

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

May 25, 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. Austermuhl, Superintendent	_____	
Mrs. Megan Stoddart, Business Administrator	_____	
Charles Rizzi, Esq., Board Solicitor	_____	

**4. Approval of Minutes**

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education approve the minutes of the April 27, 2017 and May 19, 2017 meetings as presented in duplicated form and dispense with the reading of the same.

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**5. Executive Session – In**

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

Resolution for Executive Session:

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

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

**6. Executive Session – Close**

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

**7. Presentations – unless otherwise stated, all presentations will be held during the Action Meeting**

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

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**Presentations will be made for both  
Teacher and Bus Driver Nominations for Student Role Models of Positive Behavior**

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

*Henry Kwelty, Ryan Stoddart, Qu’ran Griffin, Vance Updegraff, Kyrie Lee-Tambriz,  
Lily Rainey, Vanessa Hood, Charlotte Roe, MaKayla Santos, Grace McGovern*

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

*Ella DeMarco, Araceli Olea, Jamie Geiger, Kayla Van Elsland, Shidera Osborne,  
Trevyon McCaully, Anthony Quiles, Frank Quinn, Aidan Folcher, Isaiah Branch*

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

*Mya Torres, Alyssa Marchionese, Serenity Nazario, Kalen Brown, Madison Barnett*

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

*Joshua Karabell-Moya, Daysia McCaully, Hanfa Kahn, Analia Franks, Samihah Chowdhury*

***RECOGNITION OF STAFF MEMBER JOHN KELLY  
FOR HIS WORK ON HOOPS FOR HEART***

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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

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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.

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
5/9	DDE	6	Not HIB	Parents informed; Counseling sessions
5/9	JFK	7	Not HIB	Parents informed; Counseling sessions

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 #6 and Case #7) reported on May 9, 2017.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
7	Hearn	Ft Mifflin, PA	06/06/17	\$4.00	Two drivers, two buses, tolls
TBD	Bright	Sprinklz, West Berlin	06/13/17	\$0.00	Two drivers, two buses

1. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the field trips listed on the May 25, 2017 agenda.

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F. Safety and Security – JFK  
Type of Drill      Date and Time

- Fire – April 28, 11:30am
- Lockdown – April 27 – 11:20am
- Bus Evacuation
- Bomb Threat

G. Safety and Security – DDE  
Type of Drill      Date and Time

- Fire – April 24, 10:11am
- Lockdown – April 27, 10:00am
- 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
N/A			

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

I. Discussion Items:

Policy	Name	Bylaws	Name
N/A			



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**11. Personnel**

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

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Mary Tomasello	Sub Custodian	\$9/hr	05/08/17
Matthew Lawlor	Sub Custodian	\$9/hr	05/26/17*
<i>*Pending receipt of fingerprint information</i>			
Tara Corbett	Teacher	\$75,542* MA 15, Step 13	09/01/17
Jessica German	Teacher	\$54,695* MA, Step 2	09/01/17
<i>*this is an adjustment to the previously approved salary in April, 2017</i>			

- b. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the request for leave from employee number 01339. The dates of the leave are anticipated from September 5, 2017 through January 1, 2018. A combination of sick days and use of disability benefits will be used.
- c. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the move requested for Lucia Henry, full time custodian to part time custodian. Hourly rate will be \$10.25. This move is effective May 16, 2017.
- d. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following ADVANCE volunteers:

*Concetta Sherlock, Stella Rainey, Nadia Gastelum, Anthony Bove,  
 Sanzida Chowdhury, Carol Sukovich, Kelly Finger, Kimberly Fulgham,  
 Ellison Cason, Anthony Chiu, Chunni Chen, Leo Holland,  
 Emily Neumann, Jeronimo Acevedo, Erica Rosa, Ernesta Vinalay,  
 Maricela Aparicio, Yolanda Ceja Gastelum, April Cason,  
 Teolinda Albarracin, Paul Maggi, Rose Catalfamo,  
 Miranda Kemmerle, Mande Moore, Valerie Nipe,  
 Krista Jones, Scott Bayer, Liliana Guzman, Denise Peidl,  
 Cheryl Buscemi*

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- e. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the request for unpaid leave from employee number 01173. The dates of the leave are anticipated from June 2, 2017 through June 30, 2017.
  
- f. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve staff member Janet Jennison as a Homebound Instructor for a JFK student. The rate of pay will be the current contracted rate of \$35 per hour.
  
- g. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff members for the Extended School Year 2017, July 10 through August 10, Monday through Thursday and July 11 through August 3, Tuesday through Thursday, 9am to 12pm:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Jennifer Virelli	Teacher PSD	\$35/hr
Cheryl Johnson	Aide PSD	\$12/hr
Rachel Deaner	Teacher MD K-3	\$35/hr
Jessica German	1:1 Aide	\$12/hr
Chloe Smith	1:1 Aide	\$12/hr
Jaime Friedman	Teacher MD 4-7	\$35/hr
Jennifer Uhnat	1:1 Aide	\$12/hr
Heidi Farlow	1:1 Aide	\$12/hr
Lindsay Wanko	Teacher AI	\$35/hr
Virginia Popoli	Teacher AI	\$35/hr
Jennifer Gascot	Aide AI	\$12/hr
Meenu Joshi	Teacher LD Math K-3	\$35/hr
Debra Wash	Teacher LD Math ELA K-3	\$35/hr
Victoria Sahina	Aide LD K-3	\$12/hr
Mary Jo Kolaski	Teacher LD 4-7	\$35/hr
Lisa Winters	Aide LD 4-7	\$12/hr
Danielle Straughn	Sub Teacher	\$35/hr
Jennifer Edwards	Nurse	\$35/hr – 3 weeks
Lisa Gillespie	Nurse	\$35/hr – 2 weeks
Ilana Gorelik	Speech Therapist	\$38.20/hr
Heartland Rehab	Occupational Therapist	Contracted rate \$76.50/hr
Ed Serv Commission	Physical Therapist	Contracted rate \$68/hr

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- h. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of the 2017-2018 contract for Megan Stoddart, School Business Administrator, to the Executive County Superintendent for review and approval.
  
- i. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the appointment and contract of Amy Berth as District Technology Coordinator for the 2017-2018 school year.
  
- j. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the appointment and contract of Dina Bottley as Supervisor of Curriculum and Instruction for the 2017-2018 school year.
  
- k. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the appointment and contract of Charles Pfluger as Supervisor of Buildings and Grounds for the 2017-2018 school year.
  
- l. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the appointment and contract of Kristin Braidwood as Supervisor of Child Study Team for the 2017-2018 school year.
  
- m. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the appointment and contract of Michael Murphy as Principal of John F. Kennedy Elementary School for the 2017-2018 school year.
  
- n. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the appointment and contract of Marilyn Cosme Bright as Principal of Dwight E. Eisenhower Middle school for the 2017-2018 school year.

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- o. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of resignation, with regret, from staff member Patricia Hockham, effective June 30, 2017. Ms.Hockham has been on our teaching staff since September 1, 2009.
  
- p. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the tuition reimbursement for staff member Meenu Joshi in the amount of \$1,000\*.  
*\*The chart detailing this reimbursement was uploaded to the portal for board review and is included in the board packet.*
  
- q. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the request for leave from employee #01524. The dates of the leave are anticipated from September 18, 2017 through January 1, 2018. A combination of sick days and use of disability benefits will be used.
  
- r. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the appointment of the following staff for the 2017 Summer CARE Program. Please note that the availability of hours will vary as it is dependent upon student enrollment for Summer 2017.

Janet Jennison	Summer CARE	\$35.00/hour
Lindsay Wanko	Summer CARE	\$35.00/hour
Maria McCutcheon	Summer CARE	\$35.00/hour
Jacklyn Lawlor	Summer CARE	\$35.00/hour
Margaret Farlow	Summer CARE	\$35.00/hour
Brian Martino	Summer CARE	\$35.00/hour
Danielle Alessandrine	Summer CARE	\$35.00/hour
Evan Lindner	Summer CARE	\$35.00/hour

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**12. Curriculum and Instruction**

- a. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the donation of 50 Clay Pots from Home Depot of West Berlin for a Pre-School Project with the approximate value of \$50.00.
  
- b. Motion by \_\_\_\_\_ second by \_\_\_\_\_ RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the donation the continued use of the McRel Evaluation tool for certified teaching staff members and building principals.

**13. Business and Finance**

Financial Report – Period Ending March 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 March 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 March 2017. The Treasurer’s and Secretary’s report are in agreement for the month of March 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.

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- 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.

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

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

Name	Cost	Location/Date of Travel	Expense Amount
D Bottley	\$75	NJPSA, Cherry Hill, NJ 06/07/17	\$0.00

- 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 60 Amount \$664,677.77**

- G. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the May, 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 **\$2,063.89.**

- 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 **\$39,053.61.**

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J. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2017-2018 Source 4 Teachers Contract extension, with rate increase (*rate sheet attached*).

K. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the following board resolution for the 2015-2016 NJSIG Safety Grant:

Applicant District: Berlin Township Board of Education

The above named applicant hereby agrees that the information provided in this application is complete and correct.

The above named applicant hereby approved the digital submission of this application for the 2015-2016 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in this application, in the amount of \$5,052.88 for the July 1, 2015 through June 30, 2016 program period.

The above named applicant hereby grants authority to the undersigned Official Representative to submit the final required documents and digitally submit this application for review by the New Jersey Schools Insurance Group.

L. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following:

We motion to renew the food service management contract for Nutri-Serve Food Management Inc. at the flat fee of \$15,600.00 for the 2017-2018 school year.

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- M. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2017-2018 school lunch prices:

Student Breakfast	Full Price: \$1.10	Reduced Price: \$0.30
Student Lunch	Full Price: \$2.70	Reduced Price: \$0.40

- N. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the General Services Contract along with the associated price list (uploaded) with the Camden County Educational Services Commission.

- O. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_  
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.

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



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- Q. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following designees as authorized check signers for each respective account:

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

- R. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to purchase CD’s and bank notes for investment purposes.
- S. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to transfer/wire funds by telephone or internet.
- T. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint the business administrator as district purchasing agent and set the district’s bid threshold at \$26,000 for the 2017-2018 school year and the district’s quotation threshold at \$3,900 for the 2017-2018 school year.

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- U. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to authorize the business administrator to promptly handle business affairs including the payment of invoices that the board has contracted with or what are public utilities and to have these payments subsequently approved at the next action meeting.
  
- V. Motion by \_\_\_\_\_ second by \_\_\_\_\_ to approve the recommendation to accept and award the bid to Janney Electric for the Generator Installation at Dwight D. Eisenhower Middle School. The amount of the base bid is \$223,450.00.
  
- W. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the joint transportation contracts with Pine Hill Board of Education for the transportation of Overbrook High School Twilight Program students (3). Cost of joint transportation is \$1,830.00 (March, 14, 2017 – June 16, 2017).
  
- 14. **Appointment of School Officials**
  - A. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
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 2017-2018 school year. Pursuant to 18:A:18A-5(a)1, award of contract shall be printed in an official newspaper.
  
  - B. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
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 2017 -2018 school year.
  
  - C. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the following Tax Shelter Annuity companies for the 2017-2018 school year: Equitable, MetLife (Travelers), The Legend Group, Metropolitan Life, Lincoln Financial Planning

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- D. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve T.C. Irons/Haines and Haines as the district’s risk management broker of record for the 2017-2018 school year.
  
- E. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve Brown and Brown Benefit Advisors as the district’s health insurance broker of record for the 2017-2018 school year.
  
- F. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Tatem Brown Family Physicians under the terms of the professional contract to provide medical services for the board of education including, but not limited to:
  - physical examinations (staff and sports physicals)
  - tests
  - other services deemed appropriate by the board of education for the school year 2017-2018
 Pursuant to 18:A:18:A-5(a)1, award of this contract shall be printed in an official newspaper.
  
- G. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint the following contracted services/outside consultants:

**SCHOOL YEAR 2017-2018**

List of Contracted/Outside Consultants

**Psychiatrists**

Dr. James & Joseph Hewitt	\$525
Pinnacle Behavioral Health	\$300
Copeland & Dorman (Spanish speaking)	\$600
Dr. Omar Ayala	

**Neurologists**

Cooper Pediatrics	\$350
Nemours/DuPont Pediatrics	\$685

**Occupational Therapy**

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Heartland Rehabilitation Services \$78.03/hr

**Physical Therapy**

Educational Services Commission \$68/hr

**Educational Interpreting**

CRESS – Center for Regional Educational Support Services  
\$442/day

Gloucester Co Special Services School District

**Audiological Services**

REM Audiology Associates \$295 Audiological eval  
\$595 CAPD eval  
\$200/hr School

Consultation

**Autism/Behavior Support Services**

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

**Assistive Technology Services**

Bancroft \$850 AT eval  
Consultation \$114/hr

**Bilingual Services**

Learning Tree – bilingual CST evaluations \$750  
Leslie McEwan – Spanish speech evaluations \$700  
Sophie Lusinsky – Spanish \$350 psychological eval  
\$500 psychoeducational eval

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

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- H. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Edythe Austermuhl, Superintendent, as the district Attendance Officer for the 2017-2018 school year.
  
- I. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds; as the district Right to Know Coordinators.
  
- J. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Asbestos Compliance Officer.
  
- K. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Public Agency Compliance Officer.
  
- L. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator and Charles Pfluger, Supervisor of Buildings and Grounds, as the district PEOSHA Officers.
  
- M. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to appoint Megan Stoddart, Business Administrator, as the district Custodian of Records.
  
- N. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds, as the district Safety Coordinator.

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- O. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Kristin Braidwood, Supervisor of Child Study Team, as the district Homeless Liaison.
  
- P. Motion by \_\_\_\_\_ second 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.
  
- Q. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Charles Pfluger, Supervisor of Buildings and Grounds as the district IPM Coordinator.
  
- R. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to appoint Bowman and Company as the district’s auditing firm for the 2017-2018 school year.
  
- S. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to designate the following locally circulated newspapers as official publications of advertising purposes: The Central Record and The Courier Post.
  
- T. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to resolve that the Berlin Township Board of Education adopt the established policies, rules and regulations of the Berlin Township Board of Education.
  
- U. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to delegate the Board’s right of consent or approval to Edythe Austermuhl, Superintendent of Schools for expediting scheduling and other

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facility/field use activities in accordance with established Board policies, effective July 1, 2017.

- V. Motion by \_\_\_\_\_ second by \_\_\_\_\_  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve to allow the school business administrator to maintain a petty cash fund in the amount of \$200. These funds are to be used for tolls associated with field trips as well as unexpected costs. Amounts are to be re-deposited in June, 2017.

**14. Old Business**

Review Policy # 5118 Revision - Non Residents

**15. New Business**

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

*CCTS High School Graduation Information – Wed., June 21, 2017 at 4pm*

**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: \_\_\_\_.

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**18. Executive Session – In**

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

Resolution for Executive Session:

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

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

**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.