



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

**Date:** Wednesday, May 15, 2013  
**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. Student report – student body representative:      | Jack Francesconi |
| 2. Middle School Wrestling Champion Jack Francesconi: | Mike Ford        |

**F. Presentations**

- |  |                 |
|--|-----------------|
| 1. English Language Arts Needs Assessment: | Maureen DiBella |
|--|-----------------|

**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. April 18, 2013 Regular Meeting and Executive Session

**I. Correspondence**

**(Call Vote)**

1. Camden County Association of School Business Officials Student Scholarship.



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**J. Facilities**

**(Call Vote)**

- 1. Business Administrator’s Report: Frank Domin

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

**(Roll Call)**

- 1. Reconciliation Report.  
Ratify and affirm Reconciliation Report for March 29, 2013.
- 2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for March 29, 2013.
- 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, 2013, 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 December 31, 2012, 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 February 28, 2013 as follows:  
Increased/Decreased state aid: (\$0.00)

- 4. Transfers.  
Motion to approve transfers for the month of March 29, 2013.
- 5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for April 30, 2013.
- 6. Approval of Bills.  
Recommend bills to be paid as of May 15, 2013 in the amount of \$189,698.34.
- 7. Student Activity Report.  
Motion to approve Student Activity Report for March 29, 2013.

- 8. Donations:  
Motion to accept the following donations, as of May 15, 2013

| Donation | Group Offering | Amount/Value |
|----------|----------------|--------------|
|          |                |              |
|          |                |              |

- 9. Summer 2013 Maintenance Projects. Motion to award the following Summer 2013 Maintenance Projects per quoted received (no increase from 2012):
  - KLT – Gym Bleacher & Folding Partition Maintenance: \$1,200.00
  - Traditional Floor Company; Gym Floors A & B Resurfacing: \$4,070.00



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10. Professional Service Contracts. Motion to award the following professional service contracts for the 2013-2014 school year Per Request for Proposals received:  
Solicitor: (TBD)  
Auditor: Inverso & Stewart  
Doctor: Dr. Julian Maressa
11. Establishment of Meeting Dates. Motion to approve the following Board of Education Monthly Meeting Dates:  
\*July 2013 – No Meeting  
\*August 22, 2013  
September 19, 2013  
October 17, 2013  
November 21, 2013  
\*December 2013 – No Meeting  
\*January 9, 2014 (Reorganization 6:30 p.m.)  
February 20, 2014  
March 20, 2014  
April 17, 2014  
\*May 1, 2014 (Special Budget Hearing 6:30 p.m.)  
May 15, 2014  
June 19, 2014
12. Internal Controls Procedure. Motion to approve the Internal Controls procedures Manual and Business Office Standard Operating Procedures.
13. 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.

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

**A. For Your Information**

1. Library Renovations
2. Interact Club Senior Citizen Luncheon

**B. Program Reports**

**(Call Vote)**

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

**C. Superintendent’s Monthly Report**

**(Roll Call)**



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**D. Policy**

**(Roll Call)**

1. First Reading.

**Policy Second Reading/Public Hearing**

**(Roll Call)**

2. Second Reading/Public Hearing.

Policy 6113: E-Rate

Policy 6163: Advertising on School Property

3. Code of Ethics. Motion to accept as read and individually signed, the Board Member Code Of Ethics, items 1 through 10 as attached.
4. Amend NJSBAIG Bylaws. Motion to approve Resolution #1, 5-13, to amend NJSBAIG By-laws as attached.
5. Board Voluntary Recognition. Motion to approve Resolution #2, 5-13. Revised Resolution #1, 1-13, Board Voluntary Recognition as listed:

6. RESOLUTION #2, 5-13

**WHEREAS**, the BERLIN BOROUGH BOARD OF EDUCATION (the "BOARD") has been requested to recognize the BERLIN EDUCATION ASSOCIATION (the "ASSOCIATION") as the exclusive representative for certain unrepresented BOARD employees; and

**WHEREAS**, the BOARD has satisfied itself that it has documentation of an appropriate showing of interest in support of this request; and

**WHEREAS**, the BOARD deems it to be in the best interest of its operations to resolve the question of unit recognition as to these certain BOARD employees without the intervention of the New Jersey Public Employment Relations Commission,

**NOW, THEREFORE, BE IT RESOLVED**, that notice be conspicuously posted on bulletin boards in the BOARD offices where notices are normally posted for a period of at least ten (10) consecutive days, advising all persons that this BOARD intends to grant exclusive recognition without an election to the ASSOCIATION, for a negotiating unit to include, in addition to the current titles, regularly employed **Custodians, Instructional Assistants, and Child Study Team**; and

**BE IT FURTHER RESOLVED**, in connection with the foregoing that the requirements of N.J.A.C. 19:11-3.1 of the New Jersey Public Employment Relations Commission shall be complied with; and

**WHEREAS**, no other employee organization has claimed, by a written communication within the year preceding, to represent any of the employees in the proposed titles involved; and

**BE IT FURTHER RESOLVED**, that should no other employee organization within the ten (10) day posting period notify this BOARD of a claim to represent the above listed titles and should no Petition for Certification of public employee representative be filed by any other organization with the New Jersey Public Employment Relations Commission, that pursuant to the provisions of N.J.S.A. 34:13A-1 et seq., and N.J.A.C. 19:11-1.1 et seq., the BOARD hereby recognizes the ASSOCIATION, as the majority representative and thereby as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment as permitted by law of the hereinabove included titles employed by the BOARD; and

**BE IT FURTHER RESOLVED**, that all current terms & conditions of employment for such positions will remain status quo until changes, if any, are agreed to by the parties.



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**E. Administration** **(Roll Call)**

**F. Personnel** **(Roll Call)**

1. Personnel Report.  
Motion to approve the attached Personnel Report.
2. Business Administrator's Contract. Motion to submit the 2013-2014 Business Administrator's Contract to the Executive County Superintendent.
3. Staff Renewals. Motion to approve staff renewals for the 2013-2014 school year as attached.

**G. Facilities**

1. April 23, 2013 - Lockdown Drill – 8:58 am  
April 10, 2013 - Fire Drill – 1:38 pm

**H. 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 and/or negotiations. 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: June 20, 2013  
Location: Media Center  
Time: 7:00 p.m.