



**Berlin Borough School District  
Regular Meeting of the Board of Education**

**Date:** February 15, 2018  
**Time:** 7:00 PM  
**Location:** Media Center  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009

**AGENDA**

**Regular Meeting**

**I. PUBLIC SESSION**

**A. Meeting Called to Order**

**B. Statement of Open Meeting Compliance**

The *New Jersey Open Public Meetings Act* was enacted to insure the right of the public to have advance notice of and to attend the meeting of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Berlin Borough Board of Education has caused notice of this meeting to be published by having the date, time, and place published in the Courier Post and posted in the Berlin Community School, the Berlin Community School Website, ([www.bcsberlin.org](http://www.bcsberlin.org)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

**E. Student Recognition**

*A Student of the Month is an active listener and member of the community who continually strives for personal excellence and respects all staff, students, and community members by supporting the Six Pillars of Character. Students of the Month contribute to an overall positive school environment. Grade level teachers work together to nominate just one student from grades five through eight each month throughout the academic school year. Those selected as Student of the Month serve as role models to their peers and should be extremely proud of their efforts and recognition!*

- |                           |                  |   |
|---------------------------|------------------|---|
| 1. Students of the month: | <b>December:</b> | 5th - Alexander Ragone<br>6th - Carina Marella<br>7th - Trevor Edwards<br>8th - Allee McKay |
|---------------------------|------------------|---|



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- |  |                  |   |
|--|------------------|---|
|  | <b>January:</b>  | 5th - Harrison Fulleylove<br>6th - Jake Cunningham<br>7th - Dominique Soto<br>8th - Joel Inman  |
| 2. Art Award Winners:                            | <b>January:</b>  | 2nd. - Carmine Milillo<br>4th. - Lily Smith<br>5th - Melany Mosier<br>6th - Elena Bernal<br>7th - Faith Knowles<br>8th - Zoe Richardson |
| 3. Superintendent's Award:                       | <b>December:</b> | 7th - Maggie Mosier   |
|  | <b>January:</b>  | 8th - Michael Sorensen  |
| 4. Student report – student body representative: |                  | Julie Bogardus  |

**F. Presentations**

Pasta for Pennies: Mrs. Basner and Mrs. Ruhf

School Performance Report: Dr. Shelly Ward-Richards

**G. Public Participation – Agenda Items Only**

**(Call Vote)**

This is the time when anyone from the public who wishes to speak to the Board may do so. Please state your name, address, and phone number for the record. The Board will hear your concerns. The Board may or may not take action this evening. You will be notified either at this meeting, by letter, or telephone, of any action the Board does take.

**H. Approval of Minutes**

**(Roll Call)**

- |                     |                           |
|---------------------|---------------------------|
| 1. December 5, 2017 | Executive Session Minutes |
| 2. January 10, 2018 | Regular Meeting Minutes   |
| 3. January 10, 2018 | Executive Session Minutes |
| 4. January 31, 2018 | Special Meeting Minutes   |

**I. Correspondence**

1. Family Leave
2. Retirement
3. Team Request
4. Equivalency Response
5. Family Leave



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6. Family Leave
7. Name Change
8. NJ SBA

### J. Facilities

(FYI)

1. [Business Administrator's Report](#): Cande Kristoff
2. Drills: Fire Drill January 24, 2018 1:50 PM  
Lock Down January 30, 2018 1:51 PM

### K. Finance: Cande Kristoff

(Roll Call)

1. Reconciliation Report. Ratify and affirm Reconciliation Report for month(s) ending:  
[November 30, 2017](#)  
[December 31, 2017](#)
2. Report of the Board Secretary. Ratify and affirm Board Secretary Report as of:  
[November 30, 2017](#)  
[December 31, 2017](#)
3. Monthly Budgetary Certification. Motion to approve monthly budgetary certification.
  - a. **Certification of Board Secretary**

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board Secretary certifies that as of December 31, 2017, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Berlin Borough Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23A-16.10(a) 1. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month(s) of November 2017 and December 2017. The Reconciliation Report and Secretary's Report are in agreement for the month(s) of November 2017 and December 2017.
  - b. **Certification of Board of Education**

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Berlin Borough Board of Education certifies that as of November 30, 2017, and after review of the Secretary's Monthly Financial Report and the Monthly Reconciliation Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
  - c. In accordance with N.J.A.C. 6A:23A-16.10(c) 2, it is certified that anticipated revenue has changed for the month ending November 2017, as follows:  
Increased/Decreased state aid: (\$0.00)
4. Transfer Report. Motion to approve transfers for the month(s) of:  
[November 30, 2017](#)  
[December 31, 2017](#)
5. Cafeteria Report. Ratify and affirm Cafeteria Report for period ending: [December 31, 2017](#)
6. Approval of Bills. Recommend bills to be paid as of [February 15, 2018](#), in the amount of \$435,357.43
7. Student Activity Report. Motion to approve Student Activity Report for the month(s) of:  
[November 30, 2017](#)     [December 31, 2017](#)



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8. Donations:

Donation	Group Offering	Amount/Value
HSA Donation	HP Laser Jet Ink	\$1,056.16
HSA Donation	Author Visit	\$700.00

- 9. SEMI Waiver. Motion to approve Resolution #1, 2-18; Waiver of Special Education Medicare Initiative.
- 10. Banking Signatures. Motion to approve Resolution #2, 2-18 Corporate Certification-Banking Signatures.
- 11. Girls Soccer championship sweatshirts. Motion to approve Girls Soccer championship sweatshirts up to \$500.
- 12. Environmental Design Inc (EDI). Motion to approve professional services assistance in the complete review of Right to Know/Hazard Communication Survey currently in place.

