



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

**Date:** March 14, 2018  
**Time:** 7:00 PM  
**Location:** Media Center  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009

**Minutes - Regular Meeting**

**I. PUBLIC SESSION**

**A. Meeting Called to Order:** President, Linda Welte

**Time:** 7:01 p.m.

**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**

Member	Present	Absent
Lisa Asare	X	
Nicholas Guerere	X Arrived 7:05	
Lisa Kehoe	X	
Jocelyn Lewis	X	
Dennis Quinn	X	
Francine Viscome	X	
Vacancy		
Rebecca Holland – Vice President	X	
Linda Welte - President	X	

**Others in attendance:** Superintendent-Kristen Martello, Business Administrator-Cande Kristoff, Board Solicitor-Allan Dzwilewski

**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!

- Students of the month:
  - February: 5th-Jenna Pliszczyk
  - 6th-William Jewell
  - 7th-Thomas Forte
  - 8th-Nicolette Friedrich



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- 2. Student Report: Nick Vitale, President
Moment of silence to remember the victims of the Marjorie Stoneman Douglas High School.

F. Presentations

- 1. Suzanne Ruhf & Erin Maloney - Seusstastic Scholarships
2. Chief Miller & Sergeant Verano - School Security
3. Mayor Bilella speaks on School Resource Officer shared service agreement

G. Approval of Minutes

Motion: Dennis Quinn, seconded by Francine Viscome to approve minutes for:
February 15, 2018 Regular Meeting

Roll Call

Table with 4 columns: Member, Yes, No, Abstain. Rows include Lisa Asare, Nicholas Guerere, Lisa Kehoe, Jocelyn Lewis, Dennis Quinn, Francine Viscome, Rebecca Holland - Vice President, and Linda Welte - President.

I. Correspondence

GI GO Fund
Retirement

H. Facilities

- 1. Business Administrator's Report: Cande Kristoff
2. Drills: Fire Drill February 27, 2018
Lock Down February 26, 2018

I. Finance: Cande Kristoff

- 1. Reconciliation Report. Ratify and affirm Reconciliation Report for month(s) ending: January 2018
2. Report of the Board Secretary. Ratify and affirm Board Secretary Report as of: January 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 January 31, 2018, 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 January 31, 2018. The Reconciliation Report and Secretary's Report are in agreement for the month(s) of: January 31, 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 January 31, 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.



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- 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 January 2018, as follows: Increased/Decreased state aid: (\$0.00)
- 4. Transfer Report. Motion to approve transfers for the month(s) of: January 2018
- 5. Cafeteria Report. Ratify and affirm Cafeteria Report for period ending: January 2018
- 6. Approval of Bills. Recommend bills to be paid as of March 14, 2018, in the amount of \$823,460.04
- 7. Student Activity Report. Motion to approve Student Activity Report for the month(s) of: January 2018
- 8. Donations:

Donation	Group Offering	Amount/Value

- 9. Approval of the 2018-2019 Tentative Budget.  
Motion to approve Resolution #1 03-18 that the Berlin Borough Board of Education, authorize the submission of the 2018-2019 tentative budget as follows for submittal to the Executive County Superintendent of Schools:

Fund 10 \$11,363,115  
Fund 20 \$ 457,626  
Fund 40 \$ 594,625  
Total \$12,415,366

With \$7,344,466 to be raised in taxes for Fund 10 and \$594,625 to be raised in taxes for Fund 40. The total tax levy for 2018-2019 is \$7,939,091.

- 10. Motion to reschedule the Regular Board Meeting and Public Budget Hearing from April 19, 2018 to Thursday, April 26, 2018. Revised Election Calendar

**Motion:** Francine Viscome, seconded by Rebecca Holland to approve Finance items 1 through 10.

**Roll Call**

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

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

**A. For Your Information**

- 1. *Save the Date!* **Fashion Show:** March 15, 2018  
**Book Fair:** March 19-23, 2018  
**People’s Choice Awards:** April 12, 2018  
**Run for Sue:** May 10, 2018

- 2. Tansboro Road Apartment Project
- 3. iPad Initiative Update
- 4. Eastern Student Visit

**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



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5. NutriServe Food Service Update: Mrs. Christina Weber

**C. Superintendent’s Monthly Report**

**Motion:** Nicholas Guerere, seconded by Rebecca Holland to approve the Superintendent’s monthly report.

**Roll Call**

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

**D. Policy**

1. First Reading.

- P3437 Military Leave
- P4437 Military Leave
- P5330.01 Administration of Medical Marijuana
- P7425 Lead Testing of Water in Schools
- P7440 School Security
- R7440 School District Security
- P7441 Electronic Surveillance in School Buildings and on School Grounds
- R7441 Electronic Surveillance in School Buildings and on School Grounds
- P8630 Bus Driver/Bus Aide Responsibility
- R8630 Bus Driver/Bus Aide Responsibility
- R7101 Educational Adequacy of Capital Projects

**Motion:** Francine Viscome, seconded by Rebecca Holland to approve policies 1 through 11 First Reading.

**Roll Call**

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere	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.

