

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

June 20, 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. Austerstuhl, 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 action meeting minutes of the May 23, 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

**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 of May to be acknowledged from the
John F. Kennedy Elementary School:***

*Kevin Dixon, Scarlet Olea-Araujo, Peyton Chiarulli, Mark Riepen,
Gianna Worthington, Emmett Kline, Alexander Sobrado,
Casey Dixon, Gianna Hardy, Dominic Day*

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

*Alyssa Whalen, Sadaf Mehtab, Abraham Velez, Rhyan Hunter,
Dominic Maslin, Maeve Lyons, Leigha Muff, Brody Camp,
Amir Cooper, Alexis Brennan*

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

*Te'Shan Bell, Harlan Talosig, Ella DeMarco, Christopher Riess,
Joel Nicoletto, Gianna Ortiz-Csink,
Evyania Papathanasiou, Anthony Gilbert, Mia Mazakas,
Gabriella Bermudez*

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

*Jayden DeVan, Layla Graham, Ashton Kubat, Ava Landolt, Kiera Riess,
Shane Way, Alena Morrison, Carson Russo, Yasmine Rodio, Frank Quinn*

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

*Gabriel Menzer, Karma-Jane Nunnenkamp, Joseph Mikulski, Iyanna Harmon,
Olivia Fiordaliso, Davina Sierra*

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

*Nyla Franks, Serenity Nunnenkamp, Frank Caprera, Savannah Riley,
Alianna Medina, Brianna Cusato*

Retiring Staff Members

Cathy Conicella, Stacey Childs

- a. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the acceptance of a donation of a microwave oven for the JFK staff lounge from the Reed Family.

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;

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- 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.

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 – List of Audience Members Who Spoke During Meeting

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
6/13/19	DDE	6200	HIB	Counseling sessions for offender; parent contact
5/25/19	JFK	6141	HIB	Parent contact; Loss of privileges; Counseling session with Guidance

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

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 # 6092) reported on May 21, 2019.

E. Field Trips:

Grade Teacher Place Date Cost to Student Cost to District

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 MONTH DAY YEAR agenda.

F. Safety and Security – JFK – May, 2019

Type of Drill Date and Time

Fire - May 31 at 11am

Lockdown – May 29 at 10 am

Bus Evacuation

Bomb Threat

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G. Safety and Security – DDE – May, 2019

Type of Drill Date and Time

Fire - May 22nd at 9am

Lockdown – May 29th at 1:30pm – evacuation to JFK

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 – 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

I. Discussion Items:

Regulation	Name	Bylaws	Name
N/A			

1. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the _____. *This document was uploaded to the board portal, MONTH folder for board review.*

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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>
Emily Klinke	ESY Teacher-PSD	\$38.23 per hour	July 2019
Nancy Brown	Gr. 8 ELA	BA Step 2, \$52,882	9/1/19
Alma Trivers*	Instructional Asst-Library	\$14,504	9/1/19

*this is a change from full time to part time status

Bus Drivers – extra compensation rate as listed below:

Bonnie Dutton	\$17.43/hour	7/1/19
Burton Holcomb	\$20.92/hour	7/1/19
Adrienne Howard	\$19.99/hour	7/1/19
Antonette Pearson	\$18.23/hour	7/1/19
Denise Peidl	\$20.92/hour	7/1/19
Patricia Savidge	\$22.20/hour	7/1/19
Theresa Vandegrift	\$22.20/hour	7/1/19

- b. Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

Kelly Thomas, Bethany Jones, Krista Jones, Gilbert Bates, Danielle Moreno, Christine Mason, William Sanchez, Jessica Cusato, Shannon Toomer

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- c. Motion by _____, seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following stipend positions for the 2019-2020 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend Rate</u>
Jessica Wright	SGA – Advisor	\$2,010.82
Sarah Zimmerman	SGA - Asst Advisor	\$1,269.99
Carrie Aloï	NJHS Advisor – shared	\$1,113.74
Renaë Borgstrom	NJHS Advisor - shared	\$1,113.74
Mary Jo Kolaski (shared)	Yearbook Advisor	\$819.15
Jacklyn Lawlor (shared)	Yearbook Advisor	\$793.75
Mary Jo Kolaski (shared)	8 th Grade Activities Coord	\$1,146.80
Robin Schaffer (shared)	8 th Grade Activities Coord	\$1,078.88
John Kelly	Athletics Coordinator	\$2,293.60
Evan Lindner	Band Director	\$4,805.64
Evan Lindner	Chorus Director	\$2,402.83
Brian Martino	Boys Soccer Coach	\$1,965.95
John Kelly	Girls Soccer Coach	\$1,965.95
Ana Klinke	Boys/Girls Soccer Asst Coach	\$1,310.63

- d. Motion by _____seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement request for staff member Abigail Palen in the amount of \$499.
A chart with course details was uploaded to the month’s board folder for review and is included in the board packet.
- e. Motion by _____seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the letter of resignation, with regret, from staff member Michele Ivancich, effective August 30, 2019. Mrs. Ivancich has been on staff since September, 2012.
- f. Motion by _____seconded by _____
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the 2019-2020 employment contract for Megan Stoddart, Business Administrator. This contract was submitted to the county office of education and has been approved by the county superintendent.

