



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

Date: June 21, 2018
Time: 6-7 p.m. NJSBA Workshop
 7:00 p.m. Regular Meeting
Location: Media Center
 Berlin Community School
 215 South Franklin Avenue
 Berlin, NJ 08009

MINUTES

I. PUBLIC SESSION

A. Meeting Called to Order: Linda Welte, President **Time:** 6:05 p.m. NJSBA Workshop

B. Statement of Open Meeting Compliance 7:01 p.m. Regular Meeting

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), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

Member	Present	Absent
Lisa Asare	Arrived 6:16	
Nicholas Guerere		X
Kristine Height	X	
Lisa Kehoe	X	
Jocelyn Lewis	Arrived 6:10	
Dennis Quinn	X	
Francine Viscome	X	
Rebecca Holland – Vice President	X	
Linda Welte - President	X	

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 | Grade 5: | Addison Foster |
| | | Grade 5: | Alexa Melcher |
| | | Grade 6: | Lisania Valencia |
| | | Grade 7: | Michael DiPascale |
| | | Grade 8: | Phoebe Brady |
| 2. | Superintendent’s Award: | Grade 7: | Paige Cooper |
| 3. | Student report – student body representative: | | |

F. Gifts to Retirees-Thank You For Your Years of Service!

1. Debbie Mansis
2. Sue Ann Comfort
3. Cindy DiPalma
4. Sue D’Alesandro
5. Nancy Norton
6. Barbara Rote



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G. Presentations

1. Introduction of New Employee: Mrs. Renee Murphy, Teacher of Middle School Science
Mrs. Michelle Biehl, Payroll Benefits Coordinator
Ms. Erin Rodriguez, Part Time Special Education
2. Kaleidoscope Club: Olivia Marcantuono
3. EVVRS-HIB: Mr. Frank Locantora
4. Code of Conduct: Jennifer Zingaro and Denise Weintraut
MS Justice League Recommendations
Disciplinary Referral Form
Restorative Practices
BCS Six Pillars of Character

H. Approval of Minutes

1. May 10, 2018 Regular Meeting Minutes

Motion: Dennis Quinn, seconded by Rebecca Holland to approve the May 10, 2018 meeting minutes.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

I. Correspondence

1. Employee Step Request
2. Employee Step Request
3. Employee Step Request
4. Thank you-Lauren Rose Albert Foundation
5. Courtyard-Miss Maloney's Class

J. Facilities

1. Business Administrator's Report: Cande Kristoff
2. Drills:

Shelter in Place	May 18, 2018	11:40 am
Fire Drill	May 30, 2018	10:30 am
Fire Drill	June 4, 2018	1:40 pm
MS Bus Evacuation	June 5, 2018	7:45 AM
Elem School Bus Evacuation	June 5, 2018	8:20 AM
Evacuation Drill	June 11, 2018	1:58 PM

K. Finance: Cande Kristoff

1. Reconciliation Report.
Ratify and affirm Reconciliation Report for month ending April 2018.
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for April 2018.
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 April 30, 2018, no budgetary line item account has obligations and payments (contractual orders) which in total



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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 April 30, 2018. The Reconciliation Report and Secretary’s Report are in agreement for the month of: April 30, 2018.

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 April 30, 2018, 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 April 30, 2018 as follows: Increased/Decreased state aid: (\$0.00)

4. Transfers.

Motion to approve transfers for the month of April 2018.

5. Cafeteria Report.

Ratify and affirm Cafeteria Report for period ending April 2018.

Ratify and affirm Cafeteria Report for period ending May 2018.

6. Approval of Bills.

Recommend bills to be paid as of April 26, 2018 in the amount of \$341,867.10

7. Student Activity Report.

Motion to approve Student Activity Report for the month ending April 2018.

8. Donations:

Donation	Group Offering	Amount/Value
HSA Donation	Flexible Seating	\$750
HSA Donation	Ink Cartridges and Flexible Seating	\$1250
HSA Donation	Annual Ability Awareness Week	\$400

9. **Business Administrator’s Contract.** Motion to approve the Business Administrator’s Contract for the period of July 1, 2018 through June 30, 2019, as reviewed and approved by the Executive County Superintendent of Schools.

10. **End of Year Summer Bills.** Motion to authorize the Business Administrator to make transfers and pay bills to close out the school year and to pay summer bills, in conjunction with the Finance committee. All interim authorizations will be formally confirmed at the August 2018 Board of Education meeting.

