

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

August 25, 2016

Action Meeting Agenda

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, \_\_\_\_\_, 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 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**

**Term Expires**

Mr. Jeffrey Souza	_____	2016
Mrs. Cynthia Mozee	_____	2016
Mrs. Jocelyn Lewis	_____	2016
Mr. Sol Cohen	_____	2017
Mr. Keith Jones	_____	2017
Mrs. Mary Williams	_____	2017
Mr. Brian Davis	_____	2018
Mrs. Kimberly Reed	_____	2018
Mrs. Joanne Young	_____	2018
Dr. Edythe B. Austermuhl, 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 minutes of the July 28, 2016, and August 18, 2016 meetings as presented in duplicated form and dispense with the reading of the same.

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**5. Executive Session – In**

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

Resolution for Executive Session:

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

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

**6. Executive Session – Close**

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

**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:***

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

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

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

**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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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

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 \_\_\_\_\_.

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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>
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N/A

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

F. Safety and Security – JFK

Type of Drill      Date and Time

Fire – June 8, 2016 at 9:50am, July 27, 2016 at 9:30am

Lockdown – June 2, 2016 at 10:00am, July 25, 2016 at 10:00am

Bus Evacuation

Bomb Threat

G. Safety and Security – DDE

Type of Drill      Date and Time

Fire - none

Lockdown - none

Bus Evacuation

Bomb Threat

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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
PEACE	Both schools, fields	Various times throughout the school year	Dances, field days, etc.

- 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
5131.4	Campus Disturbances	5131.5	Care of School Property
5131.5	Vandalism/Violence	5131.5	Reporting Violence, Vandalism, Alcohol and Other Drug Abuse
5131.6	Drugs, Alcohol, Steroids, Tobacco	5131.5	Vandalism
5131.7	Weapons and Dangerous Instruments	5131.6	Substance Abuse
		5131.7	Removal of Students from the General Education Program for Weapons/Fire Arms Offenses
		5131.7	Weapons
6142.10	Internet Safety and Technology Policy	6142.10	Acceptable Use of Computer Network and Resources, Regulation Students
		6142.10	Acceptable Use of Computer Network for Staff
		5131	Student Discipline

- a. Motion by \_\_\_\_\_, second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for second reading: Policies 5131.4 – Campus Disturbances; 5131.5 – Vandalism/Violence; 5131.6 – Drugs, Alcohol, Steroids, Tobacco; 5131.7 – Weapons and Dangerous Instruments; 6142.10 – Internet Safety and Technology Policy and Regulations 5131.5 – Care of School Property; 5131.5 – Reporting Violence, Vandalism, Alcohol and Other Drug Abuse; 5131.5 – Vandalism; 5131.6 – Substance Abuse; 5131.7 – Removal of Students from the General Education Program for Weapons/Fire Arms Offenses; 6142.10 – Acceptable Use of Computer Network and Resources, Regulation Students; 6142.10 – Acceptable Use of Computer Network for Staff; 5131 – Student Discipline.

*These items were uploaded to the portal, June board folder for review. Hard copies were included in the board packet for the July 28, 2016 action meeting.*



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Policy	Name	Regulation	Name
5132	Dress and Grooming Policy	5132 (R)	Dress Code. Regulation
5134	Pregnant Students Policy	5136 (R)	Student Fund Raising Regulation
5136	Fund-Raising Activities Policy	5141 (R)	Health Services Regulation
5141	Health BTS revision 4 14 Policy	5141.2 (R)	Care of Injured and Ill Persons Regulation
5141.1	Accidents Policy	5141.2 (R)	Control of Communicable Disease Regulation
5141.2	Illness Policy		

- b. Motion by \_\_\_\_\_, second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for first reading:  
 Policies – 5132 Dress and Grooming; 5134 Pregnant Students; 5136 Fund-Raising Activities; 5141 Health BTS revision 4 14; 5141.1 Accidents; 5141.2 Illness and Regulations: 5132 (R) Dress Code; 5136 (R) Student Fund Raising; 5141 (R) Health Services; 5141.2 (R) Care of Injured and ill Persons; 5141.2 (R) Control of Communicable Disease.

*These items were uploaded to the portal, July board folder for review. Hard copy was included in the board packet for the July 28, 2016 action meeting.*

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Policy	Name	Regulation	Name
5141.21	Administering Medication	5141.21 (R)	Administration of Medication Regulation
5141.22	Medical Marijuana	5141.22 (R)	Medical Marijuana Regulation
5141.3	Health Examinations and Immunizations	5141.4 (R)	Child Abuse and Neglect Regulation
5141.3	Minimal Immunization Requirements	5141.6 (R)	Self-Injury Flow Chart - 1
5141.4	Child Abuse and Neglect	5141.6 (R)	Crisis Response Regulation
5141.6	Self-Injury Parent Notification	5141.6 (R)	Student Suicide, Self-Injury Prevention Regulation
5141.6	Crisis Response, Suicide, Self-Injury Prevention		

- c. Motion by \_\_\_\_\_, second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following policies and regulations for review: Policies 5141.21 – Administering Medication, 141.22 – Medical Marijuana, 5141.3 – Health Examinations and Immunizations, 5141.3 – Minimal Immunization Requirements, 5141.4 – Child Abuse and Neglect, 5141.6 – Self-Injury Parent Notification, 5141.6 – Crisis Response, Suicide, Self-Injury Prevention, and Regulations: 5141.21 (R) – Administration of Medication, Regulation, 5141.22 – Medical Marijuana, 5141.4 (R) – Child Abuse and Neglect, Regulation, 5141.6 (R) – Self-Injury Flow Chart, Regulation, 5141.6 (R) – Crisis Response, Regulation, 5141.6 (R) – Student Suicide, Self-Injury Prevention, Regulation.

*These items were uploaded to the portal, August board folder for review. Hard copy is included in the board packet for the August 25, 2016 action meeting.*

- d. Motion by \_\_\_\_\_, second by \_\_\_\_\_  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the Memorandum of Agreement between the School District and Law Enforcement to the County Superintendent and County Prosecutor for the 2016-2017 school year.

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- e. Motion by \_\_\_\_\_, second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the appointment of the 2016-2017 DEAC Committee. *This form was uploaded to the August board folder. Hard copy is included in the board packet for the August 25, 2016 action meeting.*
- f. Motion by \_\_\_\_\_, second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, acknowledge the 2016-2017 Staff Handbook. *This document was uploaded to the August board folder.*

**11. Personnel – these agenda items in bold were voted on during the August 18, 2016 Meeting.**

- a. **Motion by Keith Jones, second by Kimberly Reed**  
**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>
D Forte	F/T Ed Assistant	Step 1, \$15,061	09/01/2016
D Straughn	ESL District	Step 4, BA, \$55,195	09/01/2016

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

- b. **Motion by Kimberly Reed, second by Joyce Young**  
**RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve, with regret, the letter of resignation received from staff member Mindy Pratt, effective August 15, 2016. Ms. Pratt has been employed in the district as an Educational Assistant since September 1, 2011. Motion carried, roll call vote, all present voting “yes”.**

- c. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of requested leave for staff member #01447. Anticipated start date will be September 12, 2016. A combination of sick, personal, Family Leave and private disability time will be used. A partial return will be made, three to four days per week, on January 23, 2017. Full return will be on May 1, 2017.

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- d. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve, with regret, the resignation letter from Jeffrey Patterson, Supervisor of Curriculum and Instruction, effective October 23, 2016. Mr. Patterson has been on staff with the district since March 12, 2007.
  
- e. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve, with regret, the resignation letter from Sheila Draft, teacher, effective August 25, 2016. Mrs. Draft has been on staff with the district since September 1, 2001.
  
- f. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve, with regret, the resignation letter from Taylor Katawick, Instructional Assistant, effective August 22, 2016. Ms. Katawick has been on staff with the district since January 4, 2016.
  
- g. 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>
S DiMario	P/T Custodian	\$10/hr	08/29/16

- h. Motion by \_\_\_\_\_, second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following stipend positions for the 2016-2017 school year:

Mary Jo Kolaski and Frank Pupa as co leaders for Grade 8 Activities Coordinators and Yearbook Advisors.

Stipend amounts are as follows

Grade 8 Activities Coordinator - \$1050 for Kolaski and \$750 for Pupa

Yearbook Advisor - \$750 for Kolaski and \$650 for Pupa

**12. Curriculum and Instruction**

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Grades 6 through 8 Science Curriculum.

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**13. Business and Finance**

Financial Report – Period Ending May (Revised) & June 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 months of May (Revised) & June 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 months of May (Revised) & June 2016. The Treasurer’s and Secretary’s report are in agreement for the months of May (Revised) & June 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

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

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<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
Teacher – ESL – TBD	\$175	Lindenwold Bd of Education, 09/01, 02, 10/11, 01/17	\$0
Administrator – TBD	\$175	Lindenwold Bd of Education, 09/01, 02, 10/11, 01/17	\$0
		<i>ESL – Info training Sheltered Instruction in English</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 51      Amount \$487,156.62

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- G. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the August, 2016 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 Superintendent and Business Administrator, approve the letter of resignation, with regret, of Jocelyn Lewis, board member. This resignation is effective August 2, 2016.
- I. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the out-of-district tuition contract for a Preschool Special Education student, # 4414621881, to attend the YALE School Southeast at a yearly rate of \$72,164.40. This placement is needed because no in-district program was found to meet the student’s individual educational needs.
- J. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the out-of-district tuition contract for a grade 12+ special education student, #3668842816, to attend the Archbishop Damiano School at a yearly rate of \$50,479.64. This placement is a continuation of a placement due to the significant nature of this student’s disability.
- K. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the out-of-district tuition contract for a grade 7 special education student, #9353925643, to attend the Kingsway Learning Center at a yearly rate of \$59,456.32. This placement is a continuation of the student’s current placement.

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- L. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the submission of the FY17 NCLB Consolidated Application for the 2016-2017 school year.

NCLB Title IA Funds	\$184,286.00
NCLB Title IIA Funds	\$45,206.00

- M. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the contract with Heartland Rehabilitation Services for the 2016-2017 school year. The proposed contract reflects a 0% increase for services. Occupational Therapist services are billed at \$78.03 per hour, and COTA services are billed at \$57.22 per hour. It is recommended by the Supervisor of Special Services to continue to contract with Heartland for these services since we continue to receive excellent services from their therapist.

**14. Old Business**

**15. New Business**

- Committee Updates
  - Negotiations
  - NJSBA
  - CCESC
  - Pine Hill Bd of Ed
  - CCSBA



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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 go 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: \_\_\_\_\_ 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.

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**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.