



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

**Date:** February 16, 2017  
**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** – Mrs. Holland 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 – arrived 7:10 pm	
Michelle Goshaw - absent	Nick Guerere
Rebecca Holland	Lisa Kehoe
Dennis Quinn	Fran Viscome - absent
Linda Welte	Vacancy

**Others in Attendance** – Board Solicitor - Mr. Dzwilewski , Superintendent - Mrs. Martello, Curriculum Coordinator - Mrs. Groark, Principal - Dr. Richards, Business Administrator – Frank Domin

**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, inviting them to speak about “what inspires me” and presented them with a certificate of recognition.**

- |                           |          |          |              |
|---------------------------|----------|----------|--------------|
| 1. Students of the month: | December | Grade 5: | Elijah Kelly |
|                           |          | Grade 6: | Tamar Hooks  |
|                           |          | Grade 7: | Jake Marini  |
|                           |          | Grade 8: | Abigail Love |



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January	Grade 5:	Shane Smith
	Grade 6:	Maggie Mosier
	Grade 7:	Julia DeFulvio
	Grade 8:	Alexa Burkhardt

2. Student report – student body representative: Lauren Baldasaro
3. Boys Soccer Team – Mr. Snyder thanked the Board and the Home and School Association for their support and commended the students on a very successful 12-0 regular season.

**F. Presentations**

1. Go Math Presentation – Mrs. Kristin Groark

**G. Public Participation – No One Came Forward**

**H. Approval of Minutes**

**Motion:** Mrs. Welte, seconded by Mr. Guerere to approve the minutes for:

1. [January 5, 2017 Reorganization, Regular Meeting and Executive Session](#)
2. [January 25, 2017 Special Meeting](#)
3. [February 8, 2017 Special Meeting](#)

**Roll Call - 6 yes, (Mrs. Welte abstained to January 25<sup>th</sup> only) - Motion Passed**

**I. Correspondence**

1. BBEA Correspondence
2. Letter of Resignation
3. L.E.A.D.
4. Leave Request

**J. Facilities**

**(FYI)**

1. [Business Administrator's Report](#): Frank Domin
2. Drills: 01/25/2017 Fire Drill 2:05 pm  
01/30/2017 Tier III Lockdown 9:00 am

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

**Motion:** Mr. Quinn, seconded by Mrs. Welte to approve Finance items 1 through 13.

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

1. [Reconciliation Report](#).  
[Ratify and affirm Reconciliation Report for month ending December 31, 2016.](#)
2. [Report of the Board Secretary](#).  
[Ratify and affirm Board Secretary Report for December 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 January 31, 2017,



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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, 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 January 31, 2017, as follows:**

Increased/Decreased state aid: (\$0.00)

**4. Transfers.**

[Motion to approve transfers for the month of December 2016.](#)

**5. Cafeteria Report.**

[Ratify and affirm Cafeteria Report for period ending January 31, 2017.](#)

**6. Approval of Bills.**

[Recommend bills to be paid as of January 24, 2017, in the amount of \\$305,333.61.](#)

[Recommend bills to be paid as of February 16, 2017, in the amount of \\$196,748.36.](#)

**7. Student Activity Report.**

[Motion to approve Student Activity Report for the month of December 2016.](#)

**8. Donations:**

Motion to accept the following donations, as of February 10, 2017:

<b>Donation</b>	<b>Group Offering</b>	<b>Amount/Value</b>
Inspire T-shirts	BCSHA	\$1,284.00
Teacher’s Breakfast	BCSHA	\$200.00
Social Media Safety Presentation	BCSHA	\$4,150.00
Color Printers (3)	BCSHA	\$1,250.00
Art Award Frames	BCSHA	\$900.00
Red Ribbon Week Supplies	BCSHA	\$400.00
Tumble Books	BCSHA	\$499.00
Treats in Teachers Lounges	BCSHA	\$100.00
Author’s Presentation	BCSHA	\$300.00
ShopRite Gift Cards for needy families	BCSHA	\$1,080.00
Championship Jackets for Boys’ and Girls’ Soccer teams	BCSHA	\$1,525.00

