



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

**Date:** October 17, 2013  
**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 – Mr. Guerere President presiding.**

**B. Statement of Open Meeting Compliance – Mr. 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 Central Record and posted in the Berlin Community School, the Berlin Community School Website, ([www.bcsberlin.k12.nj.us](http://www.bcsberlin.k12.nj.us)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

**Present**

Kristin Braidwood  
Karen Costanzo  
Nick Guerere  
Kristine Height  
Juan Perez  
Dennis Quinn  
Fran Viscome  
Linda Welte

**Absent**

(VACANCY)

**Others in attendance – Mr. Trongone - Superintendent, Mr. Havers – Principal and Mr. Domin – Business Administrator.**

**E. Student Recognition**

1. Students of the month:

Grade 5: Lauren Zubrzycki  
Grade 6: Jillian Miller  
Grade 7: Isabel Rinaldi  
Grade 8: Alexis Rubio

2. Student report – student body representative: Francesca Ferri, Vice President and Kofi Asare, Student Government.



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Good evening, Board of Education Members. My Name is Francesca Ferri and I am currently the Vice President of Student Government. Currently, we have been planning out what we are going to be doing for this school year. This includes the themes and dates for the school dances, what we are saying on the announcements, and what we plan to do for our project before we graduate from eighth grade. Here is our Student Government President, Kofi Asare, with some information about this project. Thank you.

Student Government –

1. Recycle Bowl – putting yellow pails next to trash cans in lunch room and weighing recyclables at the end of each day over a 30 day period.

Good Evening, I am Kofi and I am the current president of student government. Because our school strives to be so eco friendly our project this year is entitled “Recycle Bowl”. The Recycle Bowl is a friendly competition between schools nationally to establish recycling programs throughout school system as well as increase the rate in which schools recycle. Since this is the first year BCS is participating. We aren’t competing for a prize, yet we are competing for national recognition. With that being said next week we are going to start by putting yellow recycling pails next to the trashcans in the cafeteria. Thank you.

**F. Presentations**

1. Testing Report – Mr. Havers – presented a multi year test score trend analysis by grade and subject.

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

**H. Approval of Minutes – Motion** Mr. Perez, seconded by Mrs. Welte to approve the minutes for:

1. September 18, 2013 Regular Meeting and Executive Session

**Roll Call - Unanimous Yes - Motion passed**

**I. Correspondence – None for this meeting**

**J. Facilities - Motion** Mrs. Constanzo, seconded by Mrs. Welte to accept Business Administrator’s Report:

**Call Vote - unanimous yes - Motion passed**

1. Business Administrator’s Report: Frank Domin

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

**Motion** Mrs. Viscome, seconded by Mr. Quinn to approve finance items 1 through 12.

**Roll Call - Unanimous Yes - Motion passed**

1. Reconciliation Report.  
Ratify and affirm Reconciliation (formerly “Treasurer’s” Report for August 30, 2013).



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2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for August 30, 2013.
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 August 30, 2013, 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 August 30, 2013, 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 September 30, 2013 as follows:  
Increased/Decreased state aid:     (\$0.00)
4. Transfers.  
Motion to approve transfers for the month of August 30, 2013.
5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for September 30, 2013.
6. Approval of Bills.  
Recommend bills to be paid as of October 17, 2013, in the amount of \$246,014.84.
7. Student Activity Report.  
Motion to approve Student Activity Report for August 30, 2013.
8. Donations:  
Motion to accept the following donations, as of September 30, 2013:
 

Donation	Group Offering	Amount/Value
		-0-
9. Homeless Transportation.  
Motion to approve the transportation of Homeless student by T&L Transportation at \$100.00 per diem for 159 days. Total \$15,900.00.
10. SEMI Waiver Request.  
Motion to authorize the Business Administrator to request a waiver to opt out of the SEMI (Special Education Medicaid Initiative,) due to the low Medicaid enrollment, in accordance with 6A:34A-5.3.
11. Maintenance Budget.  
Motion to approve the Annual Required Maintenance Budget, Form 1, as attached.
12. 3-Year Comprehensive Maintenance Plan.  
Motion to accept the 3-Year Comprehensive Maintenance Plan, as attached.



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**II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone**

**A. For Your Information**

1. AchieveNJ
2. School Security Drills
3. Technology in Classrooms
4. Annual Measureable Objectives

**B. Program Reports**

**Motion** Mr. Perez, seconded by Mrs. Braidwood to approve program reports 1 through 5.

**Call Vote - Unanimous Yes - Motion passed**

1. Elementary School Report: Mr. Havers
2. Special Education Report: Mrs. Hall
3. CER Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update

**C. Superintendent's Monthly Report**

**Motion** Mrs. Constanzo, seconded by Mr. Quinn to approve Reversal of HIB.

**Roll Call - Unanimous Yes - Motion passed**

**D. Policy**

1. First Reading. None

**Policy Second Reading/Public Hearing**

**Motion** Mr. Perez, seconded by Mr. Quinn to approve the following 10 policies as read.

**Roll Call - Unanimous Yes - Motion passed**

2. Second Reading/Public Hearing.  
P1240 Evaluation of Superintendent  
P3221 Evaluation of Teaching Staff Members  
P3224 Evaluation of Principals Asst Principals and Vice Principals  
P3144.3 Suspension Upon Certification of Tenure Charge  
P3144.12 Certification of Tenure Charges Inefficiency  
P3372 Teaching Staff member Tenure Acquisition  
P3373 Tenure Upon Transfer or Promotion  
P3374 Tenure Upon Transfer to an Underperforming School  
P4124 Employment Contract  
P5512 Harassment, Intimidation and Bullying

**E. Administration**

1. Southern New Jersey Perinatal Cooperative.



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**Motion:** Mrs. Contanzo, seconded by Mrs. Viscome to approve shared services agreement between the Southern New Jersey Perinatal Cooperative and the Berlin Borough Board of Education for Non-Public Services.

**Roll Call - Unanimous Yes - Motion passed**

**F. Personnel**

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to approve the attached Personnel Report.

**Roll Call - Unanimous Yes - Motion passed**

**G. Facilities**

**Motion:** Mrs. Constanzo, seconded by Mrs. Viscome to approve Facilities item 1.

**Roll Call - Unanimous Yes - Motion passed**

1. Drills:

Lockdown: September 13, 2013; 9:10 am

Fire: September 18, 2013; 9:12 am

Lockdown Tier III: October 10, 2013; 1:50 pm

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

**III. NONPUBLIC EXECUTIVE SESSION - None**

**IV. OLD BUSINESS**

- Mr. Trongone discussed plans for weekend Board Retreat, January 4<sup>th</sup> or January 11<sup>th</sup>.

- Mrs. Viscome noted that the Home & School Association will sponsor a School Flag contest.

**VI. MEETING ADJOURNED**

**Motion:** Mr. Quinn, seconded Mrs. Welte to adjourn meeting at 8:40 pm.

Next Meeting: November 21, 2013

Location: Media Center

Time: 7:00 p.m.