

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 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 October 19, 2017 meeting as presented in duplicated form and dispense with the reading of the same.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 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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November 15, 2017

Action Meeting Agenda

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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:

*Lincoln Bender, Julianna DeNinno, Nathan Negron, Gianna Kovacs,
Shabiha Tasnim, Brody Camp, Logan Balducci,
Aidan Wegrzyniak, Aaloki Patel, Qu’Ran Griffin*

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

*Helen Chen, Dominic Negron, Alison Lucier, Trevyon McCaully,
Kaitlyn Keenan, Cameron Madden, Isabella Boyle,
James Castracane, Balreet Kaur, Zachary Ketchum*

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

Edward Morris, Olivia Larsen, Austin Cason, Henry Teasdale, Jaynelle Henderson

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

Joshua Karabell-Moya, Marchese Brown, Nylecia Slough, Justus Bell, Nyla Franks

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 close the meeting to the public. Time closed: ____.

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November 15, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

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 GOALS

2017-2018

1. 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
2. Work with the district administrative staff to investigate the Future Ready School initiative for ways to increase the use of technology for instructional purposes.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

BOARD GOALS

1. Complete all phases of the CSA evaluation process for the 2017-2018 school year by the June 30, 2018 deadline as described in NJ Administrative Code and Statute.
 2. Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.
 3. Continue to work as a 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 _____.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

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- 2	Deaner	Academy of Nat Sciences, Phil, PA	12/20/17	\$0	One driver, one bus, tolls, parking
5	Burke	Marlton 8 Theater, NJ	11/28/17	\$6	Two drivers, two buses
5 & 8	Berlin Police Dept For LEAD program	Sahara Sam’s	12/14/17	\$0	Three drivers, three 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 November 15, 2017 agenda.

F. Safety and Security – JFK

Type of Drill Date and Time

Fire – October 27, 2017 – 2:05pm

Lockdown – Evacuation – October 11, 2017 – 11:00am

Bus Evacuation

Bomb Threat

G. Safety and Security – DDE

Type of Drill Date and Time

Fire - October 31, 2017 at 10:40am

Lockdown – Evacuation to JDK – October 11, 2017 at 10:00am

Bus Evacuation

Bomb Threat

H. Monthly Reports Uploaded to Portal for Review

a. Coordinator of Special Services

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

- 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

I. Discussion Items:

Regulation	Name	Bylaws	Name
5132	Dress Code		

- 1. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of regulation 5132 – Dress Code.

This document was uploaded to the board portal, November folder for board review. A copy is included in the board packet.

- 2. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the resolution to participate in The Future Ready Schools Initiative.

This document was uploaded to the board portal, November folder for board review. A copy is included in the board packet.

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:

Name	Position	Salary	Start Date
Bernard Tighe, III	PT Custodian	\$10/hr	Pending receipt of fingerprints

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

- b. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Lucia Henry. Ms. Henry has been employed in the district since September 21, 2015. She has held various staff positions. Her letter of resignation is regarding the position she held in our maintenance department. The effective date of resignation from this position is October 24, 2017.
- c. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from Stephanie Rech. Ms. Rech has been employed in the district since February 13, 2017 as the Media Specialist at DDE. The effective date of resignation from this position is December 22, 2017.
- d. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the request from employee number 01524. This request is to alter a return to work date for this employee. The original return to work was scheduled for 01/02/2018. It is requested to be changed to 12/18/2017.
- e. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the final draft of the district Nursing Services Plan, 2017 – 2018 for submission to the county office of education. *This document was uploaded to the board portal, November folder for review.*
- f. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the clinical practice placement request from Rowan University for student Stephanie Rubin. Ms. Rubin is requesting placement in the JFK school for the period of January 1, 2018 through June 30, 2018. The cooperating staff member will be Ryan Rollins, School Psychologist. Emphasis will be placed upon gaining direct experiences and in all phases of the role of the school psychologist.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

- g. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following stipend positions for DDE:

<u>Name</u>	<u>Sport</u>	<u>Stipend Amount</u>
John Kelly	Boys’ Basketball Coach	\$2,000
Brian Reilly	Girls’ Basketball Coach	\$2,000
Ana Klinke	Shared Time Between Both Boys and Girls – Asst Coach	\$1,000
Kevin Boykin	Parent Volunteer Girls BB Coach	N/A
Security Personnel: Heidi Farlow, Robin Schaffer		\$25 per hr

- h. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following list of ADVANCE volunteers:

Shannon Costino, Maureen DeFrehn, Ashley McGuriman, Daniel DiClementi, Emily LaScala, Melanie Ketchum, Bryan Ketchum, Nicole Gilbert, David Gilbert, Kara Gentile, Tami Souza, F. Shawn Journeigan, Randee Speece, John Hinkie, Sr., Emily McDevitt, James Canning, Kim Molins, Kevin McAndrews, Meghan Folcher, Amanda Walker, Patricia Hollimon, Ayse Akgun, Brittany Torres, Christen Harad, Carmen Tumaneng, Lauren Campisi, Jenna McAndrews, Rachel Worthington, Alice Shoester, Deana Rozanski, Patty McCaully, Keith McCaully, Emily Potts, John Cieslak, Christi Cieslak, Gabrielle Powell, Kristine Ward, Colette Mikulski, Kaoutar Mzireg, Todd Bannan, Margie Bannan, Rebecca Gillis, Matt Gillis, Wilma Doty, Hannah Gunson, Gary Gunson, J.P. Bell, Jeff Podwats, Sherry Lane, Alfred Hollimon, Danielle D’Orto, David D’Orto, William McNally, Lauren McNally, Jessica Griffith, Regina Mitchell, Jeffrey McGovern, Eileen Dever, Harold Mitchell, Elizabeth Davis, Micheline Driehorst, Dana Landolt, Raymond Hennagir, III, Michelle Russo Maggi, Heather Henderson, Steve Whomsley

- i. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, for staff member Sharon McDonough. This letter is effective November 30, 2017. Mrs. McDonough has been employed as an Instructional Assistant with the district since October 16, 2014.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 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 Superintendent, approve Andrew Cohen as Volunteer for the CARE Annual Holiday Night on 12/8/17. Andrew has assisted in prior years and receives community service credit for his high school, Eastern Camden County Regional School District.

12. Curriculum and Instruction

13. Business and Finance

Financial Report – Period Ending September 2017

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 September 2017. 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 September 2017. The Treasurer’s and Secretary’s report are in agreement for the month of September 2017.
- 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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 2017

Action Meeting Agenda

“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>
C Conicella	\$259	BER, Cherry Hill, NJ 01/29/18 <i>Practical timesaving workstations for Kindergarten</i>	\$0
D Bottley	\$0	NJSBA, Trenton, NJ 12/14/17 <i>Future Ready Schools Training</i>	\$0
A Berth	\$0	NJSBA, Trenton, NJ 12/14/17 <i>Future Ready Schools Training</i>	\$0
E Austermuhl	\$0	NJSBA, Trenton, NJ 12/14/17 <i>Future Ready Schools Training</i>	\$0
J Uhniat	\$239	BER, Cherry Hill, NJ 01/10/18 <i>Strategies and instructional resources to expand RTI resources</i>	\$0
T Corbett	\$249	Institute for Ed Development, Voorhees, NJ 01/10/18 <i>Work stations during literacy instruction to improve student learning</i>	\$0
K Mitchell	\$249	Institute for Educational Development, Cherry Hill, NJ Create engaging spaces to enhance STEM skills 01/23/18	\$0
E Hoff	\$149	NJPSAFE, NJ 11/20/17 Navigating PARCC reports to analyze trends of NJ student performance	\$0
N Sims	\$259	BER, Cherry Hill, NJ 02/06/18 Using Guided Math to differentiate math instruction	\$0
L Gillespie	\$295	BER, Cherry Hill, NJ 01/26/18 Resource for improving emergency response	\$0

- 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 54

Amount \$ 1,091,640.83

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

- G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the November, 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 2017-2018 CARE disbursements for the month of October, 2017 in the amount of \$49,535.77.
- I. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 Cafeteria disbursements for the month of October, 2017 in the amount of \$ 12,601.51.
- J. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement for staff member Rachel Deaner in the amount of \$1,000. *The chart detailing course information was uploaded to the portal, November folder, for board review.*

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

- K. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN
LEGAL SERVICES ADOPTED BY THE BOARD OF EDUCATION
OF THE TOWNSHIP OF BERLIN IN THE
COUNTY OF CAMDEN

WHEREAS, there exists a need for specialized legal services in connection with the capital program and the authorization and the issuance of obligations of The Board of Education of The Berlin Township School District in the County of Camden, (the "Board"), a body corporate of the State of New Jersey, including the review of such procedures and the rendering of approving legal opinions acceptable to the financial community; and

WHEREAS, such special legal services can be provided only by a recognized Bond Counsel firm, and the law firm of McManimon , Scotland & Baumann, LLC, Roseland, New Jersey is so recognized by the financial community; and

WHEREAS, funds are or will be available for this purpose;

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, AS FOLLOWS:

1. The law firm of McManimon, Scotland & Baumann, LLC, Roseland, New Jersey is hereby retained to provide specialized legal services necessary in connection with the capital program and the authorization and the issuance of obligations of the Board in accordance with an Agreement dated as of _____, 2017 and submitted to the Board (the "Contract").
2. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-5(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

3. A copy of this resolution as well as the Contract shall be placed on file with the Secretary of the Board.
4. A notice in accordance with the Public School Contracts Law of New Jersey in the form attached hereto shall be published in Courier Post.

CERTIFICATION

The foregoing is a true and complete copy of a resolution adopted by the Board of Education at a meeting thereof duly called and held on _____, 2017.

- L. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the contract with NW Financial Group, LLC for Continuing Disclosure Assessment Services. Fee for services is \$1,500.00.

14. Old Business

15. New Business

Administrative Team Presentation

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

CARE FDP

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

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.
 - 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.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

November 15, 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.