase contract to be entered into by and between the Underwriter and the Board (the “Purchase Contract”) pursuant to this resolution. The purchase price for the Bonds shall be as set forth in the Purchase Contract, plus unpaid accrued interest, if any, from the dated date of the Bonds to, but not including, the delivery date of the Bonds. The Board President, Superintendent and/or Business Administrator/Board Secretary is hereby authorized to enter into the Purchase Contract on behalf of the Board with the Underwriter in a form satisfactory to McManimon, Scotland & Baumann, LLC, bond counsel for the Board (“Bond Counsel”) for the sale of the Bonds to the Underwriter in accordance with the provisions of this resolution. The signature of the Board President, Superintendent or Business Administrator/Board Secretary on the Purchase Contract shall be conclusively presumed to evidence any necessary approvals.

Section 3. The Bonds are being issued to incur interest cost savings by redeeming all or a portion of the callable outstanding school bonds of the Board originally issued in the principal amount of \$3,334,000, dated April 28, 2010, which bonds maturing on or after April 1, 2020 (the “Refunded Bonds”) are redeemable at the option of the Board in whole or in part on any date on or after April 1, 2019 (the “Redemption Date”) at par (the “Redemption Price”), plus in each case accrued interest, if any, to the Redemption Date.

Section 4. The Bonds shall be issued in accordance with the terms and the conditions set forth in the Purchase Contract within the parameters set forth herein:

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(A) The Bonds shall be issued in a par amount determined to be necessary to pay costs of issuance and to provide for payment of the Redemption Price of the Refunded Bonds on the Redemption Date and the interest due on the Refunded Bonds through the Redemption Date;

(B) The Bonds shall be dated such date as established in the Purchase Contract;

(C) The Bonds shall mature in the principal amounts on or about April 1 of each year, commencing on or about April 1, 2018 and thereafter or as otherwise set forth in the Purchase Contract and shall bear interest at interest rates per annum on the unpaid principal balance on each April 1 and October 1 until maturity or earlier redemption, commencing on or about April 1, 2018 or as otherwise set forth in the Purchase Contract;

(D) The Bonds shall be issued in the form of one bond for each maturity except if all or any portion of the Bonds are issued as term bonds;

(E) The Bonds shall be numbered consecutively from R-1 upward and shall mature in such principal amounts with such mandatory call features and with such mandatory sinking fund payments as set forth below and as determined in the Purchase Contract;

(F) The Bonds may be subject to optional redemption or not as set forth in the Purchase Contract;

(G) Depending on market conditions at the time of the sale, the Bonds may be issued in one or more series as determined by the Business Administrator/Board Secretary, in consultation with Bond Counsel and with NW Financial Group, LLC, financial advisors for the Board (the “Financial Advisor”).

Section 5. The Bonds shall be substantially in the following form with such additions, deletions and omissions as may be necessary for the Board to conform the Bonds to the requirements of the Purchase Contract:



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**SAMPLE BOND FORM FOR INFORMATION  
ONLY – DO NOT COMPLETE**

REGISTERED  
NUMBER R- \_\_\_\_

REGISTERED  
\$ \_\_\_\_\_

UNITED STATES OF AMERICA  
STATE OF NEW JERSEY

THE BOARD OF EDUCATION OF THE  
TOWNSHIP OF BERLIN IN THE  
COUNTY OF CAMDEN

REFUNDING SCHOOL BOND

DATED DATE:	MATURITY DATE:	RATE OF INTEREST PER ANNUM:	CUSIP:
__/__/2017	04/01/20__	_____%	_____

THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, New Jersey (the “Board of Education”) hereby acknowledges itself indebted and for value received promises to pay to CEDE & CO., as nominee of The Depository Trust Company, which will act as Securities Depository, on the Maturity Date specified above, the principal sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) and to pay interest on such sum from the Dated Date set forth above at the Rate of Interest Per Annum specified above semiannually on the first days of April and October in each year until maturity [or earlier redemption] commencing on April 1, 2018. Interest on this bond will be paid to the Securities Depository by the Board of Education and will be credited to the participants of The Depository Trust Company as listed on the records of The Depository Trust Company as of the March 15 and September 15 next preceding the date of such payments (the "Record Dates" for such payments). Principal of this bond, upon presentation and surrender to the Board of Education, will be paid to the Securities Depository by the Board of Education and will be credited to the participants of The Depository Trust Company.

