

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 22, 2014

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	<u>present</u>
Mrs. Cynthia Mozee	<u>present</u>
Mrs. Jocelyn Lewis	<u>arrived at 8:11pm</u>
Mrs. Melanie Middleman	<u>present</u>
Mr. Keith Jones	<u>present</u>
Mr. Cecil Rodrigues	<u>present</u>
Mr. Brian Davis	<u>present</u>
Mrs. Deanna Reilly, Vice President	<u>present</u>
Mrs. Mary Williams, President	<u>present</u>
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 Brian Davis seconded by Keith Jones
RECOMMEND that the Board of Education approve the minutes of the April 24, 2014 Public Hearing and April 24, 2014 Action 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. Souza, Mrs. Lewis, Mrs. Middleman, Mr. Jones, Mr. Rodrigues,
Mr. Davis, Mrs. Reilly, Mrs. Williams

Abstention: 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

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.

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The following students are being recognized as Students of the Month from the John F. Kennedy Elementary School:

Jonna Asher, Xyon Marshall, Brandon Morgan, Damian Dodson, Kalen Brown, Jennifer Guemes Vargas, Tyler Wassel, Julianna Bentivegna, Nicollette Griffis, Mason Smiley

The following students are being recognized as Students of the Month from the Dwight D. Eisenhower Middle School:

Corinne McAllister, Nick Abel, Dania Gastelum, Jordan Thompson, Amber Garrity, Patrick Carbone, Illyana Smith, Thomas Garrity, Kashmala Khan, John Andreotti

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 Jeffrey Souza seconded by Keith Jones to open the meeting to the public for the discussion of agenda items only. Time in: 7:43pm. Motion carried, voice vote, all present voting “yes”.

9. Public Comments - Closed

Motion by Deanna Reilly seconded by Jeffrey Souza to go close the meeting to the public. Time closed: 7:43pm.

Public in attendance as follows:

*Charlotte Cohen, Renee Smiley, Nargiss Khan, Catherine Garrity,
Heather Bentivegna, Yolanda Gastelum*

10. Superintendent’s Report

A. Review District Mission Statement

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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

2013-2014

1. Supervise the revision and implementation of all district curricula, over the next 3 years (2013-2016) as per 2013 QSAC findings in order to improve student growth and achievement.
2. Review and revise all district policies and procedures in order to maintain and improve district programs, curricula, and the teaching and learning process.
3. Supervise the implementation of Achieve NJ requirements in order to improve teacher performance resulting in increased student growth and academic achievement.

BOARD GOALS

1. Complete the Superintendent Evaluation and Board of Education Self-Evaluation by July 1, 2014.

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2. Plan a Board of Education retreat.
3. Review and revise, as needed, the Board of By Laws as found in the 9000 Section of the District Policy Manual.

Policy	Name	Regulation	Name
9314	Suspension of Policies, Bylaws and Regulations	9322	Public Participation Procedure
9322	Public and Executive Sessions		
9322.1	Organization Meeting		
9321	Time, Place, Notification of Meetings		
9323/9324	Agenda Preparation/Advance Delivery of Meeting Materials		

(These policies and regulation have been printed and included in the board packet and have been uploaded to the board portal for review.)

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

Date Reported to Superintendent	School	Case Number	Result	Action
04/29/14	DDE	# 13	Confirmed HIB	Out of school suspension

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

Motion by Jeffrey Souza seconded by Melanie Middleman
 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 # 13) reported on April 29, 2014. Motion carried, roll call vote, all present voting “yes”.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
Gr 6, 7, 8	VanCuren	Camden Adventure Aquarium	06/03/14	SGA Funds	1 driver, 1 bus
Gr 7 & 8	Bright	Overbrook HS	06/06/14	\$0.00	3 drivers, 3 buses
Gr 7	Bright	Lone Dawg Café	06/10/14	\$5.00	2 drivers, 2 buses

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F. Safety and Security – JFK

Type of Drill Date and Time Location of Drill Route #'s Drill Supervisor

Fire - 04/28/14

Lockdown – 04/23/14

Bus Evacuation

G. Safety and Security – DDE

Type of Drill Date and Time Location of Drill Route #'s Drill Supervisor

Fire – 4/25/14

Lockdown – Active Shooter – 4/24/14

Bus Evacuation

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds

Approve Use of Facilities – **N/A for the month of May, 2014**

Motion by _____ seconded by _____

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

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

I. Discussion Items:

Policy	Name	Bylaws	Name
2224	Nondiscrimination Affirmative Action		
4111.1/4211.1	Nondiscrimination Affirmative Action		
5145.4	Equal Educational Opportunity		

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4111	Recruitment, Selection and Hiring		
5141	Health		
6121	Nondiscrimination/Affirmative Action		
6145	Extracurricular Activities		
6147.1	Evaluation of Individual Student Performance		
5141.6	Crisis Response and Suicide Prevention		

- a. Motion by Brian Davis second by Deanna Reilly

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of Policies 2224 Nondiscrimination Affirmative Action, 4111.1/4211.1 Nondiscrimination Affirmative Action, 5145.4 Equal Educational Opportunity, 4111 Recruitment, Selection and Hiring, 5141 Health, 6145 Extracurricular Activities, 6147.1 Evaluation of Individual Student Performance. *(These policies have been printed and included in the board packet and have been uploaded to the board portal for review.)* Motion carried, roll call vote, all present voting “yes”.

Policy	Name	Regulation	Name
5142.2	C.A.R.E. Program	5142.2	C.A.R.E. Program Fee Schedule

- b. Motion by Keith Jones second by Cynthia Mozee

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the first reading of Policy 5142.2 C.A.R.E. Program, and Regulation 5142.2 C.A.R.E. Program Approved Fee Schedule. *(These policies have been printed and included in the board packet and have been uploaded to the board portal for review.)* Motion carried, roll call vote, all present voting “yes”.

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11. Personnel

- a. Motion by Jeffrey Souza seconded by Deanna Reilly and adopted by all members present voting “yes” in a roll call to approve certification hiring of staff in accordance with criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Maria McCutcheon	CARE, Sub	\$35.00/hr	06/23/14
Peggy Farlow	CARE, Sub	\$35.00/hr	06/23/14
Corey Bollinger	Summer Painter	\$10/hr	06/24/14
Walt Miller	Summer Painter	\$10.20/hr	06/24/14

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

- b. Motion by Melanie Middleman seconded by Jeffrey Souza RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the corrected step and salary for the 2014-2015 school year:

MINDY PRATT Step 3 \$13,152

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

- c. Motion by Jeffrey Souza seconded by Melanie Middleman RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following ADVANCE volunteers:

Stacey Gall, James Canning

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

- d. Motion by Jeffrey Souza seconded by Deanna Reilly RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following request for leave of absence for employee # 01309. Anticipated first day of leave is July 8, 2014. The return date is December 1, 2014. A combination of sick/vacation time will be used for this leave.

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

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- e. Motion by Melanie Middleman seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the hiring of the following district staff members for the summer Extended School Year Programs. The programs will run from 9am to 12 noon, Monday through Thursday. The PSD and MD program will operate July 7 through August 7, the LLD program will operate July 8 through July 31.

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>ESY Dates</u>
Jennifer Virelli	Teacher	\$35/hr	5 weeks
Lindsay Wanko	Teacher	\$35/hr	5 weeks
Diana Jemielity	Teacher	\$35/hr	5 weeks
Rachel Deaner	Teacher	\$35/hr	5 weeks
Debra Wash	Teacher	\$35/hr	4 weeks
Laura Burke	Teacher	\$35/hr	4 weeks
Jennifer Edwards	Nurse	\$35/hr	5 weeks
Jan Jennison	Aide	\$12/hr	5 weeks
Carissa Cavallaro	Aide	\$12/hr	5 weeks
Jessica German	Aide	\$12/hr	5 weeks
Marisa McAleavey	Aide	\$12/hr	5 weeks
Philip Vasta	Aide	\$12/hr	5 weeks
Patricia Hockham	Aide	\$12/hr	5 weeks

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

- f. 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 summer salaries for the following staff members for Child Study Team meetings:

<u>Staff</u>	<u>Daily</u>	<u>Hourly</u>
Kimberly Gadzinski	\$417.58	\$58.31
Ilana Gorelik	\$260.78	\$36.42
Jillian Matysik	\$278.78	\$38.94
Michele Brewster	\$263.28	\$36.77
Kristy Mitchell	\$273.78	\$38.24

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

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- g. Motion by Jeffrey Souza seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the hiring of Patricia Walkar, LDT-C to provide coverage for Child Study Team meetings. Rate of pay is \$50 per hour. Motion carried, roll call vote, all present voting “yes”.

- h. Motion by Deanna Reilly seconded by Melanie Middleman
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the job description for “Library/Copy Clerk”. *(This document was uploaded to the portal for the board’s review.)* Motion carried, roll call vote, all present voting “yes”.

- i. Motion by Jeffrey Souza seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve Rowan student Amanda West. Ms. West will be serving as an intern guidance counselor from September 2, 2014 through May 4, 2015. The student will serve a total of 600 hours. Her cooperating staff member will be Maria McCutcheon. Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

N/A

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13. Business and Finance

Financial Report – Period Ending March 2014

RECOMMEND that the Board of Education 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 March 2014. 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 March 2014. The Treasurer’s and Secretary’s report are in agreement for the month of March 2014.
- 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 Melanie Middleman to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location</u>	<u>Date of Travel</u>	<u>Expense Amount</u>
Kristin Braidwood	\$150	Legal One, Monroe Twp, NJ State Mandated Special Ed Law	05/21/14	\$0.00
Mike Murphy	\$150	Legal One, Monroe Twp, NJ State Mandated School Law	06/24/14	\$0.00
Marilyn Bright	\$150	Legal One, Monroe Twp, NJ State Mandated School Law	06/24/14	\$0.00
Bonnie Dasher	\$0	Burlington County College HQ qualification	05/16/14	\$0.00
Bonnie Dasher	\$0	Burlington County College HQ qualification	06/17/14	\$0.00
Jennifer Blanchard	\$0	Atlantic Cape Community College PARCC Preparation	06/12/14	\$0.00

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

- F. Motion by Jeffrey Souza seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, acknowledge receipt of an approved participation in the FEA’s Leadership as Scholars: Using Arts Infused Instruction to Enhance the Common Core for the following staff:

<u>Name</u>	<u>Cost</u>	<u>Location</u>	<u>Date of Travel</u>	<u>Expense Amount</u>
Edythe Austermuhl	\$0	Princeton University	07/14-16/2014	\$12.71
Jeffrey Patterson	\$0	Princeton University	07/14-16/2014	\$13.00
Michael Murphy	\$0	Princeton University	07/14-16/2014	\$13.00

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

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- G. Motion by Jeffrey Souza seconded by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve participation and salary to be paid to participate in the FEA’s Leadership as Scholars: Using Arts Infused Instruction to Enhance the Common Core for the following staff:

<u>Name</u>	<u>Salary</u>	<u>Location</u>	<u>Date of Travel</u>	<u>Expense Amount</u>
Janet Jennison	\$35 per/hr (\$621.25)	Princeton University	07/14-16/2014	\$13.33
Patricia DiLeo	\$35 per/hr (\$621.25)	Princeton University	07/14-16/2014	\$13.33

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

- H. Motion by Cynthia Mozee second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 60 Amount \$ 1,193,262.97

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

- I. Motion by Cecil Rodrigues second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2013-2014 tuition contract with Pennsville School District for a 9th grade (McKinney-Vento) student. Contract begins on 4/1/2014 for a total amount of \$4,281.20. Motion carried, roll call vote, all present voting “yes”.

- J. Motion by Deanna Reilly second by Keith Jones
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve a joint transportation agreement with the Gloucester County Special Services School District. Transportation is being provided to two district students (one JFK, one DDE) for the remainder of the school year. Cost is \$358.00/diem.
Motion carried, roll call vote, all present voting “yes”.

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14. Old Business

Board Retreat – confirm date of June 12

15. New Business

2014-2015 Staffing

Administrative/Secretary Contract Review

School Board Election Information

School Board Retreat

A brief discussion was held on the following topics:
Homeschooling, standardized testing, graduation tickets for DDE and Overbrook

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 on the published agenda and limited in length to 5 minutes.

Motion by Jeffrey Souza seconded by Cynthia Mozee to open the meeting to the public for the discussion of agenda items only. Time in: 8:32pm. Motion carried, voice vote, all present voting “yes”.

Inquiry by resident Eric Lucier regarding looping at DDE. Dr. Austermuhl indicated that there is no looping for DDE, we are expanding to world language classes and possibly AP classes. Differentiation is being closely looked at by administrators and staff.

17. Public Comments - Closed

Motion by Deanna Reilly seconded by Keith Jones to go close the meeting to the public. Time closed: 8:36pm. Motion carried, voice vote, all present voting “yes”.

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18. Executive Session – In

Motion by Jeffrey Souza seconded by Cynthia Mozee to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 8:36pm. 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 Keith Jones seconded by Jeffrey Souza to come out of Executive Session. Time out: 9:20pm. Motion carried, voice vote, all present voting “yes”.

20. Adjournment

Motion by Cynthia Mozee seconded by Jeffrey Souza to adjourn the meeting. Meeting adjourned: 9:20pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart,
Business Administrator