

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

September 28, 2017

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, _____, President, call this meeting to order under the Open Public Meetings Act at _____.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 5, 2017, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 11, 2017 and the Central Record the week of January 15, 2017 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Yr Began/Current Term Expires

| | | |
|---|-------|-------------|
| Mr. Sol Cohen | _____ | 2014 / 2017 |
| Mr. Keith Jones, Vice President | _____ | 2011 / 2017 |
| Mrs. Mary Williams | _____ | 2002 / 2017 |
| Mr. Brian Davis | _____ | 2012 / 2018 |
| Mrs. Kimberly Reed | _____ | 2015 / 2018 |
| Mrs. Joanne Young | _____ | 2015 / 2018 |
| Mr. Jeffrey Souza | _____ | 2014 / 2019 |
| Mrs. Cynthia Mozee, President | _____ | 2013 / 2019 |
| Mrs. Aida Figueroa-Epifanio | _____ | 2016 / 2019 |
| Dr. Edythe B. Austeruhl, Superintendent | _____ | |
| Mrs. Megan Stoddart, Business Administrator | _____ | |
| Charles Rizzi, Esq., Board Solicitor | _____ | |

4. Approval of Minutes

Motion by _____ seconded by _____

RECOMMEND that the Board of Education approve the minutes of the August 24, 2017 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: _____.

7. Presentations –

Thank you to Smiles from Kara and the Unforgotten Haven for their donation of School Supplies for the 2017-2018 school year.

Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, accept the school supplies from Smiles from Kara and the Unforgotten Haven.

Summer Care Presentation

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8. Public Comments – Open

Recognition of Citizens – for agenda items only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda and limited in length to 5 minutes.

Motion by _____ seconded by _____ to open the meeting to the public for the discussion of agenda items only. Time in: ____.

9. Public Comments - Closed

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

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10. Superintendent’s Report

A. Review District Mission Statement

DISTRICT MISSION STATEMENT

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

The Berlin Township School District commits itself to all children by creating a standards-based school district in which all students receive the very best educational opportunities possible. Each and every student will surpass the New Jersey Core Curriculum Content Standards. To achieve this, the members of the district will focus on:

- Establishing high standards of excellence for both staff and students
- Communicating openly and frequently within the district and with the community to foster a trusting relationship
- Ensuring a safe and orderly environment for staff and students
- Recognizing that a school district serves as a role model and has the responsibility to encourage high quality character behavior

B. Review District & Board of Education Goals

DISTRICT & BOARD OF EDUCATION GOALS

2016-2017

- Supervise the revision and implementation of all district curricula, focusing on Science, World Language and Technology as per the 2016 QSAC findings in order to continue to improve student growth and achievement.
- Work with the district administrative staff to investigate ways to increase the use of technology for instructional purposes.

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BOARD GOALS

1. Begin to review and revise, as needed, Board Policies as found in the 5000 section of the Policy Manual and continue through the 2016-2017 school year.
2. Develop and implement practices that will promote inter-district participation with Pine Hill and Clementon School Districts at both the Board and District staff levels.
3. Continue to work with the Board of Education to investigate ways to improve communication with district parents and the community.

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

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

D. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions

Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case # _ to ___) reported on _____.

E. Field Trips:

| Grade | Teacher | Place | Date | Cost to Student | Cost to District |
|-------------|------------------------|--------------------------|----------|-----------------|-------------------------------|
| Gr 8 | Kolaski | Phila Zoo | 10/18/17 | \$10 | Two drivers, tolls, two buses |
| Gr 8 | Reilly | CCTS | 10/13/17 | \$0 | One driver, one bus |
| Preschool - | | West Berlin Fire Station | 11/07/17 | \$0 | One driver, one bus |
| | Virelli, German, DiLeo | | | | |

1. Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the September 28, 2017 agenda.

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F. Safety and Security – JFK – N/A for August

Type of Drill Date and Time

- Fire
- Lockdown
- Bus Evacuation
- Bomb Threat

G. Safety and Security – DDE – N/A for August

Type of Drill Date and Time

- Fire
- Lockdown
- 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

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 |
|--------------|----------|---------------------|--------------------|
| NJ Gators | DDE Gym | Tuesdays, Nov – Feb | Softball practices |
| | | | |

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

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I. Discussion Items:

| Policy | Name | Bylaws | Name |
|---------|--|--------|------|
| 3541.33 | Transportation Safety | | |
| 6114 | Emergencies and Disasters Preparedness | | |

- a. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of policies 3541.33 – Transportation Safety and 6114 – Emergencies and Disaster Preparedness. *These items were uploaded to the board portal, September, 2017 folder for review and are attached to the board packet for this meeting.*

- b. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the list of technology items to be recycled. *This list was uploaded to the board portal, September, 2017 folder for review and is attached to the board packet for this meeting.*

- c. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Donor’s Choose Project of Rachel Deaner for a Sensory awareness center and materials received in the amount of \$1121.87.

11. Personnel

- a. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, for staff member Jamie Otis, effective September 1, 2017. Mr. Otis was hired at a long term substitute for the district in June, 2017.

- b. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, for staff member Paige Burten, effective August 25, 2017. Ms. Burten was hired as an educational assistant in the district on January 30, 2017.

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- c. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance with certification and criminal history requirements as noted below:

| <u>Name</u> | <u>Position</u> | <u>Salary</u> | <u>Start Date</u> |
|----------------------|-----------------|--------------------------------|--------------------|
| Leonard Lewis | LT Sub/Gr 7 SS | BA Step 1, \$51,495, pro-rated | 09/05/2017 |
| Folasade Hamlett | PT/Ed Asst | Step 3, \$13,622, pro-rated | 09/25/2017 |
| Theresa Mazzeo | FT/Ed Asst/DHOD | Step 3, \$15,851, pro-rated | 09/18/2017 |
| Amy Endicott | FT/LTS Gr 7 | MA Step 4, \$55,195, pro-rated | 9/12 – 12/22, 2017 |
| Dawn Klein | FT/Ed Asst/1:1 | Step 15, \$21,543 pro-rated | 10/02/17 |
| Jennifer Cusick-Loss | FT/Ed Asst/1:1 | Step 7, \$17,558 pro-rated | 10/02/17 |
| Nicole Podwats | PT/Ed Asst | Step 7, \$14,547 pro-rated | 10/02/17 |

- d. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the tuition reimbursement request for staff member Meenu Joshi. Amount to be reimbursed is \$1,000. *A chart with course detail was uploaded to the September folder on the portal and is included in the board packet for this meeting.*

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

Edward Abrams, Stephanie Bannan, Rubia Begum, Valerie Castner, Tiffany Geib, Amanda Heintz, Joseph Heintz, Candace Hulse, Nargis Khan, Melissa McDonald, Bernard Montague, Brandy Morris, Anthony Pach, Karen Payne, Keith Portner, Victoria Profit, Eugene Sanderson, Shana Sanderson, Joshua Shellenberger, Lindsey Shellenberger, Robert Smarra, Jr., Linda Sokol, Lisa Spackman, Robert Spackman, Jason Stallard, Charles Stires, Donna Stires, Kristine Teasdale, Kevin Dubler, Kristen Dubler, Heather Tonczyczyn, Carla VanElsland, Mark Riepen, Audrey Barbera, Kathy Trader, Anthony Alfano, Dina Alfano, Pamela Selenski, Christina Maslin, M. Jeffery Maslin, Enza DeNinno, Kevin Boykin, Theresa Murray, Gina Kovacs

- f. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following mentor positions in district:

Leonard Lewis will be mentored by Mary Jo Kolaski at DDE
 Amanda Leonard will be mentored by Laura Burke at DDE

- g. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Rutgers University practicum placement for 2017-2018 school year:

| <u>Student</u> | <u>Cooperating Teacher</u> | <u>Subject</u> | <u>Dates</u> |
|--------------------|----------------------------|-------------------------|--------------------|
| Dominique Carlucci | Jessica Wright – DDE | Teacher of English P-12 | 01/02 – 01/12/2018 |

- h. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the observation request for University of the Arts student John Imhoff. Mr. Imhoff would like to observe our ESL program for a to be determined amount of time. Dates for this observation are to be determined as well.

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12. Curriculum and Instruction

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13. Business and Finance

Financial Report – Period Ending July 2017

Motion by _____, seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

Board Secretary Financial, Revenue and Treasurer’s Reports

- A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2017. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2017. The Treasurer’s and Secretary’s report are in agreement for the month of July 2017.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A -16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4, we certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

Megan Stoddart, Business Administrator

Date

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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> |
|--------------|-------------|---|-----------------------|
| M Bright | \$150 | NJSIG – Mt Laurel, 11/14/17 <i>Instruction regarding current issues in school law</i> | \$0.00 |
| J Lawlor | \$235 | Ocean Place, Long Branch, NJ, 10/01 – 10/03, 2017 <i>Integrating technology in art, teaching strategies</i> | \$0.00 |
| J Virelli | \$209.99 | Cherry Hill, NJ, 10/24/17 <i>Play as an instructional technique for children with Sensory and Behavioral needs</i> | \$0.00 |
| S Rech | \$0.00 | Voorhees Middle School, Voorhees, NJ, 10/03/17 <i>Book Fair and Reading Encouragement Tips</i> | \$0.00 |
| E McCoach | \$159 | Camden County College, NJ, 11/01/17 <i>Improving differentiated activities in the classroom</i> | \$0.00 |
| E Austermuhl | \$1,636 | NJ Consortium for Excellence Through Equity, South, Pine Hill Consortium Member Meeting dates for the 17-18 school year: 10/04, 10/12, 10/24, 11/13, 11/28, 12/12, 01/04, 01/17, 01/29, 02/18, 02/26, 03/22, 05/03 | \$0.00 |
| L Gillespie | \$259 | BER, Voorhees, NJ, 11/29/17 <i>Strategies to handle school nursing, consistent & safe practices</i> | \$0.00 |
| K Mitchell | \$199.99 | PESI, Cherry Hill, NJ, 10/27/17 <i>Aides to assist with the intervention process for dyslexia</i> | \$0.00 |
| R Rollins | \$199.99 | PESI, Cherry Hill, NJ, 11/16/17 <i>Aides for Students w/ High-Functioning Autism</i> | \$0.00 |
| M Ivancich | \$178 | Stockton University, NJ, 11/15/17 <i>Communicating with families across cultures</i> | \$0.00 |
| K Braidwood | \$0 | Camden Co Ed Partnership Project, Lawnside, NJ, <i>New information on community resources</i> 10/26/17 | \$0.00 |
| M Ivancich | \$0 | Camden Co Ed Partnership Project, Lawnside, NJ, <i>NJ Dept of Children & Families Overview</i> 10/26/17 | \$0.00 |

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

Batch number 52 Amount \$788,886.51

- G. Motion by _____, seconded by _____
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the September, 2017 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*
- H. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2016-2017 CARE disbursements for the month in the amount of \$2,176.57
- I. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2016-2017 Cafeteria disbursements for the month in the amount of \$0.00.
- J. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve Leaps and Sounds, LLC to provide assistive technology evaluations at a rate of \$800 and staff training at a rate of \$110/hr for 1-3 hours or \$100 for more than 3 hours.

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- K. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts:

REVISED CONTRACT FROM JULY, 2017

For Archway Programs:

Student #7493285809, at a yearly rate of \$38,520. The student requires the support of a 1:1 aide at a rate of \$25,200. The student partially attended the Extended School Year Program at a rate of \$7,490 which will be pro-rated. This is a continuation of a previous placement.

For Haddon Heights School District:

Student #9977409506, to attend the Extended School Year Program at a rate of \$3,500.

For GCSSSD-Bankbridge:

Student #4206846536, to attend the Extended Year Program at a rate of \$4,140. The student requires the support of a 1:1 aide at a rate of \$3,400.

Student #1881917553, to attend the Extended Year Program at a rate of \$4,140. The student requires the support of a 1:1 aide at a rate of \$3,400.

Student #9950492727, to attend the Extended Year Program at a rate of \$4,140.

- L. Motion by _____ second by _____ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the contract with Bayada Nursing for per diem services, as needed.

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- M. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, hold the following public hearing on the 2017 Refunding Ordinance & Form and Sale Resolution:

REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, NEW JERSEY, PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE SCHOOL BONDS OF THE SCHOOL DISTRICT, DATED APRIL 28, 2010, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$3,334,000, APPROPRIATING NOT TO EXCEED \$3,200,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$3,200,000 REFUNDING BONDS TO PROVIDE FOR SUCH REFUNDING.

BE IT ORDAINED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Board of Education of the Township of Berlin in the County of Camden, New Jersey (the "School District") is hereby authorized to refund all or a portion of the outstanding callable School Bonds of the School District issued in the original principal amount of \$3,334,000 and dated April 28, 2010 (the "2010 Bonds"). The 2010 Bonds maturing on or after April 1, 2020 (the "2010 Refunded Bonds") may be redeemed at the option of the School District in whole or in part on any date on or after April 1, 2019 (the "Redemption Date") at a redemption price equal to 100% of such Refunded Bonds.

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Section 2. In order to finance the cost of the purpose described in Section 1 hereof, negotiable refunding bonds (the "Refunding Bonds") are hereby authorized to be issued in the aggregate principal amount not to exceed \$3,200,000 pursuant to N.J.S.A. 18A:24-61 et seq.

Section 3. An aggregate amount not exceeding \$110,000 for items of expense listed in and permitted under N.J.S.A. 18A:24-61.4 has been included in the aggregate principal amount of Refunding Bonds authorized herein.

Section 4. The purpose of the refunding is to incur an interest cost savings for the School District.

Section 5. A supplemental debt statement has been prepared and filed in the offices of the Township Clerk and the Business Administrator/Board Secretary and in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey as required by law. Such statement shows that the gross debt of the Township as defined in the Local Bond Law and the school debt of the School District is increased by the amount the Refunding Bond authorization exceeds the amount of the proposed refunded bonds.

Section 6. No Local Finance Board approval is required as the issuance of the Refunding Bonds will comply with the requirements of N.J.A.C. 5:30-2.5.

Section 7. The Board President, the Superintendent, the Business Administrator/Board Secretary and other appropriate representatives of the School District are hereby authorized to prepare such documents, to publish such notices and to take such other actions as are necessary or desirable to enable the School District to

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prepare for the sale and the issuance of the Refunding Bonds authorized herein and to provide for the redemption of the 2010 Bonds referred to in Section 1 hereof.

Section 8. This bond ordinance shall take effect immediately after final adoption.

CERTIFICATION OF BUSINESS ADMINISTRATOR/BOARD SECRETARY

REGARDING FINAL ADOPTION OF REFUNDING BOND ORDINANCE

I, Megan Stoddart, Business Administrator/Board Secretary of The Board of Education of the Township of Berlin in the County of Camden, State of New Jersey (the “Board”), HEREBY CERTIFY that the foregoing refunding bond ordinance entitled, “Refunding Bond Ordinance of The Board of Education of the Township of Berlin in the County of Camden, New Jersey, Providing for the Refunding of All or a Portion of the Outstanding Callable School Bonds of the School District, Dated April 28, 2010, Issued in the Original Principal Amount of \$3,334,000, Appropriating Not to Exceed \$3,200,000 Therefor and Authorizing the Issuance of Not to Exceed \$3,200,000 Refunding Bonds to Provide for Such Refunding,” was finally adopted on September 28, 2017 and approved on first reading by a vote of _____, and that the foregoing refunding bond ordinance has been compared by me with the original minutes as officially recorded in my office in the minute book of the Board and is a true, complete and correct copy of the refunding bond ordinance as finally adopted.

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- M. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the following resolution on the 2017 Refunding Ordinance & Form and Sale Resolution:

REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, NEW JERSEY, PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE SCHOOL BONDS OF THE SCHOOL DISTRICT, DATED APRIL 28, 2010, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$3,334,000, APPROPRIATING NOT TO EXCEED \$3,200,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$3,200,000 REFUNDING BONDS TO PROVIDE FOR SUCH REFUNDING.

BE IT ORDAINED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Board of Education of the Township of Berlin in the County of Camden, New Jersey (the "School District") is hereby authorized to refund all or a portion of the outstanding callable School Bonds of the School District issued in the original principal amount of \$3,334,000 and dated April 28, 2010 (the "2010 Bonds"). The 2010 Bonds maturing on or after April 1, 2020 (the "2010 Refunded Bonds") may be redeemed at the option of the School District in whole or in part on any date on or after April 1, 2019 (the "Redemption Date") at a redemption price equal to 100% of such Refunded Bonds.

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Section 2. In order to finance the cost of the purpose described in Section 1 hereof, negotiable refunding bonds (the "Refunding Bonds") are hereby authorized to be issued in the aggregate principal amount not to exceed \$3,200,000 pursuant to N.J.S.A. 18A:24-61 et seq.

Section 3. An aggregate amount not exceeding \$110,000 for items of expense listed in and permitted under N.J.S.A. 18A:24-61.4 has been included in the aggregate principal amount of Refunding Bonds authorized herein.

Section 4. The purpose of the refunding is to incur an interest cost savings for the School District.

Section 5. A supplemental debt statement has been prepared and filed in the offices of the Township Clerk and the Business Administrator/Board Secretary and in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey as required by law. Such statement shows that the gross debt of the Township as defined in the Local Bond Law and the school debt of the School District is increased by the amount the Refunding Bond authorization exceeds the amount of the proposed refunded bonds.

Section 6. No Local Finance Board approval is required as the issuance of the Refunding Bonds will comply with the requirements of N.J.A.C. 5:30-2.5.

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Section 7. The Board President, the Superintendent, the Business Administrator/Board Secretary and other appropriate representatives of the School District are hereby authorized to prepare such documents, to publish such notices and to take such other actions as are necessary or desirable to enable the School District to prepare for the sale and the issuance of the Refunding Bonds authorized herein and to provide for the redemption of the 2010 Bonds referred to in Section 1 hereof.

Section 8. This bond ordinance shall take effect immediately after final adoption.

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**CERTIFICATION OF BUSINESS ADMINISTRATOR/BOARD SECRETARY
REGARDING FINAL ADOPTION OF REFUNDING BOND ORDINANCE**

I, Megan Stoddart, Business Administrator/Board Secretary of The Board of Education of the Township of Berlin in the County of Camden, State of New Jersey (the “Board”), HEREBY CERTIFY that the foregoing refunding bond ordinance entitled, “Refunding Bond Ordinance of The Board of Education of the Township of Berlin in the County of Camden, New Jersey, Providing for the Refunding of All or a Portion of the Outstanding Callable School Bonds of the School District, Dated April 28, 2010, Issued in the Original Principal Amount of \$3,334,000, Appropriating Not to Exceed \$3,200,000 Therefor and Authorizing the Issuance of Not to Exceed \$3,200,000 Refunding Bonds to Provide for Such Refunding,” was finally adopted on September 28, 2017 and approved on first reading by a vote of _____, and that the foregoing refunding bond ordinance has been compared by me with the original minutes as officially recorded in my office in the minute book of the Board and is a true, complete and correct copy of the refunding bond ordinance as finally adopted.

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IN WITNESS WHEREOF, I have hereunto set my hand

and

affixed the corporate seal of the Board of Education this

___ day of _____, 2017.

Megan Stoddart
Business Administrator/Board Secretary

[SEAL]

- N. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2017 Refunding Form and Sale Resolution:

RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF NOT TO EXCEED \$3,200,000 PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, NEW JERSEY AND PROVIDING FOR THE SALE AND THE DELIVERY OF SUCH BONDS

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BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Board of Education of the Township of Berlin in the County of Camden, New Jersey (referred herein as the “Board of Education” or “Board”) hereby authorizes the sale, in one or more series, of an amount not to exceed \$3,200,000 Refunding School Bonds (the “Bonds”) by virtue of its final adoption by a two-thirds majority of its full membership on September 28, 2017 of a bond ordinance entitled, “Refunding Bond Ordinance of The Board of Education of the Township of Berlin in the County of Camden, New Jersey, Providing for the Refunding of All or a Portion of the Outstanding Callable School Bonds of the School District, Dated April 28, 2010, Issued in the Original Principal Amount of \$3,334,000, Appropriating Not to Exceed \$3,200,000 Therefor and Authorizing the Issuance of Not to Exceed \$3,200,000 Refunding Bonds to Provide for Such Refunding” (the “Bond Ordinance”).

Section 2. The Bonds are hereby authorized to be sold to PNC Capital Markets LLC (the “Underwriter”) in accordance with the purchase contract to be entered into by and between the Underwriter and the Board (the “Purchase Contract”) pursuant to this resolution. The purchase price for the Bonds shall be as set forth in the Purchase Contract, plus unpaid accrued interest, if any, from the dated date of the Bonds to, but not including, the delivery date of the Bonds. The Board President, Superintendent and/or Business Administrator/Board Secretary is hereby authorized to enter into the Purchase Contract on behalf of the Board with the Underwriter in a form satisfactory to

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McManimon, Scotland & Baumann, LLC, bond counsel for the Board (“Bond Counsel”) for the sale of the Bonds to the Underwriter in accordance with the provisions of this resolution. The signature of the Board President, Superintendent or Business Administrator/Board Secretary on the Purchase Contract shall be conclusively presumed to evidence any necessary approvals.

Section 3. The Bonds are being issued to incur interest cost savings by redeeming all or a portion of the callable outstanding school bonds of the Board originally issued in the principal amount of \$3,334,000, dated April 28, 2010, which bonds maturing on or after April 1, 2020 (the “Refunded Bonds”) are redeemable at the option of the Board in whole or in part on any date on or after April 1, 2019 (the “Redemption Date”) at par (the “Redemption Price”), plus in each case accrued interest, if any, to the Redemption Date.

Section 4. The Bonds shall be issued in accordance with the terms and the conditions set forth in the Purchase Contract within the parameters set forth herein:

(A) The Bonds shall be issued in a par amount determined to be necessary to pay costs of issuance and to provide for payment of the Redemption Price of the Refunded Bonds on the Redemption Date and the interest due on the Refunded Bonds through the Redemption Date;

(B) The Bonds shall be dated such date as established in the Purchase Contract;

(C) The Bonds shall mature in the principal amounts on or about April 1 of each year, commencing on or about April 1, 2018 and thereafter or as otherwise set forth in the Purchase Contract and shall bear interest at interest rates per annum on the unpaid

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principal balance on each April 1 and October 1 until maturity or earlier redemption, commencing on or about April 1, 2018 or as otherwise set forth in the Purchase Contract;

(D) The Bonds shall be issued in the form of one bond for each maturity except if all or any portion of the Bonds are issued as term bonds;

(E) The Bonds shall be numbered consecutively from R-1 upward and shall mature in such principal amounts with such mandatory call features and with such mandatory sinking fund payments as set forth below and as determined in the Purchase Contract;

(F) The Bonds may be subject to optional redemption or not as set forth in the Purchase Contract;

(G) Depending on market conditions at the time of the sale, the Bonds may be issued in one or more series as determined by the Business Administrator/Board Secretary, in consultation with Bond Counsel and with NW Financial Group, LLC, financial advisors for the Board (the “Financial Advisor”).

Section 5. The Bonds shall be substantially in the following form with such additions, deletions and omissions as may be necessary for the Board to conform the Bonds to the requirements of the Purchase Contract:

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**SAMPLE BOND FORM FOR INFORMATION
ONLY – DO NOT COMPLETE**

REGISTERED
NUMBER R- ____

REGISTERED
\$ _____

UNITED STATES OF AMERICA
STATE OF NEW JERSEY

THE BOARD OF EDUCATION OF THE
TOWNSHIP OF BERLIN IN THE
COUNTY OF CAMDEN

REFUNDING SCHOOL BOND

| | | | |
|-------------|----------------|-----------------------------|--------|
| DATED DATE: | MATURITY DATE: | RATE OF INTEREST PER ANNUM: | CUSIP: |
| __/__/2017 | 04/01/20__ | _____ % | _____ |

THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERLIN IN THE COUNTY OF CAMDEN, New Jersey (the “Board of Education”) hereby acknowledges itself indebted and for value received promises to pay to CEDE & CO., as nominee of The Depository Trust Company, which will act as Securities Depository, on the Maturity Date specified above, the principal sum of _____ DOLLARS (\$_____) and to pay interest on such sum from the Dated Date set forth above at the Rate of Interest Per Annum specified above semiannually on the first days of April and October in each year until maturity [or earlier redemption] commencing on April 1, 2018. Interest on this bond will be paid to the Securities Depository by the Board of Education and will be credited to the participants of The Depository Trust Company as listed on the records of The Depository Trust Company as of the March 15 and September 15 next preceding the date of such payments (the "Record Dates" for such payments). Principal of this bond, upon presentation and surrender to the Board of Education, will be paid to the Securities Depository by the Board of Education and will be credited to the participants of The Depository Trust Company.

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This bond is not transferable as to principal or interest except to an authorized nominee of The Depository Trust Company. The Depository Trust Company shall be responsible for maintaining the book-entry system for recording the interests of its participants or the transfers of the interests among its participants. The participants are responsible for maintaining records regarding the beneficial ownership interests in the bonds on behalf of individual purchasers.

[The bonds of this issue maturing prior to April 1, 20__ are not subject to redemption prior to their stated maturities. The bonds of this issue maturing on or after April 1, 20__ are redeemable at the option of the Board of Education in whole or in part on any date on or after April 1, 20__ upon notice as required herein at par, plus in each case unpaid accrued interest to the date fixed for redemption.

Notice of redemption shall be given by mailing by first class mail in a sealed envelope with postage prepaid to the registered owners of the bonds not less than thirty (30) days, nor more than sixty (60) days prior to the date fixed for redemption. Such mailing shall be to the owners of such bonds at their respective addresses as they last appear on the registration books kept for that purpose by the Board of Education or a duly appointed Bond Registrar. Any failure of the Securities Depository to advise any of its participants or any failure of any participant to notify any beneficial owner of any notice of redemption shall not affect the validity of the redemption proceedings. If the Board of Education determines to redeem a portion of the bonds prior to maturity, the bonds to be redeemed shall be selected by the Board of Education. The bonds to be redeemed having the same maturity shall be selected by the Securities Depository in accordance with its regulations.

If notice of redemption has been given as provided herein, the bonds or the portion thereof called for redemption shall be due and payable on the date fixed for redemption at the redemption price, together with unpaid accrued interest to the date fixed for redemption. Interest shall cease to accrue on the bonds after the date fixed for redemption. Payment shall be made upon surrender of the bonds redeemed.]

This bond is one of an authorized issue of bonds and is issued pursuant to Title 18A, Education, Chapter 24, of the New Jersey Statutes and the refunding bond ordinance finally adopted by the Board of Education on September 28, 2017, in all respects duly approved. Payment of this obligation is secured under the provisions of the New Jersey School Bond Reserve Act, P.L. 1980, c. 72, approved July 16, 1980, as amended by P.L. 2003, c.118, approved July 1, 2003, in accordance with which an amount equal to 1% of the aggregate outstanding bonded indebtedness (but not to exceed the moneys available in the fund) of New Jersey counties, municipalities and school districts for school purposes as of April 1 of each year, is held within the State Fund for the Support of Free Public Schools as a school bond reserve pledged by law to secure payments of principal and interest due on such bonds in the event of the inability of the issuer to make payment.

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Administrator/Board Secretary's office. Alternatively, each Bond may be accompanied by the signed legal opinion or copy thereof.

Section 7. Bond Counsel is authorized to arrange for the printing of the Bonds. The proper officials of the Board are hereby authorized and directed to execute the Bonds and to deliver them to the Purchaser in exchange for payment, including accrued interest from their date to the date of delivery, if any.

Section 8. The Business Administrator/Board Secretary is hereby authorized to make representations and warranties, to enter into agreements and to make all arrangements with The Depository Trust Company, New York, New York as may be necessary in order to provide that the Bonds will be eligible for deposit with The Depository Trust Company and to satisfy any obligation undertaken in connection therewith.

Section 9. In the event that The Depository Trust Company may determine to discontinue providing its service with respect to the Bonds or is removed by the Board of Education and if no successor Securities Depository is appointed, the Bonds which were previously issued in book-entry form shall be converted to registered bonds (the "Registered Bonds") in denominations of \$5,000, or any integral multiple thereof, except that an amount maturing in any one year in excess of the largest principal amount thereof equaling a multiple of \$5,000 will be in denominations of \$1,000, or any integral multiple thereof. The beneficial owner under the book-entry system, upon registration of the Bonds held in the beneficial owner's name, will become the registered owner of such

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Registered Bonds. The Board shall be obligated to provide for the execution and delivery of the Registered Bonds in certificate form.

Section 10. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986 (the "Code") in order to preserve the exemption from taxation of interest on the Bonds, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Bonds, and that it will refrain from taking any action that would adversely affect the tax exemption of the Bonds under the Code. The Board authorizes the Business Administrator/Board Secretary to act and determine on behalf of the Board whether the Bonds will be designated as “bank qualified” within the meaning of Section 265 of the Code.

Section 11. Solely for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission, as amended and interpreted from time to time (the "Rule"), and provided that the Bonds are not exempt from the Rule and provided that the Bonds are not exempt from the following requirements in accordance with paragraph (d) of the Rule, for so long as the Bonds remain outstanding (unless the Bonds have been wholly defeased), the Board of Education shall provide for the benefit of the holders of the Bonds and the beneficial owners thereof:

(a) On or prior to February 1 of each year, beginning February 1, 2018, electronically to the Municipal Securities Rulemaking Board’s Electronic Municipal Market Access (“EMMA”) system or such other repository designated by the SEC to be an authorized repository for filing secondary market disclosure information, if any,

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annual financial information with respect to the Board of Education consisting of the audited financial statements (or unaudited financial statements if audited financial statements are not then available, which audited financial statements will be delivered when and if available) of the Board of Education and certain financial information and operating data consisting of (1) Board of Education indebtedness; (2) property valuation information; and (3) tax rate, levy and collection data. The audited financial statements will be prepared in accordance with generally accepted accounting principles as modified by governmental accounting standards as may be required by New Jersey law;

(b) if any of the following material events occur regarding the Bonds, a timely notice not in excess of ten business days after the occurrence of the event sent to EMMA:

- (1) Principal and interest payment delinquencies;
- (2) Non-payment related defaults, if material;
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (7) Modifications to rights of security holders, if material;
- (8) Bond calls, if material, and tender offers;
- (9) Defeasances;
- (10) Release, substitution, or sale of property securing repayment of the securities, if material;
- (11) Rating changes;
- (12) Bankruptcy, insolvency, receivership or similar event of the obligated person;

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- (13) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

For the purposes of the event identified in subparagraph (12) above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

Notice of failure of the Board of Education to provide required annual financial information on or before the date specified in this resolution shall be sent in a timely manner to EMMA.

If all or any part of the Rule ceases to be in effect for any reason, then the information required to be provided under this resolution, insofar as the provision of the

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Rule no longer in effect required the provision of such information, shall no longer be required to be provided.

The Business Administrator/Board Secretary shall determine, in consultation with Bond Counsel, the application of the Rule or the exemption from the Rule for each issue of obligations of the Board of Education prior to their offering. Such officer is hereby authorized to enter into additional written contracts or undertakings to implement the Rule and is further authorized to amend such contracts or undertakings or the undertakings set forth in this resolution, provided such amendment is, in the opinion of nationally recognized bond counsel, in compliance with the Rule.

In the event that the Board of Education fails to comply with the Rule requirements or the written contracts or undertakings specified in this resolution, the Board of Education shall not be liable for monetary damages, remedy being hereby specifically limited to specific performance of the Rule requirements or the written contracts or undertakings therefor.

Section 12. The Board hereby approves the preparation and the distribution of the Preliminary Official Statement in the form to be approved by the Business Administrator/Board Secretary. Such Official Statement may be distributed in preliminary form and deemed final for purposes of Rule 15c2-12 of the Securities and Exchange Commission on behalf of the Board by the Business Administrator/Board Secretary. The Preliminary Official Statement shall be prepared in final form in connection with the issuance of the Bonds, and the Business Administrator/Board Secretary is authorized to execute any certificates necessary in connection with the

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distribution of the Official Statement. Final Official Statements shall be delivered to the Purchaser within the earliest of seven business days following the sale of the Bonds or to accompany the Purchaser’s confirmations that request payment for the Bonds. Bond Counsel, Bowman & Company LLP, the auditor, and/or the Financial Advisor are further authorized to arrange on behalf of the Board of Education for a rating for the Bonds from Standard & Poor’s and/or Moody’s Investors Service, and all such actions taken to date are hereby ratified.

Section 13. The Business Administrator/Board Secretary, with the advice of the Financial Advisor, is authorized to arrange for bond insurance if advantageous based on the advice of the Underwriter to be provided at a premium not to exceed 75 basis points of the amount of principal and interest payable in order to obtain the best possible rates and the most cost effective financing and is authorized to take all steps on behalf of the Board necessary to do so.

Section 14. The Business Administrator/Board Secretary, with the advice of Bond Counsel, shall arrange for paying agent services or redemption agent services with a banking institution if any portion of the Bonds are term bonds requiring a sinking fund.

Section 15. The Business Administrator/Board Secretary is also authorized and directed to pay the costs of issuance in connection with the sale of the Bonds pursuant to a certificate of the Business Administrator/Board Secretary to be executed upon delivery of the Bonds in an aggregate amount not to exceed the amount outlined in the Bond Ordinance.

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Section 16. The Business Administrator/Board Secretary shall take all steps necessary to call the Refunded Bonds on the Redemption Date, at par, plus any unpaid accrued interest thereon and to take all steps necessary for the investment of the proceeds of the Refunded Bonds necessary to arrange for such redemption. The Financial Advisor and/or the Underwriter, on behalf of the Board of Education, are authorized to reserve and purchase open market treasury securities and/or United State Treasury—State and Local Government Series (“SLGs”) for deposit with the escrow agent if required. All of the principal amount and interest earnings on the open market treasury securities and/or SLGs, as well as cash, if necessary, will be used to pay the interest due on the Refunded Bonds through the Redemption Date and pay the Redemption Price on the Refunded Bonds on the Redemption Date. The Board hereby authorizes M&T Bank to serve as escrow agent based upon the recommendation of the Financial Advisor and authorizes the Business Administrator/Board Secretary and/or Board President to enter into an Escrow Deposit Agreement with such escrow agent in order to provide instructions regarding the deposit of the open market treasury securities and/or SLGs and cash, if any.

Section 17. The Board hereby authorizes Bowman & Company LLP to serve as verification agent, if necessary, to confirm the accuracy of the arithmetical and mathematical computations supporting (i) the accuracy of the interest cost savings and the sufficiency of the amount in the escrow account to pay the interest due on the Refunded Bonds through the Redemption Date and pay the Redemption Price on the Redemption Date; and (ii) the calculations of yield supporting the conclusion of Bond

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Counsel that the Bonds are not “arbitrage bonds” as such meaning is set forth in the Code.

Section 18. The Board President, Superintendent, Business Administrator/Board Secretary and other appropriate representatives of the Board are hereby authorized to take all steps necessary to provide for the issuance of the Bonds and the redemption of the Refunded Bonds, including preparing and executing such agreements and documents on behalf of the Board and taking all steps necessary or desirable to implement the requirements of this resolution, such agreements and documents as may be necessary and appropriate and the transactions contemplated thereby.

Section 19. This resolution shall take effect immediately.

O. Motion by _____ second by _____
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the submission of the FY 2018 ESSA Grant. Grant amounts are as follows:

| | |
|-----------|-----------|
| Title IA | \$188,009 |
| Title IIA | \$ 29,053 |

14. Old Business

Approve the 2017-2018 District and Board Goals as listed below:

District Goals for 2017-2018

- 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 investigate the Future Ready School initiative for ways to increase the use of technology for instructional purposes.

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Board Goals for 2017-2018

- 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.
- Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.
- Continue to work as a Board of Education to investigate ways to improve communication with district parents and the community.

15. New Business

2017 PARCC Results Presentation by Dina Bottley

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

16. Public Comments – Open

Recognition of Citizens – for subjects not appearing on agenda

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed and limited in length to 5 minutes.

Motion by _____seconded by _____ to open the meeting to the public for the discussion of subjects. Time in: _____.

17. Public Comments - Closed

Motion by _____seconded by _____ to close the meeting to the public. Time closed: ____.

18. Executive Session – In

Motion by _____seconded by _____ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: _____.

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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: ____.

20. Adjournment

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