



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

**Date:** August 20, 2009  
**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](http://www.bcsberlin.k12.nj.us)), Borough Hall, and Channel 19.

**C. Flag Salute**

**D. Roll Call**

**E. Student Recognition**

1. (No student participation)

**F. Presentations**

**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**

**(Call Vote)**

1. June 15, 2009 Regular Meeting and Executive Session

*(Attachment H.1)*



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

- I. Correspondence** **(Call Vote)**
1. Letter of Appreciation - George Dixon *(Attachment I.1)*
  2. New Jersey School Boards Association Bargaining Conferences *(Attachment I.2)*
- J. Facilities** **(Call Vote)**
1. Business Administrator's Report: Frank Domin *(Attachment J.1)*
- K. Finance: Mr. Frank Domin** **(Roll Call)**
1. Treasurer's Report.  
Ratify and affirm Treasurer's Report for May, 2009. *(Attachment K.1)*  
Ratify and affirm Treasurer's Report for June, 2009. *(Attachment K.1.a)*
  2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for May, 2009. *(Attachment K.2)*  
Ratify and affirm Board Secretary Report for June 2009. *(Attachment K.2.a)*
  3. Monthly Budgetary Certification.  
Motion to approve monthly budgetary certification. *(Attachment K.3)*
    - a. Certification of Board Secretary
    - b. Certification of Board of Education
  4. Transfers.  
Motion to approve transfers for the month of May, 2009. *(Attachment K.4)*  
Motion to approve transfers for the month of June, 2009. *(Attachment K.4.a)*
  5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for May, 2009. *(Attachment K.5)*  
Ratify and affirm Cafeteria Report for June, 2009. *(Attachment K.5.a)*
  6. Approval of Bills.  
Recommendation to pay bills as of 8/7/09 in the amount of \$541,490.69 *(Attachment K.6)*
  7. Student Activity Report.  
Motion to approve Student Activity Report for May, 2009. *(Attachment K.7)*  
Motion to approve Student Activity Report for June, 2009. *(Attachment K.7.a)*
  8. Environmental Design. **(Roll Call)**  
Motion to renew the annual contract with Environmental Design Inc. to act as the designated AHERA (Asbestos Hazard Emergency Response Act) contact person and to provide bi-annual AHERA inspections and reporting. Contract per proposal received \$1,300.00 (no increase).



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

9. Motion to approve purchase of Electric Services. Motion to approve Resolution #1, 8-09 to purchase Electric Generation Services through the Alliance for Competitive Energy Services (ACES) Bid.  
*(Attachment K.9)*
10. Motion to approve purchase Gas Services. Motion to approve Resolution #2, 8-09 to purchase Electric Generation Services and Natural Gas Services through the Alliance for Competitive Energy Services (ACES) Bid.  
*(Attachment K.10)*
11. Grant Transfer.  
Motion to approve submission of budget modifications for IDEA B and IDEA Preschool as follows:

***OLMC Transfer Out:***

FICA:	9-20-250-216-210-02	\$23.36
FICA:	9-20-251-100-210-02	<u>8.62</u>
Total:		\$31.98

***OLMC Transfer In:***

Supplies:	9-20-250-100-610-02	\$23.36
Supplies:	9-20-251-100-610-02	<u>8.62</u>
Total:		\$31.98

12. Motion to approve submission of IDEA entitlement grant. Motion to approve submission of the Individuals with Disabilities Education Improvement Act (IDEA) Part B for 2009/2010 school year in the following amounts:

Basic:	\$196,434.00
Preschool:	\$ 8,925.00

13. Motion to appoint architect. Motion to appoint Garrison Architects as Architect of record for 2009-2010, per R.F.Q. received.
14. Motion to approve travel limitation. Motion to approve a travel limitation of \$40,000.00 (including all programs) for the 2009/2010 school year.



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

15. Motion to apply for NCLB funds. Motion to apply for the No Child Left Behind Act Consolidated Grant entitlement funds for FY 09 in the following amounts:

TITLE I Part A Basic, Concentration, Targeted & Efig.	\$53,150.
TITLE I Part A Neglected	0.
TITLE Part D Delinquent	0.
<i>TITLE I Total</i>	<i>\$ 53,150.</i>
TITLE II Part A	\$ 22,489.
TITLE II Part D	530.
TITLE III	0.
TITLE III – Immigrant	0.
TITLE IV	\$ 2,208.
<b>Total Allocation</b>	<b>\$ 78,377.</b>

16. Motion to adjust Debt Service Fund Appropriation. Motion to adjust the Debt Service Fund Appropriation to include June 2009 interest for a total of \$1,457.61.

17. Motion to correct contract. Motion to correct annual contract amount for Human Resource Connection from \$21,000. to \$23,630. for the 2009-2010 school year.

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

**A. For Your Information**

- |  |   |
|--|---|
| 1. New Cafeteria Aide Procedures Sign-off  | <b>(Call Vote)</b><br><i>(Attachment S-A.1)</i> |
| 2. New Bus Driver Aide Procedures Sign-off | <i>(Attachment S-A.2)</i>                       |
| 3. New Student Registration Procedure      | <i>(Attachment S-A.3)</i>                       |
| 4. Substitute Teacher Hiring Process       | <i>(Attachment S-A.4)</i>                       |
| 5. New BCS Logo                            | <i>(Attachment S-A.5)</i>                       |
| 6. Staff Handbook 2009-2010 (Draft)        | <i>(Attachment S-A.6)</i>                       |
| 7. New District Literature                 |   |
| 8. E-News                                  |   |
| 9. Policy                                  |   |

**B. Program Reports**

- |   |   |
|---|---|
| 1. Elementary School Report: Mr. Havers           | <b>(Call Vote)</b><br><i>(Attachment S-B.1)</i> |
| 2. Middle School Report: Mr. Fanelli              | <i>(Attachment S-B.2)</i>                       |
| 3. Special Education Report: Mrs. Hall            | <i>(Attachment S-B.3)</i>                       |
| A. Department of Education End of the Year Report | <i>(Attachment S-B.3.a)</i>                     |
| 4. CER Report: Mr. Louis                          | <i>(Attachment S-B.4)</i>                       |
| 5. Health Office Report: Mrs. Hollander           | <i>(Attachment S-B.5)</i>                       |



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

6. Food Service Update: Ms. Frohlich (No report)

**C. Superintendent's Monthly Report** **(Roll Call)**  
*(Attachment S-C)*

**D. Policy** **(Roll Call)**

1. First Reading (None).

**Policy Second Reading/Public Hearing** **(Roll Call)**

2. Second Reading/Public Hearing (None).

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

1. Multiple Disabilities Class Grades Pre-K and K. Motion to approve the establishment of a Multiple Disabilities Class for students in preschool and kindergarten, with no additional staff or cost to the district.

2. Behavioral Disabilities Class Grades 3 and 4. Motion to approve the establishment of a Behavioral Disabilities Class for students in grades 3 and 4, with no additional staff or cost to the district.

3. Multiple Disabilities Class Grades 7 and 8. Motion to approve the establishment of a Multiple Disabilities Class for students in grades 7 and 8, with no additional staff or cost to the district.

4. Motion to Adopt Placement Results. Motion to adopt placement results for the NJQSAC District Performance Review as follows:

a. Instruction and Program: 89%

b. Fiscal Management: 98%

c. Operations: 66%

d. Personnel: 98%

e. Governance: 56%

*(Attachment S.E.4)*

5. Motion to approve District Improvement Plan. Motion to approve District Improvement Plan to remediate the indicators in the areas of Operations and Governance, which were areas found to be below the minimum 80% proficiency score during the DPR process. *(Attachment S-E.5)*

6. Motion to approve Gifted and Talented Program Proposal. Motion to approve the Kindergarten through Eighth Grade Berlin Community School Gifted and Talented Program. *(Attachment S-E.6)*

7. Motion to approve Custodian of Records. Motion to approve Frank Domin, Jr., Berlin Borough School District Business Administrator, as Custodian of Records for the 2009-2010 school year.



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

8. Motion to adopt Records Request Form. Motion to adopt Custodian of Records' Records Request Form. *(Attachment S-E.8)*
9. Motion to approve Homeless Liaison. Motion to approve Gina Squillace as Homeless Liaison for the 2009-2010 school year.
10. Motion to approve Curriculum Revision Cycle. Motion to approve the Five Year Curriculum Revision Cycle (2008 - 2013). *(Attachment S-E.9)*
11. Motion to approve Source-4-Teachers. Motion to approve 2009 - 2010 annual substitute contract with Source-4-Teachers. Daily billable rate for full day teacher placement: \$133.95; half day teacher placement: \$70.10.
12. Motion to approve Student/Parent Handbook. Motion to approve the BCS 2009-2010 Parent-Student Handbook. *(Attachment S-E.12)*
13. Motion to approve Child Study Team consultants. Motion to approve the attached list of consultants for the 2009-2010 school year. *(Attachment S-E.13)*
14. Motion to approve nursing services. Motion to approve Protocol contracted nursing services (1:1) at the bill rate of \$57.25 per hour.
15. Motion to approve Behavior Counts. Motion to approve Applied Behavioral Services Agreement with Behavior Counts Therapy at \$110.00 per hour for provision of consultation services, and \$30.00 per hour for Direct Instruction Services.
16. Motion to accept law enforcement agreement. Motion to accept the annual memorandum of Agreement between education and law enforcement officials for the 2009-2010 school year. *(Attachment S-E.16)*

**F. Personnel**

**(Roll Call)**

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

*(Attachment S-F)*

**G. Public Participation – All Issues**

**(Call Vote)**

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**H. Unfinished Business**



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

**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 personnel. 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 15 minutes.

**IV. RETURN TO PUBLIC SESSION**

**(Call Vote)**

**V. NEW BUSINESS**

1. Motion to accept Superintendent's Evaluation. Motion to accept the 2008-2009 Superintendent's evaluation. *(Attachment V.1)*

**VI. MEETING ADJOURNED**

**(Call Vote)**

Next Meeting: September 17, 2009  
Location: Media Center  
Time: 7:00 p.m.