



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

Date: March 16, 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!

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|--|----------|----------|--|
| 1. Superintendent Award | February | Grade 7: | Vincent Baldino (will attend in April) |
| 2. Students of the month | February | Grade 5: | Blake Buchinsky |
| | | Grade 6: | Laci Coppola |
| | | Grade 7: | Tyler Hertz |
| | | Grade 8: | Rachel Carbone |
| 3. Art Award | February | Grade 1: | Logan Trivett |
| | | Grade 2: | Harlowe Henderson |
| | | Grade 4: | Angelee Turner |
| | | Grade 6: | Sarah Claybrooks |
| | | Grade 7: | Julia DeFulvio |
| | | Grade 8: | Lauren Baldosaro |
| 4. Student report – student body representative: | | | Caden Haldeman |



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F. Presentations

1. Strategic Planning Presentation

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. [February 16, 2017 Regular Meeting and Executive Session](#)
2. [February 28, 2017 Special Meeting](#)

I. Correspondence

1. Thank You Card
2. NJSBA
3. Resignation Letter
4. PALS Resignation Letter
5. Substitute Resignation Letter
6. Camden County Elementary League

J. Facilities

(FYI)

1. [Business Administrator's Report](#): Frank Domin
2. Drills: Safety Drill February 1, 2017 8:10 am
Safety Drills February 16, 2017 11:00 am – 1:30 pm (during lunch periods)
Fire Drill February 27, 2017 9:40 am
[School Bus Evacuations](#) February 23, 2017 7:30 am and 8:20 am

K. Finance: Mr. Frank Domin

(Roll Call)

1. Reconciliation Report.
[Ratify and affirm Reconciliation Report for month ending January 31, 2017.](#)
2. Report of the Board Secretary.
[Ratify and affirm Board Secretary Report for month ending January 31, 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 February 28, 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 January 31, 2017, and after review of the Secretary's Monthly Financial Report



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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 February 28, 2017 as follows:

Increased/Decreased state aid: (\$0.00)

- 4. Transfers.
[Motion to approve transfers for the month of January 2017.](#)
- 5. Cafeteria Report.
[Ratify and affirm Cafeteria Report for period ending February 28, 2017.](#)
- 6. Approval of Bills.
[Recommend bills to be paid as of March 16, 2017, in the amount of \\$128,710.28.](#)
- 7. Student Activity Report.
[Motion to approve Student Activity Report for month ending January 31, 2017.](#)

- 8. Donations: N/A

Donation	Group Offering	Amount/Value

- 9. 2017-2018 Submission of Tentative Budget.
Motion to approve Resolution #1, 03-17, Submission of the Tentative 2017-2018 Budget to the County Office: Approval of the tentative 2017-2018 district budget based on a 2.% Tax Levy Cap increase of \$_____.
- BE IT RESOLVED that the Berlin Borough School District Board of Education does hereby approve the 2017-2018 budget for submission to the Executive County Superintendent of Schools in the grand total amount of \$_____ which includes a General Fund total of \$_____, a Special Revenue Fund total of \$_____ and a Debt Service Total of \$_____; and also includes a General Fund local tax levy of \$_____; and a Debt Service local tax levy of \$_____; and BE IT RESOLVED that this budget will include a Withdrawals from Maintenance Reserve of \$_____ and Capital Reserve of \$_____ for roof and exterior repairs.
- BE IT RESOLVED that this budget uses \$_____ from the Health Care Cost Adjustment as part of the Tax Levy Cap Increase.

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

(FYI)

- 1. *Save the Date!* **NJHS Induction Ceremony:** April 5, 2017
People’s Choice Awards: April 6, 2017
Run For Sue: May 18, 2017
Academic Awards Assembly: June 19, 2017
Graduation: June 19, 2017 4:30 pm – 7:30 pm
Sports Awards Assembly: June 20, 2017
- 2. Tansboro Road Apartment Project
- 3. BCSHA Fashion Show (\$23,000.00!)
- 4. PARCC Update



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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

C. Superintendent's Monthly Report

(Roll Call)

D. Policy

(Roll Call)

1. First Reading.
[P3126 – District Mentoring Program](#)
[R3126 – District Mentoring Program](#)
[P3141 – Resignation](#)
[P3144 – Certification of Tenure Charges](#)
[R3144 – Certification of Tenure Charges](#)

Policy Second Reading/Public Hearing

(Roll Call)

2. Second Reading/Public Hearing.
[P8454 – Management of Pediculosis \(NEW\)](#)
[P1510 – Americans with Disabilities Act](#)
[R1510 – Americans with Disabilities Act](#)
[P2418 – Section 504 of the Rehabilitation Act of 1973 – Students \(NEW\)](#)
[R2418 – Section 504 of the Rehabilitation Act of 1973 – Students \(NEW\)](#)
[P5116 – Education of Homeless Children](#)
[R5116 – Education of Homeless Children](#)
[P8330 – Student Records](#)
[R8330 – Student Records](#)
[P3362 – Sexual Harassment](#)
[R3362 – Sexual Harassment of Teaching Staff Members Complaint Procedure](#)
[P4352 – Sexual Harassment](#)
[R4352 – Sexual Harassment of Support Staff Members Complaint Procedure](#)
[P7420 – Hygienic Management](#)
[R7420 – Handling and Disposal of Body Wastes and Fluids](#)
[P7422 – School Integrated Pest Management Plan](#)
[R7422 – School Integrated Pest Management Plan](#)
[P8420 – Emergency and Crisis Situations](#)
[R8420 – Emergency and Non-Fire Evacuation Plan](#)



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E. Administration

(Roll Call)

1. Special Education Policies and Procedures. Motion to approve Required Special Education Policies and Procedures Assurance Statement.
2. Revised Girls Softball Schedule. Motion to approve the Revised 2017 Girls Softball Schedule
3. CER Parent Information. Motion to approve 2017-18 CER Parent Information.
4. CER Instructor Information. Motion to approve 2017-18 CER Instructor Information.
5. PALS Family Handbook. Motion to approve 2017-18 PALS Family Handbook.
6. PALS Staff Handbook. Motion to approve 2017-18 PALS Staff Handbook.
7. PALS Summer Flyer. Motion to approve the PALS 2017 Summer Flyer.
8. Adapted 2016-17 District Calendar. Motion to approve Adapted 2016-17 District Calendar.

F. Personnel

(Roll Call)

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

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 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 #2, (03-17) 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)



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VI. NEW BUSINESS

1. NJSBA Evaluation
2. Business Administrator Contract. Motion to approve submission of tentative Business Administrator Contract to County Superintendent for approval.
3. New Business Administrator. Motion to appoint and approve Cande Kristoff as the new Business Administrator effective July 1, 2017.

VII. MEETING ADJOURNED

(Call Vote)

Next Meeting: April 27, 2017
Location: Media Center
Time: Budget Hearing at 6:30 p.m.
Regular Meeting at 7:00 p.m.