



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

Date: August 7, 2014
Time: 6:00 p.m.
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

SPECIAL MEETING MINUTES

I. PUBLIC SESSION

A. Meeting Called to Order – Mr. Guerere, President 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 Camden Courier Post and posted in the Berlin Community School, the Berlin Community School Website, (www.bcsberlin.k12.nj.us), Borough Hall.

Special Meeting Notice

The Berlin Borough Board of Education will hold a special meeting on Thursday August 7, 2014 at 6 PM. The meeting will be held in the Community School Media Center. The meeting is called to conduct regular Board business, Finance, Policy and Personnel action may be taken.

C. Flag Salute

D. Roll Call

Present

Karen Costanzo
Susan Bobb
Kristin Braidwood
Nick Guerere
Kristine Height
Rebecca Holland
Fran Viscome
Linda Welte

Absent

Dennis Quinn



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E. Student Recognition – None for this month

F. Presentations - None for this month

G. Public Participation

No One Came Forward

H. Approval of Minutes

MOTION: Mrs. Welte, seconded by Mrs. Braidwood to approve the minutes for; June 19, 2014 Regular Meeting and Executive Session.

Roll Call - Unanimous Yes - Motion passed

I. Correspondence

MOTION: Mrs. Welte, seconded by Mrs. Viscome to accept the following correspondence

1. J. Walker
2. L. Gatton
3. D. Chuppe

Roll Call - Unanimous Yes - Motion passed

J. Facilities – None for this meeting

K. Finance: Mr. Frank Domin

MOTION: Mrs. Viscome, seconded by Mrs. Height to approve Finance items 1 through 10.

Roll Call - Unanimous Yes - Motion passed

1. Treasurer's Report.
Ratify and affirm Reconciliation Report for June 30, 2014.
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for June 30, 2014.
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 June 30, 2014, 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 June 30, 2014, 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-



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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 June 30, 2014 as follows:

Increased/Decreased state aid: (\$0.00)

4. Transfers.

Motion to approve transfers for the month of June 30, 2014.

5. Cafeteria Report.

Ratify and affirm Cafeteria Report for June 30, 2014.

6. Approval of Bills.

Recommend bills to be paid as of June 30, 2014, in the amount of \$124,248.97.

Recommend bills to be paid as of June 30, 2014, in the amount of \$46,804.12.

Recommend bills to be paid as of July 23, 2014, in the amount of \$203,710.33.

7. Student Activity Report.

Motion to approve Student Activity Report for June 30, 2014.

8. Donations:

Motion to accept the following donations, as of N/A:

Donation	Group Offering	Amount/Value

- 9. FY 2014-15 Non-Public IDEA service contract. Motion to approve the FY 2014-2015 Non-Public IDEA Service Contract with Camden County Educational Services Commission as attached.

10. Summer Work Contracts. Motion to approve the 2014 Summer Work Contracts per quotes received:

- A. McFerren Brothers Landscaping: \$570.00
Grass cutting, edging, and weeding: Three times per month as needed.
- B. Garden State Paving Company: \$12,900.00 (Parks Grant)
560 x 5 foot walking track, plus repairs
- C. Virco Ceiling tiles: \$5699.58
Library (\$2,911.74)
Three Classrooms (\$2787.84)
- D. Pape Custom Cabinets: \$3,000.00
Classroom cubbies 4th grade

The following are non-budget costs charged to; Camden County Park Grant/Home School/8th grade gift/fund raising:

- E. BCI Burke: \$6,033.53 State Contract # A 59065
3 bays of swings, borders, ramp
- F. Ben Shaffer & Associates, Inc.: \$7,203.71 71 State Contract # A59054
Materials for installation of swings, drainage& wood carpet
- G. Corby Associates, Inc. : \$5,048
Installation of swings, drainage, wood carpet, borders and ramps.



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II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone

A. For Your Information - None for this Meeting

B. Program Reports – None for this meeting.

C. Superintendent's Monthly Report - None for this meeting.

D. Policy

MOTION: Mrs. Costanzo, seconded by Mrs. Height to approve Policy items 1 through 12 for first reading.

Roll Call - Unanimous Yes - Motion passed

1. First Reading.

P2481: Home or OOS Instruction for Gen Ed Student Reasons Other Than a Temp or Chronic Health Condition (M) (Revised (2)

P3283: Electronic Communications Between Teaching Staff Members and Students

P4283: Electronic Communications Between Support Staff Members and Students (M) (New)

P5200: Attendance (M) (Revised)

P5610: Suspension (M) (Revised)

P5611: Removal of Students for Firearms Offenses (M) (Revised)

P5612: Assaults on District Board of Education Members or Employees (M) (Revised)

P5613: Removal of Students for Assaults with Weapons Offenses (M) (New)

P5620: Expulsion (Revised)

P8462: Reporting Potentially Missing or Abused Children (M) (Revised)

P2412: Home Instruction due to Health Condition

P2417: Student Intervention and Referral Services (M) (Revised)

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing .

E. Administration

MOTION: Mrs. Bobb, seconded by Mrs. Constanzo to approve Administration items 1.

Roll Call - Unanimous Yes - Motion passed

1. Job Description. Motion to approve the Cafeteria/Lunchroom-Playground Aide Job Description, as attached.

F. Personnel

MOTION: Mrs. Viscome, seconded by Mrs. Height to approve Administration items 1 and 2.

Roll Call - Unanimous Yes - Motion passed



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1. Personnel Report.
Motion to approve the attached Personnel Report.
2. Business Administrator Contract. Motion to approve the Berlin Borough Business Administrator Contract per County Office approval.

G. Facilities – None for this Meeting.

H. Public Participation – All Issues

Motion: Mrs. Height, seconded by Mrs. Bobb to open the meeting for public participation

Call Vote - Unanimous Yes - Motion passed

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.

Dali Kilpatrick, Room 42 requested detail for each of the letters of Correspondence.
Beth Snyder, Room 43 will cafeteria/media position be posted – Mr. Trongone said right after this meeting approving job descriptions.

Motion: Mrs. Constanzo, seconded by Mrs. Height to close the meeting for public participation

Call Vote - Unanimous Yes - Motion passed

II. NONPUBLIC EXECUTIVE SESSION

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 personnel. 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.

MOTION: Mrs. Constanzo, seconded by Mrs. Bobb to approve # 1, 08-14.

Roll Call - Unanimous Yes - Motion passed



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Resolution #1, 08-14 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 of personnel matters.

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

Roll Call

Present

Karen Costanzo
Susan Bobb
Kristin Braidwood
Nick Guerere
Kristine Height
Rebecca Holland
Fran Viscome
Linda Welte

Absent

Dennis Quinn

Mr. Trongone updated Board on current Personnel changes.

III. RETURN TO PUBLIC SESSION

Motion: Mrs. Welte, seconded by Mrs. Bobb to return to regular session.

Call Vote – unanimous yes - Motion passed

VI. NEW BUSINESS

VII. MEETING ADJOURNED

MOTION: Mrs. Welte, seconded by Mrs. Bobb to Adjourn Meeting at 7:30pm.

Call Vote – unanimous yes - Motion passed

Next Meeting: August 21, 2014
Location: Media Center
Time: 7:00 p.m.