



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

Date: June 21, 2012
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 Central Record and posted in the Berlin Community School, the Berlin Community School Website, (www.bcsberlin.k12.nj.us), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

E. Student Recognition

1. Students of the month May, 2012:

Grade 5: Amanda Missigman
Grade 6: Kayla Smith
Grade 7: Anthony Murphy
Grade 8: Carli Coppola

Students of the month June, 2012:

Grade 5: Nicholas Dill
Grade 6: Katelyn Brown-McGee
Grade 7: Bridget Benfield
Grade 8: Brianna Strassle

2. Announcement of student body representatives (new officers):

President: Kayla Somers
Vice-President: Shannon McElroy
Secretary: Anthony O'Connell
Treasurer: Jack Francesconi



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3. Dorney Park High Note Festival:
Concert Band and Jazz Band: Superior rating (highest awarded).
Concert Band: Scored 90 of 100
Jazz Band: Scored 94.5 of 100
4. BCS Baseball Team Championship Season: Mr. Brent Woods

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

(Roll Call)

1. May 24, 2012 Regular Meeting and Executive Session

I. Correspondence

(Call Vote)

1. Marianne Bieniakowski
2. Taryn Fisher
3. Lenora Reilly

J. Facilities

(Call Vote)

1. Business Administrator's Report: Frank Domin
2. All pest management activities in 2011-2012 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.
Ratify and affirm Treasurer's Report for N/A.
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for N/A.
3. Monthly Budgetary Certification.
Motion to approve monthly budgetary certification.
 - a. Certification of Board Secretary
 - b. Certification of Board of Education
4. Transfers.
Motion to approve transfers for the month of N/A.
5. Cafeteria Report.
Ratify and affirm Cafeteria Report for May 31, 2012.
6. Approval of Bills.
Recommend bills to be paid as of June 21, 2012, in the amount of \$242,754.34.
7. Student Activity Report.
Motion to approve Student Activity Report for N/A.



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8. 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 23, 2012 Board of Education meeting.
9. Summer Capital Outlay Project.
Motion to approve award of contract for summer facility improvements per quotes received: Grande Floor Covering, \$10,803.00 to remove rungs and install tile in rooms 3, 4, and 10.
10. 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.
11. Annual Transportation Approval with OLMC. Motion to approve transporting Our Lady Of Mount Carmel students on the Berlin Community School's regular bus routes.
12. Student Athletic Fee. Motion to renew the student athletic fee program.
13. Motion to approve non-requirement of meal payment.
Be it resolved that the Berlin Borough Board of Education does not require the Archway Schools To charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulations.
14. Security Monitoring Contract.
Motion to approve the annual contract for building security central station monitoring with GCSI of Williamstown in the amount of \$443.00.
15. 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.)
16. Lawn Fertilization.
Motion to approve the annual contract for lawn fertilization with Trugreen Chemlawn at \$850.00.
17. Honeywell Service Agreement.
Motion to renew the service agreement with Honeywell for semi-annual inspections, start-up, Preferred temperate and pneumatic control maintenance services – July 1, 2012 through June 30, 2013, in the amount of \$13,406.00.
18. Western Pest Control. Motion to approve the annual contract with Western Pest Control at \$979.20.
19. Inverso and Stewart Peer/Quality Report.
Motion to acknowledge the receipt, review, and evaluation of the auditors' (Inverso & Stewart,) Current external peer/quality report.
20. Fire Alarm Service.
Motion to approve Siemen's Industry, Inc. Bronze Service Contract for fire alarms annual maintenance July 1, 2012 to June 30, 2013, at \$2,000.00.
21. 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.
22. Transfer of Current Year Surplus to Reserve.
Motion to approve Resolution #1, 6-12 to transfer current year anticipated surplus into a maintenance Reserve account up to \$300,000.
23. Vendor Services Contract. Motion to approve a Vendor Services Contract between the Berlin Borough School District and Maureen Lynch (vendor,) to provide counseling services to Berlin Community School 'at risk' population. Contract term September 1, 2012 through June 30, 2013;



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not to exceed a total of 264 (two hundred sixty four) hours of service at payment of \$57.00 per hour issued on a monthly basis, not to exceed \$15,048.00.

24. Medical Benefit Renewals.

Motion to approve the medical benefit renewals for medical, prescription, and dental per quotes Received:

- Aetna: 10.6%
- Bolinger: 1.5%
- Delta: 6.1%

Appointments/Items L through DD:

(Roll Call)

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

Consider a motion to appoint Frank J. Domin, Jr. as Board Secretary and Custodian of Records for the 2012-2013 school year.

M. Appointment of Affirmative Action Officer:

Consider a motion to appoint Jeffrey Havers of the Berlin Borough School District as the Affirmative Action Officer for the 2012-2013 school year.

N. Appointment of Right To Know Officer:

Consider a motion to appoint the Jack Walker of the Berlin Borough School District as the Right To Know Officer for the 2012-2013 school year.

O. Appointment of Attendance Officer:

Consider a motion to appoint the Donna Madara of the Berlin Borough School District as the Student Attendance Officer for the 2012-2013 school year.