**9. SEMI Waiver. Motion to approve Resolution # 1, 2-17; Waiver of Special Education Medicare Initiative.**

**10. Banking Signatures. Motion to approve Resolution #2, 2-17; Corporate Certification – Banking Signatures.**



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11. New Jersey Economic Development Agency Funds. Motion to approve using proceeds from New Jersey Economic Development Agency funds from prior roof projects for "school security improvements" in accordance with Public Law 2016, c100.
12. Entrance Foyer. Motion to approve Entrance Foyer security improvements per quote received from Berlin Glass \$1,934.64.
13. Girls Field Hockey Championship Apparel. Motion to approve the purchase of Girls Field Hockey Championship apparel for the 2016 Field Hockey team, not to exceed \$1,000.00 total.

Discussion on recognizing donations and acknowledging Home and School for all that they do.

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

**A. For Your Information**

**(FYI)**

1. Tansboro Road Apartment Project
2. [Dr. Seuss Night](#)
3. [Go Red for Women](#)
4. [Pasta for Pennies](#)
5. PARCC Update
6. Strategic Planning Update

**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 - December](#): Mrs. Shallow
5. [Health Office Report - January](#): Mrs. Shallow
6. [NutriServe Food Service Update – December](#): Mrs. Weber
7. [NutriServe Food Service Update – January](#): Mrs. Weber

**C. Superintendent's Monthly Report: Mrs. Kristen Martello**

**Motion:** Mr. Guerere, seconded by Mrs. Welte to approve Superintendent's Monthly Report.

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

**D. Policy**

**Motion:** Mr. Quinn, seconded by Mrs. Asare to adopt the following ten policies for first reading.

**Roll Call** – 6 yes, except Mrs. Hooland no to 8454 only - Motion Passed

1. First Reading.

[P8454 – Management of Pediculosis \(NEW\)](#)

[P1510 – Americans with Disabilities Act](#)

[R1510 – Americans with Disabilities Act](#)

[P2418 – Section 504 of the Rehabilitation Act of 1973 – Students \(NEW\)](#)

[R2418 – Section 504 of the Rehabilitation Act of 1973 – Students \(NEW\)](#)



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[P5116 – Education of Homeless Children](#)  
[R5116 – Education of Homeless Children](#)  
[P8330 – Student Records](#)  
[R8330 – Student Records](#)  
[P3362 – Sexual Harassment](#)  
[R3362 – Sexual Harassment of Teaching Staff Members Complaint Procedure](#)  
[P4352 – Sexual Harassment](#)  
[R4352 – Sexual Harassment of Support Staff Members Complaint Procedure](#)  
[P7420 – Hygienic Management](#)  
[R7420 – Handling and Disposal of Body Wastes and Fluids](#)  
[P7422 – School Integrated Pest Management Plan](#)  
[R7422 – School Integrated Pest Management Plan](#)  
[P8420 – Emergency and Crisis Situations](#)  
[R8420 – Emergency and Non-Fire Evacuation Plan](#)

**Policy Second Reading/Public Hearing**

**Motion:** Mr. Quinn, seconded by Mr. Guerere to adopt the following four policies after second reading.

**Roll Call –** 6, yes - Motion Passed

2. Second Reading/Public Hearing.

[P1550 – Affirmative Action Program for Employment and Contract Practices](#)  
[R1550 – Affirmative Action Program for Employment and Contract Practices](#)  
[P2200 – Curriculum Content](#)  
[R2200 – Curriculum Content](#)  
[P8441 – Care of Injured and Ill Persons](#)  
[R8441 – Care of Injured and Ill Persons](#)  
[P9541 – Student Teachers/Interns](#)

