

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 20, 2020

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

**This meeting is being recorded for purposes of accurate recordkeeping in light of the remote format of the meeting due to COVID-19. Please note however, attendees images and audio will not be captured in this recording. Only the images and audio of Board members, the Superintendent, the Board Solicitor, the School Business Administrator and select members of the administrative team will be captured in this recording.**

**1. Call Meeting to Order**

I, \_\_\_\_\_, President, call this meeting to order under the Open Public Meetings Act at \_\_\_\_\_pm.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 10, 2020, 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, 2020 and the Central Record the week of January 12, 2020 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. Brian Davis                             | _____ | 2012 / 2021 |
| Mrs. Kimberly Reed                          | _____ | 2015 / 2021 |
| Mrs. Lisa Hill-Muff                         | _____ | 2018 / 2021 |
| Mr. Jeffrey Souza, Vice President           | _____ | 2014 / 2022 |
| Mrs. Cynthia Mozee                          | _____ | 2013 / 2022 |
| Mr. Domonic Balducci                        | _____ | 2019 / 2022 |
| Mr. Gerard Petersen, President              | _____ | 2017 / 2020 |
| Mr. Sol Cohen                               | _____ | 2014 / 2020 |
| Mrs. Holly Murrenburke                      | _____ | 2020 / 2020 |
| Dr. Edythe B. Austermuhl, Superintendent    | _____ |             |
| Mrs. Megan Stoddart, Business Administrator | _____ |             |
| Lauren Tedesco, Board Solicitor             | _____ |             |
| Charles Rizzi, Esq.,Capehart & Scatchard    | _____ |             |

**4. Approval of Minutes**

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

RECOMMEND that the Board of Education approve the special meeting minutes of the July 23, 2020 and August 3, 2020 meetings as presented in duplicated form and dispense with the reading of the same.

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**5. 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.

**6. Executive Session – Close**

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

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

## **8. Public Comments – Open**

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

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.

Public participation shall be governed by the following rules as per Regulation 9322:

- A. All persons wishing to participate in a public board meeting shall register their intent by signing in with the board secretary in advance of the meeting;
- B. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
- C. Each statement made by a participant shall be limited to five minutes’ duration;
- D. No participant may speak more than once on the same topic;
- E. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- F. The presiding officer may:
  - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or not an agenda item ;
  - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
  - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
  - D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

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The portion of the meeting during which the participation of the public to speak on agenda items only shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to the public for the discussion of agenda items only. Time in: \_\_pm.

*Public in Attendance – List of Audience Members Who Submitted Emails for the Meeting*

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

**9. Public Comments – Closed**

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

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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

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B. Review District & Board of Education Goals

**2019 - 2020 DISTRICT GOALS**

- **DISTRICT GOAL #1:** Supervise the organization and implementation of articulation meetings with Administrative Teams from Pine Hill, Clementon and Berlin Township for curriculum articulation and sharing of best practices.
- **DISTRICT GOAL #2:** **Continue to work** with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

**2019 - 2020 BOARD GOALS**

**BOARD GOAL #1:** Complete all phases of the CSA evaluation process for the 2019-2020 school year by the June 30, 2020 deadline as described in NJ Administrative Code and Statute.

**BOARD GOAL #2:** Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.

**BOARD GOAL #3:** Continue to work as a Board of Education to investigate ways to improve communication and interaction with district parents and the community.

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C. Safety and Security – JFK – July, 2020 – N/A due to remote learning

Type of Drill      Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

D. Safety and Security – DDE – July, 2020 – N/A due to remote learning

Type of Drill      Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

E. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
- c. Technology Coordinator
- d. Supervisor of Curriculum and Instruction
- e. JFK Principal
- f. DDE Principal

**11. Personnel**

a. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Nicole Podwats effective August 28, 2020. Mrs. Podwats has been on staff as an Educational Assistant since September 1, 2016.

b. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Alma Trivers effective August 28, 2020. Mrs. Trivers has been on staff as an Educational Assistant since September 1, 2018.

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- c. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Melissa Healy effective August 28, 2020. Mrs. Healy has been on staff as an Educational Assistant since April 1, 2019.

- d. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Leonard Lewis effective August 28, 2020. Mr. Lewis has been on staff as an Educational Assistant since September 13, 2016.

- e. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff pending receipt of appropriate certificates and sexual misconduct disclosure forms and criminal history background requirements as noted below:

| <u>Name</u>     | <u>Position</u>         | <u>Salary</u>                 | <u>Start Date</u> |
|-----------------|-------------------------|-------------------------------|-------------------|
| Elizabeth Tully | JFK Guidance Counselor  | \$56,832, Step 2, MA          | 09/01/20          |
| Wanda Ashley    | PT Instructional Asst   | \$13,437, Step 2              | 09/01/20          |
| Arianna Santora | PT Instructional Asst   | \$13,457, Step 2              | 09/01/20          |
| Elaine Pham     | Educational Interpreter | \$42,000                      | 09/01/20          |
| Jena Braungart  | LTS – Sp Ed JFK         | \$52,382, Step 1, BA prorated | 09/01/20          |



