

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

December 22, 2016

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, Mary Williams, President, call this meeting to order under the Open Public Meetings Act at 7:20pm.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 7, 2016, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 15, 2016 and the Central Record the week of January 18, 2016 a meeting notice setting forth the time, date and location of this meeting.

**2. Pledge of Allegiance**

**3. Roll Call**

**Yr Began/Current Term Expires**

Mr. Jeffrey Souza	<u>present</u>	2014 / 2016
Mrs. Cynthia Mozee	<u>absent</u>	2013 / 2016
Mr. Sol Cohen	<u>present</u>	2014 / 2017
Mr. Keith Jones	<u>present</u>	2011 / 2017
Mrs. Mary Williams	<u>present</u>	2002 / 2017
Mr. Brian Davis	<u>present</u>	2012 / 2018
Mrs. Kimberly Reed	<u>present</u>	2015 / 2018
Mrs. Joanne Young	<u>present</u>	2015 / 2018
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>present</u>	

**4. Approval of Minutes**

Motion by Jeffrey Souza seconded by Keith Jones  
RECOMMEND that the Board of Education approve the action meeting minutes of the November 17, 2016 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

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**5. Executive Session – In**

Motion by Jeffrey Souza seconded by Kimberly Reed to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:25pm. 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.

**6. Executive Session – Close**

Motion by Jeffrey Souza seconded by Kimberly Reed to come out of Executive Session. Time out: 7:27pm. Motion carried, voice vote, all present voting “yes”.

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

**RECOGNITION OF THE PANTENE BEAUTIFUL LENGTHS HAIR EVENT  
Held at Dwight D Eisenhower Middle School on December 5, 2016**

Participants in this event were:

*Brennan Roark, Yasmine Rodio, Natalina Warker, Bonnie Dasher, Patricia DiMaria, Danielle Forte, Danielle Iacovelli, Kimberly Maddox, Scott Reynolds, Lindsay Wanko, Allusions Salon & Spa, Ott’s Green Top Inn, ShopRite of Berlin, Carrie Aloj, Carla Bissic, Jennifer Ridley, Marilyn Bright*

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

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

**Presentations will be made for both  
Teacher and Bus Driver Nominations for Student Role Models of Positive Behavior**

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

*Dylan Ford, Jarryd Wilson, Oliver Petersen, Bobbi Fields, Oliver Gonzalez-Aparicio,  
Bethanne Fields, Aubree Megara, Jacob Sullivan, Christopher Sobrado, Giavanna Futia*

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

*Gianna Buniak, Brandon Rawle, Arianna Brown, Evan Brummell, Tabitha Warren,  
Tazwar Sabur, Balreet Kaur, Colin Podwats, Ciara Robinson, Dominic Devlin*

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

*Dominic Neumann – Bus 3, Kayla Allen – Bus 4, Jade Seon – Bus 5,  
Brielle Dubler – Bus 6, Austin Cason – Bus 7*

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

*Gabrielle Marchese – Bus 3, Drake Sierra – Bus 4, Elijah Franks – Bus 5,  
Johnnie McDonald – Bus 6, Sydney Murphy – Bus 7*

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***Presentation by district auditors from Bowman & Company. Presentation will be on the 2015-2016 school district audit.***

- a. Motion by Kimberly Reed seconded by Brian Davis to accept the 2015-2016 school district audit report given by district auditors from Bowman & Company. Motion carried, roll call vote, all present voting “yes”.

**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: 8:05pm. Motion carried, voice vote, all present voting “yes”.

***Public in Attendance as follows:***

*Ed Carrera, Scott Reynolds, Stacey Childs, Robert Wilson, Ward Walker, Jonathan Liano, Danielle Inman, Carrie Aloj, Polly Hearn*

**9. Public Comments - Closed**

Motion by Jeffrey Souza seconded by Sol Cohen to go close the meeting to the public. Time closed: 8:05pm. 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

2015-2016

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

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

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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
12/6/16	DDE	1	Not HIB	Schedule changes

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

Motion by Keith Jones seconded by Jeffrey Souza

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 # 1) reported on December 16, 2016.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
5 – 8	Friedman	Shop Rite, W Berlin	1/18/17	\$0	One Driver, One Bus
SGA	Edwards	Municipal Bldg W Berlin Packing township food boxes	12/12/16	\$0	One Driver, One Bus
TBD	Bright	Panchero’s Restaurant, W Berlin Dragon Dollar Trip	12/15/16	\$0	Two Drivers, Two Buses

- Motion by Sol Cohen seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the December 22, 2016 agenda. Motion carried, roll call vote, all present voting “yes”.

