



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

**Date:** May 10, 2018  
**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](http://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 nominate 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. Students of the month | Grade 5: Miranda Gentile |
|                          | Grade 6: Michaela Kaelin |
|                          | Grade 7: Elyse Schwartz  |
|                          | Grade 8: Joseph Adams    |

**F. Presentations**

1. Abilities Awareness Week-Mrs. Devonn Lindsay



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**G. Approval of Minutes**

**(Roll Call)**

1. [April 26, 2018 Public Budget Hearing/Regular Meeting Minutes](#)

**H. Facilities**

**(FYI)**

1. [Business Administrator's Report](#): Cande Kristoff
2. Drills: Lock Down                      April 18, 2018    10:15 am  
              Fire Drill                            April 13, 2018    1:40 pm

**I. Finance: Cande Kristoff**

**(Roll Call)**

1. [Reconciliation Report](#).  
Ratify and affirm Reconciliation Report for month ending
2. [Report of the Board Secretary](#).  
Ratify and affirm Board Secretary Report for
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, 2018, 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(s) of March 31, 2018. The Reconciliation Report and Secretary's Report are in agreement for the month of: March 31, 2018.
  - 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 March 31, 2018, and after review of the Secretary's Monthly Financial Report 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 March 31, 2018 as follows: Increased/Decreased state aid: (\$0.00)
4. [Transfers](#).  
Motion to approve transfers for the month of March 2018.
5. [Cafeteria Report](#).  
Ratify and affirm Cafeteria Report for period ending March 2018.
6. [Approval of Bills](#).  
Recommend bills to be paid as of April 26, 2018 in the amount of \$163,842.54.
7. [Student Activity Report](#).  
Motion to approve Student Activity Report for the month ending March 2018.



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8. Donations:

Donation	Group Offering	Amount/Value
TD Gift Cards	The Vault Music Award	2/\$25

9. T&L Transportation Contract. Motion to approve the transportation contract with T&L Transportation at the 2018-2019 State Approved CPI of 1.51% for an annual cost of \$179,572.51.
- Route 1A & 1B      \$35,914.50
  - Route 2A & 2B      \$35,914.50
  - Route 3A & 3B      \$35,914.50
  - Route 4A & 4B      \$35,914.50
  - Route 5A & 5B      \$35,914.50
10. Transportation Sports & Trips. Motion to approve Sports and Trips contract with T&L Transportation at the 2018-2019 State Approved CPI of 1.51%.
- Sports    \$165.46 per bus
  - Trips      \$43.65 per hour, per bus
11. Transportation Bus Aides. Motion to approve Bus Aide rate per run with T&L Transportation as needed.
- Morning Run      \$16.00
  - Afternoon Run    \$16.00
12. Transportation Approval with Our Lady of Mount Carmel. Motion to approve transporting Our Lady of Mount Carmel students on the Berlin Community School’s regular bus routes.
13. Camden County Educational Services Commission. Motion to approve the 2018-2019 contract Camden County Educational Services Commission and the Board of Education, as presented.
14. Nutri-Serve Food Management, Inc. Motion to renew the food service management contract at the the current CPI 3%. This increase is calculated on the base year and added to the current year at a flat fee of \$16,352.50 for the 2018-2019 school year.
15. Student Lunch Rate Increase. Motion to approve the student daily lunch rate from \$2.45 to \$2.50 for the 2018-2019 school year.
16. Interactive Kids. Motion to approve contract for behavior and education consultation and ABA therapist services for the remainder of the 2017-2018 school year as needed. Behavior consultation services at an hourly rate of \$115.00 hourly and ABA therapist services at an hourly rate of \$50.00.
17. Camden County Educational Services Commission. Motion to approve the 2018-2019 Professional Services Proposal-Media Specialist/Basic Skills Teacher.

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

**A. For Your Information**

**(FYI)**

- 1. Insight Update
- 2. Graduation Information:      June 20, 2018  
Eastern Regional High School  
5:30 Video Presentation  
6:00 Ceremony



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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: N/A

**C. Superintendent's Monthly Report** **(Roll Call)**

**D. Policy** **(Roll Call)**

1. First Reading.
  - [P5561](#) Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
  - [R5561](#) Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

**Policy Second Reading/Public Hearing** **(Roll Call)**

2. Second Reading/Public Hearing.
  - [P0167](#) Public Participation in Board Meetings
  - [P9242](#) Use of Electronic Signatures
  - [P0169.02](#) Board Member Use of Social Networks
  - [P8507](#) Breakfast Offer Versus Serve (OVS)
  - [P9202](#) Civility

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

1. CER Summer Camps. Motion to approve CER Summer 2018 Camps as attached
2. PALS Summer Camps. Motion to approve PALS Summer 2018 Camps as attached
3. Summer Camp Flyers. Motion to approve Summer Camp Flyers as attached as attached
4. Field Hockey Schedule. Motion to approve 2018 Field Hockey Schedule as attached
5. Girls Soccer Schedule. Motion to approve 2018 Girls Soccer Schedule as attached
6. Schedule B. Motion to approve 2018-19 Schedule B positions as attached
7. Job Description. Motion to approve the job description for Administrative Assistant to Business Administrator
8. Camden County Elementary Membership Resolution. Motion to Approve Membership Resolution Camden County Elementary League

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

1. Personnel Report. Motion to approve the attached Personnel Report
2. Staff Renewal List. Motion to approve the 2018-2019 Staff Renewal List
3. CER Employee Roster. Motion to approve the 2018-2019 Employee Roster
4. ESY Employee Roster. Motion to approve the 2018 ESY Roster



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5. 2018-2019 Contracts. Motion to approve 2018-2019 Contracts as follows:

- Business Administrator
- Director of Instruction, Achievement and Student Activities
- Principal
- Director of Technology
- Assistant Principal
- Facilities Director
- Maintenance Mechanic/Custodial Supervisor
- Supervisor of Special Services

**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 #3, 4-18 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 (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**

**VI. OLD BUSINESS**



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**VII. MEETING ADJOURNED**

**(Call Vote)**

Next Meeting: June 21, 2018  
Location: Media Center  
Time: 7:00 p.m.