



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

Date: April 27, 2017
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.org), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

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 nomination 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!

- | | | | |
|--|---------------|----------|-------------------|
| 1. Superintendent's Award | February | Grade 7: | Vincent Baldino |
| | March | Grade 8: | Sandra Garneau |
| 2. Students of the month | March | Grade 5: | Grace Francesconi |
| | | Grade 6: | Ethan Miller |
| | | Grade 7: | Juliann Malone |
| | | Grade 8: | Cole Chuppe |
| 3. Student report – student body representative: | Gina Bogardus | | |

F. Presentations

1. Strategic Planning Presentation
2. Seuss Night Presentation: Miss Erin Maloney and Mrs. Susanne Ruhf



Berlin Borough School District Regular Meeting of the Board of Education

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. [March 16, 2017 Regular Meeting and Executive Session](#)

I. Correspondence

1. Letter of Resignation
2. Letter of Retirement
3. Request for Extension
4. NJSBA

J. Facilities

(FYI)

1. [Business Administrator's Report](#): Frank Domin
2. Drills: Tier 3 Lockdown March 2, 2017 11:30 am
Fire Drill March 20, 2017 1:45 pm

K. Finance: Mr. Frank Domin

(Roll Call)

1. Reconciliation Report.
[Ratify and affirm Reconciliation Report for month ending February 28, 2017.](#)
2. Report of the Board Secretary.
[Ratify and affirm Board Secretary Report for month ending February 28, 2017.](#)
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 March 31, 2017, 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.
 - 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 February 28, 2017, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial 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.
 - 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 March 31, 2017 as follows:
Increased/Decreased state aid: (\$0.00)
4. Transfers.
[Motion to approve transfers for the month of February 2017.](#)



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

- 5. Cafeteria Report.
[Ratify and affirm Cafeteria Report for period ending March 31, 2017.](#)
- 6. Approval of Bills.
[Recommend bills to be paid as of April 27, 2017, in the amount of \\$417,524.98.](#)
- 7. Student Activity Report.
[Motion to approve Student Activity Report for month ending February 28, 2017.](#)
- 8. Donations: N/A

Donation	Group Offering	Amount/Value

- 9. Copier Rental Contract. [Motion to approve NJ State Contract # A40467 for copier rental to replace copiers in Middle School and Elementary offices - 60 months includes parts, labor, and supplies.](#)
- 10. Motion to approve the following 2017-2018 contracts:
 - a. Professional AHERA Compliance Services to Environmental Design Inc. \$800
 - b. Gym Floor recoating to Capital Floors LLC, Gym A \$1,785, Gym B \$1,855
 - c. Food Service Contract. Motion to approve the Addendum to the contract (per bids opened 02/27/2014,) to Nutri-Serve Food Management Company for food service management for the 2017-2018 school year (1.5% increase) with an annual management fee of \$15,887.50.
 - d. Assistive Technology Contract. [Assistive technology evaluation contract to Advancing Opportunities for \\$925 plus \\$60/hour travel time](#)
 - e. Parental Transportation Contract Parent 2 for 210 days @ \$30 per run am/pm, not to exceed \$12,600.

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

(FYI)

- 1. Tansboro Road Apartment Project
- 2. [TLC Group](#)
- 3. [SEMI Waiver Approval](#)
- 4. Interact Spring Senior Citizens Luncheon: May 18th

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. Shallow
- 5. [NutriServe Food Service Update:](#) Mrs. Weber



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

- C. Superintendent's Monthly Report** (Roll Call)
- D. Policy** (Roll Call)
1. First Reading.
[P5350 – Pupil Suicide Prevention](#)
[R5350 – Pupil Suicide Prevention](#)
[PG8350 – Records Retention](#) (NEW)
- Policy Second Reading/Public Hearing** (Roll Call)
2. Second Reading/Public Hearing.
[P3126 – District Mentoring Program](#)
[R3126 – District Mentoring Program](#)
[P3141 – Resignation](#)
[P3144 – Certification of Tenure Charges](#)
[R3144 – Certification of Tenure Charges](#)
- E. Administration** (Roll Call)
1. BCS Mentoring Plan. [Motion to approve 2017-18 BCS Mentoring Plan.](#)
 2. Girls Soccer League. [Motion to approve participation in South Jersey Middle School Soccer League.](#)
 3. Girls Soccer Schedule. [Motion to approve 2017 Girls Soccer Schedule.](#)
 4. Camden County Elementary League. [Motion to approve Resolution #2, \(04-17\) to participate in Camden County Elementary League.](#)
 5. ESY Staff. Motion to approve ESY Staff for summer 2017.
 6. BBEA Contract. Motion to ratify the 2016-2019 BBEA Contract between the Berlin Borough Education Association and the Berlin Borough Board of Education.
 7. Revised CER Parent Information. Motion to approve Revised 2017-18 CER Parent Information.
 8. Jody Harvey Scholarships. [Motion to approve Jody Harvey Scholarship.](#)
 9. Strategic Plan. Motion to approve 2017-2020 Strategic Plan.
 - a. Facility Sustainability
 - b. Student Achievement
 - c. Technology
 - d. Security
 - e. Whole Child
 10. STEAM Teacher/Technology Coach. Motion to approve the attached STEAM Teacher/Technology Coach.
- F. Personnel** (Roll Call)
1. Personnel Report. Motion to approve the attached Personnel Report.
 2. Resolution #3, (04-17) to ratify the actions taken by the Superintendent to terminate employee ID# 35077692.
 3. Resolution #4, (04-17) to abolish position 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



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

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.

Resolution #5, (04-17) 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 (student discipline) HIB Hearing, and

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

Secretary

IV. RETURN TO PUBLIC SESSION (Call Vote)

V. NEW BUSINESS

A. Review of Substitute Procedures

1. 2017-18 Proposal from Insight
2. 2017-18 Proposal from Source 4 Teachers
3. 2017-18 Proposal from The Substitute Service
4. 2017-18 BCS Substitute Program
5. Neighboring Districts Sub Rates
6. _____ . Motion to approve _____ for 2017-18 substitute services.

VI. MEETING ADJOURNED (Call Vote)

Next Meeting: May 11, 2017
Location: Media Center
Time: 7:00 p.m.