F. Safety and Security – JFK – November, 2016

Type of Drill      Date and Time

Fire – November 18, 2016 – 12:10pm

Lockdown

Bus Evacuation

Bomb Threat – November 22, 2016 – 11:45am

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G. Safety and Security – DDE – November, 2016

Type of Drill      Date and Time

Fire: November 1, 2016 10:40 am

Lockdown

Bus Evacuation

Bomb Threat – November 22, 2016 11:15 am

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 Jeffrey Souza seconded by Brian Davis

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
NJ Gators	DDE Gym & APR	Nov – March	Softball Training
Playmore	DDE Gym	Jan – Feb	Basketball
YES!	DDE Gym	Sundays – Jan and Feb	Futsal

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

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
5145.12	Search and Seizure	5145.4	Equal Educational Opportunity Complaint Procedure
5145.4	Equal Educational Opportunity	5145.4	Hate Crimes and bias Related Acts
5145.6	Student Grievance Procedure	5145.4	Sexual Harassment of Students
5200	Nonpublic School Students		
5145.11	Questioning and Apprehension		
1120	Board of Education Meetings		
1330	Use of School Facilities		
2131	Superintendent of Schools		
2240	Research, Evaluation and Planning		
3100	Budget Planning, Preparation and Adoption		
3510	Operation and Maintenance of Plant		
3515	Smoking Prohibition		
3542.1	Local Wellness/Nutrition		
4112.2	Certification		
4112.4/4212.4	Employee Health		
4112.6/4212.6	Personnel Records		

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- a. Motion by Keith Jones, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies updates as per NJSBA for second reading: Policies 5145.12 – Search and Seizure, 5145.4 – Equal Educational Opportunity, 5145.6 – Student Grievance Procedure, 5200 – Nonpublic School Students, 5145.11 – Questioning and Apprehension, 1120 – Board of Education Meetings, 1330 – Use of School Facilities, 2131 – Superintendent of Schools, 2240 – Research, Evaluation and Planning, 3100 – Budget Planning, Preparation and Adoption, 3510 – Operation and Maintenance of Plant, 3515 – Smoking Prohibition, 3542.1 – Local Wellness/Nutrition, 4112.2 – Certification, 4112.4/4212.4 – Employee Health, 4112.6/4212.6 – Personnel Records.  
*These items were uploaded to the portal, October board folder for review. Hard copy was included in the board packet for the October 20, 2016 action meeting.*  
Motion carried, roll call vote, all present voting “yes”.

Policy	Name	Regulation	Name
3280	Crowdfunding Procedures		

- b. Motion by Jeffrey Souza, second by Sol Cohen,  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policy update for first reading: Policy 3280 – Crowdfunding Procedures.  
*This item was uploaded to the portal, November board folder for review. Hard copy is included in the board packet for the November 17, 2016 action meeting.*  
Motion carried, roll call vote, all present voting “yes”.

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Policy	Name	Regulation	Name
5118.2	Foster Care and Educational Stability	5118.2	Foster Care and Educational Stability

- c. Motion by Keith Jones, second by Kimberly Young, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policy and regulation update for first reading: Policy 5118.2 – Foster Care and Educational Stability and Regulation 5118.2 – Foster Care and Educational Stability. *This item was uploaded to the portal, November board folder for review. Hard copy is included in the board packet for the December 22, 2016 action meeting.*

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

**11. Personnel**

- a. Motion by Jeffrey Souza, second by Joanne Young 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>
Nicole Podwats	Gr 2 LTS	BA Step 1, \$51,495 pro-rated	01/09/17 – 04/13/17

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

- b. Motion by Joanne Young, second by Sol Cohen RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the placement request for a Rutgers University student for the Spring of 2017 in our Dwight D. Eisenhower School:

<u>Name</u>	<u>Placement Requested</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Kiersten Perks	TOSD Gr P – 12	Bonnie Dasher	45 hrs Jan 23 – May 5, 2017

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

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c. Motion by Joanne Young, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Stacey DeCaro, effective January 31, 2017. Ms. DeCaro has been a staff member since September 1, 2013 as the DDE Media Specialist.  
Motion carried, roll call vote, all present voting “yes”.

d. Motion by Keith Jones, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

*Eric Griffin, Dottie DeMarco, Elizabeth Acevedo, Maria LaCava,  
Regina Boyle, Jennifer Powell, Danita Hunt, Michelle Russo, Jeffrey Hauck,  
Sue Scott, Dana English*

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

e. Motion by Jeffrey Souza, second by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff member for the replacement assignment stipend position of National Junior Honor Society adviser effective February 1, 2017 – June 30, 2017:

<u>Name</u>	<u>Stipend Assignment</u>	<u>Stipend Amt</u>	<u>Dates</u>
Frank Pupa	NJHS Adviser	\$875.00	Feb 1 – June 30, 2017

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

f. Motion by Keith Jones, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the termination of employee number 01540 due to abandonment of custodial job as of 12/22/16.  
Motion carried, roll call vote, all present voting “yes”.

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- g. Motion by Jeffrey Souza, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the motion to accept the following Donor’s Choose projects:

**Mr. Robotic:** Materials for a mini Robotics lab to help students develop critical thinking skills. Created by Mrs. Kelly Mitchell, JFK. Total cost is \$345.79

**Let’s Make Music:** Recorders and headphone splitters to help create centers to enhance the music program at JFK. Created by Mrs. Emily Mason. Total cost is \$171.09.

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

- h. Motion by Jeffrey Souza, second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the motion to accept the request for leave for Employee # 1462 from 2/21/17-6/30/17 using sick days and Family Leave Insurance.

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

- i. Motion by Keith Jones, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the motion to accept the extension of leave for employee #1447 by 2 weeks to return on 2/7/17.

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

**12. Curriculum and Instruction**

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**13. Business and Finance**

Financial Report – Period Ending October 2016

Motion by Jeffrey Souza, seconded by Brian Davis

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 October 2016. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 2016. The Treasurer’s and Secretary’s report are in agreement for the month of October 2016.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A -16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4, we certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

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

\_\_\_\_\_  
Date

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

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

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
J Friedman	\$245	Inst. For Ed Development, Cherry Hill, NJ 01/05/17 <i>Technology tools to use in the classroom</i>	\$0.00
P Tideman	\$245	Cherry Hill, NJ <i>NGSS, STEM Lessons</i>	01/04/17 \$0.00
J Jennison	\$245	BER, Cherry Hill, NJ <i>Science</i>	01/04/17 \$0.00
M McCutcheon	\$245	BER, Cherry Hill, NJ <i>BRT/I&amp;RS, Behavior Plans</i>	02/06/17 \$0.00
R Rollins	\$245	BER, Voorhees, NJ <i>Utilizing RTI system for behavioral difficulties</i>	02/06/17 \$0.00
J Gascot	\$259	Atlantic City, NJ <i>Conf for NJ Kindergarten Teachers – strategies for creating across the curriculum</i>	02/28/17 \$0.00
E Austermuhl	\$275	Harrah’s, Atlantic City, NJ <i>Techspo – learning about infusing technology into schools</i>	01/26/17 \$0.00
A Berth	\$275	Harrah’s, Atlantic City, NJ <i>Techspo – learning about infusing technology into schools</i>	01/26/17 \$0.00
A Berth	\$0	ML Hotel, Mt. Laurel, NJ <i>PARCC Regional Training for Tech Coord</i>	02/16/17 \$0.00

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

- 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 55      Amount \$1,459,836.53**

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

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- G. Motion by Kimberly Reed, second by Keith Jones  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the November 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 Keith Jones, second by Joanne Young  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2016 CARE disbursements for the month in the amount of \$2,290.85.  
Motion carried, roll call vote, all present voting “yes”.
- I. Motion by Jeffrey Souza, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2016 Cafeteria disbursements for the in the amount of \$35,212.80.  
Motion carried, roll call vote, all present voting “yes”.
- J. Motion by Keith Jones, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the tuition reimbursement for the following staff member in the amount of \$1,000\*.  
*Judith Elias*  
*\*A chart of the detail of this reimbursement was uploaded to the portal for board review.*  
Motion carried, roll call vote, all present voting “yes”.
- K. Motion by Jeffrey Souza, second by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the out of district tuition contract for special education student #4511476077 to attend the Archway Programs at a yearly rate of \$42,828. This is a new placement due to no in-district program being found to meet the student’s individual educational needs.  
Motion carried, roll call vote, all present voting “yes”.

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- L. Motion by Jeffrey Souza, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the out of district tuition contract for special education student #3043480134 to attend the East Mountain School at a yearly rate of \$73,415.43. This is a change in out of district placement because the previous program was not able to meet the student’s individual educational needs.  
Motion carried, roll call vote, all present voting “yes”.
  
- M. Motion by Joanne Young, second by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2016-2017 send/receive tuition contract between Berlin Township School District and Pine Hill School District. Cost is \$2,485,450.  
Motion carried, roll call vote, all present voting “yes”.
  
- N. Motion by Sol Cohen, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the contract with the NJ Commission for the Blind and Visually Impaired for services provided to a visually impaired 12th+ grade student for the 2016-2017 school year. Annual cost is \$1,900.00.  
Motion carried, roll call vote, all present voting “yes”.
  
- O. Motion by Keith Jones, second by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the contract with the NJ Commission for the Blind and Visually Impaired for services provided to a visually impaired 12th grade student for the 2016-2017 school year. Annual cost is \$1,900.00.  
Motion carried, roll call vote, all present voting “yes”.

**14. Old Business**

- A. Motion by Keith Jones, second by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the motion to accept the 2015-2016 CSA evaluation.  
Motion carried, voice vote, all present voting “yes”.

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**15. New Business**

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Date for Board of Education Reorganization Meeting – January 5, 2017

This will be advertised in the district approved papers.

**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 Brian Davis, second by Joanne Young to open the meeting to the public for the discussion of subjects. Time in: 8:30pm. Motion carried, voice vote, all present voting “yes”.

*Staff member Scott Reynolds addressed the board with classroom considerations*

**17. Public Comments - Closed**

Motion by Kimberly Reed, seconded by Brian Davis to go close the meeting to the public. Time closed: 8:42pm. Motion carried, voice vote, all present voting “yes”.

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

**20. Adjournment**

Motion by Jeffrey Souza, seconded by Keith Jones, to adjourn the meeting. Meeting adjourned: 8:42pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator