



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

**Date:** May 24, 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](http://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:
- |          |                    |
|----------|--------------------|
| Grade 5: | Elizabeth Pope     |
| Grade 6: | Christopher Childs |
| Grade 7: | Anna Tetiuk        |
| Grade 8: | Sean Alexander     |

2. Student report – student body representative:
- |                |
|----------------|
| Evan Maloney   |
| Caitlin Porter |

**F. Presentations**

- COAL: Pre-Engineering Grade 7
  - PowerPoint
- Fuel Cell Car
  - PowerPoint

**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.



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

- H. Approval of Minutes** (Roll Call)
1. April 26, 2012 Regular Meeting and Executive Session
- I. Correspondence** (Call Vote)
1. Thank you letter – South Jersey Breast Cancer Coalition
- J. Facilities** (Call Vote)
1. Business Administrator’s Report: Frank Domin  
Supplemental Attachments to Business Administrator’s Report:
- A. Lunch Program
  - B. Paid Lunch Pricing
  - C. Lighting System
  - D. Worker’s Compensation Certificate
  - E. NJSBA Insurance Group Analysis
2. Educational Facilities Managers’ Association 2012 Scholarship Award
- K. Finance: Mr. Frank Domin** (Roll Call)
1. Treasurer’s Report.  
Ratify and affirm Treasurer’s Report for March 30, 2012.  
Ratify and affirm Treasurer’s Report for April 30, 2012.
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for March 30, 2012.  
Ratify and affirm Board Secretary Report for April 30, 2012.
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 March 30, 2012.  
Motion to approve transfers for the month of April 30, 2012.
5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for April 30, 2012.
6. Approval of Bills.  
Recommend bills to be paid as of May 24, 2012, in the amount of \$255,299.31.
7. Student Activity Report.  
Motion to approve Student Activity Report for March 30, 2012.  
Motion to approve Student Activity Report for April 30, 2012.
8. ESY Summer Transportation.  
Motion to approve the following Special Education ESY summer transportation routes with T & L  
Transportation for \$7440:
- |          |                               |
|----------|-------------------------------|
| Route S1 | \$ 135.00 per day for 20 days |
| Route S2 | \$ 135.00 per day for 24 days |
| Route S3 | \$ 75.00 per day for 20 days  |
9. Special Education Bus Aides.  
Motion to approve 1 Special Education Bus Aide at \$12 per hour for 20 days and 1 Special Education  
Bus Aide at \$12 per hour for 24 days, totaling \$1,056.00.



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

10. NCLB Program Budget Amendment.

Motion to approve NCLB FY 2012 program budget amendment as follows; reallocate \$9862 from Supplemental Education Services (200-300) to subs for I&RS and training (an additional \$986 100-100) and \$8876 for supplies (100-600).

11. Grant Transfer. Motion to approve submission of budget modification for IDEA B as follows:

**TRANSFER OUT:**

Workshop & Travel: 2-20-250-200-500-02-00 \$2,040.77

**TRANSFER IN:**

Support Supplies: 2-20-250-200-610-01-00 \$2,040.77

12. Grant Transfer. Motion to approve submission of budget modification for IDEA B as follows:

**TRANSFER OUT:**

OLMC Purchased Services: 2-20-250-200-500-02-00 \$7,675.52

**TRANSFER IN:**

OLMC Supplies: 2-20-250-200-610-01-00 \$7,675.22

13. Transportation Contract. Motion to approve the 2012-2013 transportation contract with T & L Transportation at the State approved increase of 1.89% for:

Route 1 A & B:	\$ 33,163.74
Route 2 A & B:	\$ 33,163.74
Route 3 A & B:	\$ 33,163.74
Route 4 A & B:	\$ 33,163.74
Route 5 A & B:	<u>\$ 33,163.74</u>
	\$165,818.70

14. Internal Controls Procedure. Motion to approve the Internal Controls procedures Manual and Business Office Standard Operating Procedures

15. Requisition for taxes and debt service. Motion to approve the 2012-2013 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:

<b>T - 1 General Fund</b>		<b>T - 2 Debt Service</b>	
<u>Payment Request</u>	<u>Amount</u>	<u>Payment Request</u>	<u>Amount</u>
7/14/12	\$ 485,000	7/14/12	\$ 51,692
8/14/12	\$ 525,000	8/14/12	\$ 72,945
9/14/12	\$ 585,000		
10/14/12	\$ 540,000		
11/14/12	\$ 540,000		
12/14/12	\$ 540,000		
1/14/13	\$ 540,000	1/14/13	\$ 302,723
2/14/13	\$ 540,000	2/14/13	\$ 187,720
3/14/13	\$ 540,000		
4/14/13	\$ 540,000		
5/14/13	\$ 540,000		
6/14/13	<u>\$ 421,341</u>		
	\$6,336,341		<u>\$ 615,080</u>

16. 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.



