

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

October 22, 2015

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 7:30pm. Motion carried, voice vote, all present voting “yes”.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 2, 2014, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 10, 2014 and the Central Record the week of January 13, 2014 a meeting notice setting forth the time, date and location of this meeting.

**2. Pledge of Allegiance**

**3. Roll Call**

Mr. Jeffrey Souza	<b><u>absent</u></b>
Mrs. Cynthia Mozee	<b><u>present</u></b>
Mrs. Jocelyn Lewis	<b><u>absent</u></b>
Mr. Sol Cohen	<b><u>absent</u></b>
Mr. Keith Jones	<b><u>present</u></b>
Mr. Cecil Rodrigues	<b><u>present</u></b>
Mr. Brian Davis	<b><u>present</u></b>
Mrs. Deanna Reilly, Vice President	<b><u>present</u></b>
Mrs. Mary Williams, President	<b><u>present</u></b>
Dr. Edythe B. Austermuhl, Superintendent	<b><u>present</u></b>
Mrs. Megan Stoddart, Business Administrator	<b><u>present</u></b>
Charles Rizzi, Esq., Board Solicitor	<b><u>present</u></b>

**4. Approval of Minutes**

Motion by Keith Jones seconded by Brian Davis  
RECOMMEND that the Board of Education approve the action meeting minutes of the September 24, 2015 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, Mr. Rodrigues, Mrs. Williams
Abstentions:	Mrs. Reilly, 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: \_\_\_\_\_.

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## 7. Presentations

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

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

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

*Audrianna Hason, Olivia Van Elstrand, Sophia Van Elstrand, Bethanne Fields,  
Aaron Irvine, Qu’ran Griffin, Gianna Moser, Braydon Balducci, Riley Craig,  
Angel Navedo-Sanchez*

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

*Grace Mealey, Marissa Odegard, Riley Roback, Dominic Devlin, Anthony Podwats,  
Alexander Cudeyro, Tyler Cudeyro, Caitlin Garrity, Preslee Parker, Evan Aubry*

### ***Recognition of our building principals – October Principal’s Appreciation Month***

*Mrs. Marilyn Bright – Dwight D. Eisenhower Middle School*

*Mr. Michael Murphy – John F. Kennedy School*

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**8. Public Comments – Open – N/A**

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: \_\_\_\_.

*Public in Attendance as Follows:*

*Charlotte Cohen*

**9. Public Comments - Closed**

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

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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  
2014-2015

- 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.
- Identify key instructional strategy deficiencies with administrative staff and explore ways to implement improvement activities.
- Work with the Board of Education and district staff to identify and implement improved communication between the Board of Education, School Staff and the community.

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BOARD GOALS

1. Review and revise, as needed, Board Policies as found in the 6000 section of the District Policy Manual.
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. Work with the District Staff to identify and implement improvements in communication between the Board of Education, Staff and Community members.

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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 – 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 # \_\_\_\_ to \_\_\_\_ ) reported on \_\_\_\_\_.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
4 – 8	Friedman/Deaner	TD Bank, Voorhees	12/09/15	\$0	One driver, one bus

F. Safety and Security – JFK - September

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
Fire	09/15/15 – 10:30am			
Lockdown	09/14/15 – 1:30pm			
Bus Evacuation				

G. Safety and Security – DDE - September

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
Fire	09/11/15 – 8:40am			
Lockdown	10/14/15 – 1:00pm			
Bus Evacuation				

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services

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- b. Supervisor of Buildings and Grounds  
Approve Use of Facilities

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

Organization	Facility	Date and Time	Event
BTAA	DDE Gym	Various dates Nov 2015 through March 2016	Basketball clinics, practices and games
YES! Sports Club	DDE Gym	Various dates Nov 2015 through January 2016	Basketball and futsal practices and games

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

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

I. Discussion Items:

Policy	Name	Bylaws	Name
6173	Home Instruction		
4112.8/4212.8	Nepotism		

- a. Motion by Deanna Reilly seconded by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of Policies 6173 – Home Instruction, 4112.8/4212.8 – Nepotism.  
Motion carried, roll call vote, all present voting “yes”.