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f. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve following staff for 2020-2021 stipend positions at DDE as noted below:

| <u>Name</u>     | <u>Position</u>                                      | <u>Stipend</u> | <u>Start Date</u> |
|-----------------|--|----------------|-------------------|
| Sarah Zimmerman | Student Government Assoc. Advisor                    | \$2,071.14     | 09/01/20          |
| Laurel Erickson | Student Government Assoc. Asst. Advisor              | \$1,233.00     | 09/01/20          |
| Carrie Aloï     | National Jr Honor Society Advisor - shared           | \$1,146.80     | 09/01/20          |
| Renaë Borgstrom | National Jr Honor Society Advisor - shared           | \$1,146.80     | 09/01/20          |
| Mary Jo Kolaski | Yearbook Advisor – shared                            | \$819.15       | 09/01/20          |
| Jacklyn Lawlor  | Yearbook Advisor – shared                            | \$819.15       | 09/01/20          |
| Mary Jo Kolaski | 8 <sup>th</sup> Grade Activities Coordinator- shared | \$1,146.80     | 09/01/20          |
| Robin Schaffer  | 8 <sup>th</sup> Grade Activities Coordinator- shared | \$1,113.74     | 09/01/20          |

g. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Side Bar Agreement with BTEA regarding professional development day.

h. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the revised 2020-2021 school calendar to reflect the change to the BTEA professional development days scheduled.

i. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Sharon Parisi, effective August 18, 2020. Ms. Parisi has been on staff as a member of CARE since September 4, 2014.

j. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Victoria Sahina, effective August 19, 2020. Ms. Sahina has been on staff as an Educational Assistant since October 1, 2015.

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**12. Curriculum and Instruction**

- a. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2020-2021 Mentoring Plan.
  
- b. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2020-2021 Professional Development Plan.
  
- c. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the QSAC Interim Review document dated August 2020.

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**13. Business and Finance**

Financial Report – Period Ending July 2020

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

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

Board Secretary Financial, Revenue and Treasurer’s Reports

- A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2020. 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 July 2020. The Treasurer’s and Secretary’s report are in agreement for the month of July 2020.
- 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 |
|--|------|

- E. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 51      Amount \$470,446.05**

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- F. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the August,2020 listing of substitutes from Source 4 Teachers as follows:

|  |          |
|--|----------|
| Full Day Substitute (Sub Cert, CE, CEAS, Standard) | \$122.40 |
| Half Day Substitute (Sub Cert, CE, CEAS, Standard) | \$61.20  |
| Full Day Paraprofessional                          | \$108.80 |
| Half Day Paraprofessional                          | \$54.40  |

*This list was forwarded to the board for review.*

- G. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, 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 Sims       | \$279       | BER, Distance Learning in Kindergarten, 08/13/20<br>Online course   | \$0.00                |
| E Austermuhl | \$150       | Virtual Program, NJASA, 08/17/20<br>Human Resources Practices for COVID   | \$0.00                |
| C Aloï       | \$100       | Virtual Program, Rutgers Center for Literacy<br>Writing Strategies in Remote<br>Learning Environments –<br>09/24/20, 10/15/20, 11/17/20, 12/10/20 | \$0.00                |

- H. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND, that the Board of Education on the recommendation of the Superintendent and School Business Administrator, approve the plan for the reduction in state aid:

The Berlin Township School District received a reduction in Special Education Aid in the amount of \$38,115. However, we also received revenue for PS Aid in the amount of \$36,279, which was not granted in the initial release of state aid for the budget preparation.

Therefore, Berlin Township is only facing a net reduction of \$1,836 for the 20/21 school year. The plan to make up for that loss in revenue will be to reduce the co-curricular salary line (11-402-100-101-). The reason that we can accommodate a reduction in this account is due to the cancellation of many fall sports due to COVID-19.

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I. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND, that the Board of Education on the recommendation of the Superintendent and School Business Administrator, approve the submission of the Digital Divide Application on August 3, 2020. Berlin Township did not receive an award of allocation for the Digital Divide application, however, we submitted our plan in the event any additional funds become available.

J. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND, that the Board of Education on the recommendation of the Superintendent and School Business Administrator, approve the mission statement of the Finance Committee as printed below:

**Executive Mission Statement of Finance Committee:** On April 30, 2020, the Berlin Township Board of Education established the Finance Committee of the Board in accordance with Bylaw 9130. The Finance Committee was created by the Board for purposes of ensuring the financial solvency of the Berlin Township School District so that it provides students with quality academic programs. The Finance Committee will also strive to enhance the financial position of the Berlin Township School District by ensuring funds are utilized in a beneficial manner while prioritizing spending for optimal student achievement and operational efficiency.

K. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 Cafeteria disbursements for the month of August, 2020 in the amount of \$9,322.83. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

L. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 CARE disbursements for the month of August, 2020 in the amount of \$190. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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**14. Old Business**

Board Committees  
PreSchool Tuition Rate  
2020-2021 School Reopening Plan

- a. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve submission of the 2020-2021 School Reopening Plan to the Camden County Of Education for review and approval.

**15. New Business**

Committee Updates  
Negotiations  
NJSBA  
CCESC  
Pine Hill Bd of Ed  
CCSBA

**16. Public Comments – Open**

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

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.  
Public participation shall be governed by the following rules as per Regulation 9322:

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- F. The presiding officer may:
  - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
  - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
  - D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer, and will be concluded by 10:00 pm.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to the public for the discussion of subjects. Time in: \_\_\_\_\_pm.

Comments have been submitted electronically due to the remote meeting set-up based on guideline from Governor Murphy’s executive orders. Mrs. Stoddart will read the comments to the Board members. Copies will become part of the meeting minutes.

**17. Public Comments – Closed**

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

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**18. Executive Session – In**

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

Resolution for Executive Session:

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

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

**19. Executive Session – Close**

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

**20. Adjournment**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn the meeting.  
Meeting adjourned: \_\_\_\_\_pm.