

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

February 23, 2017

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

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

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 5, 2017, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 11, 2017 and the Central Record the week of January 15, 2017 a meeting notice setting forth the time, date and location of this meeting.

**2. Pledge of Allegiance**

**3. Roll Call**

**Yr Began/Current Term Expires**

Mr. Sol Cohen	_____	2014 / 2017
Mr. Keith Jones, Vice President	_____	2011 / 2017
Mrs. Mary Williams	_____	2002 / 2017
Mr. Brian Davis	_____	2012 / 2018
Mrs. Kimberly Reed	_____	2015 / 2018
Mrs. Joanne Young	_____	2015 / 2018
Mr. Jeffrey Souza	_____	2014 / 2019
Mrs. Cynthia Mozee, President	_____	2013 / 2019
Mrs. Aida Figueroa-Epifanio	_____	2016 / 2019
Dr. Edythe B. Austeruhl, Superintendent	_____	
Mrs. Megan Stoddart, Business Administrator	_____	
Charles Rizzi, Esq., Board Solicitor	_____	

**4. Approval of Minutes**

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

RECOMMEND that the Board of Education approve the action meeting minutes of the January 19, 2017 meeting as presented in duplicated form and dispense with the reading of the same.

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February 23, 2017

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

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

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

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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**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:***

*Adriana Rodriguez, Anthony Gollatz, Paarth Shrimali, Peter Church, Harry Talosig,  
William Stanley, Jacqueline McWilliams, Sophia Marchionese, Jayah Thompson,  
Davina Arvelo*

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

*Charles Snyder, Cameron Madden, Dennis Virelli, Jason Kendziera-Post,  
Chad Cassario, Jennifer Guemes-Vargas, Savannah Riley, Catelyn Kiefreider,  
Ellen Chen, Emma Bell*

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

*Te’Shan Bell, Ava Brown, Aidan Wegrzyniak, Chris Herrera, Jackson Bayer*

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

*Justus Bell, Marissa Odegaard, Haley Bricker, Tatyana Smith, Carson Russo*

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

**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

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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February 23, 2017

Action Meeting Agenda

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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.
- 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
PS	Virelli, German, DiLeo	Ronald McDonald House	02/27/17	\$0	Two drivers, two buses
					<i>RESCHEDULED FROM 2/9/17</i>
Gr 6	Sixth Gr Team	Marine Mammal Stranding Center, Brigantine, NJ	06/05/17	\$0	Two drivers, two buses
PS & K	Virelli, German, DiLeo, Sims, Conicella, Gascot, Alessandrine	Camden Aquarium	03/23/17		
		Raindate 03/30/17		\$5.00	\$3.50 per student Three drivers, three buses
Gr 1	Smithen	Pinelands Inst for National & Environmental Studies	05/17/17	\$10.00	Two drivers, two buses

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February 23, 2017

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

- 1. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the February 23, 2017 agenda.

- F. Safety and Security – JFK  
Type of Drill    Date and Time  
Fire – January 12, 2017 – 2:30pm  
Lockdown – January 17, 2017 – 10:00am  
Bus Evacuation  
Bomb Threat

- G. Safety and Security – DDE  
Type of Drill    Date and Time  
Fire – January 31, 2017 – 8:54am  
Lockdown – January 25, 2017 – 10:30am  
Bus Evacuation  
Bomb Threat

- H. Monthly Reports Uploaded to Portal for Review
  - a. Coordinator of Special Services
  - b. Supervisor of Buildings and Grounds  
Approve Use of Facilities

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the use of facilities as listed below:

Organization	Facility	Date and Time	Event
N/A			

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

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February 23, 2017

Action Meeting Agenda

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I. Discussion Items:

Policy	Name	Regulation	Name
5141	Health		
5141.4	Missing, Abused and Neglected Children		
5134	Married/Pregnant Pupils		
5131	Conduct Discipline		
5131.5	Vandalism Violence		
5111	Admission		

- a. Motion by \_\_\_\_\_, second by \_\_\_\_\_,  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policy updates for second reading: Policy 5141 – Health; Policy 5141.4 – Missing, Abused and Neglected Children; Policy 5134 – Married/Pregnant Pupils; Policy 5131 – Conduct Discipline; Policy – 5131.5 – Vandalism Violence; Policy 5111 – Admission.

Policy	Name	Regulation	Name
6171.4	Special Education		

- b. Motion by \_\_\_\_\_, second by \_\_\_\_\_,  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policy updates for first reading: Policy 6171.4 – Special Education.

- c. Motion by \_\_\_\_\_, second by \_\_\_\_\_,  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to accept a \$50 Kohl’s card for Mrs. Sims’ classroom as part of the Adopt a Classroom program. Mrs. Sims is a Kindergarten teacher at JFK and will use this money to purchase books for her classroom library.

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February 23, 2017

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

**11. Personnel**

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_ 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>
Paige Burten	PT/JFK Ed Assist	Prorated \$13,222, Step 1	01/30/2017
Ashley Cerami	PT/JFK Ed Assist	Prorated \$13,222, Step 1	01/30/2017
Dorothy Featheringill	Sub Custodian	\$9.00/hr	02/08/2017
Kelly Gray	LTS for DDE RTI LA	Prorated \$68,680, MA Step 11	02/21/2017
Stephanie Rech	DDE Media Spec	Prorated \$58,195, MA Step 6	02/13/2017
Lisa Winters	PT/DDE Ed Assist	Prorated \$13,222, Step 1	03/01/2017
Nina Frascarelli	PT/JFK 1:1 Ed Assist	Prorated \$13,222, Step 1	02/21/2017

- b. Motion by \_\_\_\_\_, second by \_\_\_\_\_, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve, with regret, the resignation of staff member Shane Doyle, effective February 3, 2017. Mr. Doyle has been employed as an Educational Assistant since September 4, 2014.

- c. Motion by \_\_\_\_\_, second by \_\_\_\_\_, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the tuition reimbursement application\* for staff member Timothy VanCuren. Amount to be reimbursed is \$1,000.  
*\*This document is included in the board packet and uploaded to the board portal for detail review.*

- d. Motion by \_\_\_\_\_, second by \_\_\_\_\_, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the certification and application paperwork for substitute nurse, Regina Kao, pending receipt of criminal history letter. Salary will be \$125/day.

- e. Motion by \_\_\_\_\_, second by \_\_\_\_\_, RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve, with regret, the resignation of staff member Ashley Cerami, effective February 8, 2017. Ms. Cerami has been employed as an Educational Assistant since January 31, 2017.



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Action Meeting Agenda

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- f. Motion by \_\_\_\_\_, second by \_\_\_\_\_,  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the staff and stipends listed below for spring sports at Dwight D. Eisenhower Middle School:

<u>Name</u>	<u>Sport</u>	<u>Stipend</u>	<u>Start Date</u>
Eric McCoach	Head Coach/Baseball	\$2,000.00	02/24/2017
Brian Martino	Asst Coach/Baseball	\$1,200.00	02/24/2017
John Kelly	Head Coach/Softball	\$2,000.00	02/24/2017
Ana Klinke	Asst Coach/Softball	\$ 900.00	02/24/2017
Laura Burke	Head Coach/Track	\$1,400.00	02/24/2017
Jeffrey Krachun	Asst Coach/Track	\$ 900.00	02/24/2017

- g. Motion by \_\_\_\_\_, second by \_\_\_\_\_,  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the staff listed below for the morning Foundations Program at John F. Kennedy Elementary School at the rate of \$35 per hour for a maximum of 2 mornings per week beginning 2/21/17- 6/8/17:

Denise Smithen  
 Janet Jennison  
 Peggy Farlow  
 Kelly Mitchell

- h. Motion by \_\_\_\_\_, second by \_\_\_\_\_,  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteer:

*Ashley Brown*

**12. Curriculum and Instruction**

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February 23, 2017

Action Meeting Agenda

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**13. Business and Finance**

Financial Report – Period Ending December 2016

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 December 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 December 2016. The Treasurer’s and Secretary’s report are in agreement for the month of December 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

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February 23, 2017

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*“Educating Today for Tomorrow’s Success”*

- E. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
J Uhniat	\$129	EIRC, Blackwood, NJ <i>Effective interventions for at-risk students with dyslexia</i>	– 01/26/2017 \$0.00
B Dasher	\$225	Heinemann Digital Campus, <i>Improve writing across the curriculum for special needs students</i>	– webinar dates \$0.00
D Iacovelli	\$225	Heinemann Digital Campus, <i>Improve non-fiction writing for students</i>	– webinar dates \$0.00
K Braidwood	\$0	EIRC, Blackwood, NJ <i>NJDOE – greater opportunities for inclusion</i>	– 02/16/2017 \$0.00
D Wash	\$245	Inst for Ed Develop, Cherry Hill, NJ <i>Addressing Next Generation Science Standards</i>	– 03/02/2017 \$0.00
P Farlow	\$245	Inst for Ed Develop, Cherry Hill, NJ <i>Addressing Next Generation Science Standards</i>	– 03/02/2017 \$0.00
M Bright	\$0	NJSPA/FEA, Monroe Twp, NJ <i>To gain an understanding of the recently revised professional standards for leaders</i>	– 03/06/2017 \$0.00
P Taylor-Hearn	\$149	Camden County College, Blackwood, NJ <i>STEM and Literacy activities for increased understanding and assessment including modifications</i>	– 03/08/2017 \$0.00
J Kelly	\$245	BER, Voorhees, NJ <i>Strengthening Current Health and Phys Ed Curriculum</i>	– 03/09/2017 \$0.00
B Martino	\$245	BER, Voorhees, NJ <i>Strengthening Current Health and Phys Ed Curriculum</i>	– 03/09/2017 \$0.00
D Bottley	\$0	NJSPA/FEA, Monroe Twp, NJ <i>Using PARCC data to improve teaching and learning</i>	– 03/27/2017 \$0.00
R Deaner	\$196	Westin Hotel, Mt Laurel, NJ <i>Social skills development for PreK – MD population</i>	– 05/10/2017 \$0.00

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February 23, 2017

Action Meeting Agenda

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K Gadzinski	\$196	Mt Laurel, NJ	- 05/10/2017	\$0.00
		<i>Social skills development for PreK – MD population</i>		
D Straughn	\$279	Hyatt Regency, New Brunswick, NJ	-05/31/&,06/01/2017	\$56.42
		<i>NJ Tesol – best practices to support ELLS</i>		
J Jennison	\$0	Presenting in Marlton, NJ	-03/17/2017	\$0.00
		<i>Early Childhood Literacy Collaboration</i>		
P DiLeo	\$0	Presenting in Marlton, NJ	-03/17/2017	\$0.00
		<i>Early Childhood Literacy Collaboration</i>		
B Reilly	\$0	Camden County College, NJ	-02/23/2017	\$0.00
		<i>HIB, Transgender Issues, School Counseling Technology</i>		

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

**Batch number 57                      Amount \$749,165.50**

G. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the January, 2017 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.*

H. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2016-2017 CARE disbursements for the month in the amount of \$1,756.02.

I. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2016-2017 Cafeteria disbursements for the month in the amount of \$48, 494.86.

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*West Berlin, New Jersey 08091*

February 23, 2017

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

- J. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the out-of-district tuition contract for student #7783054802, grade 10, to attend the Gloucester County Special Services School District Bankbridge School at a yearly rate of \$34,920. 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.

**14. Old Business**

- a. Motion by \_\_\_\_\_, second by \_\_\_\_\_,  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2016-17 District goals:
- Supervise the revision and implementation of all district curricula, focusing on Science, World Language and Technology as per the 2016 QSAC findings in order to continue to improve student growth and achievement.
  - Work with the district administrative staff to investigate ways to increase the use of technology for instructional purposes.

**15. New Business**

Committee Updates  
Negotiations  
NJSBA  
CCESC  
Pine Hill Bd of Ed  
CCSBA

Presentation – Dina Bottley – Supervisor of Curriculum and Instruction  
*The Growth Proficiency Chart*

Communication – Parent Request

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Action Meeting Agenda

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**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 close the meeting to the public. Time closed: \_\_\_\_.

**18. 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.
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  - 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.

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February 23, 2017

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

**19. Executive Session – Close**

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

**20. Adjournment**

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