- J. Motion by Brian Davis seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve submission of the district’s Nursing Services Plan for the 2015-2016 School Year to the state department of education.  
Motion carried, roll call vote, all present voting “yes”.

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**11. Personnel**

- a. Motion by Cecil Rodrigues second by Brian Davis and adopted by all members present voting “yes” in a roll call reaffirm the superintendent’s recommendation and decision to hire staff in accordance with criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Victoria Sahina	JFK-P/T Inst Asst	Pro-rated Step 1, \$13,222	Oct 1, 2015

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

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

*Frank Carns, Debbie Carns, Betty Murrenburke, Ellen Edwards,  
Sarah Robinson, Jeffrey Bayne, Mary Louise Hartman, Barbara Reed,  
Teena Yannarella, Holly Murrenburke, Quinn Murrenburke,  
Melissa Stahre, Zach Stahre, Heather Bentivegna, Cathy Bentivegna,  
Carmen Bentivegna, Linda Zombek, Vicki Balducci, Dom Balducci,  
Debra Balducci, January Hinke, John Hinke, Barbara Challender, Ron Challender,  
Gerralynn Weatherhead, Mike Weatherhead, Santina Perlstein,  
Tabitha Klugh, Catherine Garrity, Barb Kirk, Mike Kirk, Paul Langan,  
Ron Kaiser, Jillian Roe, Lamia Rodio, Eve Persicketti,  
Danielle Moser, AnnMarie Weaver, Sara McWilliams,  
Linda Fernandez, Deborah Schafer*

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

- c. Motion by Deanna Reilly seconded by Brian Davis RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the request for leave from employee number 00098. The request for leave is for the dates beginning November 30, 2015 through approximately March 1, 2016. Motion carried, roll call vote, all present voting “yes”.

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- d. Motion by Cecil Rodrigues seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the request for a student teacher placement from Rutgers University from January, 2016 through May, 2016. Information is listed below:

<u>Student Teacher</u>	<u>Cooperating Teacher/School</u>	<u>Dates</u>
Nicole Podwats	Debra Wash/JFK	January 20 – March 11
Nicole Podwats	Tara Corbett/JFK	March 14 – May 6

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

- e. Motion by Keith Jones seconded by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the resignation, with regret, of staff member Ramona Schlaegel. Mrs. Schlaegel has been employed in the district as an Instructional Assistant since December 15, 2008. The resignation is effective November 4, 2015.  
Motion carried, roll call vote, all present voting “yes”.

- f. Motion by Brian Davis seconded by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following student CARE volunteer:  
Andrew Cohen – grade 9, Eastern HS  
This student will be assisting with the Friday, December 11, 2015 CARE event to be held at JFK.  
Motion carried, roll call vote, all present voting “yes”.

- g. Motion by Cecil Rodrigues seconded by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following list of applicants to be included in a pool of educators for homebound instruction. This list will be kept by the superintendent and added to as needed. This will be used during the school year when the need for homebound instruction arises. Salary will be based on the current BTEA contract amount.

*Cheri Garton, Debra Wash, Peggy Farlow, Marisa Dolan*

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

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- h. Motion by Keith Jones seconded by Deanna Reilly  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following staff for coaching and security during the fall/winter sports seasons at Dwight D. Eisenhower Middle School:

<u>Teacher Name</u>	<u>Sport</u>	<u>Stipend Amount</u>
John Kelly	Basketball Coach – Boys	\$2,000
Tricia Hockham	Basketball Coach – Girls	\$2,000
Brian Reilly	Asst Coach for both teams	\$1,000
Robin Schaffer	Security for home games	\$20/hr
Heidi Farlow	Security for home games	\$20/hr

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

**12. Curriculum and Instruction**

- a. Motion by Deanna Reilly seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the SOA and DPR for the 2015-2016 QSAC review to the department of education. *(These documents were uploaded to the portal for the board review.)*

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

- b. Motion by Deanna Reilly seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following curricula:

K – 8 Gifted and Talented Enrichment Program  
*(This document was uploaded to the portal for the board review.)*

Gr 8 – Algebra I

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

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**13. Business and Finance**

Financial Report – Period Ending August 2015

Motion by Cecil Rodrigues, seconded by Cynthia Mozee

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 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 2015. 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 2015. The Treasurer’s and Secretary’s report are in agreement for the month of August 2015.
- 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”.