**E. Administration**

**Motion:** Mrs. Welte, seconded by Mr. Quinn to approve Administration items 1 through 11.

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

1. PARCC Procedures. Motion to approve 2017 PARCC Procedures.
2. Math Curriculum. [Motion to approve new math curriculum for \\$80,593.11.](#)
3. 2015-16 HIB Grade Report. [Motion to accept 2015-16 HIB Grade Report.](#)
4. Girls Softball Schedule. [Motion to approve Spring 2017 Girls Softball schedule.](#)
5. Boys Baseball Schedule. [Motion to approve 2017 Spring Boys Baseball schedule.](#)
6. Boys Wrestling Schedule. [Motion to approve updated 2016-17 Boys Wrestling Schedule.](#)
7. Paraprofessional Statement of Assurance. [Motion to approve biannual 2016-17 Paraprofessional SOA.](#)
8. 2017 ESY. Motion to approve 2017 ESY hours.
9. Summer Hours. Motion to approve 2017 Summer Hours.
10. District Calendar. Motion to approve 2017-18 District Calendar.



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11. CER Program Guide. Motion to approve the Spring 2017 CER Program Guide.
12. ESEA Action Plan. [Motion to approve ESEA Action Plan.](#)
13. Neuropsychological evaluations. Motion to approve using CNNH for outside neuropsychological evaluations at \$2,500.00 per evaluation.

**F. Personnel**

**Motion:** Mrs. Quinn, seconded by Mrs. Kehoe to approve Personnel Report item 1.

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

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

**G. Public Participation – No One came Forward**

**H. Board Candidacy Interviews**

1. Jocelyn Lewis – new to district, former Board member in prior District, 2 children in BCS. Part-time at Children’s Hospital, Teacher in NYC, Full-day Pre-School.
2. Nicole Beale – 4 children, 3 in BCS, wants a few things changed, son dyslexic, she is a Reading Specialist, create curriculum, things we can improve upon.
3. Francis Ballak - 5 yr resident, 3 in school, care about kids, Attorney in Civil litigation, Government experience, continue growth in a positive direction.

**III. NONPUBLIC EXECUTIVE SESSION - 8:25 pm**

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.

**Motion:** Mrs. Welte, seconded by Mrs. Kehoe to enter into Executive Session for approximately 30 minutes to discuss Board Candidates, HIB and MOA with Berlin Police.

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

**Roll Call**

Lisa Asare – arrived 7:10 pm	
Michelle Goshaw - absent	Nick Guerere
Rebecca Holland	Lisa Kehoe
Dennis Quinn	Fran Viscome - absent
Linda Welte	Vacancy



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**Resolution #3, (2-17) 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

The Superintendent reviewed the current **HIB** investigations.

Board **member candidates'** information was reviewed.

The **Board Solicitor reviewed code** and advised the Board that one candidate would have to wait till they were a resident for more than a year.

**MOA** – Memorandum of Agreement with Berlin Borough Police - Discussion about possible agreement for Board to hire a **Resource Officer**.

**IV. RETURN TO PUBLIC SESSION – 9:15 PM**

**Motion:** Mr. Quinn, seconded by Mrs. Welte to return to public session.

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

**Motion:** To appoint Frank Ballak to fill the vacant Board seat from March 16, 2017 through December 31, 2017.

**Roll Call** – 6, yes - Motion passed

**VI. NEW BUSINESS**

Linda Welte thanked the Board for their support in electing her as Board Vice President even though she could not attend the meeting in January and thanked Board for all their expressions of sympathy.

Mr. Quinn discussed the following:

- Asked for an update of Business Administrator interviews - Mrs. Martello informed the Board that we have some very good candidates and have invited four to return for final interviews. With a recommendation planned for the March meeting.
- Mr. Quinn accepted position on NJSBA Resolution Committee
- Legislative update – ESA (former NCLB) School Boards input into State Plan. Public feedback will be accepted till March 20, 2017.



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**VII. MEETING ADJOURNED 9:40 PM**

**Motion:** Mr. Guerere, seconded by Mrs. Welte to adjourn meeting.

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

Next Meeting: Strategic Planning Meeting February 28, 2017 - Cafeteria 7:00 PM  
Regular Meeting March 16, 2017 - Media Center 7:00 p.m.

Attest: