



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

Date: January 7, 2016
Time: Reorganization 6:30 p.m.
Regular Meeting 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** - Mr. Domin Board Secretary opened the meeting.
- B. Statement of Open Meeting Compliance** – Allen Dzwilewski, Board Solicitor
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), and Berlin Borough Hall.

BOARD MEETING DATE CHANGE

The Berlin Borough Board of Education will change the Reorganization and Regular monthly meeting from Thursday January 14, 2016 to Thursday January 7, 2016. Reorganization at 6:30 PM, Regular meeting at 7PM. All meetings are held in the Berlin Community School Media Center, 215 S. Franklin Ave., Berlin, NJ 08009
Frank J. Domin Jr., Board Secretary

- C. Flag Salute**
- D. November Election Results - 3 Year Term**
1. Linda Welte 804
 2. Nick Guerere 47 (Write In)
 3. Michele Goshaw 36 (Write In)
- E. Oaths of Office to new members**
- F. Roll call**

Susan Bobb
Michelle Goshaw
Linda Welte
Dennis Quinn
Fran Viscome – Absent

Nick Guerere
Rebecca Holland
Kristine Height

Karen Costanzo - Absent– submitted letter of resignation



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

Others in attendance: Interim Superintendent – Kristen Martello
Business Administrator – Frank Domin
Board Solicitor – Allen Dzwilewski

G. Nominations for President

Mr. Domin opened the floor for nominations for President.

Motion: Mrs. Holland nominated Mrs. Height , seconded by Mrs. Bobb for Board President.

Roll Call - Unanimous Yes - Motion passed

H. Motion to close nominations for President.

Motion: Mrs. Holland seconded by Mrs. Bobb, to close nominations for President

Roll Call - Unanimous Yes - Motion passed

Mr. Domin turned the chair over to the new president.

I. Nominations for Vice-President

Motion: Mr. Guerere, seconded by Mrs. Bobb, to nominate Mrs. Holland

Roll Call - Unanimous Yes - Motion passed

J. Motion to close nominations.

Motion: Mr. Guerere, seconded by Mrs. Holland.

Roll Call - Unanimous Yes - Motion passed

K. Motion to move into regular meeting at 7pm.

Motion: Mrs. Bobb , seconded by Mrs. Holland.

Call Vote - Unanimous Yes - Motion Passed

L. Roll Call

Susan Bobb
Michelle Goshaw
Linda Welte
Dennis Quinn
Fran Viscome – Absent

Nick Guerere
Rebecca Holland
Kristine Height

M. Student Recognition

1. Students of the month (N/A)
2. Student report (NA)



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

N. Presentations

1. Hands-On Math Projects - That Introduce and Promote Upcoming Math Objectives (Nancy Norton, 2nd grade teacher and students: Owen Baillie, Braedan Cipparone, Tanner Falato, Cole Hertz, Addison Love, and Brooke McCall)
2. STEM Career Development Sessions (Mrs. Kristina Weiss) – 6th grade research project.
3. PARCC Results (Mrs. Kristen Martello)
4. CAFR Annual Audit - Frank Domin, Business Administrator presented the synopsis of the June 30, 2015 annual Audit as completed by the Independent Auditing Firm of Robert Inverso LLC.

O. Introduction of New Staff – Ms. Danielle Pricskett

P. Public Participation – Agenda Items Only

No One Came Forward

Q. Approval of Minutes

Motion: Motion: Mr. Quinn, seconded by Mr. Guerere to approve the minutes for:

1. [November 19, 2015 Regular Meeting and Executive Session](#)

Roll Call 4 yes, 3 abstained (Mrs. Welte, Mrs. Viscome, Mrs. Goshaw) Motion passed

R. Correspondence

1. [Letter of Resignation; Board Member Karen Costanzo](#)
2. [Letter of Resignation; Mrs. Irene Stiles](#)

Motion: Mrs. Bobb , seconded by Mrs. Guerere, to accept the resignation letters with regret.

Roll Call - Unanimous Yes - Motion passed

S. Facilities

(FYI)

1. [Business Administrator’s Report: Frank Domin](#)

Mr. Domin updated the Board on the new security doors that were installed over the holiday break.

2. Drills: December 4th Fire Drill 9:04 am
December 7th Lockdown Tier III/Active Shooter 12:50 pm

T. Finance: Mr. Frank Domin

Motion: Mrs. Bobb , seconded by Mrs. Holland to approve Finance items 1 through 14.

Roll Call - 5 Yes, 1 Abstention (Mrs. Goshaw) - Motion Passed



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

(Finance continued)

1. Reconciliation Report.
[Ratify and affirm Reconciliation Report for October 31, 2015.](#)
2. Report of the Board Secretary.
[Ratify and affirm Board Secretary Report for October 31, 2015.](#)
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, 2015, 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 October 31, 2015, 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 November 30, 2015 as follows:
Increased/Decreased state aid: (\$0.00)
4. Transfers.
[Motion to approve transfers for the month of October 31, 2015.](#)
5. Cafeteria Report.
[Ratify and affirm Cafeteria Report for November 30, 2015.](#)
6. Approval of Bills.
[Recommend bills to be paid as of December 17, 2015, in the amount of \\$313,605.89.](#)
7. Student Activity Report.
[Motion to approve Student Activity Report for October 31, 2015.](#)
8. Donations:
Motion to accept the following donations, as of December 31, 2015:

Donation	Group Offering	Amount/Value
Dell Computer Keyboards	US Department of Justice	\$3,000.00
Dell Computer Mice	FBI (Philadelphia)	\$750.00

9. Rich Fire Protection Inspection. Motion to approve Annual Inspection Agreement of \$585.00 between the Berlin Borough School District and Rich Fire Protection, and individual extinguisher replacements per proposals received.
10. Copier Rental Agreement. Motion to approve a 60 month CPC (rental) Contract for 2 Ricoh Pro 8100S copy machines at \$1,310.39 per month per quotes received. State Contract 82709 includes all parts and, labor and supplies for up to 200,000 copies per month. Overage at .004 yearly.