This bond is not transferable as to principal or interest except to an authorized nominee of The Depository Trust Company. The Depository Trust Company shall be responsible for maintaining the book-entry system for recording the interests of its participants or the transfers of the interests among its participants. The participants are responsible for maintaining records regarding the beneficial ownership interests in the bonds on behalf of individual purchasers.

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[The bonds of this issue maturing prior to April 1, 20\_\_ are not subject to redemption prior to their stated maturities. The bonds of this issue maturing on or after April 1, 20\_\_ are redeemable at the option of the Board of Education in whole or in part on any date on or after April 1, 20\_\_ upon notice as required herein at par, plus in each case unpaid accrued interest to the date fixed for redemption.

Notice of redemption shall be given by mailing by first class mail in a sealed envelope with postage prepaid to the registered owners of the bonds not less than thirty (30) days, nor more than sixty (60) days prior to the date fixed for redemption. Such mailing shall be to the owners of such bonds at their respective addresses as they last appear on the registration books kept for that purpose by the Board of Education or a duly appointed Bond Registrar. Any failure of the Securities Depository to advise any of its participants or any failure of any participant to notify any beneficial owner of any notice of redemption shall not affect the validity of the redemption proceedings. If the Board of Education determines to redeem a portion of the bonds prior to maturity, the bonds to be redeemed shall be selected by the Board of Education. The bonds to be redeemed having the same maturity shall be selected by the Securities Depository in accordance with its regulations.

If notice of redemption has been given as provided herein, the bonds or the portion thereof called for redemption shall be due and payable on the date fixed for redemption at the redemption price, together with unpaid accrued interest to the date fixed for redemption. Interest shall cease to accrue on the bonds after the date fixed for redemption. Payment shall be made upon surrender of the bonds redeemed.]

This bond is one of an authorized issue of bonds and is issued pursuant to Title 18A, Education, Chapter 24, of the New Jersey Statutes and the refunding bond ordinance finally adopted by the Board of Education on August 24, 2017, in all respects duly approved. Payment of this obligation is secured under the provisions of the New Jersey School Bond Reserve Act, P.L. 1980, c. 72, approved July 16, 1980, as amended by P.L. 2003, c.118, approved July 1, 2003, in accordance with which an amount equal to 1% of the aggregate outstanding bonded indebtedness (but not to exceed the moneys available in the fund) of New Jersey counties, municipalities and school districts for school purposes as of April 1 of each year, is held within the State Fund for the Support of Free Public Schools as a school bond reserve pledged by law to secure payments of principal and interest due on such bonds in the event of the inability of the issuer to make payment.

The full faith and credit of the Board of Education are hereby irrevocably pledged for the punctual payment of the principal of and the interest on this bond according to its terms.

It is hereby certified and recited that all conditions, acts and things required by the constitution or the statutes of the State of New Jersey to exist, to have happened or to have been performed precedent to or in the issuance of this bond exist, have happened and have been performed and that the issue of bonds of which this is one, together with all other indebtedness of the Board of Education, is within every debt and other limit prescribed by such constitution or statutes.

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IN WITNESS WHEREOF, THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, NEW JERSEY has caused this bond to be executed in its name by the manual or facsimile signature of its President, its corporate seal to be hereunto imprinted or affixed, this bond and the seal to be attested by the manual signature of its Secretary, and this bond to be dated the Dated Date as specified above.

THE BOARD OF EDUCATION OF THE  
TOWNSHIP OF BERLIN IN THE  
COUNTY OF CAMDEN, NEW JERSEY

[SEAL]

ATTEST:

By: \_\_\_\_\_ (Facsimile)  
President

By: \_\_\_\_\_  
Secretary

**[END OF SAMPLE BOND FORM]**

Section 6. The Bonds shall have printed thereon a copy of the written opinion with respect to the Bonds that is to be rendered by Bond Counsel, complete except for omission of its date. The Business Administrator/Board Secretary is hereby authorized and directed to file a signed duplicate of such written opinion in the Business Administrator/Board Secretary's office. Alternatively, each Bond may be accompanied by the signed legal opinion or copy thereof.

Section 7. Bond Counsel is authorized to arrange for the printing of the Bonds. The proper officials of the Board are hereby authorized and directed to execute the Bonds and to deliver them to the Purchaser in exchange for payment, including accrued interest from their date to the date of delivery, if any.