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- E. Motion by Deanna Reilly seconded by Keith Jones 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>
L Lang	\$0	West Windsor, NJ -10/14/15 <i>Commission for the Blind – to learn more techniques for a student in the classroom</i>	\$0.00
M J Kolaski	\$0	West Windsor, NJ -10/14/15 <i>Commission for the Blind – to learn more techniques for a student in the classroom</i>	\$0.00
D Alessandrine	\$239	Voorhees, NJ -12/7/15 <i>To learn about innovative uses of writing activities, learning centers and work stations</i>	\$0.00
L Burke	\$239	Cherry Hill, NJ – 01/07/16 <i>How to integrate technology through use of Smartboard</i>	\$0.00
L Burke	\$239	West Orange, NJ – 12/01/15 <i>Strategies for close reading instruction</i>	\$0.00
B Engelbert	\$0	Atlantic City, NJ – 11/02/15 <i>To help communicate in a more straight-forward, concise and professional manner</i>	\$0.00
R Rollins	\$120	East Windsor, NJ – 12/01/15 <i>Assessments and mental health</i>	\$0.00
K Gadzinski	\$0	Stockton University, NJ – 10/16/15 <i>Using improved methods in working with graduate students as a clinical supervisor</i>	\$0.00
E Klinke	\$239	Voorhees, NJ – 12/11/15 <i>Assistance in Integrating Technology in Spanish Classes</i>	\$0.00
K Mitchell	\$0	Cherry Hill, NJ – 10/16/15 <i>Dyslexia information for identification</i>	\$0.00
K Braidwood	\$0	Cherry Hill, NJ – 10/16/15 <i>Dyslexia information for identification</i>	\$0.00

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D Smithen	\$267	Atlantic City, NJ – 10/23/15 <i>Advance Math Education of ELL’s and modeling in K-2 classroom</i>	\$8.00
K Braidwood	\$0	Mount Laurel, NJ – 11/09/15 <i>Improve the process of creating and reporting measurable IEP goals &amp; objectives</i>	\$0.00
J Patterson	\$149	Monroe, NJ – 11/10/15 <i>Foundation for Ed Admin, seminar on how to construct/analyze PARCC data in PLC</i>	\$0.00

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

- F. Motion by Keith Jones, seconded by Brian Davis, RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

**Batch number 53      Amount \$853,549.56**

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

- G. Motion by Deanna Reilly seconded by Cynthia Mozee RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following staff members for tuition reimbursement: *(chart with course detail uploaded to portal for board viewing)*

Rachel Deaner - \$1,000	Frank Pupa - \$1,000
Meenu Joshi - \$1,000	Lindsay Wanko - \$1,000

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

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- H. Motion by Brian Davis, seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the out-of-district tuition contract for a grade 4 special education student to attend the Gloucester County Special Services School District Bankbridge School at a yearly rate of \$35,820. There is an additional \$3,000 out of county cost. This student requires the support of a 1:1 instructional assistant at a yearly rate of \$36,000. 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”.
- I. Motion by Cecil Rodrigues, seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the out-of-district tuition contract for a grade 6 special education student to attend the Gloucester County Special Services School District Bankbridge School at a yearly rate of \$35,820. There is an additional \$3,000 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 Brian Davis, seconded by Cecil Rodrigues  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the district AED action plans to the department of education. *(These documents were uploaded to the portal for board review.)*  
Motion carried, roll call vote, all present voting “yes”.
- L. Motion by Deanna Reilly, seconded by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract with the N.J. Commission for the Blind and Visually Impaired for services provided to a visually impaired 12<sup>th</sup> grade student for the 2015-2016 school year. Level of service is “1”) with an annual cost of \$1,900.00.  
Motion carried, roll call vote, all present voting “yes”.

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- M. Motion by Cecil Rodrigues, seconded by Cynthia Mozee  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

RESOLUTION TO AMEND  
THE Berlin Township SD  
403(b) RETIREMENT PLAN

WHEREAS, the Berlin Township SD (“District”) maintains the Berlin Township SD 403(b) Retirement Plan (“Plan”); and

WHEREAS, the Plan was duly adopted on the 22<sup>nd</sup> day of October, 2015 by the District’s Board of Education (“Board”); and

WHEREAS, the Board desires to amend the Plan to permit Roth 403(b) Contributions and the in-plan rollover of a Non-Roth Account to a Roth Account;

NOW, THEREFORE, BE IT RESOLVED that section **6.6 Roth 403(b) Contributions** of the Plan is hereby amended to read as follows;

**6.6 Roth 403(b) Contributions**

ROTH contributions shall be allowed under the Plan. The rules of §1.401(k)–1(f)(1) and for designated Roth contributions under a qualified cash or deferred arrangement shall apply to designated Roth contributions under the Plan. Thus, a designated Roth contribution under the Plan is a section 403(b) elective deferral that is designated irrevocably by the Employee at the time of the cash or deferred election as a designated Roth contribution being made in lieu of all or a portion of the section 403(b) elective deferrals the Employee is otherwise eligible to make under the Plan. A designated Roth contribution shall be treated by the Employer as includible in the Employee's gross income at the time the Employee would have received the amount in cash if the Employee had not made the cash or deferred election (such as by treating the contributions as wages subject to applicable withholding requirements); The Plan will allocate Roth contributions to a separate Account which shall be maintained in accordance with Treasury Regulation §1.401(k)–1(f)(2). Gains, losses, and other credits and charges shall be separately allocated on a reasonable and consistent basis to each Participant's Roth contribution Account and the Participant's other Accounts under the Plan.

A designated Roth contribution under the Plan must satisfy the requirements applicable to section 403(b) elective deferrals under the Plan and the requirements of §1.403(b)–6(d). Similarly, a designated Roth account under the Plan is subject to the rules of Code sections 401(a)(9)(A) and (B) and §1.403(b)–6(e). Notwithstanding section 6.1 [the eligible rollover provision], a direct rollover of a distribution from a Roth Account under the Plan will only be made to another qualified Roth contribution program described in Code section 402A or a Roth IRA described in Code section 408A, the Plan will only accept a rollover contribution to a Roth Account if it is a direct rollover from another qualified contribution program described in Code section 402A, and the Plan will only make or accept a rollover if the rollover is permitted under the rules of Code section 402(c).

BE IT FURTHER RESOLVED that the Plan shall include the following new section **6.7 Roth 403(b) Contributions**;

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**6.7 In-plan rollover from a Non-Roth Account to a Roth Account**

If the Adoption Agreement so specifies-OR-If the Plan includes a qualified Roth contribution program, a Participant, Beneficiary, or Alternate Payee may, consistent with IRC § 402A(c)(4), direct an in-Plan qualified rollover contribution into a Roth Account of an amount under a Non-Roth Account that, for a transfer before January 1, 2013, the Participant, Beneficiary, or Alternate Payee otherwise was entitled to receive as an Eligible Rollover Distribution, or for a transfer after December 31, 2012 is consistent with IRC § 402A(c)(4)(E).

IN WITNESS WHEREOF, the District has caused this Resolution and Amendment to be adopted this \_\_\_\_ day of \_\_\_\_\_, 2015.

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 – save the date – January 13, 2016

Joint board meeting with Pine Hill and Clementon

CCSBA

South Carolina Flood Relief for Schools Project – see email print out enclosed

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

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*“Educating Today for Tomorrow’s Success”*

**18. Executive Session – In**

Motion by Brian Davis seconded by Deanna Reilly to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:25pm. Motion carried, voice vote, all present voting “yes”.

Resolution for Executive Session:

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

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

**19. Executive Session – Close**

Motion by Brian Davis seconded by Keith Jones to come out of Executive Session. Time out: 8:55pm. Motion carried, voice vote, all present voting “yes”.

**20. Adjournment**

Motion by Keith Jones seconded by Cecil Rodrigues to adjourn the meeting. Meeting adjourned: 8:55pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator