

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 18, 2017

Worksession Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Keith Jones, Vice-President, call this meeting to order under the Open Public Meetings Act at 7:31pm. Motion carried, voice vote, all present voting “yes”.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 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	<u>present</u>	2014 / 2017
Mr. Keith Jones, Vice President	<u>present</u>	2011 / 2017
Mrs. Mary Williams	<u>present</u>	2002 / 2017
Mr. Brian Davis	<u>present</u>	2012 / 2018
Mrs. Kimberly Reed	<u>present</u>	2015 / 2018
Mrs. Joanne Young	<u>absent</u>	2015 / 2018
Mr. Jeffrey Souza	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>arrived at 8:04pm</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>present</u>	2016 / 2019
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>absent</u>	

4. Approval of Minutes

Motion by _____ seconded by _____

RECOMMEND that the Board of Education approve the minutes of the April 27, 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 – 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

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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

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
 Lockdown
 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
Tara Corbett	Teacher	\$81,642	09/01/17

*this is an adjustment to the previously approved salary in April, 2017

- 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, Mandee Moore, Valerie Nipe,
 Krista Jones, Scott Bayer*

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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 Jeffrey Souza, second by Kimberly Reed
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. Motion carried, roll call vote, all present voting “yes”.

- 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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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:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
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 Amount \$

- 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 \$ _____

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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 \$_____

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.
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
- 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.

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- 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

Heartland Rehabilitation Services	\$78.03/hr
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Physical Therapy

Educational Services Commission	\$68/hr
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Educational Interpreting

CRESS – Center for Regional Educational Support Services	\$442/day
Gloucester Co Special Services School District	

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- 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.

- 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.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

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“Educating Today for Tomorrow’s Success”

- 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, 2018.

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: _____.

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17. Public Comments - Closed

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

18. Executive Session – In

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

Resolution for Executive Session:

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

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

19. Executive Session – Close

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

20. Adjournment

Motion by Kimberly Reed, seconded by Brian Davis to adjourn the meeting. Meeting adjourned: 8:38pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator