



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

Date: June 17, 2010
Time: 7:00 p.m.
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

AGENDA

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 Record Breeze and posted in the Berlin Community School, the Berlin Community School Website, (www.bcsberlin.k12.nj.us), Borough Hall, and Channel 19.

C. Flag Salute

D. Roll Call

E. Student Recognition

1. Students of the month:

	<u>May 2010</u>	<u>June 2010</u>
Grade 5:	Alyssa Bentz	Aaron Bradley
Grade 6:	Maria Giamba	Brittany Sullivan
Grade 7:	Rosa Zeng	Tyler Dixon
Grade 8:	Dominic DiVentura	Francesca Falvo

2. Student body representative report.

F. Presentations

1. BCSHA End of Year Report: Mrs. Karen Costanzo

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.



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- H. Approval of Minutes** **(Call Vote)**
1. Regular Meeting and Executive Session *(Attachment H.1)*
- I. Correspondence** **(Call Vote)**
1. Rothschild, Barbara S. "Voorhees Approves Cuts In School Budgets." *Courier Post*. 19 May 2010. *(Attachment I.1)*
2. American Red Cross: Hearts for Haiti Campaign *(Attachment I.2)*
3. Parent request to consider uniform policy. *(Attachment 1.3)*
- J. Facilities** **(Call Vote)**
1. Business Administrator's Report: Frank Domin *(Attachment J.1)*
2. All pest management activities in 09-10 were conducted by Western Pest Services in accordance with all applicable regulations. There are no recommendations at this time. This report is in accordance with the Board's policy on Integrated Pest Management.
- K. Finance: Mr. Frank Domin** **(Roll Call)**
1. Treasurer's Report. *(Attachment K.1)*
Ratify and affirm Treasurer's Report for April 30, 2010.
2. Report of the Board Secretary. *(Attachment K.2)*
Ratify and affirm Board Secretary Report for April 30, 2010.
3. Monthly Budgetary Certification. *(Attachment K.3)*
Motion to approve monthly budgetary certification.
- a. Certification of Board Secretary
- b. Certification of Board of Education
4. Transfers. *(Attachment K.4)*
Motion to approve transfers for the month of April 20, 2010.
5. Cafeteria Report. *(Attachment K.5)*
Ratify and affirm Cafeteria Report for April 30, 2010.
6. Approval of Bills. *(Attachment K.6)*
Recommend bills to be paid as of June 17, 2010 in the amount of \$267,856.92.
7. Student Activity Report. *(Attachment K.7)*
Motion to approve Student Activity Report for April 2010.
8. Grant Transfer. Motion to approve submission of budget modification:
- IDEA B as follows:**
- Transfer Out:**
- Workshop and Travel (0-20-250-200-500-02-00) \$2,530.07
- Transfer In:**
- Supplies (2-20-250-100-610-01-00) \$2,530.07
- ARRA-IDEA B as follows:**
- Transfer Out:**
- Workshop and Travel (0-20-450-200-500-02-00) \$1,296.83
- Transfer In:**
- Supplies (0-20-450-100-610-01-00) \$1,296.83
- Transfer Out:**
- Textbooks (0-20-450-100-640-00-000) \$2,120.00



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- Transfer In:**
Supplies (0-20-450-100-610-01-00) \$2,120.00
9. Transportation Contract. Motion to approve the transportation contract with T & L Transportation at the State approved increase of 0% for \$160,765.50.
- | | |
|----------------|---------------------|
| Route 1 A & B: | \$ 32,153.10 |
| Route 2 A & B: | \$ 32,153.10 |
| Route 3 A & B: | \$ 32,153.10 |
| Route 4 A & B: | \$ 32,153.10 |
| Route 5 A & B: | <u>\$ 32,153.10</u> |
| Total: | \$160,765.50 |
10. Transportation Contract. Motion to approve the following contracts with T & L Transportation at the state approved increase of 0%:
- | | |
|-----------------------|-------------|
| Sport Transportation: | \$11,382.00 |
| OLMC: | \$ 964.60 |
11. Summer Transportation Routes. Motion to approve the following summer transportation routes with T & L Transportation at \$160.00 per day for 20 days:
- | | |
|------------------------|------------|
| Special Education ESY: | \$3,200.00 |
|------------------------|------------|
12. Special Education Bus Aide. Motion to approve a Special Education Bus Aide at \$12.00 per hour for 20 days:
- | | |
|-----------------------------|-----------|
| Special Education Bus Aide: | \$ 480.00 |
|-----------------------------|-----------|
13. 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 19, 2010 Board of Education meeting.
14. Annual Transportation Approval with EHS and CCVTS. Motion to approve Eastern Regional School District and Camden County Vocational/Technical School District to provide transportation for high school age students.
15. Annual Transportation Approval with OLMC. Motion to approve transporting Our Lady Of Mount Carmel students on the Berlin Community School's regular bus routes.
16. Therapy Service. Motion to approve Heartland Rehabilitation Services to provide occupational therapy, for the 2010-2011 school year, at hourly rate of \$75.00, not to exceed 32 hours of therapy, complete evaluation(s) as needed.
17. Gymnasium Maintenance. Motion to approve the gymnasium operable wall and bleacher maintenance as per proposal from KLT Sales and Service in the amount of \$1,150.00 (8% reduction).
18. School Supplies Purchase. Motion to approve the purchase of office and school supplies under New Jersey State Contract #A57432 through School Specialty at a 32% catalog discount, the Camden County Consortium from Office Basics at 74% off catalogue bid items, and Staples at Group Member Discount Prices.
19. Security Monitoring Contract. Motion to approve the annual contract for building security central station monitoring with GCSI of Williamstown in the amount of \$429.96.
20. Gym Floor Maintenance. Motion to approve the gym floor maintenance and refinishing contract, per quote received, to Traditional Floors. (Gym A: \$2,025.00; Gym B: \$2,045.00.)



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- 21. Lawn Fertilization. Motion to approve the annual contract for lawn fertilization with Trugreen Chemlawn at \$850.00.
- 22. Honeywell Service Agreement. Motion to renew the service agreement with Honeywell for semi-annual inspections, start up, preferred temperature and pneumatic control maintenance services – July 1, 2010, through June 30, 2011, in the amount of \$13,406.00 (5% decrease).
- 23. Western Pest Control. Motion to approve the annual contract with Western Pest Control at \$979.20.
- 24. Inverso & Stewart Peer/Quality Report. *(Attachment K.24)*
Motion to acknowledge the receipt, review, and evaluation of the auditors' (Inverso & Stewart) current external peer/quality report.
- 25. Requisition for taxes and debt service. Motion to approve the 2010-2011 T-1 Requisition for Taxes and T-2 Requisition for Debt Service. The following payment schedule is needed to meet the obligations of the Board:

T - 1 General Fund		T - 2 Debt Service	
<u>Payment Request</u>	<u>Amount</u>	<u>Payment Request</u>	<u>Amount</u>
7/14/10	\$ 485,000	7/14/10	\$ 51,692
8/14/10	\$ 525,000	8/14/10	\$ 72,945
9/14/10	\$ 585,000		
10/14/10	\$ 530,000		
11/14/10	\$ 530,000		
12/14/10	\$ 530,000		
1/14/11	\$ 530,000	1/14/11	\$ 302,723
2/14/11	\$ 520,000	2/14/11	\$ 202,510
3/14/11	\$ 520,000		
4/14/11	\$ 520,000		
5/14/11	\$ 520,000		
6/14/11	<u>\$ 383,141</u>		
	\$6,163,141		\$ 629,870

- 26. Fire Alarm Service. Motion to approve Siemen's Industry, Inc. Bronze Service Contract for Fire alarms Annual maintenance July 1, 2010 to June 30, 2011, at \$1,845.00.
- 27. Environmental Design Inc. Motion to approve annual AHERA (asbestos) compliance services with Environmental Design Incorporated (annual and 6 month inspection reports) at \$1,300.00.
- 28. Revised annual audit fee. Motion to approve revised 2009-2010 Inverso & Stewart annual audit fee of \$18,000.00. (Due to increased costs for federal single audit compliance.)
- 29. Risk Management Consultant. *(Attachment K.29)*
Motion to approve Risk Management Consultant, Public Risk Group, LLC, for the School Allied Insurance Fund at no cost to district.
- 30. Safety Grant Application. Motion to authorize Business Administrator to submit safety grant application for \$5,174.00 to New Jersey School Boards Association Insurance Group.
- 31. Debt Service Fund Appropriation. Motion to approve Resolution #1,6-10, to appropriate available Debt Service Fund Balance to increase the 2009-2010 Debt Service Interest Account.



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II. SUPERINTENDENT’S REPORT: Dr. James J. Lavender

A. For Your Information

(Call Vote)

1. BCS Girl’s Softball Team Championship Win
2. “Superior” ratings for the Concert and Jazz Bands at the High Note Festival - Dorney Park.

B. Program Reports

(Call Vote)

1. Elementary School Report: Mr. Havers *(Attachment S-B.1)*
2. Middle School Report: Mr. Fanelli *(Attachment S-B.2)*
3. Special Education Report: Mrs. Hall *(Attachment S-B.3)*
4. CER Report: Mr. Louis *(Attachment S-B.4)*
5. Health Office Report: Mrs. Shallow *(Attachment S-B.5)*
6. Food Service Update: Ms. Frohlich *(Attachment S-B.6)*

C. Superintendent’s Monthly Report

(Roll Call)
(Attachment S-C)

D. Policy

(Roll Call)

1. First Reading.

Policy Second Reading/Public Hearing

(Roll Call)

2. Second Reading/Public Hearing .

E. Administration

(Roll Call)

1. Extended School Year Program. Motion to enter into Summer Pre-School District Program with Gibbsboro School District and to approve payment not to exceed \$3,000.00. Projected savings of \$2,774.00 over estimated in-house costs.
2. In-District Program for Extended School Year. Motion to approve the in-district Extended School Year Program as follows:
 - Dates: July 12, 2010 – August 12, 2010
 - Times: 8:30 a.m. – 11:30 a.m.
 - Grades 1-2: 4 days/week @ 5 weeks
Monday, Tuesday, Wednesday, Thursday (Total 20 days)
 - Grades 3-5: 3 days/week @ 5 weeks
Tuesday, Wednesday, Thursday (Total 15 days)
 - Grades 5-7: 4 days/week @ 5 weeks
Monday, Tuesday, Wednesday, Thursday (Total 20 days)
3. Race to The Top. Motion to ratify and affirm Race To The Top federal grant application as endorsed by the Board of Education and Superintendent of Schools.
4. Field Hockey Schedule. *(Attachment S-E.4)*
Motion to approve the fall 2010 Field Hockey Schedule.
5. Summer PALS Trips. *(Attachment S-E.5)*
Motion to approve the trips for the summer PALS program.
6. Office Schedule. *(Attachment S-E.6)*
Motion to approve the District and School Offices summer schedule.



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F. Personnel

(Roll Call)

1. Personnel Report.

(Attachment S-F)

Motion to approve the attached Personnel Report.

2. Substitutes 2010-2011. Motion to approve substitutes for the 2010-2011 school year.

(Attachment S-F.2)

3. 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 20th Board of Education meeting.

4. Health Benefit 1.5% Benefit Reduction. Motion to approve the opinion letter from board solicitor stating 1.5% deduction based on gross salary for all non-represented staff be effected July 1, 2010.

G. Public Participation – All Issues

(Call Vote)

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H. Unfinished Business

III. NONPUBLIC EXECUTIVE SESSION

(Call Vote)

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 negotiations. 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.

IV. RETURN TO PUBLIC SESSION

(Call Vote)

V. NEW BUSINESS

VI. OLD BUSINESS

1. Employee performance.

(Attachment VI.1)

VI. MEETING ADJOURNED

(Call Vote)

Next Meeting: August 19, 2010
Location: Media Center
Time: 7:00 p.m.