



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

Date: January 5, 2017
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
Reorganization Meeting**

I. PUBLIC SESSION – 6:30 PM

A. Meeting Called to Order: Board Secretary, Mr. Frank Domin

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), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Election Results

1. One Year Term
 - a. Lisa Asare – 2,295 votes
2. Three Year Term
 - a. Dennis Quinn – 2,128 votes
 - b. Rebecca Holland – 2,179 votes
 - c. Lisa Kehoe (Write In) – 18 votes

E. Oaths of Office to new members

The Board Solicitor Mr. Alan Dzwilewski administered the Oaths

F. Roll Call

2017	Lisa Asare
2017	Fran Viscome
2017	Kristine Height - Absent– submitted letter of resignation
2018	Nick Guerere -absent
2018	Linda Welte – absent
2018	Michelle Goshaw
2019	Rebecca Holland



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2019 Dennis Quinn
2019 Lisa Kehoe

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

G. Nominations for President: Board Secretary, Mr. Frank Domin

Mr. Domin opened the floor for nominations for President.

Motion: Mr. Quinn, nominated Mrs. Holland, seconded by Mrs. Assare for Board President.

Roll Call - Unanimous Yes - Motion passed

1. Motion Mr. Quinn, seconded by Mrs. Goshaw to close nominations for President.

Roll Call - Unanimous Yes - Motion passed

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

H. Nominations for Vice-President

Motion: Mr. Quinn nominated Mrs. Welte, seconded by Mr. Goshaw for Vice President.

Roll Call - Unanimous Yes - Motion passed

1. Motion Mr. Quinn, seconded by Mrs. Goshaw to close nominations for Vice President.

Roll Call - Unanimous Yes - Motion passed

I. Approval of Parliamentary Procedure for the 2017 Reorganization year.

Motion: Mrs. Viscome, seconded by Mr. Quinn 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 2017 Reorganization year.

Roll Call - Unanimous Yes - Motion passed

J. Consider the adoption of Resolution #1, 1-17:

(Required under the Sunshine Law)

Motion: Mrs. Viscome, seconded by Mrs. Goshaw to adopt Resolution #1, 1-17

Roll Call - Unanimous Yes - Motion passed



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Resolution #1, 1-17

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 Central Record (primary)
The Courier Post Newspaper (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 Mr. Quinn, seconded by Mrs. Viscomme 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.

Roll Call - Unanimous Yes - Motion passed

L. OFFICIAL SCHOOL WEBSITE

Motion Mrs. Goshaw, seconded by Mrs. Asare to approve official school website at www.bcsberlin.org.

Roll Call - Unanimous Yes - Motion passed

M. Board Member Code of Ethics.

Motion Mrs. Viscome, seconded by Mrs. Goshaw to approve the Annual Training and Acknowledgement of Receipt of the Board Member Code of Ethics.

Roll Call - Unanimous Yes - Motion passed



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N. Motion Mrs. Goshaw, seconded by Mrs. Holland to accept the resignation of Board Member Kristine Height.

Roll Call - Unanimous Yes with regrets- Motion passed

O. Motion: Mrs. Kehoe, seconded by Mrs. Goshaw to move into regular meeting

Roll Call - Unanimous Yes - Motion passed

CCESC – Michelle Goshaw

NJSBA Delegate – Dennis Quinn & Legislative Representative Alternate Lisa Assare.

**MINUTES
Regular Meeting**

A. Roll Call

Lisa Asare	Nick Guerere - absent
Michelle Goshaw	Lisa Kehoe
Rebecca Holland	Fran Viscome
Dennis Quinn	Vacancy
Linda Welte - absent	

B. 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 and presented them with a certificate of recognition.

- | | | | |
|--|----------|---------------|-------------------|
| 1. Superintendent’s Award | November | Grade 6: | Gabriella Zinni |
| 2. Students of the month | October | Grade 7: | Emily Adams |
| | November | Grade 5: | Charlize Snell |
| | | Grade 6: | Alena Brown |
| | | Grade 7: | Esi Amissah |
| | | Grade 8: | Billy Friedrich |
| 3. Art Award | November | Pre-K: | Nishka Patel |
| | | Kindergarten: | Vivian Sokolowski |
| | | Grade 4: | Jonathan Mutchler |
| 4. Student report – student body representative: | | Grade 8: | Gina Bogardus |

C. Presentations

- Mrs. Groark: Math K-5 Program
- Solar Presentation: National Energy Partners



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D. Public Participation – Agenda Items Only

Motion Mrs. Viscome, seconded by Mr. Quinn to open the meeting to the public.

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.

Mayor Bilella was in attendance to listen to the Solar presentation. He discussed the Boroughs completion of a 10 year Master Plan inviting the School Board’s involvement.

Mr. Domin commented on the new lane changes made to Clementon Road that have improved the safety of the children and helped relieve the traffic congestion during school hours. He thanked the Mayor for his involvement that started long before becoming Mayor. Changing Clementon Road from four lanes to two, adding bike lanes and a new traffic pattern at the Franklin Avenue light has seen a significant reduction in car accidents at that intersection.

E. Approval of Minutes

Motion: Mrs. Viscome, seconded by Mrs. Goshaw to approve the minutes for:

1. November 17, 2016 Regular Meeting and Executive Session

Roll Call - 5 yes, Mrs. Kehoe abstained - Motion Passed

F. Correspondence

Motion: Mrs. Viscome, seconded by Mrs. Kehoe to approve the following Correspondence:

Roll Call - Unanimous Yes - Motion passed

1. Employee Notification
2. Character.org
3. St. Joseph’s Prep
4. Resignation Letter
5. Resignation Letter
6. Graduate Credits

G. Facilities

(FYI)

1. [Business Administrator’s Report](#): Frank Domin
2. Drills: Fire Drill November 3, 2016 9:59 a.m.
Tier 3 Lockdowns November 21, 2016 During all K-8 lunch periods
Tier 2 Shelter in Place December 16, 2016 10:47 a.m.
Fire Drill December 21, 2016 1:55 p.m.



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H. Finance: Mr. Frank Domin

Motion: Mr. Quinn, seconded by Mrs. Asare to approve Finance items 1 through 8.

Roll Call - Unanimous yes - Motion Passed

1. Reconciliation Report.
[Ratify and affirm Reconciliation Report for month ending September 30, 2016.](#)
[Ratify and affirm Reconciliation Report for month ending October 31, 2016.](#)
[Ratify and affirm Reconciliation Report for month ending November 30, 2016.](#)
2. Report of the Board Secretary.
[Ratify and affirm Board Secretary Report for September 30, 2016.](#)
[Ratify and affirm Board Secretary Report for October 31, 2016.](#)
[Ratify and affirm Board Secretary Report for November 30, 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 November 30, 2016 and December 31, 2016, 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 September 30, 2016, October 31, 2016 and November 30, 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 November 2016 and December 2016 as follows:
Increased/Decreased state aid: (\$0.00)
4. Transfers.
[Motion to approve transfers for the month of September 2016.](#)
[Motion to approve transfers for the month of October 2016.](#)
[Motion to approve transfers for the month of November 2016.](#)
5. Cafeteria Report.
Ratify and affirm [Cafeteria Report for period ending October 31, 2016.](#)
Ratify and affirm [Cafeteria Report for period ending November 30, 2016.](#)
6. Approval of Bills.
[Recommend bills to be paid as of December 15, 2016, in the amount of \\$239,841.80.](#)
7. Student Activity Report.
[Motion to approve Student Activity Report for the month of September 2016.](#)



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

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

- 8. "SchoolDude" Cloud software for Educational Management.

[Motion to approve purchase of additional modifications to 'SchoolDude" Cloud software for Educational Management - Energy Management and Safety Management, February 2017 to June 30, 2017: \\$1,379.42](#)

- 9. Donations: N/A

Donation	Group Offering	Amount/Value

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

(FYI)

- 1. Tansboro Road Apartment Project
- 2. Remind Invite
- 3. Math Update – 2017, 2018, 2019 Freshman math update, Eastern High School 9th grade math information.
- 4. School Calendar (Columbus Day)
- 5. [Strategic Plan](#)
- 6. [BA Search](#)

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. [Immunization Audit Report](#): Mrs. Shallow
- 6. [NutriServe Food Service Update](#): Mrs. Christina Weber

C. Superintendent’s Monthly Report

Motion: Mrs. Viscome, seconded by Mrs. Goshaw 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 eight policies for first reading.

Roll Call – 2 yes, 4 yes to all (Mrs. Goshaw, Mrs. Holland, Mrs. Kehoe, Mrs. Viscome) except as amended No to P8454 - Motion Passed

- 1. [First Reading](#)
[P1550 – Affirmative Action Program for Employment and Contract Practices](#)



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- [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](#)
- [P8454 – Management of Pediculosis \(NEW\)](#)
- [P9541 – Student Teachers/Interns](#)

Policy Second Reading/Public Hearing

Motion: Mrs. Goshaw, seconded by Mrs. Asare to adopt the following eight policies for final reading.

Roll Call - Unanimous yes - Motion Passed

2. Second Reading/Public Hearing.

- [2415.30 - Title I – Educational Stability for Children in Foster Care \(NEW POLICY\)](#)
- [1140 – Affirmative Action Program](#)
- [1310 – Employment of School Business Administrator/Board Secretary](#)
- [1523 – Comprehensive Equity Plan](#)
- [1530 – Equal Employment Opportunity](#)
- [2260 – Affirmative Action Program for School and Classroom Practices](#)
- [2411 – Guidance Counseling](#)
- [3111 – Creating Positions](#)

E. Administration

Motion: Mrs. Viscome, seconded by Mr. Quinn to approve Administration items 1 through 5.

Roll Call – Unanimous yes - Motion passed

1. CER Winter Program Guide. Motion to approve the [CER Winter Program Guide](#).
2. Nursing Services Plan. Motion to approve the [2016-2017 Nursing Services Plan](#).
3. Memorandum of Agreement (MOA). Motion to approve MOA dated December 2, 2016 bargaining agreement between Berlin Borough Board of Education and Berlin Borough Education Association from July 1, 2016 to June 30, 2019.
4. Contract with Burlington County Special Services Educational Services Unit. [Motion to approve contract with Burlington County Special Services Educational Services Unit to provide assistive technology evaluations at \\$895.00.](#)
5. Public Agency Compliance Officer. [Motion to appoint Frank Domin, Business Administrator as Public Agency Compliance Officer \(PACO\).](#)

F. Events

1. [Holiday Drive](#)
2. [Ronald McDonald House Dinner](#)



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I. Personnel

Motion: Mrs. Viscome, seconded by Mrs. Goshaw to approve Personnel Report item 1.

Roll Call – Unanimous yes - Motion passed

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

H. Public Participation – All Issues

No one came forward

III. NONPUBLIC EXECUTIVE SESSION – None for this Meeting

IV. NEW BUSINESS

Motion: Mrs. Viscome, seconded by Mrs. Goshaw to approve that a Demographic Study be completed by Sundance Associates per proposal received \$4,000.

Roll Call – Unanimous yes - Motion passed

State School Board Meeting attendance

Mr. Quinn provided the Board with information from three State meetings that he attended. New Jersey School Board Association. Unlocking student potential: The Boards role in student achievement. Semi-annual Delegate Assembly.

VI. MEETING ADJOURNED

Motion: Mrs. Kehoe, seconded by Mrs. Goshaw to adjourn meeting at 9:26 pm.

Roll Call – Unanimous yes - Motion passed

Next Meeting: Thursday, February 16, 2017
Location: Media Center
Time: 7:00 p.m.