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

11. Broker of Record – Student Accident. Motion to appoint Hardenbergh Insurance Group as Agent/Broker of Record for Student Accident Plans.
12. Affirmative Action Officer. Motion to appoint Dr. Shelly Ward Richards as Affirmative Action Officer January 2 to June 30, 2016.
13. Auditorium chairs and carts. Motion to approve the following per quotes received:
Dallas Midwest, LLC, 4 under stage chair caddies \$ 1,429.52
Schoolfix, 200 folding chairs, \$4,268.34
14. CAFR Audit Report.
Motion to accept the FY 2015 Audit Report (as presented by Frank Domin, Business Administrator,) with no Corrective Action Plan required.
 - A. Move that the Board accept the 2014-2015 Comprehensive Annual Financial Report as presented and move that the Audit Summary be received as read in accordance with NJSA 18A:23-4 and 5, and further move that the Secretary be instructed to comply with all state and federal reporting requirements.

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello (Interim)

A. For Your Information

1. NCLB Re-write ([ESSA – Every Student Succeeds Act](#))
2. Ph.D. Candidate – Mrs. Weiss
3. Life Skills Training ([Botvin’s LifeSkills Presentation](#)) 6-Week Session (Parental Permission Required)
4. PARCC Update
5. Philadelphia Ronald McDonald House “Read for the House” program.
6. [2014-2015 HIB Grade Report](#)
7. Kindergarten Registration February 3rd and 4th, 2016.

B. Program Reports

Motion: Mrs. Bobb , seconded by Mrs. Holland to approve Administration items 2 through 5.

Call Vote - Unanimous yes - Motion Passed

1. Principal’s Report: (N/A)
2. [Special Education Report: Mrs. Lindsay](#)
3. [CER Report: Mrs. DiBella](#)
4. [Health Office Report: Mrs. Shallow](#)
5. [NutriServe Food Service Update](#)

C. [Superintendent’s Monthly Report](#)

Motion: Mr. Quinn, seconded by Mrs. Bobb, to approve Superintendents report.

Roll Call 5 Yes, 1 Abstention (Mrs. Goshaw) Motion Passed



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

D. Policy

1. First Reading. - There were none for this meeting.

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing. There were none for this meeting

E. Administration

Motion: Mrs. Bobb, seconded by Mrs. Welte, to approve Administration items 1 through 7.

Roll Call – Unanimous yes - Motion passed

1. STEM Career Development Sessions. Motion to approve STEM Career Development Sessions (facilitated by Mrs. Kristina Weiss.)
2. Administrative Responsibilities. Motion to accept newly reorganized Administrative Responsibilities, as attached.
3. Curriculum Supervisor Job Description. Motion to approve Curriculum Supervisor job description.
4. Principal Job Description. Motion to approve Principal job description.
5. Assistant Principal Job Description. Motion to approve Assistant Principal job description.
6. Child Study Team Supervisor Job Description. Motion to approve the Child Study Team Supervisor job description.
6. Approval of 2016-2017 District Calendar.
7. PARCC: Motion to approve the PARCC Procedure for the 2016 PARCC Assessment.

F. Personnel

Motion: Mrs. Bobb , seconded by Mr. Guerere to approve the attached Personnel items 1-3.

Roll Call – Unanimous yes - Motion passed

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Thesis Study. Motion to approve Hailey Morelos, BCS Classroom Instructional Assistant, to complete her school psychology thesis study: observation of preschool students and rate of center activity choice with parent letter/permission. (To be completed on own time).
3. Anti-Bullying Coordinator. Motion to approve Mr. Frank Locantora as the District Anti-Bullying Coordinator.

G. Public Participation – All Issues

No One Came Forward

III. 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 student matters. The Berlin Borough School District Board of Education will disclose the discussion topic of the closed session at a public



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

meeting as soon as possible. The Berlin Borough School District shall now enter a closed session for an approximate time limit of 10 minutes.

Resolution #1, (01-16) 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

Secretary

8:21 pm

Motion: Mr. Quinn, seconded by Mr. Guerere to enter into Executive Session for approximately 10 minutes to talk about personnel, student matter and negotiations.

Call Vote – Unanimous yes - Motion passed

Roll call

Susan Bobb
Michelle Goshaw
Linda Welte
Dennis Quinn
Fran Viscome – Absent

Nick Guerere
Rebecca Holland
Kristine Height

Board discussed negotiation issues and perspective talking points.

Negotiations Team –

Mr. Nick Guerere
Mr. Denis Quinn
Mrs. Fran Viscome
Mrs. Rebecca Holland

IV. RETURN TO PUBLIC SESSION - 8:46pm

Motion: Mr. Quinn, seconded by Mr. Guerere to return to regular session.

Call Vote – unanimous yes - Motion passed



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

VI. NEW BUSINESS

Discussion: Current trends in residency issues and what do we do to monitor district of residency.

VII. MEETING ADJOURNED – 8:49pm

MOTION: Mr. Guerere, seconded by Mrs. Quinn to Adjourn Meeting.

Call Vote – unanimous yes - Motion passed

Next Meeting: February 18, 2016
Location: Media Center
Time: 7:00 p.m.