

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

June 21, 2018

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**1. Call Meeting to Order**

I, Cynthia Mozee, President, call this meeting to order under the Open Public Meetings Act at 6:45pm. Motion carried, voice vote, all present voting “yes”.

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 16 , 2018 and the Central Record the week of January 15 , 2018 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	<u>present</u>	2014 / 2020
Mr. Gerard Petersen	<u>present</u>	2017 / 2020
Mrs. Mary Williams	<u>present</u>	2002 / 2020
Mr. Brian Davis	<u>absent</u>	2012 / 2018
Mrs. Kimberly Reed	<u>present</u>	2015 / 2018
Mrs. Joanne Young	<u>absent</u>	2015 / 2018
Mr. Jeffrey Souza, Vice President	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>present</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>present</u>	2016 / 2019
Dr. Edythe B. Austeruhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>present</u>	
Lauren Tedesco, Capehart & Scatchard	<u>present</u>	

**4. Approval of Minutes**

Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education approve the minutes of the May 24, 2018 meeting as presented in duplicated form and dispense with the reading of the same.  
Motion carried, voice vote, all present voting as follows:

Voting “yes”: Mrs. Reed, Mr. Souza, Mr. Cohen, Mr. Petersen, Mrs. Williams,  
Mrs. Mozee

Abstention: Mrs. Figueroa-Epifanio

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**5. Executive Session – In**

Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 6:47pm.

Motion carried, voice vote, all present voting “yes”.

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 Jeffrey Souza, seconded by Sol Cohen to come out of Executive Session. Time out: 7:20pm. Motion carried, voice vote, all present voting “yes”.

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**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.

**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:***

***April - Paarth Shrimali***

***May - Rosemery Acosta-Frias, Kyler Porter, Jasmine Peralta-Martin, Eva Torres,  
Charlotte Moreno, Isaiah Pease, Kyrie Lee-Tambriz, Jared Virelli,  
Kelly McCarthy, Emma Cieslak***

***June – Landyn Ford, Blake Sanderson, Maeve Lyons, Henry Kwelty, Anna Mason,  
Nicholas Barbera, Charlotte Roe, Bryce Brown, Jacqueline McWilliams,  
Nicholas Coppola***

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

***May - Alyssa Marchionese, Harry Talosig, Rory Brennan, Jesus Chila, Alaina Funari,  
Jaylan Hornsby, Catilyn Garrity, Nason Walker, Kashmala Kahn, Jay Mark Garcia***

***June – Davina Arvelo, Cameron Daly, Nanzibah Hossain, Nobin Shah,  
Mia Mazakas, Marissa Stires-Barreto, Jack Bell, Nicholas Wall,  
Domenica Magazzu, Jacob Cieslak***

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

*Davina Sierra, Evolet Hernandez, Kayla Alexander, Jamie Barnes, Noella Duran*

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

*Colin Davis, Tyrone Imes, Jo-El Byrd, Josue Navedo Sanchez,*

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*Alaina Dufresne*

**Business Recognition**

Always a Good Sign

Motion by Kimberly Reed, seconded by Gerard Petersen to accept the donation of the Class of 2018 Banner presented by Always a Good Sign.

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

**Bus Driver Appreciation**

Patty Savidge, Burt Holcomb, JR Friend, Antonette Pearson, Terri Vandegrift, Denise Peidl, & Bonnie Dutton

**2018 Retirees—Thank you for your commitment**

Constance Carver, 25 years; Patti DiLeo, 22 years, Ward Walker, 26 years

**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.

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Motion by Mary Williams, seconded by Gerard Petersen to open the meeting to the public for the discussion of agenda items only. Time in: 8:00pm.

*Public in Attendance is as Follows*

*Thomas Mason, Cristine Mason, John Cieslak, Christi Cieslak, Audrey Barbera, Anthony Barbera, Harold Talosig, Leilani Talosig, Jennifer Virelli, Sara McWilliams, Beth Davis, Colin Davis, Donna Stires, Marissa Stires, Molly Kwelty, Brandon Kwelty, Shana Sanderson, Eugene Sanderson, Blake Sanderson, Fiona Sanderson, Morgan Sanderson, Antonette Pearson, Lois Moreno, Burt Holcomb, Elsie Dufresne, Jim Coppola, Frank Magazzu, Phyllis Magazzu, Santino Magazzu, Lindsey Magazzu, Gianni Magazzu, Danielle Magazzu, Dante Magazzu, Antonio Magazzu, Domenica Magazzu, Josh Magazzu, Giavanna Magazzu, Luca Magazzu, Juan Peralta, Stacey Ford, Patti DiLeo, Mike DiLeo, Catherine Garrity, Brian Harad, Christine Harad, Dawn Blithe, Kara Lyons, Patrick Lyons, Brittney Torres, Michael Aruteo, Jennie Meisenzahl, JP Bell, Ann Porter, Keith Porter, Bonnie Dutton, Michael Mazakas, Megan Mazakas, Mia Mazakas, Amy Mazakas, Kathleen Pease, Morgan Flexon, Nichole Coppola, Ginger Caromanno, Malika Shrimali*

**9. Public Comments – Closed**

Motion by Mary Williams, seconded by Kimberly Reed to close the meeting to the public. Time closed: 8:00pm. Motion carried, voice vote, all present voting “yes”.

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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

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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.

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.

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

Date Reported to Superintendent	School	Case Number	Result	Action
May 18, 2018	DDE	4803	HIB	Suspension, counseling

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

D. Board Affirmation of Harassment, Intimidation and Bullying Investigation

Decisions:

Date Reported to Superintendent	School	Case Number	Result	Action
May 10, 2018	DDE	4790	Not HIB	Meeting with Counselor re: appropriate behavior

This is the second report of the above incidents.

1. Motion by Jeffrey Souza, seconded by Mary Williams  
 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 as listed on the second report document above. Motion carried, roll call vote, all present voting as follows:  
 Voting “yes”: Mr. Cohen, Mrs. Figueroa-Epifanio, Mr. Petersen, Mrs. Williams, Mr. Souza, Mrs. Mozee  
 Abstention: Mrs. Reed
2. Motion by Aida Figueroa-Epifanio, seconded by Jeffrey Souza  
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the district’s HIB Grade for the 2016-2017 school year from the NJ Department of Education School Self-Assessment Report. (See separate Handout.) Motion carried, roll call vote, all present voting “yes”.



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E. Field Trips: N/A

Grade Teacher Place Date Cost to Student Cost to District

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, 2018

Type of Drill Date and Time

Fire – May 30 – 11:35am  
Lockdown  
Bus Evacuation  
Bomb Threat – May 30 – 2:00pm

G. Safety and Security – DDE – March, 2018

Type of Drill Date and Time

Fire – March 19 – 1:30pm  
Lockdown – March 2 – 10:30am  
Bus Evacuation  
Bomb Threat

H. Safety and Security – DDE – April, 2018

Type of Drill Date and Time

Fire – April 23 – 9:40am  
Lockdown – April 18 – 1:30pm  
Bus Evacuation  
Bomb Threat

I. Safety and Security – DDE – May, 2018

Type of Drill Date and Time

Fire – May 23 – 9:40am  
Lockdown  
Bus Evacuation  
Bomb Threat - Video Review – May 25

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J. 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

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

K. Discussion Items:

Regulation	Name	Bylaws/Policy	Name
		4115	Supervision

- 1. Motion by Mary Williams, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the second reading of Policy 4115 - Supervision. *This document was uploaded to the board portal, May, 2018 folder for board review.*

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

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Regulation	Name	Bylaws/Policy	Name
1200R	School Volunteers	4111	Recruitment, Selection and Hiring
1200R	Volunteer Coaches	4211	Recruitment, Selection and Hiring
4111/4211 Exhibit	Sexual Misconduct/Abuse Disclosure Form	3570.1	Electronic Signatures
4116	Evaluation of Teaching Staff Members		

2. Motion by Jeffrey Souza, seconded by Mary Williams  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of regulations 1200R School Volunteers, 1200R Volunteer Coaches, 4111/4211 Exhibit Sexual Misconduct/Abuse Disclosure Form, 4116 Evaluation of Teaching Staff Members and policies 4111 Recruitment, Selection and Hiring, 4211 Recruitment, Selection and Hiring, 3570.1 Electronic Signatures.

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

**11. Personnel**

- a. Motion by Mary Williams, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with receipt of emergency certification and criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Abigail Palen	Part Time Computer Tech	\$12/hr 16 hrs/week	on or about 07/02/18
Joseph Folcher from FT night shift custodian to FT day shift custodian, no change in salary - \$28,431 Effective 09/01/2018			
Bernard Tighe III from PT custodian to FT custodian		\$26,500	Effective 07/01/2018

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

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- b. Motion by Mary Williams, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

*Michael Teasdale, Christina Whalen, Marylou Havers, Gerald Havers,  
Diana Gastelum, Michael Whalen, Kristin Morris, Magali Araujo,  
Zekia Delvalle, Sharon Jacob Powers, Susan Walker-Carpenter, Betty Pennington*

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

- c. Motion by Jeffrey Souza, seconded by Mary Williams  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the ratification of the contract between the Berlin Township Education Association and the Berlin Township Board of Education for the years July 1, 2016 – June 30, 2019.

Motion carried, roll call vote, all present voting as follows:

Voting “yes”: Mrs. Williams, Mr. Cohen, Mrs. Reed, Mrs. Figueroa-Epifanio,  
Mr. Souza, Mrs. Mozee

Abstention: Mr. Petersen

- d. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following list of substitute nurses for our district:

<u>Name</u>	<u>Rate</u>
Jessica Deaner	\$150.00 per day
Joan Madara	\$150.00 per day

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

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- e. Motion by Mary Williams, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the following additional staff for the summer ESY program:

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Jennifer Edwards	Nurse	\$38.23/hr
James Lamont	Teacher LD	\$35/hr

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

**12. Curriculum and Instruction**

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**13. Business and Finance**

Financial Report – Period Ending April 2018

Motion by Aida Figueroa-Epifanio, seconded by Jeffrey Souza  
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 2018. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of April 2018. The Treasurer’s and Secretary’s report are in agreement for the month of April 2018.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A -16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4, we certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

\_\_\_\_\_  
Megan Stoddart, Business Administrator

\_\_\_\_\_  
Date

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

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- E. Motion by Gerard Petersen, seconded by Mary Williams 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>
M Murphy	\$150	NJPSA – Monroe Twp., 06/07/18 <i>HIB information</i>	\$0.00
E Mason	\$80	TCNJ, NJ Music Educators., 08/07/18	\$12.40
Total \$92.40		<i>General music, technology and sp ed sessions</i>	
E Austermuhl	\$0	NJ Dept of Education, Mays Landing 06/25-28/18 <i>School Safety Specialist Training</i>	\$0.00

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

- F. Motion by Aida Figueroa-Epifanio, seconded by Jeffrey Souza RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 61 Amount \$ 514,138.01**

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

- G. Motion by Mary Williams, seconded by Jeffrey Souza RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the June, 2018 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 June folder on the portal for the board review. A list is on file with the Business Administrator.*

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

- H. Motion by Mary Williams, seconded by Sol Cohen RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 CARE disbursements for the month of May, 2018 in the amount of \$1,481.57. *This list was uploaded to the June folder on the portal for the board review. A list is on file with the Business Administrator.*

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

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- I. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017-2018 Cafeteria disbursements for the month of May, 2018 in the amount of \$24,871.19. *This list was uploaded to the June folder on the portal for the board review. A list is on file with the Business Administrator.*

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

- J. Motion by Jeffrey Souza, seconded by Mary Williams  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the tuition contract between Berlin Township School District and Pine Hill School District for the 2018-2019 school year. Total cost is \$2,611,500.00 and has been budgeted.

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

- K. Motion by Mary Williams, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018 ESEA Amendment to budget for additional carryover in the amount of \$22,181 for Title IIA.

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

- L. Motion by Aida Figueroa-Epifanio, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 General Services Contract with Camden County Educational Services Commission.

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

- M. Motion by Gerard Petersen, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the contract for in-school nursing services with Bayada for the 2018-2019 school year. Rates are \$55.00/hour for RN services and \$45.00/hour for LPN services.

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



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- N. Motion by Mary Williams, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 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 2018-2019    

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 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;

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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

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)

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

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- O. Motion by Mary Williams, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2018-2019 school lunch prices:

Student Breakfast	Full Price: \$1.10	Reduced Price: \$0.30
Student Lunch	Full Price: \$2.80	Reduced Price: \$0.40

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

- P. Motion by Mary Williams, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the following resolution:

Be it resolved that the Berlin Township Board of Education does not require the Archway Schools to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture’s Child Nutrition Program regulations.

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

- Q. Motion by Gerard Petersen, seconded by Kimberly Reed  
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.**

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

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- R. Motion by Gerard Petersen, seconded by Mary Williams  
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

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

- S. Motion by Mary Williams, seconded by Jeffrey Souza  
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.

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

- T. Motion by Gerard Petersen, seconded by Jeffrey Souza  
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.

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

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- U. Motion by Gerard Petersen, seconded by Aida Figueroa-Epifanio  
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 2018-2019 school year and the district’s quotation threshold at \$4,350 for the 2018-2019 school year.

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

- V. Motion by Gerard Petersen, seconded by Aida Figueroa-Epifanio  
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.

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

- W. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Rizzi, Jr. of the firm Capehart and Scatchard, as the Board of Education Solicitor under the terms of the professional contract for the 2018-2019 school year. Pursuant to 18:A:18A-5(a)1, award of contract shall be printed in an official newspaper.

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

- X. Motion by Gerard Petersen, seconded by Aida Figueroa-Epifanio  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Omni Group as the third party administrator of the district’s 403(b) plan (Tax shelter) for 2018 -2019 school year.

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

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- Y. Motion by Gerard Petersen, seconded by Mary Williams  
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 2018-2019 school year: Equitable, MetLife (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning.

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

- Z. Motion by Mary Williams, seconded by Jeffrey Souza  
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 2018-2019 school year.

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

- AA. Motion by Aida Figueroa-Epifanio, seconded by Sol Cohen  
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 2018-2019 school year.

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

- AB. Motion by Aida Figueroa-Epifanio, seconded by Sol Cohen  
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 2018-2019

Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.

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

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- AC. Motion by Mary Williams, seconded by Jeffrey Souza  
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 2018-2019**

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
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**Physical Therapy**

Educational Services Commission	\$68/hr
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**Educational Interpreting**

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

REM Audiology Associates	\$295 Audiological eval \$595 CAPD eval \$200/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 \$800 AT 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

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

AD. Motion by Mary Williams, seconded by Jeffrey Souza  
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 2018-2019 school year.

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



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- AE. Motion by Mary Williams, seconded by Jeffrey Souza  
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.

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

- AF. Motion by Mary Williams, seconded by Jeffrey Souza  
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.

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

- AG. Motion by Jeffrey Souza, seconded by Aida Figueroa-Epifanio  
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.

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

- AH. Motion by Mary Williams, seconded by Gerard Petersen  
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.

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

- AI. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
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.

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

- AJ. Motion by Mary Williams, seconded by Sol Cohen  
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.

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

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- AK. Motion by Mary Williams, seconded by Jeffrey Souza  
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.

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

- AL. Motion by Aida Figueroa-Epifanio, seconded by  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, and Mr. Brian Reilly, Dwight D. Eisenhower Middle School Guidance Counselor as the district Issuing Officers of Working Papers.

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

- AM. Motion by Mary Williams, seconded by Jeffrey Souza  
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.

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

- AN. Motion by Gerard Petersen, seconded by Sol Cohen  
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 2018-2019 school year.

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

- AO. Motion by Aida Figueroa-Epifanio, seconded by Jeffrey Souza  
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.

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

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AP. Motion by Aida Figueroa-Epifanio, seconded by Jeffrey Souza  
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.

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

AQ. Motion by Jeffrey Souza, seconded by Mary Williams  
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, 2018.

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

AR. Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen  
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, 2019.

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

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AS. Motion by Aida Figueroa-Epifanio, seconded by Mary Williams RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution for the BACCEIC:

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Berlin Township School District, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

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NOW THEREFORE, BE IT RESOLVED, THAT:

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2018, and ending July 1, 2021 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG’s Plan of Risk Management;

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9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;

10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney’s fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;

11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,

12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

I certify that the foregoing is a true copy of a Resolution passed by the Educational Institution at the meeting duly held on this 21<sup>st</sup> day of June 2018.

Educational Institution

By:

Board Secretary Use Only

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

- AT. Motion by Mary Williams, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the contract with Nutri-Serve Food Management for the 2018-2019 school year. The Berlin Township School District went out to bid for food service management companies. The 2018-2019 fee is \$17,000.00.

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

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- AU. Motion by Jeffrey Souza, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the rejection of bids from the bid opening on June 14, 2018 for the Improvements to Faculty Parking Area and Stormwater Management System at JFK School. All bids came in above budgeted amounts.

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

**14. Old Business**

**15. New Business**

Committee Updates  
Negotiations  
NJSBA  
CCESC  
Pine Hill Bd of Ed  
CCSBA

Discussion about School Segregation Lawsuit filed against the State of NJ, NJ State Board of Education and the Commissioner of Education

**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 Mary Williams, seconded by Jeffrey Souza to open the meeting to the public for the discussion of subjects. Time in: 8:49pm. Motion carried, voice vote, all present voting “yes”.

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**17. Public Comments – Closed**

Motion by Aida Figueroa-Epifanio, seconded by Gerard Petersen to close the meeting to the public. Time closed: 8:49pm.

**18. Executive Session – In - N/A**

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

Resolution for Executive Session:

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

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

**19. Executive Session – Close**

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



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**20. Adjournment**

Motion by Jeffrey Souza, seconded by Mary Williams to adjourn the meeting.  
Meeting adjourned: 8:50pm.

Respectfully submitted,

Megan Stoddart, Business Administrator