



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

**Date:** January 10, 2018  
**Time:** Reorganization 6:30 p.m.  
NJ SBA Workshop  
**Regular Meeting to Follow**  
**Location:** Media Center  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009

**AGENDA  
Reorganization Meeting**

**I. PUBLIC SESSION**

**A. Meeting Called to Order:** Board Secretary, Cande Kristoff

**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 Courier Post 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. Election Results**

1. Three Year Term
  - a. Jocelyn Lewis - 975 votes
  - b. Francine Viscome - 933 votes
  - c. Lisa Asare - 847 votes

**E. Oaths of Office to new members**

**F. Roll Call**

**G. Nominations for President:** Board Secretary, Cande Kristoff

**(Roll Call)**

1. Motion to close nominations for President.

**New President assumes the chair.**



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**H. Nominations for Vice-President**

**(Roll Call)**

1. Motion to close nominations for Vice President.

**I. Approval of Parliamentary Procedure for the 2018 Reorganization year.**

1. Motion to adopt parliamentary procedure as described by Robert's Rules of Order to govern the order of business of the Board of Education for the 2018 Reorganization year.

**J. Consider the adoption of the following resolution:**

(Required under the Sunshine Law)

**WHEREAS**, the "Open Public Meetings Act" requires that advance written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephoned, telegraphed, faxed or hand delivered to one local newspaper designated by resolution, and mailed to all persons requesting a copy of same upon payment of an established fee.

**NOW THEREFORE**, Be It Resolved by the Board of Education of the Borough of Berlin Borough as follows:

1. All advance written notices of Board meetings shall be posted by the Board Secretary: on the bulletin board located in the Berlin Borough School Elementary and Middle School Offices, on the school website, and on the bulletin board located in the Berlin Borough Administration Building.
2. All advance written notices of Board meetings shall be given to at least one of the following newspapers:  
The Courier Post Newspaper (primary)  
The Central Record (secondary)
3. All advance written notices of Board meetings and any change throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$15.00. News media shall be exempt from such fee.

**K. Motion to adopt prior rules and regulations of the Board including school programs and curriculum as follows:**

1. Existing Board Policy Manual, Bylaws and Regulations
2. Art, Computer, Family Life, Life Skills, Physical Education, Language Arts, Library, Mathematics, Music, Science, Social Studies, Health, Guidance Services, Child Study Team Services, and all other programs and curriculum now presently in force.
3. All textbook series currently in use and previously approved library books.





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**D. 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.

**E. Approval of Minutes**

**(Roll Call)**

1. November 16, 2017 Regular Meeting
2. December 5, 2017 Special Meeting

**F. Correspondence**

1. Retirement
2. Resignation
3. Resignation
4. Book Donation
5. Resignation

**G. Facilities**

**(FYI)**

1. [Business Administrator's Report](#): Cande Kristoff
2. Drills: 

School Bus Evacuation	November 28, 2017	7:45 AM
School Bus Evacuation	November 28, 2017	8:20 AM
Shelter in Place	November 30, 2017	9:12 AM
Fire Drill	November 28, 2017	1:55 PM
Lock Down	December 15, 2017	1:35 PM
Fire Drill	December 18, 2017	9:31 AM

**H. Finance: Cande Kristoff**

**(Roll Call)**

1. [Reconciliation Report](#). Ratify and affirm Reconciliation Report for month ending: October 31, 2017
2. [Report of the Board Secretary](#). Ratify and affirm Board Secretary Report as of: October 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 October 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. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month of October 2017. The Reconciliation Report and Secretary's Report are in agreement for the month of October 2017.
  - 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 October 31, 2017, and after review of the Secretary's Monthly Financial Report



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and the Monthly Reconciliation 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 October 2017, as follows:

Increased/Decreased state aid: (\$0.00)

- 4. [Transfer Report](#). Motion to approve transfers for the month of October 31, 2017.
- 5. [Cafeteria Report](#). Ratify and affirm Cafeteria Report for period ending: [October 31, 2017](#)  
[November 30, 2017](#)
- 6. [Approval of Bills](#). Recommend bills to be paid as of December 22, 2017, in the amount of \$469,525.11
- 7. [Student Activity Report](#). Motion to approve Student Activity Report for the month of October 31, 2017.
- 8. **Donations:**

