

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

May 23, 2024

Action Meeting Agenda

“Educating Today for Tomorrow’s Success”

***This meeting is being recorded and livestreamed through YouTube.
Anyone not wishing to appear on camera during the meeting may be excused.***

I. Call Meeting to Order

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

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 4, 2024, 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 18, 2024 and the Central Record for a week starting January 18, 2024 a meeting notice setting forth the time, date and location of this meeting.

Swearing in of board member, Sarah Rowe.

II. Pledge of Allegiance

III. Roll Call

Yr Began/Current Term Expires

Mr. Brian Davis	_____	2012 / 2024
Mrs. Kimberly Reed, Vice President	_____	2015 / 2024
Mrs. Lisa Hill-Muff	_____	2018 / 2024
Ms. Rebecca Allen	_____	2021 / 2026
Mrs. Sarah Rowe	_____	2024 / 2024
Mr. Scott Golden, President	_____	2021 / 2025
Mrs. Stacey Juliano	_____	2020 / 2026
Mr. Keith Jones	_____	2023 / 2025
Mrs. Michele Williams-Oriente	_____	2023 / 2025
Mr. Adam Lee, Superintendent	_____	
Mrs. Megan Stoddart, Business Administrator	_____	
Joe Betley, Board Solicitor	_____	

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IV. Approval of Minutes

Motion by _____, seconded by _____

RECOMMEND that the Board of Education approve the minutes from the following meetings as presented in duplicated form and dispense with the reading of the same:

- April 25, 2024
- May 1, 2024

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

Presentations will be made for Student Role Models of Positive Behavior

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

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

Students of the Month of October to be acknowledged from the

John F. Kennedy Elementary School:

Leno Espenschied, Noah Alegria-Popoca, Nathan Catalan Guzman, Willow Hale, Leilani Lee, Jhovany Vasquez Leon, Antonia Worthington, MacKenzie Ketchum, Dulce Garcia Cruz, Lorenzo Tavard, Nicholas Sweeney, Daisy Tellez Sorcia

Students of the Month of April to be acknowledged from the

Dwight D. Eisenhower Middle School:

Elroy Siping Fosso, Nylah Calli, Gianna Worthington, Lucien Natter, Chris Fraizier, Samantha Noel, Jake Cipoletti, David Olea Vinalay

VI. Review District Mission Statement

DISTRICT MISSION STATEMENT

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

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

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

VII. Review District & Board of Education Goals

2022 - 2023 DISTRICT GOALS

- **DISTRICT GOAL #1:** Continue to supervise the organization and implementation of articulation meetings with Administrative Teams from Pine Hill, Clementon and Berlin Township for curriculum articulation and sharing of best practices and services. when applicable.
- **DISTRICT GOAL #2:** Continue to supervise the implementation of the district PreK – 8 district curricula and programs to include the creation of classroom for special education students, the move of 4th grade to JFK beginning Sept. 2022 and continue the implantation of Pre School expansion as per the NJ Dept. of Education requirements.

2022 - 2023 BOARD GOALS

- **BOARD GOAL #1:** Complete all phases of the CSA evaluation process and the Board Self-Evaluation of the for the 2022-2023 school year by the June 30, 2023 deadline as described in NJ Administrative Code and Statute.
- **BOARD GOAL #2:** Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.
- **BOARD GOAL #3:** Continue to work as a Board of Education to investigate ways to improve communication and interaction with district parents and the community.

VII. Public Comments – Open

Motion by _____, seconded by _____ to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: _____pm

Recognition of Citizens – for subjects appearing on the 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 on the published agenda.

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Public participation shall be governed by the following rules as per Regulation 9322:

- All persons wishing to participate in a public board meeting shall register their intent by signing in with the board secretary in advance of the meeting;
- A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
- Each statement made by a participant shall be limited to five minutes’ duration;
- No participant may speak more than once on the same topic;
- All statements shall be directed to the presiding officer; no participant may address or question board members individually;

The presiding officer may:

- Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, abusive, obscene, or not an agenda item;
- Request any individual to leave the meeting when that person does not observe reasonable decorum;
- Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

The portion of the meeting during which the participation of the public to speak on agenda items only shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer.

VIII. Public Comments – Closed

Motion by _____seconded by ___ to close the meeting to the public. Voice Vote. Time closed: _____pm.

IX. Superintendent’s Report

Motion by _____, seconded by _____ to approve Superintendent’s Items IXA. – IXI. Roll Call Vote.

Mr. Golden		Mrs. Reed	
Mr. Davis		Mrs. Hill-Muff	
Ms. Allen		Mrs. Juliano	
Mr. Jones		Mrs. Williams-Oriente	
Mrs. Rowe			

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A. Safety and Security – JFK

Type of Drill	Date and Time
Fire	4/29/24 @ 10:50am
Safety (Evacuation)	4/22/24 @ 9:50am
Bus Evacuation	4/16/24

B. Safety and Security – DDE

Type of Drill	Date and Time
Fire	4/22/24 @ 1:27pm
Safety (Evacuation)	4/11/24 @ 10:05am
Bus Evacuation	4/16/24

C. Monthly Reports Uploaded to Portal for Review

- Coordinator of Special Services
- Supervisor of Buildings and Grounds
- Technology Coordinator
- Supervisor of Curriculum and Instruction
- JFK Principal
- DDE Principal

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

School	Reports	Confirmed HIB	Not HIB
JFK	0	0	0
DDE	0	0	0

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

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and having no appeals to date, affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) from last month:

Reported to the Superintendent	School	Case Number	Result
April 9, 2024	JFK	11047	HIB

F. Discussion

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the following names that were certified as school volunteers in May, 2024:
 Lisa Wright, Michael Wright

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G. Field Trips

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following field trips:

Grade	Teacher	Place	Date	Student Cost	District Cost
1	Inman	Philadelphia Zoo	6/6/24	\$15.00	\$0
4	PEACE	Big Kahuna’s	6/14/24	\$0	\$0
4	Hearn	Adventure Aquarium	6/13/24	\$10.00	\$0

H. Personnel

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance pending receipt of sexual misconduct disclosure forms and criminal history background requirements as noted below:

Name	Position	Salary	Date
Lauren Jessen	Part Time BCBA	\$25,552	9/1/24
Viktoria Rockelmann	Teacher	\$60,031	9/1/24
Madison Green	Substitute Custodian	\$15.71/hour	on or about 6/24/24
Matthew Burrows	Summer Painter/Cleaner	\$17.50/hour	on or about 6/24/24
Robert Leonchuck	Summer Painter/Cleaner	\$17.50/hour	on or about 6/24/24
George Egner	Custodian	\$32,500	on or about 7/1/24
Lori Lubieski-Hutmaker	Interim Principal	\$450.00/day	on or about 5/27/24
Sheba Fogel	Preschool Master Teacher	\$95,759.00	*was not on salary approval list from April meeting

2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below
- Gail McErlain, Part time Instructional Aide, effective 5/3/24

3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff members to the DEAC Committee at \$41.46/hour:

James Connelly	Nancy Scott
Danielle Iacovelli	Nancy Sims
Molly Kwelty	Jessica Wright
Kelly Mitchell	

4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff members to participate in the ESL Professional Development at \$41.46/hour:

James Connelly	Cynthia Moultrie
Christine Hammett	Nancy Scott
Polly Hearn	Jessica Silverman
Eileen Hoff	Matthew Trost
Danielle Iacovelli	Jessica Wright
Molly Kwelty	

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5. RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following ESY Staff for the 2024-2025 school year:

ESY STAFF: 2024-2025 SCHOOL YEAR		
EMPLOYEE NAME	POSITION	SALARY
LAURA BURKE	AIDE	\$15.25/HOUR
JAMES CONNELLY	TEACHER	\$41.46/HOUR
JEANIE EDDIS	AIDE	\$15.25/HOUR
JEANIE EDDIS	SUBSTITUTE TEACHER	\$41.46/HOUR
SHANNON FARLEY	AIDE	\$15.25/HOUR
HEIDI FARLOW	AIDE	\$15.25/HOUR
JAIME FRIEDMAN	TEACHER	\$41.46/HOUR
CHERI GARTON	SUBSTITUTE TEACHER	\$41.46/HOUR
MAUREEN GARDNER	NURSE	\$41.46/HOUR
TAYLIN GARVIN	AIDE	\$15.25/HOUR
EILEEN HOFF	TEACHER	\$41.46/HOUR
MARY JO KOLASKI	TEACHER	\$41.46/HOUR
JENNIFER PERITO	TEACHER	\$41.46/HOUR
SOPHIE ROLLINGS	AIDE	\$15.25/HOUR
NANCY SCOTT	AIDE	\$15.25/HOUR
MATTHEW TROST	SUBSTITUTE TEACHER	\$41.46/HOUR
JENNIFER WAY	TEACHER	\$41.46/HOUR

6. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff for summer Child Study Team evaluations and meetings:

EMPLOYEE NAME	EVALUTATONS	MEETINGS
Melissa Quattrone – LDT/C	\$482.20/eval	\$67.35/hour
Ryan Rollins – School Psychologist	\$296.85/eval	\$41.46/hour
Danielle McKelvey – Social Worker	\$487.20/eval	\$66.79/hour
Kim Gadzinski – Speech Therapist	\$448.05/eval	\$62.58/hour

7. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the leave of absence for Employee #1467 from June 3, 2024 through June 7, 2024, using NJ Family Leave Insurance.
8. RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the 2024-2025 contract of Megan Stoddart, School Business Administrator, to the County Office of Education for approval. *The contract was uploaded for Board review on the shared drive.*

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I. Curriculum and Instruction

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following curricula updates for the 24-25 school year:

Documents are uploaded to the portal.

- ELA
- Math
- PE

X. Business and Finance

On a Motion by _____ and seconded by _____ to approve **Business and Finance** Items XA. to XQ. Roll Call Vote.

Mr. Golden		Mrs. Reed	
Mr. Davis		Mrs. Hill-Muff	
Ms. Allen		Mrs. Juliano	
Mr. Jones		Mrs. Williams-Oriente	
Mrs. Rowe			

Financial Report – Period Ending April, 2024

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 months of April, 2024. 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 months of April, 2024. The Treasurer’s and Secretary’s report are in agreement for the months April, 2024.
- 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.

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- E. RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

Batch number 60 Amount \$944,557.87

- F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the April, 2024 listing of substitutes from Source 4 Teachers as follows:

	Pay Rate	Bill Rate
Full Day Substitute Paraprofessional	\$106.75	\$141.98
Half Day Substitute Paraprofessional	\$53.38	\$70.99
Full Day Substitute Nurse	\$275.00	\$365.75
Half Day Substitute Nurse	\$137.50	\$182.87
Full Day Substitute Teacher Placement	\$115.00	\$152.95
Half Day Substitute Teacher Placement	\$57.50	\$76.48
Full Day Building Based Substitute Teacher	\$120.00	\$159.60
Half Day Building Based Substitute Teacher	\$60.00	\$79.80

This list was uploaded for the board review.

- G. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 Cafeteria disbursements for the month of April, 2024 in the amount of \$32,078.36. *This list was uploaded for the board review. A list is on file with the Business Administrator.*
- H. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2023-2024 CARE disbursements for the month of April, 2024 in the amount of \$8,336.53. *This list was uploaded for the board review. A list is on file with the Business Administrator.*
- I. RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2023-2024 school year:
- J. RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, approve the travel/professional development for the following staff members:

Name	Cost	Location/Date of Travel
Dina Bottley	\$125.00	NJSPA/FEA: 3 rd Annual Effective Practices Statewide Summit/5-10-23
Jessica Wright	\$199.00	The Classroom Management Course, virtual/5-30-24
Jessica Wright	\$99.00	The Teacher Credibility Course, virtual/5-30-24
Jessica Wright	\$249.00	The Principals of Learning Course, virtual/6-7-24

- K. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the Agreement for Student Internships between Rowan University and Berlin Township School District from August 1, 2024 through July 31, 2027.

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- L. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the Indemnity and Trust Agreement with the New Schools Insurance Group Burlington & Camden County Educators Insurance Consortium. *Agreement uploaded to the portal.*
- M. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the Interlocal Services Agreement Between the Township of Berlin and the Berlin Township Board of Education for School Security Officers (SSOs). *Agreement uploaded to the portal.*
- N. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the Strategic Planning Agreement between the Berlin Township Board of Education and New Jersey School Boards Association. *Agreement uploaded to the portal.*

- O. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the following resolution authorizing the completion of an application and receipt of a safety grant award:

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

WHEREAS, the Berlin Township School District, hereinafter referred to as the “Educational Institution” is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT RESOLVED that, the Educational Institution applies for a safety grant through NJSIG safety grant program for the 2024 fiscal year in the amount of \$3,923.00 for the purposes set forth in their safety grant application, which is attached hereto; and, the Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

- P. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2024-2025 General Services Contract with the Camden County Educational Services Commission. *Agreement uploaded to the portal.*
- Q. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the revised Interlocal Services Agreement between Berlin Borough Board of Education and Berlin Township Board of Education for Behaviorist/Board Certified Behavior Analyst. The change reflects an increased salary based on the recently signed collective bargaining agreement. *Agreement uploaded to the portal.*
- R. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the contract with Nutri-Serve Food Management, Inc for the 2024-2025 school year. The management fee will be \$20,300.

XI. **Old Business**

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XII. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

XIII. Public Comments – Open

Motion by _____, seconded by _____ to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: _pm

Recognition of Citizens – for subjects not appearing on the 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 on the published agenda.

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- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

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The portion of the meeting during which the participation of the public to speak on agenda items only shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer.

XIV. Public Comments – Closed

Motion by _____, seconded by _____ to close the meeting to the public. Voice Vote. Time closed: ___pm.

XV. Executive Session – In

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

- Superintendent Evaluation
- Attorney-Client Privilege

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.

XVI. Executive Session – Close

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

XVII. Adjournment

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