**II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello**

**A. For Your Information**

**(FYI)**

- 1. Tansboro Road Project
- 2. Sue Cardamone Run: May 10, 2018
- 3. Seuss-tastic Family Night February 27, 2018
- 4. Hello Week Update

**B. Program Reports**

- 1. Principal’s Report: Dr. Ward-Richards
- 2. Special Education Report: Mrs. Lindsay
- 3. Instruction, Achievement & Student Activities Report: Mrs. Groark
- 4. Health Office Report: Mrs. Monica Shallow December 2017; January 2018
- 5. NutriServe Food Service Update: Mrs. Christina Weber

**C. Superintendent’s Monthly Report**

**(Roll Call)**

**D. Policy**

**(Roll Call)**

- 1. First Reading.
  - P5305 Health Services Personnel
  - P5615 Suspected Gang Activity
  - P6511 Direct Deposit
  - R5330 Substance Abuse
  - R2431.1 Emergency Procedures for Athletic Practices and Competitions
  - R2431.2 Medical Examination Prior to Participation on a School Sponsored Interscholastic or Intramural Team or Squad

**Policy Second Reading/Public Hearing**

**(Roll Call)**

- 2. Second Reading/Public Hearing.
  - P3232 Tutoring Services
  - P7441 Electronic Surveillance in School Buildings and on School Grounds
  - R7441 Electronic Surveillance in School Buildings and on School Grounds



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<a href="#">P1220</a>	Employment of the CSA
<a href="#">P1240</a>	Evaluation of the Superintendent
<a href="#">R1240</a>	Evaluation of the Superintendent
<a href="#">P8630</a>	Bus Driver/Bus Aide Responsibility
<a href="#">R8630</a>	Emergency School Bus Procedures
<a href="#">P4159</a>	Support Staff Members/School District Reporting Responsibilities

### **Policy Abolishment/Public Hearing** **(Roll Call)**

3. Abolish.

### **E. Administration** **(Roll Call)**

1. Motion to approve collaboration with Eastern Regional Future Teachers Placement: Student 1; Student 2; Student 3.
2. Motion to approve attached Job Descriptions:  
[Administration](#)  
[Child Study Team](#)  
[Clerical](#)  
[Instructional Assistants](#)  
[Instructional](#)  
[Schedule B](#)  
[Maintenance](#)
3. Boys Baseball Schedule: [Motion to approve 2018 Spring Boys Baseball Schedule.](#)

### **F. Personnel** **(Roll Call)**

1. Personnel Report. Motion to approve the attached Personnel Report.

### **G. Public Participation – All Issues** **(Call Vote)**

This is the time when anyone from the public who wishes to speak to the Board may do so. Please state your name, address, and phone number for the record. The Board will hear your concerns. The Board may or may not take action this evening. You will be notified either at this meeting, by letter, or telephone of any action the Board does take.

### **H. Board Candidacy Interviews**

1. Cassandra Buchanan
2. Louis Lucente
3. Kristine Height
4. Christopher Iacono
5. Karen Mariner
6. Shelley Pampanin

## **III. NONPUBLIC EXECUTIVE SESSION** **(Call Vote)**

In accordance with the NJ Open Public Meetings Act, the Berlin Borough School District desires to discuss



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certain matters in closed session described in the aforementioned law, pertaining to student matters. The Berlin Borough School District Board of Education will disclose the discussion topic of the closed session at a public meeting as soon as possible. The Berlin Borough School District shall now enter a closed session for an approximate time limit of 30 minutes after which the public meeting of the Board will reconvene and proceed with business.

**Resolution #1, 1-18 Non Public Executive Session**

WHEREAS; Matters pertaining to sensitive personnel issues, negotiations, student discipline issues and litigation are proper topics for closed sessions under the Public Meetings Act, therefore, be it

RESOLVED: to hold a Closed Meeting of the Berlin Borough Board of Education for said purposes: Attorney client privilege; H.I.B.

BE IT FURTHER RESOLVED; to make available the results of the Closed Meeting in the minutes of this meeting or in subsequent actions of the Board.

BERLIN BOROUGH BOARD OF EDUCATION

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Secretary

**IV. RETURN TO PUBLIC SESSION (Call Vote)**

**V. NEW BUSINESS**

1. Request for BOE members to utilize microphones at during their meetings.
2. BOE Agenda Format
3. CSA Evaluation Process

**VI. OLD BUSINESS**

1. Discussion of Athletic Fees for the 2018-2019 school year:
  - a. Current Athletic Fees
  - b. Comparison of Athletic Fees
  - c. Uniform Rotation
2. NJ SBA Workshop-Save the date! March 24th 10 AM- 12 PM

**VII. MEETING ADJOURNED (Call Vote)**

Next Meeting: March 14, 2018\*  
Location: Media Center  
Time: Regular Meeting at 7:00 p.m.