11. **Board Solicitor - Request for Proposal.** Motion to approve the professional service award to Wade, Long, Wood & Long, LLC for the 2018-2019 year.

12. **Interlocal Contracts.** Motion to approve the Interlocal Contracts, as attached LDTC Teacher

13. **Resolution #1, 6-18 Transfer of Current Year Surplus to Reserve.** Motion to approve transfer of current year anticipated surplus into a Capital Reserve and Maintenance Reserve up to the amounts as follows: Capital Reserve \$200,000 Maintenance Reserve \$100,000

14. **Resolution #2 6-18 - Corporate Certificate (TD Bank).** Motion to approve Bank Signatures:

Board President	Linda Welte
Superintendent	Kristen Martello
Business Administrator	Cande Kristoff
Principal	Shelly Ward-Richards

15. **Resolution #3 06-18 School Alliance Insurance Fund Commissioner.** Motion to approve appointment of Cande Kristoff as the School Alliance Insurance Fund Commissioner (NJSIG) for 2018-2019.



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- 38. Landscaping Services. Motion to approve MacFerren Landscaping for renewal of landscaping services at \$190 a cut for the 2018-2019 school year.
Security Services. Motion to approve Fire and Security Technologies (FAST) service for the following:
NFPA 10 Fire Extinguisher Inspections and Service as quoted
NFPA 25 Sprinkler Inspection \$525
NFPA 72 Fire Alarm Inspection \$500
Fire Alarm monitoring with testing \$300
Kitchen Hood Suppression System Inspection and Service as quoted
- 39. Capital Floors LLC. Motion to approve recoating of gymnasium maple floors \$1,880 for 2018-2019
- 40. KLT Sales & Service. Motion to approve gymnasium preventive maintenance on bleachers, basketball backstops and operable wall \$1,475 for 2018-2019
- 41. Resolution #5 6-18 Alliance for Competitive Energy Services (ACES). Motion to approve participation in the purchase of electricity and gas through the cooperative pricing system for 2018-2019
- 42. Wellness Grant Program. Motion to approve participation in the Wellness Grant Program through the School Health Insurance Fund for 2018-2019
- 43. Requisition for T-1 Taxes and T-2 Debt Service. Motion to approve the 2018-2019 T-1 Requisition for Taxes and T-2 Requisition for Debt Service. The following payment schedule is needed to meet the obligation of the Board.
- 44. NJ Association for Middle Level Education. Motion to approve school membership with NJ Association for Middle Level Education for the 2018-2019 school year in the amount of \$99.

Motion: Kristine Height, seconded by Rebecca Holland to approve Finance items 1 through 44.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		Items 20 & 22
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

Appointments/Items L through Z

L. Professional Services for the 2018-2019 School Year:

Consider a motion to approve the following professional services:

- 1. Auditor Robert Inverso \$19,300
- 2. Medical Officer Julian Maressa, D.O. \$2,500
- 3. Insurance Brokers:
Conner Strong
AFLAC
Public Risk Group LLC

M. Depository:

Consider a motion to designate the following depositories for the 2018-2019 school year.

- TD Bank North
- New Jersey Arm
- New Jersey Cash Management
- Any other depository more beneficial to the district

N. Tax Shelter Annuity Company's/Brokers:



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Consider a motion to designate the following Tax Shelter Annuity Company's/Brokers for the 2018-2019 school year:

AXA Equitable

Lincoln Financial

Any other Tax Shelter Annuity Company's/Brokers more beneficial to the district.

O. Travel Limitations for the 2018-2019 school year:

Consider a motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2018-2019 school year, not to exceed \$20,000.00.

P. Authorization to Award Contracts for the 2018-2019 school year:

Consider a motion to authorize the business administrator as the certified purchasing agent to award contracts up to in accordance with N.J. Statutes for the 2018-2019 school year, to set the quote threshold at 15% of the bid threshold, and to approve procurement of goods and services through state agencies (state contract) and cooperative purchasing agreements.

Q. Authorization to Sign Warrants (Checks) for the 2018-2019 school year:

Consider a motion to authorize the following personnel to sign checks for the 2018-2019 school year:

1. President of the Board of Education
2. Business Administrator/Board Secretary
3. Superintendent of Schools
4. Principal

R. Authorization of Payment of Bills between BOE Meetings for the 2018-2019 school year.

Consider a motion to authorize the payment of bills between Board of Education Meetings for the 2018-2019 school year.

S. Authorization to Establish Petty Cash Funds for the 2018-2019 school year:

Consider a motion to authorize establishment of individual petty cash funds in the amount not to exceed \$250 for the 2018-2019 school year.

T. Approval of Parliamentary Procedure for the 2018-2019 school year:

Consider a motion to adopt parliamentary procedure as described by Robert's Rules of Order to govern the order of business of the Board of Education for the 2018 -2019 school year.

U. Appointment of Board Secretary and Custodian of Records (OPRA):

Consider a motion to appoint Cande Kristoff as Board Secretary and Custodian of Records for the 2018-2019 school year.

V. Appointment of Affirmative Action Officer:

Consider a motion to appoint Shelly Ward Richards of the Berlin Borough School District as the Affirmative Action Officer for the 2018-2019 school year.

W. Appointment of Right To Know Officer:

Consider a motion to appoint the Thomas Pratt of the Berlin Borough School District as the Right to Know Officer for the 2018-2019 school year.

X. Appointment of Integrated Pest Management Coordinator/Asbestos Management and PEOSA Officer/Indoor Air Quality Designee:

Consider a motion to appoint Thomas Pratt as the Integrated Pest Management Coordinator/Asbestos Management and PEOSA Officer/Indoor Air Quality Designee for the 2018-2019 school year.

Y. Consider the adoption of the following Resolution #6 (06-17): (Required under the Sunshine Law)

WHEREAS, the "Open Public Meetings Act" requires that advance written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephoned, faxed or hand delivered to one local newspaper designated by resolution, and mailed to all persons requesting a copy of same upon payment of an established fee

NOW THEREFORE, Be It Resolved by the Board of Education of the Borough of Berlin Borough as follows:

1. All advance written notices of Board meetings shall be posted by the Board Secretary: on the bulletin board located in the Berlin Borough School Elementary and Middle School Offices, on the school website, and on the bulletin board located in the Berlin Borough Administration Building.



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2. All advance written notices of Board meetings shall be given to at least one of the following newspapers:
The Courier Post Newspaper (primary)
The Central Record (secondary)
3. All advance written notices of Board meetings and any change throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$15.00. News media shall be exempt from such fee.

Z. Motion to adopt prior rules and regulations of the Board including school programs and curriculum as follows:

1. Existing Board Policy Manual, Bylaws and Regulations
2. Art, Computer, Family Life, Life Skills, Physical Education, Language Arts, Library, Mathematics, Music, Science, Social Studies, Health, Guidance Services, Child Study Team Services, and all other programs and curriculum now presently in force.
3. All textbook series currently in use and previously approved library books.

Motion: Dennis Quinn, seconded by Francine Viscome to approve Finance items L through Z.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

****[The Sign-In sheet for participation in the public comment portion of the meeting will be collected now.](#)****

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

1. Tansboro Road Apartment Project
2. 2018-19 Character Education Theme
3. Completion of Ed.D
4. Board Member Dennis Quinn-NJSIG Board of Trustee
5. OpenSciEd-Science Field Test

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. Shallow
5. NutriServe Food Service Update: April 2018; May 2018

C. Superintendent’s Monthly Report

Motion: Francine Viscome, seconded by Lisa Asare to approve Superintendents Monthly Report

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		



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Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

D. Policy

1. First Reading.

- P1550 Equal Employment/Anti-Discrimination Practices
- R1550 Equal Employment/Anti-Discrimination Practices
- P2431 Athletic Competition
- R2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or I Intramural Team or Squad
- P5350 Student Suicide Prevention
- R5350 Student Suicide Prevention
- P5533 Student Smoking
- P8462 Reporting Potentially Missing or Abused Children

Motion: Rebecca Holland, seconded by Jocelyn Lewis to approve Policies 1 through 8 First Reading

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing.

- P5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- R5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

Motion: Dennis Quinn, seconded by Jocelyn Lewis to approve Policies 1 through 2 Second Reading

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

E. Administration

1. Job Description. Motion to approve the job description for PT Computer Technician.
2. Job Description. Motion to approve the job description for Accounts Payable and Receivable Clerk.
3. PALS Summer Staff. Motion to approve PALS Summer Staff.
4. Field Hockey Fundraising. Motion to approve 2018-19 Field Hockey Fundraisers (2) Bake Sales and a Dine



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and Donate.

5. Professional Development Plan. Motion to approve 2018-19 Professional Development Plan.

6. Camden County Elementary League. Motion to approve 2018-19 Camden County Elementary League Soccer Membership Agreement.

7. Pre-School Closing Schedule. Motion to approve 2018-19 Pre-School Closing Schedule.

8. Young Adult Literature. Motion to approve Young Adult Literature in a Secondary Classroom.

9. Bell Schedule. Motion to approve 2018-19 Bell Schedule as attached.

10. 2018-19 Summer Reading Lists: Kindergarten
Elementary School Reading List (Grades 1-)
Middle School Reading List (Grades 6-8)

11. 2018-19 Supply Lists: Kindergarten
Elementary School Reading List (Grades 1-4)
Middle School Reading List (Grades 6-8)

12. 2018-19 Social Studies Curriculum: Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5

13. Interim Hiring Authorizations. Motion to authorize the Superintendent to hire in the interim (no July meeting) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the August Board of Education meeting.

Motion: Francine Viscome, seconded by Lisa Asare to approve Administration items 1 through 13

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X	Item 8	
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X	Item 8	
Linda Welte - President	X		

F. Personnel

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

2. Revised ESY Roster. Motion to approve revised ESY 2018 Employee Roster.

Motion: Francine Viscome, seconded by Lisa Asare to approve Personnel items 1 through 2

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		Item 2
Rebecca Holland – Vice President	X		
Linda Welte - President	X		



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G. Public Participation – All Issues

Motion: Dennis Quinn, seconded by Lisa Kehoe to open meeting for public session

Call Vote: Unanimous Yes – Motion Passed

This meeting will now be open to the public. If your questions or comments pertain to litigation, students, personnel, or negotiations, we would ask that you establish a time to meet with the Superintendent after the meeting since the board will not discuss these items in public.

Complaints stated or actions requested by the public will be taken under advisement by the Board and referred to the Superintendent for investigation, discussion, action, or disposition at a later date or time. Please keep in mind that the public comment session is an opportunity for you to share your opinions and remarks with the Board, and it is not a question and answer session.

Please be aware that all district employees retain the right of privacy. Please also be reminded that any individuals who may be the subject of public comments, including district employees, shall retain all rights against defamation and slander according to the laws of New Jersey. The Board will not be held liable for comments made by members of the public.

Any person wishing to participate in the public Board meeting must register prior to the conclusion of the finance section of the meeting and will be recognized by the presiding officer when it is their time to speak. Please state your name and address for the record. Comments will be limited to 3 minutes per person. All statements shall be directed to the presiding officer; no participant may address or question Board members individually. If personal or discourteous statements are made, the presiding officer may require the speaker to stop; the presiding officer reserves the right to request a recess. The total comment period will be 30 minutes unless extended by a vote of the majority of the Board members present at the meeting.

Community Member: Tracy Salvator stated that she is unhappy with the changes in the public session portion of the Board of Education meetings; she also commented that she has amazing memories from her eldest sons experiences at BCS; she’s saddened that things have changed.

Motion: Dennis Quinn, seconded by Lisa Asare to close public session

Call Vote: Unanimous Yes – Motion Passed

III. NONPUBLIC EXECUTIVE SESSION

Motion: Francine Viscome, seconded by Lisa Kehoe to move into Executive Session.

Call Vote: Unanimous Yes – Motion Passed

In accordance with the NJ Open Public Meetings Act, the Berlin Borough School District desires to discuss 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 1 hour.

Resolution #6, 6-18 Non Public Executive Session – Discussion HIB; CSA

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 pertaining to personnel issues, student discipline, and litigation

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

Secretary

IV. RETURN TO PUBLIC SESSION

Motion: Francine Viscome, seconded by Dennis Quinn to return to public session

Call Vote: Unanimous Yes – Motion Passed



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V. NEW BUSINESS

1. Motion to approve the transfer of funds from the ROD Grant unexpended funds in Fund 31 to the General Fund Capital Reserve in the amount of \$68,068.56

Motion: Francine Viscome, seconded by Jocelyn Lewis to return to public session

Call Vote: Unanimous Yes – Motion Passed

VI. OLD BUSINESS

Discussion Committee Reports

VII. MEETING ADJOURNED

Time: 10:55 p.m.

Motion: Kristine Height, seconded by Lisa Kehoe to adjourn the meeting

Call Vote: Unanimous Yes – Motion Passed

Next Meeting: August 16, 2018
Location: Media Center
Time: 7:00 p.m.