Section 8. The Business Administrator/Board Secretary is hereby authorized to make representations and warranties, to enter into agreements and to make all arrangements with The Depository Trust Company, New York, New York as may be necessary in order to provide that the Bonds

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will be eligible for deposit with The Depository Trust Company and to satisfy any obligation undertaken in connection therewith.

Section 9. In the event that The Depository Trust Company may determine to discontinue providing its service with respect to the Bonds or is removed by the Board of Education and if no successor Securities Depository is appointed, the Bonds which were previously issued in book-entry form shall be converted to registered bonds (the "Registered Bonds") in denominations of \$5,000, or any integral multiple thereof, except that an amount maturing in any one year in excess of the largest principal amount thereof equaling a multiple of \$5,000 will be in denominations of \$1,000, or any integral multiple thereof. The beneficial owner under the book-entry system, upon registration of the Bonds held in the beneficial owner's name, will become the registered owner of such Registered Bonds. The Board shall be obligated to provide for the execution and delivery of the Registered Bonds in certificate form.

Section 10. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986 (the "Code") in order to preserve the exemption from taxation of interest on the Bonds, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Bonds, and that it will refrain from taking any action that would adversely affect the tax exemption of the Bonds under the Code. The Board authorizes the Business Administrator/Board Secretary to act and determine on behalf of the Board whether the Bonds will be designated as “bank qualified” within the meaning of Section 265 of the Code.

Section 11. Solely for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission, as amended and interpreted from time to time (the "Rule"), and provided that the Bonds are not exempt from the Rule and provided that the Bonds are not exempt from the following requirements in accordance with paragraph (d) of the Rule, for so long as the Bonds remain outstanding (unless the Bonds have been wholly defeased), the Board of Education shall provide for the benefit of the holders of the Bonds and the beneficial owners thereof:

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(a) On or prior to February 1 of each year, beginning February 1, 2018, electronically to the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (“EMMA”) system or such other repository designated by the SEC to be an authorized repository for filing secondary market disclosure information, if any, annual financial information with respect to the Board of Education consisting of the audited financial statements (or unaudited financial statements if audited financial statements are not then available, which audited financial statements will be delivered when and if available) of the Board of Education and certain financial information and operating data consisting of (1) Board of Education indebtedness; (2) property valuation information; and (3) tax rate, levy and collection data. The audited financial statements will be prepared in accordance with generally accepted accounting principles as modified by governmental accounting standards as may be required by New Jersey law;

(b) if any of the following material events occur regarding the Bonds, a timely notice not in excess of ten business days after the occurrence of the event sent to EMMA:

- (1) Principal and interest payment delinquencies;
- (2) Non-payment related defaults, if material;
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (7) Modifications to rights of security holders, if material;
- (8) Bond calls, if material, and tender offers;
- (9) Defeasances;
- (10) Release, substitution, or sale of property securing repayment of the securities, if material;
- (11) Rating changes;
- (12) Bankruptcy, insolvency, receivership or similar event of the obligated person;
- (13) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

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- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

For the purposes of the event identified in subparagraph (12) above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

Notice of failure of the Board of Education to provide required annual financial information on or before the date specified in this resolution shall be sent in a timely manner to EMMA.

If all or any part of the Rule ceases to be in effect for any reason, then the information required to be provided under this resolution, insofar as the provision of the Rule no longer in effect required the provision of such information, shall no longer be required to be provided.

The Business Administrator/Board Secretary shall determine, in consultation with Bond Counsel, the application of the Rule or the exemption from the Rule for each issue of obligations of the Board of Education prior to their offering. Such officer is hereby authorized to enter into additional written contracts or undertakings to implement the Rule and is further authorized to amend such contracts or undertakings or the undertakings set forth in this resolution, provided such amendment is, in the opinion of nationally recognized bond counsel, in compliance with the Rule.

In the event that the Board of Education fails to comply with the Rule requirements or the written contracts or undertakings specified in this resolution, the Board of Education shall not be liable for

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monetary damages, remedy being hereby specifically limited to specific performance of the Rule requirements or the written contracts or undertakings therefor.

