

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

February 21, 2019

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 _____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, 2018, 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 12, 2019 and the Central Record the week of January 21, 2019 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 / 2020
Mr. Gerard Petersen	_____	2017 / 2020
Mrs. Mary Williams	_____	2002 / 2020
Mr. Brian Davis	_____	2012 / 2021
Mrs. Kimberly Reed	_____	2015 / 2021
Mrs. Lisa Hill-Muff	_____	2018 / 2021
Mr. Jeffrey Souza, Vice President	_____	2014 / 2019
Mrs. Cynthia Mozee, President	_____	2013 / 2019
Mrs. Aida Figueroa-Epifanio	_____	2016 / 2019
Dr. Edythe B. Austermuhl, Superintendent	_____	
Mrs. Megan Stoddart, Business Administrator	_____	
Charles Rizzi, Esq., Board Solicitor	_____	
Lauren Tedesco, Capehart & Scatchard	_____	
Sanu Dev, Capehart & Scatchard	_____	

4. Approval of Minutes

Motion by _____, seconded by _____

RECOMMEND that the Board of Education approve the minutes of the January 24, 2019 meeting 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

***PRESENTATION BY Dr. Ken Koczur, Superintendent and Mr. Adam Lee, Principal
Overbrook High School***

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

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

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

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

*Madeline Mitchell, Blake Tighe, Ryan Pach, Aliana Locker, Audra Heintz,
Ashton Long, Zachary Bright, Samera Taifa, Yannetsy Lopez-Gastelum, Gregory Marshall*

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

*Madison Davis, Axel Negron-Fayad, Mya Torres, Nobin Shah, Rylie Cramer, Jack Bell,
Aaloki Patel, Hasan Ahmed, Jaylin Diaz, Giovanni Torres, Sumera Jahan*

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

*Sophia VanElsland, Helen Guthier, Fernanda Olea-Araujo, Lana McKissick,
Shishir Majumder, Amaya Higgs*

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

*Cayleigh Young, Kalen Brown, Thomas Imes, Makayla Conn,
Drew Grabowski, Yahir Encarnacion*

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Presentation by district auditors from Bowman & Company. Presentation will be on the 2017-2018 school district audit.

- a. Motion by _____ seconded by _____ to accept the 2017-2018 school district audit report given by district auditors from Bowman & Company.

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.

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 is as Follows

Names here

9. Public Comments – Closed

Motion by _____ seconded by ___ to close the meeting to the public. Time closed: _____pm.

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.

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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

2018 - 2019 BOARD GOALS

BOARD GOAL #1: Complete all phases of the CSA evaluation process for the 2018-2019 school year by the June 30, 2019 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 with district parents and the community.

District Goals for 2018-2019

- Continue to 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.
- Work with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

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

Date Reported to Superintendent	School	Case Number	Result	Action
N/A				

This is the first report of the above incidents. No action is necessary at this time.

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 #) reported on MONTH DAY YEAR.

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E. Field Trips:

<u>Grade</u>	<u>Teacher</u>	<u>Place</u>	<u>Date</u>	<u>Cost to Student</u>	<u>Cost to District</u>
K	K Staff	The Garden St Discovery Museum, Cherry Hill, NJ <i>Explore and engage in 20 interactive areas</i>	05/02/2019	\$5	Two drivers, two buses
TBD	A Episcopo	Pancheros Restaurant, <i>Dragon Dollar Grade Level Winners</i>	03/26/2019	\$0	Two drivers, two buses
8	Staff and Admin	Clementon Elem School <i>Presentation by Tuskegee Airman</i>	02/27/2019	\$0	Two drivers, two buses
8	Staff	Hersey Park <i>Payment is part of activity fee for grade 8 students Annual grade 8 graduation trip</i>	06/07/2019, raindate 06/10	\$0	Two drivers, two buses
PS	Staff	<i>REVISED DATE</i> Camden Adventure Aquarium <i>Students will explore hands on experiences related to water</i>	03/22/2019	\$5	Two drivers, two buses

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 21, 2019 agenda.

F. Safety and Security – JFK – December, 2018

Type of Drill Date and Time

Fire - December 18

Lockdown – Shelter in Place – December 13

Bus Evacuation

Bomb Threat

G. Safety and Security – JFK – January, 2019

Type of Drill Date and Time

Fire – January 29

Lockdown – January 23

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H. Safety and Security – DDE – January, 2019

Type of Drill Date and Time

- Fire - January 23, 9:27am
- Lockdown – Active Shooter – January 15, 10:30am
- Bus Evacuation
- Bomb Threat

I. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
 - b. Supervisor of Buildings and Grounds
- Approve Use of Facilities – **N/A**

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

J. Discussion Items:

Policy	Name	Bylaws	Name
4111.2/4211.2	Domestic Violence		
5145.7	Gender Identity and Expression		

1. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Policies 4111.2/4211.2 – Domestic Violence and 5145.7 – Gender Identity and Expression. *These documents were uploaded to the board portal, February folder for board review.*

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2. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the 2019-2022 ECPA/ELLI program plan and budget planning sheet. *These items were uploaded to the portal, February folder for review.*

3. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, raise the tuition for the district’s courtesy preschool program to \$3,600, effective for the 2019-2020 school year.

11. Personnel

a. 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>
Stefanea Moore	Part time custodian	\$10.30/hr.	03/01/2019
Gerralyn Weatherhead	Sub custodian	\$9.50/hr.	02/25/2019

b. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

Jennifer Atkinson, Jean-Paul Bell, Erick Caraballo, Stephane Carter, Patricia Camire, Thomas Folcher, Stephanie Gollmer, Bernadette Grabert, Edward Guterrez, Joanne Lesnefsky, Scott Manley, Debra McKinsey, Rosemarie Patrizio, Trinity Podwats, Zuleika Rivera, Fred Rodio, Alicia Simpson, Herbert Simpson, Renee Zalot

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- c. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the placement for field experience for Camden County College student Gianni Magazzu. The fifteen-hour field experience is set for the Spring 2019 semester. The cooperating teacher is scheduled to be Mrs. Dawn Schafer at JFK for grade 3.

- d. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the resignation, with regret, of Bernard Tighe, effective January 28, 2019. Mr. Tighe has been on staff as an evening custodian since November 15, 2017.

- e. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the request for unpaid absences on Thursday, March 21 and Friday, March 22 for employee # 01316.

- f. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of retirement, with regret, from Stacey Childs effective June 30, 2019. Mrs. Childs has been a teacher on staff since September 1, 1988.

- g. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of retirement, with regret, Catherine Conicella effective July 1, 2019. Mrs. Conicella has been a teacher on staff since September 1, 1989.

- h. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Brandy Weldon, student at Thomas Edison University, to perform 60 hours of practical experience with Jennifer Edwards, DDE Nurse, as per course requirements.

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- i. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve Danielle Lindner to complete 30 hours of Sign Language Interpreting Practicum under the supervision of sign language interpreter at Dwight D Eisenhower Middle School and Brianna Pyle to observe the sign language interpreter at JFK Elementary School. These placements are pending approval from Gloucester County Special Services Commission as these interpreters are employees of GCSSSD and they must agree to this arrangement as well.

- j. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Spring Sports stipend positions for Dwight D Eisenhower School District:

<u>Sport</u>	<u>Name</u>	<u>Stipend Amount</u>
Baseball Coach	Eric McCoach	\$2,184.38
Baseball Assistant Coach	Brian Martino	\$1,310.63
Softball Coach	John Kelly	\$2,184.38
Softball Assistant Coach	Ana Klinke	\$1,310.63
Track Coach	Laura Burke	\$1,747.51
Track Assistant Coach	Laurel Erickson	\$1,233.00
Security:	Robin Schaffer	\$27.31/hour

- k. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from staff member Jeffrey Krachun, effective March 1, 2019. Mr. Krachun has been on staff as a teacher since September 1, 2016.

- l. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the appointment of staff member Nicole Podwats as Homebound Instructor, effective February 21, 2019. Rate will be \$38.23/hr.

- m. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the long term substitute contract extension of Leonard Lewis as 5th grade social studies teacher through June 30, 2019.

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12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending December 2018

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 2018. 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 2018. The Treasurer’s and Secretary’s report are in agreement for the month of December 2018.
- 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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- 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>
A Berth	\$0	ETCSJ, West Deptford HS 02/13/19 – ½ day pm <i>Demo of agenda items for Technology in schools</i>	\$0.00
L Erickson	\$0	Clementon Ele School 02/13/19 <i>Strategies to increase awareness of best practices in the ELA classroom</i>	\$0.00
K Mitchell	\$0	Camden County College 02/14/19 <i>Strategies to improve IEP’s for students</i>	\$0.00
J Sejda	\$0	LRC South, Rowan University 02/21/19 <i>Information for creating and implementing effective centers within the preschool classroom</i>	\$0.00
G VBClark	\$0	LRC, Rowan University 03/06/19 <i>Strategies to improve the set up of work centers</i>	\$0.00
A Poulton	\$269	BER, Cherry Hill 03/18/19 <i>Working with students who have language processing disorders</i>	\$0.00
K Gadzinski	\$269	BER, Cherry Hill 03/18/19 <i>Working with students who have language processing disorders</i>	\$0.00
J Friedman	\$0	LRC South, Rowan University 03/22/19 <i>Strategies to support preschool students with disabilities</i>	\$0.00
L Burke	\$239	BER, Cherry Hill 03/22/19 <i>Strategies to enhance differentiated and guided reading instruction when working with small groups</i>	\$0.00
L Erickson	\$239	Institute for Ed Development, Cherry Hill 03/22/19 <i>Strategies to enhance guided reading instruction and adapt lessons for greater results</i>	\$0.00
M Olcese	\$239	Institute for Ed Development, Cherry Hill 03/22/19 <i>Strategies to enhance guided reading instruction and differentiation, practical strategies to use across content areas</i>	\$0.00
B Dasher	\$239	Institute for Ed Development, Cherry Hill 03/22/19 <i>Strategies to enhance guided reading instruction and differentiation, and intervention</i>	\$0.00

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M Joshi	\$259	BER, Cherry Hill	03/25/19	\$0.00
			<i>Strategies to use to help and encourage struggling math students</i>	
R Iannuzzi-Gattuso	\$259	BER, Cherry Hill	03/25/19	\$0.00
			<i>Techniques/strategies to continue to develop a growth mindset in Math classes</i>	
J Ridley	\$259	BER, Cherry Hill	03/25/19	\$0.00
			<i>Techniques/strategies to continue to develop a growth mindset in Math classes</i>	
C Hughes	\$269	BER, Cherry Hill	04/08/19	\$0.00
			<i>Designed to increase special needs students’ achievement and progress on IEP goals</i>	
A Berth	\$550	ISTE, Phil Convention Center	06/24-26/19	\$0.00
			<i>Varieties of PD sessions – similar to Techspo</i>	

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

Batch number 57 Amount \$ 928,563.41

G. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the February, 2019 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 _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 CARE disbursements for the month of January, 2019 in the amount of \$21,372.18.
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- I. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 Cafeteria disbursements for the month of January, 2019 in the amount of \$0.00.
This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.
- J. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2018-2019 ten month school year:
- For Archway Programs:**
Grade 9 Special Education Student #4206846536, at a yearly rate of \$48,207.30.
- For Haddon Heights School District:**
Grade 10 Special Education Student #9977409506, at a yearly rate of \$34,192.
- For GCSSSD-Bankbridge:**
Grade 9 Special Education Student #9950492727, at a yearly rate of \$38,700. There is also an out of county fee of \$3,000. This student also requires the support of a 1:1 assistant at a rate of \$40,760.
Grade 7 Special Education Student #1881917553, at a yearly rate of \$38,700. The student requires the support of a 1:1 aide a rate of \$40,760. There is also an out of county fee of \$3,000.
Grade 12 Special Education Student #7783054802, at a yearly rate of \$38,700. There is also an out of county fee of \$3,000.
- For Kingsway Learning Center:**
Grade 9 Special Education Student #9353925643, at a yearly rate of \$67,067.70.
- K. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the use of state contract with Houpert Truck Service. State contract number 42081.

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14. Old Business

Policies for review for the month of February:
9000, 9010, 9020, 9110, 9111, 9113, 9114, 9121

15. New Business

Committee Updates
Negotiations
NJSBA
CCESC
Pine Hill Bd of Ed
CCSBA

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.

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- 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;

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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.

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.