P. Appointment of Homeless Liaison:

Consider a motion to appoint Kristen Martello of the Berlin Borough School District as the McKinney-Vento Homeless Liaison for the 2012-2013 school year.

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

Consider a motion to appoint Jack Walker as the Integrated Pest Management Coordinator/ Asbestos Management and PEOSA Officer/Indoor Air Quality Designee for the 2012-2013 school year.

R. Appointments until reorganization in 2013:

Consider a motion to approve the following professional services*:

- | | |
|----------------------|---|
| 1. Medical Officer | Julian Maressa, D.O. |
| 2. Treasurer | Frank Domin
Richard Hardenbergh Insurance Agency |
| 4. Insurance Brokers | Conner Strong
AFLAC
Public Risk Group |

S. Depository:

Consider a motion to designate the following depositories for the 2012-2013 school year.

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

T. 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 2012-2013 school year.

AXA Equitable
Lincoln Financial

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

U. Annual Tuition Rates for the 2012-2013 school year.

Consider a motion to establish the following tuition rates for the 2012-2013 school year.

School Year

Half Day PSD	\$22,662.
Full Day LLD/BD/MD	\$21,578.
Grade K	\$ 8,074.
Grades 1-5	\$ 8,185.
Grades 6-8	\$ 8,758
Resource Center	\$12,000

Extended School Year (ESY)	
Teacher	\$ 2,730
Aide	\$ 910
Speech	\$ 650
OT/PT	\$ 650
ESY Total	\$ 4,940

V. Travel Limitations for the 2012-2013 school year.

Consider a motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2012-2013 school year.

W. Authorization to Award Contracts for the 2012-2013 school year.

Consider a motion to authorize the business administrator as the certified purchasing agent to award contracts in accordance with N.J. Statutes for the 2012-2013 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).

X. Authorization to Sign Warrants (Checks) for the 2012-2013 school year.

Consider a motion to authorize the following personnel to sign checks for the 2012-2013 school year.

1. President of the Board of Education
2. Business Administrator/Board Secretary/Treasurer
3. Superintendent
4. Coordinator of Business Operations
5. Middle School Principal – Student Activities
6. Administrative Assistant - Student Activities, Petty Cash, Cafeteria
7. Secretary to the Business Administrator – Cafeteria

Y. Authorization of Payment of Bills between BOE Meetings for the 2012-2013 school year.

Consider a motion to authorize the payment of bills between Board of Education Meetings for the 2012-2013 school year.

Z. Authorization to Establish Petty Cash Funds for the 2012-2013 school year.



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Consider a motion to authorize establishment of individual petty cash funds in the amount not to exceed \$250 for the 2012-2013 school year.

AA. Approval of Parliamentary Procedure for the 2012-2013 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 2012-2013 school year.

BB. Consider the adoption of the following resolution:

(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, telegraphed, 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.
2. All advance written notices of Board meetings shall be given to at least one of the the following newspapers:
The Record Breeze (primary)
The Courier Post Newspaper (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.

CC. 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.

DD. Motion to approve official school website at www.bcsberlin.k12.nj.us

II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone

A. For Your Information

(Call Vote)

1. Merchantville Masonic Lodge "Educator of the Year – 2012"
2. Sue Cardamone Scholarship Run Results
3. New Elementary Education Praxis Test
4. Virtual Charter School Testimony
 - A. Princeton Regional Schools



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- B. New Jersey School Boards Association
- 5. Professional Development Plan Approval
- 6. NJ Educator Evaluation Overview

B. Program Reports **(Call Vote)**

- 1. Elementary School Report: Mr. Havers
- 2. Special Education Report: Mrs. Hall
- 3. CER Report: Mr. Louis
- 4. Health Office Report: Mrs. Shallow
 May 2012
 June 2012
- 5. NutriServe Food Service Update

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

D. Policy **(Roll Call)**

- 1. First Reading.

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

- 2. Second Reading/Public Hearing .

E. Administration **(Roll Call)**

- 1. Marzano Art and Science of Teaching Teacher Evaluation Model *Learning Map*.
- 2. 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 23, 2012 Board of Education meeting.
- 3. Change in 2012-2013 Calendar. Motion to change the 2012-2013 school calendar as follows:
June 14, 2013 from full day to early dismissal for students only.

F. Personnel **(Roll Call)**

- 1. Personnel Report.
Motion to approve the attached Personnel Report.
- 2. Annual Substitute Renewal.
Motion to approve the attached substitute renewal list for the 2012-2013 school year.
- 3. Schedule B Coaches/Advisors.
Motion to approve the attached Schedule B list of coaches and advisors for the 2012-2013 school year. All coaches are approved pending completion of the Interscholastic Head Injury Safety Training Program.

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



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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.

- 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 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.
- IV. RETURN TO PUBLIC SESSION** **(Call Vote)**
- VI. NEW BUSINESS**
- VII. MEETING ADJOURNED** **(Call Vote)**

Next Meeting: August 23, 2012
Location: Media Center
Time: 7:00 p.m.