- 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



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Intramural Team or Squad

**Motion:** Dennis Quinn, seconded by Lisa Kehoe to approve policies 1 through 6 Second Reading.

**Roll Call**

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

**Policy Abolishment/Public Hearing**

3. Abolish.

**E. Administration**

1. PALS Spring Flyer: Motion to approve the PALS 2018 Spring Flyer  
Motion to approve the PALS 2018 Summer Flyer
2. Girls Softball Schedule: Motion to approve 2018 Spring Girls Softball Schedule

**Motion:** Francine Viscome, seconded by Lisa Asare to approve Administration items 1 through 2.

**Roll Call**

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

**F. Personnel**

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Resolution #2 (3-18) to ratify the actions taken by the superintendent to place employee ID #37373677 on paid administrative leave and abolish position as attached.

**Motion:** Francine Viscome, seconded by Nicholas Guerere to approve Personnel Report items 1 through 2.

**Roll Call**

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



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**G. Public Participation – All Issues**

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.

**Motion:** Dennis Quinn, seconded by Rebecca Holland to open meeting to public participation.

**Call Vote:** Unanimous Yes – Motion Passed

The following community members spoke to the Board of Education regarding School Resource Officer, HIB process policy, Overall protection of students, displeased of school organization, petition update, consider having interaction with the public during public session: Jeff Greenburg, Erica Sirdashney, Mike Chuppe, Rick Miller, Jennifer Adair-Lafontaine, Jeff Salvatore, Danielle Inman, Tracy Salvatore.

**Motion:** Dennis Quinn, seconded by Lisa Kehoe to close the public session.

**Call Vote:** Unanimous Yes – Motion Passed

**III. NONPUBLIC EXECUTIVE SESSION**

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 30 minutes after which the public meeting of the Board will reconvene and proceed with business.

**Resolution #3, 3-18 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

**Motion:** Dennis Quinn, seconded by Lisa Kehoe to enter into Executive Session.

**Call Vote:** Unanimous Yes – Motion Passed

**IV. RETURN TO PUBLIC SESSION**

**Motion:** Francine Viscome, seconded by Dennis Quinn to return to the Public Session.

**Call Vote:** Unanimous Yes – Motion Passed

**V. NEW BUSINESS**

1. Committee Reports: Personnel Committee met: Review personnel committee responsibility.  
Francine Viscome, Chair  
Finance Committee met: Budget discussion. Dennis Quinn, Chair  
Facilities Committee met: Roof funding discussion. Rebecca Holland, Chair

**VI. OLD BUSINESS**

1. **Board Candidacy Nomination**  
Cassandra Buchanan  
Louis Lucente



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Kristine Height  
Christopher Iacono  
Shelley Pampanin

**Motion:** Dennis Quinn, seconded by Rebecca Holland to appoint Board Member.

**Roll Call**

Member	Buchanan	Lucente	Height	Iacono	Pampanin
Lisa Asare				X	
Nicholas Guerere			X		
Lisa Kehoe			X		
Jocelyn Lewis				X	
Dennis Quinn			X		
Francine Viscome			X		
Rebecca Holland – Vice President			X		
Linda Welte – President			X		

2. Discussion of School Resource Officer. Motion to move forward with attorney contract review to enter into Shared Service Agreement with the Borough.

**Motion:** Lisa Kehoe, seconded by Rebecca Holland to enter into an Agreement with the Borough to provide School Resource Officer services, pending review by Attorneys.

**Roll Call**

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

3. Motion to approve Revised District Calendar

**Motion:** Lisa Kehoe, seconded by Rebecca Holland to approve revised district calendar.

**Roll Call**

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

**VII. MEETING ADJOURNED**

Next Meeting: March 24, 2018 (NJ SBA Workshop - No action to be taken)  
Location: Media Center



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Time: 10:00 AM-12:00 PM

**Motion:** Francine Viscome, seconded by Dennis Quinn to adjourn the meeting

**Call Vote:** Unanimous Yes – Motion Passed

**Time:** 9:30 p.m.