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

17. Annual Transportation Approval with OLMC. Motion to approve transporting Our Lady Of Mount Carmel students on the Berlin Community School's regular bus routes.
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. School Supply Vendors – State Contract A80986. Motion to approve the following School Supply Vendor: School Specialty 32% off catalog.
20. Shared Service Contract. Motion to approve 2012-2013 Shared Service Contract with Sterling High School and SJTP - South Jersey Technology Partnership. (attachment)
21. Educational Services Commission Agreement. Motion to renew annual agreement with Camden County Educational Services Commission, Special Education Transportation, P.L. 192-193, aid in lieu of Transportation, and other Professional Consultation per contract.
22. Gym maintenance contract. Motion to approve KLT Sales and Service annual maintenance contract \$1,200. Gymnasium operable wall, bleachers and basketball backstops.
23. Lunch Price Increase. Motion to approve an increase in the lunch rates for 2012-2013 by \$.10 to \$1.90. That is the minimum increase allowed to remain eligible for Federal reimbursement.
24. Architect of Record. Motion to approve Garrison Architects as Architect of record for FY 2012-13.
25. Professional Services Contracts July 1, 2012 – June 30, 2013. Motion to approve the following professional services contracts per RFQ's received:
  - A. E-Rate consulting services – E rate Exchange \$790 (renewal no increase)
  - B. AHERA Compliance Services -Environmental Design Inc. \$1,300 (renewal no increase)
  - C. School Doctor – Dr. Julian Maressa \$2,250 (renewal no increase)
  - D. Auditor – Inverso and Stewart \$ 18,000 (renewal no increase)
  - E. Solicitor – Schwartz, Simon, Edelstein, Celso & Kessler Annual retainer \$5,750 (renewal no increase). Hourly rate for additional service increase \$3 hour to \$168/\$153/\$100
26. Professional Services Contracts (Special Education.) Motion to approve professional services contracts July 1, 2012 to June 30, 2013:
  - A. Rehab Connection (Physical Therapy): Part time up to 6 hours per week at \$76.00/hour.
  - B. Heartland Rehabilitation Services (Occupational Therapy): Up to 25 hours per week at \$72.00/hour.

**II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone**

**A. For Your Information**

**(Call Vote)**

1. BCS Jazz Band: Awarded highest rating of "Gold," (88 points,) at the 7th Annual Medford Memorial Middle School Jazz Festival. Best section went to the saxophones and best soloist to Evan Maloney on trombone.
2. BCS Jazz Band 2: BCS represented by Sean Alexander at the All-South Jersey Jr. High Jazz Ensemble Concert at Lenape Regional High School.
3. New Teacher Evaluation update
4. PARCC Assessment Technology Survey
5. IScience - Grades 6-8
6. NJSMART update



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

**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
5. NutriServe Food Service Update

**C. Superintendent's Monthly Report**

**(Roll Call)**

**D. Policy**

**(Roll Call)**

1. First Reading.
2. Second Reading/Public Hearing.
3. Board Code of Ethics. Motion to approve the Board Code of Ethics Policy 0142 as read and signed by each Board member.

**E. Administration**

**(Roll Call)**

1. Professional Development Plan.  
Motion to approve the attached Professional Development Plan.
2. Extended School Year Programs. Motion to approve In-District Programs for Extended School Year, as follows:  
July 9, 2012 – August 9, 2012 (8:30 a.m.– 11:30 a.m.)  
July 9, 2012 – August 16, 2013 (8:30 a.m. – 1:30 a.m.)
3. Contracted Services Personnel. Motion to approve (as attached) contracted services personnel and outside consultants for the 2012-2013 School Year.
4. Athletic Coaches Certification and Employment Issues.
5. Job Descriptions. Motion to approve the following new/existing job descriptions as indicated:
  - A. Secretary – Elementary School Office
  - B. Secretary – Middle School Office
  - C. Secretary – Supervisor of Special Services/Child Study Team
  - D. School Counselor

**F. Personnel**

**(Roll Call)**

1. Personnel Report. Motion to approve the attached Personnel Report.
2. 2012-2013 Staff Renewals. Motion to approve staff renewals for the 2012-2013 school year as attached.

**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 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



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

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: June 21, 2012  
Location: Media Center  
Time: 7:00 p.m.