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- g. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the 2019-2020 employment contract for School Security Shared Services with Berlin Township. *This document was uploaded to the board portal, June folder for board review.*
- h. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the placement of Jennifer Cusick-Loss on the board approved substitute list.
- i. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the reimbursement of the \$125 fee for a county substitute certificate for Jean Eddis and Jennifer Cusick-Loss as per board resolution on May 2, 2019.
- j. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the FMLA leave for the following staff members:
- #01501 – FMLA, sick and unpaid leave (13 days) from 9/3/19-12/20/19
 - #01336 – FMLA, sick and unpaid leave (9 days) from 9/25/19 - 2/3/20

Curriculum and Instruction

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12. Business and Finance

Financial Report – Period Ending April and May 2019

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 April & May 2019. 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 April & May 2019. The Treasurer’s and Secretary’s report are in agreement for the month of April & May 2019.
- 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>
K Mitchell	\$79	Online course -06/07/19 <i>Research based Dyslexia approaches</i>	\$0.00
K Haloupek	\$90	Hackensack, NJ – 06/11/19 <i>Behavioral Health Matters</i>	\$0.00
E Austermuhl	\$0	Lindenwold, NJ – 08/14/19 <i>South Jersey Data Leadership Partners – data usage</i>	\$0.00
M Murphy	\$0	Lindenwold, NJ – 08/14/19 <i>South Jersey Data Leadership Partners – data usage</i>	\$0.00
E Austermuhl	\$299	Webinar – 06/26/19 <i>FMLA Compliance for Schools</i>	\$0.00
M Bright	\$0	Monroe Twp – 07/25/19 <i>NJPSA/FEA/ASCO – fostering collaborative and collegial relationships for teaching, leading and learning</i>	\$0.00

- 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 61 Amount \$652,009.14

- G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the June, 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 as well as included in the board packet.*

- 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 May, 2019 in the amount of \$2,209.91. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*

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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 June, 2019 in the amount of \$45,533.62. *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 Superintendent, to approve the awarding of the base bid and alternate #1 for the “Improvements to Faculty Parking Area and Stormwater Management System at John F. Kennedy School to Arthur R. Henry, Inc.

Base Bid = \$174,86.60
Alternate #1 = \$14,958.00
Alternate #2 = not accepted

Three bids were received.

K. Motion by _____ seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2019-2020 ACES Resolution as follows:

A RESOLUTION BINDING THE BERLIN TOWNSHIP SCHOOL DISTRICT
TO PURCHASE ELECTRIC GENERATION SERVICES
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid
Cooperative Pricing System ID#E8801-ACESCPS

RESOLUTION NUMBER ACES 2019-2020

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Berlin Township School District is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its

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own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

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FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

CERTIFICATION

I hereby certify that the foregoing is a true, full and correct copy of Resolution Number _____

adopted by _____ at its meeting on _____ 20____.

BY: _____ ATTESTED BY:

Name and Title	Name and Title
----------------	----------------

On Behalf of: _____

County of _____, State of New Jersey
(Insert county name)

L. Motion by _____ second by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to establish the following financial institution for deposit of school funds: **Republic Bank.**

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M. Motion by _____ second by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following designees as authorized check signers for each respective account:

<u>Account Name</u>	<u>Required Signatures</u>	<u>Authorized Signers</u>
General Account	any 3 of the 4	Pres., V. Pres., Treasurer, Board Secretary
Payroll, Agency, Latchkey, Unemployment Community Ed., & Contri.	any 1 of the 4	Pres., V. Pres., Treasurer, Board Secretary
Cafeteria and Student Acct.	any 2 of the 3	Board Sec., Supt, Principal

N. Motion by _____ second by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to purchase CD’s and bank notes for investment purposes.

O. Motion by _____ second by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to transfer/wire funds by telephone or internet.

P. Motion by _____ second by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint the business administrator as district purchasing agent and set the district’s bid threshold at \$29,000 for the 2019-2020 school year and the district’s quotation threshold at \$4,350 for the 2019-2020 school year.

Q. Motion by _____ second by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to promptly handle business affairs including the payment of invoices that the board has contracted with or what are public utilities and to have these payments subsequently approved at the next action meeting.

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- R. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the firm of Capehart and Scatchard, as the Board of Education Solicitor under the terms of the professional contract for the 2019-2020 school year. Pursuant to 18:A:18A-5(a)1, award of contract shall be printed in an official newspaper.
- S. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve Omni Group as the third party administrator of the district’s 403(b) plan (Tax shelter) for 2019 -2020 school year.
- T. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following Tax Shelter Annuity companies for the 2019-2020 school year: Equitable, MetLife (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning.
- U. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve T.C. Irons/Haines and Haines as the district’s risk management broker of record for the 2019-2020 school year.
- V. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Brown and Brown Benefit Advisors as the district’s health insurance broker of record for the 2019-2020 school year.
- W. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Tatem Brown Family Physicians under the terms of the professional contract to provide medical services for the board of education including, but not limited to:
- physical examinations (staff and sports physicals)
 - tests
 - other services deemed appropriate by the board of education for the school year 2019-2020
- Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.

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- X. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following contracted services/outside consultants:

SCHOOL YEAR 2019-2020

List of Contracted/Outside Consultants

Psychiatrists

Dr. James & Joseph Hewitt \$575

Pinnacle Behavioral Health \$300

Copeland & Dorman (Spanish speaking) \$600

Dr. Omar Ayala

Neurologists

Cooper Pediatrics \$350

Nemours/DuPont Pediatrics \$685

Occupational Therapy

Heartland Rehabilitation Services \$78.03/hr

Physical Therapy

Educational Services Commission \$68/hr

Educational Interpreting

CRESS – Center for Regional Educational Support Services \$447/day
Gloucester Co Special Services School District

Audiological Services

REM Audiology Associates \$295 Audiological eval
\$595 CAPD eval

Burlington County Special Services School District Education Services Unit \$295/hr School consult

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Autism/Behavior Support Services

Interactive Kids \$125/hr
Behavior Consultation \$50/hr Direct Care

Assistive Technology Services

Leaps and Sounds, LLC \$800AT eval
\$110/hr Consultation

Bilingual Services

Learning Tree – bilingual CST evaluations \$780
Leslie McEwan – Spanish speech evaluations \$700
Sophie Lusinsky – Spanish \$350 psychological eval
\$500 psychoeducational eval
Carmody Development Center – Spanish speech evaluations \$350
ParaPlus Translations – Interpreting services cost varies w/ language

Support Services

Delta-T – staffing services
General Health Resources, Inc – staffing services cost varies based on position
- Nursing, Therapy, Education, Behavioral Health Staffing

Y. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Edythe Austermuhl, Superintendent, as the district Attendance Officer for the 2019-2020 school year.

Z. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds; as the district Right to Know Coordinators.

AA. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Asbestos Compliance Officer.

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- AB. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Public Agency Compliance Officer.

- AC. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds, as the district PEOSHA Officers.

- AD. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Custodian of Records.

- AE. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Safety Coordinator.

- AF. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison.

- AG. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, and Ms. Ashley Episcopo, Dwight D. Eisenhower Middle School Guidance Counselor as the district Issuing Officers of Working Papers.

- AH. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds as the district IPM Coordinator.

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- AI. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Bowman and Company as the district’s auditing firm for the 2019-2020 school year.

- AJ. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to designate the following locally circulated newspapers as official publications of advertising purposes: The Central Record and The Courier Post.

- AK. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to resolve that the Berlin Township Board of Education adopt the established policies, rules and regulations of the Berlin Township Board of Education.

- AL. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to delegate the Board’s right of consent or approval to Edythe Austermuhl, Superintendent of Schools for expediting scheduling and other facility/field use activities in accordance with established Board policies, effective July 1, 2019.

- AM. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to allow the school business administrator to maintain a petty cash fund in the amount of \$200. These funds are to be used for tolls associated with field trips as well as unexpected costs. Amounts are to be re-deposited in June, 2020.

13. Old Business

**By law Review—9321; 9322; 9322 R; 9322.1; 9323/9324
Reese Investigations- update on usage**

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14. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

15. 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.

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 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.

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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.

16. Public Comments – Closed

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

17. 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.

18. Executive Session – Close

Motion by _____, seconded by _____ to come out of Executive Session. Time out: _____pm.

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19. Adjournment

Motion by _____, seconded by _____ to adjourn the meeting.
Meeting adjourned: _____pm.