Donation	Group Offering	Amount/Value
HSA Donation	Support Berlin Families in Need	1,520.00
HSA Donation	6th Grade Math, Science, STEAM, and SS	1,273.44
HSA Donation	Classroom Teacher Requests	2,814.99
HSA Donation	Author Presentation	300.00
HSA Donation	Red Ribbon Week	215.50

- 9. Three Year Facility Plan. Motion to approve Three Year Facility Plan and the attached M-1
- 10. [December 5, 2017 Indoor Air Quality Results](#) conducted by the Camden County Department of Health and Human Services.
- 11. Motion to approve Ed-Data Services Purchasing Platform for the 2018-2019 school year.
- 12. Motion to approve three (3) new Student Activity Funds: Cheerleading, Field Hockey, Character Ed.
- 13. Motion to approve the purchase and installation of a fence to separate the playground and community member yards as per quoted attachment of \$9,007.00.
- 14. Motion to approve the purchase of 3 Outdoor Basketball Backboards (1 donated by 2017 8th Grade class) and rims and replacement cost to remove and install 4 new Outdoor Basketball Backboards as per attached quotes in the amount of \$5,801.00.

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

**A. For Your Information**

(FYI)

- 1. Tansboro Road Project
- 2. [Ryan’s Story](#): 1/18/18
- 3. [Math/STEAM Night](#): 1/24/18
- 5. Insight 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. Monica Shallow
5. [Nutri-Serve Food Service Update](#): Mrs. Christina Weber

**C. Superintendent's Monthly Report**

**(Roll Call)**

**D. Policy**

**(Roll Call)**

1. First Reading.

- [P3232](#) Tutoring Services
- [P7441](#) Electronic Surveillance in School Buildings and on School Grounds
- [R7441](#) Electronic Surveillance in School Buildings and on School Grounds
- [P1220](#) Employment of the CSA
- [P1240](#) Evaluation of the Superintendent
- [R1240](#) Evaluation of the Superintendent
- [P8630](#) Bus Driver/Bus Aide Responsibility
- [R8630](#) Emergency School Bus Procedures
- [P4159](#) Support Staff Members/School District Reporting Responsibilities

**Policy Second Reading/Public Hearing**

**(Roll Call)**

2. Second Reading/Public Hearing.

- [P3124](#) Employment Contract
- [P3126](#) District Mentoring Program
- [P3159](#) Teaching Staff Member/School District Reporting Responsibilities
- [P3221](#) Evaluation of Teachers
- [R3221](#) Evaluation of Teachers
- [P3222](#) Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- [R3222](#) Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- [P3223](#) Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- [R3223](#) Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- [P3224](#) Evaluation of Principals, Vice Principals, and Assistant Principals
- [R3224](#) Evaluation of Principals, Vice Principals, and Assistant Principals
- [P3231](#) Outside Employment as Athletic Coach
- [P3240](#) Professional Development for Teachers and School Leaders
- [P3431.1](#) Family Leave

**Policy Abolishment/Public Hearing**

**(Roll Call)**

3. Abolish.

**E. Administration**

**(Roll Call)**

1. Motion to approve PARCC procedures/guidelines for the 2018 PARCC Administration.



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2. Motion to approve the 2017-2018 Nursing Services Plan.
3. Motion to approve the 2018-2019 District Calendar.
4. Motion to approve Shelly Ward-Richards, Ed.D, as the School Safety Specialists.
5. Motion to approve revised 2017-2018 school calendar due to inclement weather.

**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 after which the public meeting of the Board will reconvene and proceed with business.

**Resolution #1, 1-18 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: Attorney client privilege

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)**



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**V. NEW BUSINESS**

1. Discussion of 2018-2019 Budget

**VI. OLD BUSINESS**

**VII. MEETING ADJOURNED**

**(Call Vote)**

Next Meeting: February 15, 2018  
Location: Media Center  
Time: Regular Meeting at 7:00 p.m.