



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

**Date:** October 20, 2016  
**Time:** 7:00 p.m.  
**Location:** Media Center  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009

**MINUTES**

**I. PUBLIC SESSION**

**A. Meeting Called to Order** – Kristine Height presiding

**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](http://www.bcsberlin.org)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

Lisa Asare	
Nick Guerere - absent	Michelle Goshaw
Rebecca Holland	Kristine Height
Linda Welte	Dennis Quinn
Fran Viscome	Vacancy

**Others in attendance:**

Superintendent - Kristen Martello, Business Administrator - Frank Domin, - Board Solicitor - Allan Dzwilewski.

**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!*

**Mrs. Martello introduced each of the students and presented them with a certificate of recognition.**

1. Students of the month

Grade 5: Regan Bewley  
Grade 6: Abigail Height



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Grade 7: Maggie McGrath  
Grade 8: Lauren Zubrzycki

2. Student report – student body representative: Caden Haldeman

**F. Presentations**

1. Cultivating Curiosity: Jen Shannon and Stephanie McClain

**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**

**Motion:** Mr \_\_\_\_\_, seconded by Mr \_\_\_\_\_ to approve the minutes for:

1. [September 15, 2016 Regular Meeting and Executive Session](#)

**Roll Call** - Unanimous yes - Motion Passed

**I. Correspondence**

1. Flu Shot Clinic: [Thank you from Rite Aid Pharmacy Team](#)

**J. Facilities**

**(FYI)**

1. [Business Administrator's Report:](#) Frank Domin
2. Drills:

<a href="#">School Bus Evacuation</a>	September 13, 2016	7:30 a.m. and 8:20 a.m.
Fire	September 13, 2016	9:07 a.m.
TIER 1 Lock Out	September 19, 2016	1:44 p.m.

**K. Finance: Mr. Frank Domin**

**Motion:** Mr \_\_\_\_\_, seconded by Mr \_\_\_\_\_ to approve Finance items 1 through 8.



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**Roll Call** - Unanimous yes - Motion Passed

1. Reconciliation Report.  
[Ratify and affirm Reconciliation Report for month ending August 31, 2016.](#)
2. Report of the Board Secretary.  
[Ratify and affirm Board Secretary Report for August 31, 2016.](#)
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 September 30, 2016, 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 August 31, 2016, 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 September 2016 as follows:  
Increased/Decreased state aid: (\$0.00)
4. Transfers.  
[Motion to approve transfers for the month of August 2016.](#)
5. Cafeteria Report.  
[Ratify and affirm Cafeteria Report for period ending September 30, 2016.](#)
6. Approval of Bills.  
[Recommend bills to be paid as of October 20, 2016 in the amount of \\$498,623.69.](#)
7. Student Activity Report.  
[Motion to approve Student Activity Report for the month of August 2016.](#)
8. Three Year Facility Plan. Motion to approve Three Year Facility Plan and the attached [M-1](#)
9. Donations:

Donation	Group Offering	Amount/Value

**II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello**

**A. For Your Information**

**(FYI)**

1. Tansboro Road Apartment Project



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2. [Preschool Training Series 2016-2017](#)
3. Math Review-How do our students perform at Eastern?

**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](#)

**C. Superintendent's Monthly Report**

**Motion:** Mr \_\_\_\_\_, seconded by Mr \_\_\_\_\_ to approve items A through D.

**Roll Call** - Unanimous yes - Motion Passed

**D. Policy**

1. [First Reading](#). N/A

2. [Second Reading/Public Hearing](#).

**Motion:** Mr \_\_\_\_\_, seconded by Mr \_\_\_\_\_ to adopt policy [3432.2: Sick Leave Bank](#) after second reading.

**Roll Call** - Unanimous yes - Motion Passed

**E. Administration**

**Motion:** Mrs. Welte, seconded by Mrs. Viscome to approve Administration items 1 through 8.

**Roll Call** – Unanimous yes - Motion passed

1. Paraprofessional Statement of Assurance. Motion to approve the [2016-2017 Paraprofessional SOA](#)
2. QSAC Statement of Assurance. Motion to approve the [2016-2017 QSAC SOA](#) (obtain signatures)
3. Revised Boys Soccer Schedule. Motion to approve the [2016 Revised Boys Soccer Schedule](#)
4. Boys Basketball Schedule. Motion to approve [2016-17 Boys Basketball Schedule](#)
5. Cheerleading Schedule. Motion to approve [2016-17 Cheerleading Schedule](#)
5. Wrestling Schedule. Motion to approve [2016-17 Wrestling Schedule](#)
6. Girls Basketball Schedule. Motion to approve [2016-17 Girls Basketball Schedule](#)
7. CER Fall 2016 Courses. Motion to approve [CER Fall 2016 Courses](#)
8. Drinking Water Lead Testing. Motion to post acceptable September 2016 Drinking Water Lead Test Results

**F. Events**

1. [Breakfast Buddies: October 17-27, 2016](#)
2. Pasta for Pennies Collection: January 9-27, 2017

**G. Personnel**



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**Motion:** Mr \_\_\_\_\_, seconded by Mr \_\_\_\_\_ to approve Personnel Report item 1.  
**Roll Call** – Unanimous yes - Motion passed

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

**H. Public Participation – All Issues** **(Call Vote)**

**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 \_\_\_\_ minutes.

**Resolution #1, 10-16 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

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Secretary

**IV. RETURN TO PUBLIC SESSION** **(Call Vote)**

**V. NEW BUSINESS**



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1. [Brass Bench Donation](#)
2. Substitute Rates

**VI. MEETING ADJOURNED**

**(Call Vote)**

Next Meeting: November 17, 2016  
Location: Media Center  
Time: 7:00 p.m.