Section 12. The Board hereby approves the preparation and the distribution of the Preliminary Official Statement in the form to be approved by the Business Administrator/Board Secretary. Such Official Statement may be distributed in preliminary form and deemed final for purposes of Rule 15c2-12 of the Securities and Exchange Commission on behalf of the Board by the Business Administrator/Board Secretary. The Preliminary Official Statement shall be prepared in final form in connection with the issuance of the Bonds, and the Business Administrator/Board Secretary is authorized to execute any certificates necessary in connection with the distribution of the Official Statement. Final Official Statements shall be delivered to the Purchaser within the earliest of seven business days following the sale of the Bonds or to accompany the Purchaser’s confirmations that request payment for the Bonds. Bond Counsel, Bowman & Company LLP, the auditor, and/or the Financial Advisor are further authorized to arrange on behalf of the Board of Education for a rating for the Bonds from Standard & Poor’s and/or Moody’s Investors Service, and all such actions taken to date are hereby ratified.

Section 13. The Business Administrator/Board Secretary, with the advice of the Financial Advisor, is authorized to arrange for bond insurance if advantageous based on the advice of the Underwriter to be provided at a premium not to exceed 75 basis points of the amount of principal and interest payable in order to obtain the best possible rates and the most cost effective financing and is authorized to take all steps on behalf of the Board necessary to do so.

Section 14. The Business Administrator/Board Secretary, with the advice of Bond Counsel, shall arrange for paying agent services or redemption agent services with a banking institution if any portion of the Bonds are term bonds requiring a sinking fund.

Section 15. The Business Administrator/Board Secretary is also authorized and directed to pay the costs of issuance in connection with the sale of the Bonds pursuant to a certificate of the Business

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Administrator/Board Secretary to be executed upon delivery of the Bonds in an aggregate amount not to exceed the amount outlined in the Bond Ordinance.

Section 16. The Business Administrator/Board Secretary shall take all steps necessary to call the Refunded Bonds on the Redemption Date, at par, plus any unpaid accrued interest thereon and to take all steps necessary for the investment of the proceeds of the Refunded Bonds necessary to arrange for such redemption. The Financial Advisor and/or the Underwriter, on behalf of the Board of Education, are authorized to reserve and purchase open market treasury securities and/or United State Treasury—State and Local Government Series (“SLGs”) for deposit with the escrow agent if required. All of the principal amount and interest earnings on the open market treasury securities and/or SLGs, as well as cash, if necessary, will be used to pay the interest due on the Refunded Bonds through the Redemption Date and pay the Redemption Price on the Refunded Bonds on the Redemption Date. The Board hereby authorizes M&T Bank to serve as escrow agent based upon the recommendation of the Financial Advisor and authorizes the Business Administrator/Board Secretary and/or Board President to enter into an Escrow Deposit Agreement with such escrow agent in order to provide instructions regarding the deposit of the open market treasury securities and/or SLGs and cash, if any.

Section 17. The Board hereby authorizes Bowman & Company LLP to serve as verification agent, if necessary, to confirm the accuracy of the arithmetical and mathematical computations supporting (i) the accuracy of the interest cost savings and the sufficiency of the amount in the escrow account to pay the interest due on the Refunded Bonds through the Redemption Date and pay the Redemption Price on the Redemption Date; and (ii) the calculations of yield supporting the conclusion of Bond Counsel that the Bonds are not “arbitrage bonds” as such meaning is set forth in the Code.

Section 18. The Board President, Superintendent, Business Administrator/Board Secretary and other appropriate representatives of the Board are hereby authorized to take all steps necessary to provide for the issuance of the Bonds and the redemption of the Refunded Bonds, including preparing and executing such agreements and documents on behalf of the Board and taking all steps necessary or



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desirable to implement the requirements of this resolution, such agreements and documents as may be necessary and appropriate and the transactions contemplated thereby.

Section 19. This resolution shall take effect immediately.

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

**14. Old Business**

**15. New Business**

District Goals—for review (separate handout from Dr. Austermuhl)

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

**16. Public Comments – Open**

Recognition of Citizens – for subjects not appearing on agenda

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

Motion by Kimberly Reed seconded by Keith Jones to open the meeting to the public for the discussion of subjects. Time in: 8:07pm. Motion carried, voice vote, all present voting “yes”.

Resident Holly Murrenburke had a question for the board regarding Title I status for our schools. It was also asked if we could look into the online component of our cafeteria software.

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**17. Public Comments - Closed**

Motion by Aida Figueroa-Epifanio seconded by Kimberly Reed to close the meeting to the public. Time closed: 8:09pm. Motion carried, voice vote, all present voting “yes”.

**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: \_\_\_\_.

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: \_\_\_\_.

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**20. Adjournment**

Motion by Brian Davis seconded by Kimberly Reed to adjourn the meeting. Meeting adjourned: 8:09pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator