



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

Date: June 16, 2016
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 – Kristen Height 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.k12.nj.us), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

Lisa Asare	Susan Bobb - Absent
Nick Guerere	Michelle Goshaw
Rebecca Holland	Kristine Height
Linda Welte	Dennis Quinn-absent
Fran Viscome	

Others in attendance:

Superintendent - Kristen Martello, Business Administrator - Frank Domin, Curriculum Director - Maureen DiBella, Board Solicitor - Allan Dzwilewski.

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 and presented them with a certificate of recognition.

- | | | |
|-------------------------------------|----------|---------------------|
| 1. Students of the month, May 2016: | Grade 5: | Maura Somers |
| | Grade 6: | Nicolette Friedrich |



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Grade 7: Shan Chen
Grade 8: Riley Fisher

Students of the month, June 2016: Grade 5: Hayley Marsden
Grade 6: Madalyn McClain
Grade 7: Alex Shedlovskiy
Grade 8: Samantha Titus

2. Student report – student body representative: Marissa Nissley

The Student Government officers hosted a “Family Fun Night” at the Ronald McDonald House. We helped the children make a craft and play games.

The officers of Student Government read the names of graduates at the 8th grade graduation.

New Officers:

President Cade H
Vice President: Rachel C.
Secretary: Gina B
Treasurer: Lauren B.

F. Presentations

1. EVVR/HIB: Mr. Frank Locantora

G. Public Participation

No One Came Forward

H. Approval of Minutes

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

1. May 12, 2016 Regular Meeting and Executive Session

Roll Call – 4 yes, 3 abstentions (Goshaw, Welte & Height) - Motion Passed

I. Correspondence – None for this meeting

J. Facilities

(FYI)

1. Business Administrator’s Report: Frank Domin
2. Drills: May 23, 2016 9:52 am Fire Drill
May 31, 2016 10:10 am Non-Fire Evacuation
June 8, 2016 10:25 am Tier 1 Lockout.



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K. Finance: Mr. Frank Domin

Motion: Mrs. Viscome, seconded by Mrs. Goshaw to approve Finance items 1 through 43, A to Z and AA through DD.

Roll Call - Unanimous yes - Motion Passed

1. Reconciliation Report.
Ratify and affirm Reconciliation Report for April 30, 2016.
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for April 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 April 30, 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 April 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 May 31, 2016 as follows:
Increased/Decreased state aid: (\$0.00)
4. Transfers.
Motion to approve transfers for the month of April 30, 2016.
5. Cafeteria Report.
Ratify and affirm Cafeteria Report for May 31, 2016.
6. Approval of Bills.
Recommend bills to be paid as of June 1, 2016, in the amount of \$307,620.89.
7. Student Activity Report.
Motion to approve Student Activity Report for April 30, 2016.
8. Donations:
Motion to accept the following donations, as of N/A:

Donation	Group Offering	Amount/Value



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9. T & L Transportation Contract. Motion to approve the transportation contract with T & L Transportation at the 2016-2017 State Approved CPI of 0.57% for \$176,372.20.

Route 1 A & B:	\$ 35,274.44
Route 2 A & B:	\$ 35,274.44
Route 3 A & B:	\$ 35,274.44
Route 4 A & B:	\$ 35,274.44
Route 5 A & B:	<u>\$ 35,274.44</u>
	\$176,372.20
10. T & L Sport Transportation. Motion to approve the following contracted rate with T&L Transportation at the State Approved CPI of 0.57% per bus for sport transportation: \$ 162.49.
11. Specialized Transportation (CST). Motion to approve specialized transportation (for student whose name is on file in the Child Study Team Office,) one time per day, start date of May 25, 2016, per IEP at \$75.00 per day.
12. Physical Therapy Services. Motion to approve attached Rehab Connection Consultant Agreement based on a 5-day school week, not to exceed 11 hours per week at \$80.00/hour.
13. Behavioral Support Services. Motion to approve Behavioral Support Services through Interactive Kids, as per attached contract.
14. Learning Services Contract. Motion to approve Cooper Learning Services contract for Wilson instruction services for two special education students from July 5, 2016 through August 8, 2016, at 60 minutes twice per week, at a cost of \$85.00 per hour, and from September 6, 2016 through June 6, 2017, at 60 minutes three times per week, at a cost of \$85.00 per hour, as attached.
15. Educational Data Services Incorporated. Motion to approve Education Data Services, Incorporated, participation in the skilled Trades and Services Bids at \$1,990.00 per year.
16. Food Service Contract. Motion to renew the food service management contract for Nutri-Serve Food Management, Inc at the flat fee of \$15,655 for the 2016-17 school year.
17. Educational Services Commission. Motion to approve the 2016-2017 Contract between Camden County Educational Services Commission and Board of Education.
18. EIRC. Motion to approve the consortia agreement with the Berlin Borough Board of Education and the Education Information Resource Center.
19. Medical Benefit Renewals.
Motion to approve the medical benefit renewals for medical, prescription, and dental per quotes Received:
Aetna: 9.36%
PRX Express Scripts 16%
Delta: 4%
20. End of Year Summer Bills. Motion to authorize the Business Administrator to make transfers and pay bills to close out the school year and to pay summer bills, in conjunction with the Finance committee. All interim authorizations will be formally confirmed at the August, 2016 Board of Education meeting.
21. Annual Transportation Approval with EHS and CCVTS. Motion to approve Eastern Regional School District and Camden County Vocational/Technical School District to provide transportation for high school age students.
22. Annual Transportation Approval with OLMC. Motion to approve transporting Our Lady Of Mount Carmel students on the Berlin Community School's regular bus routes.
23. Student Athletic Fee. Motion to renew the student athletic fee program.



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24. Grant Funded Positions. Motion to approve the following 2016 -2017 grant-funded positions:
Denise Weintraut 20-231-100-101 \$ 46,539.
Reading Specialist-TBH 20-231-100-179 \$ 28,445.
Coleen Viereck and Tracy Kalberer 20-250-100-106 \$ 43,536.
Linda Jurski 20-251-100-106 \$ 8,602.
25. NCLB allocation and submission. Motion to accept 2016 -2017 allocation of \$82,078.00 from No Child Left Behind Act Consolidated formula subgrant and to authorize submission of the application for the 2014-2015 school year as follows: Title I: \$87,384.
Title IIA: \$18,493.
Title III: \$ 943.
26. IDEA allocation and submission . Motion to accept allocation of \$231,861.00 in IDEA funds and authorize submission of the application for the 2016 -2017 school year for Pre-School at \$8,602. and Basic at \$214,455.
27. Business Administrator’s Contract. Motion to approve the Business Administrator’s Contract for the period of July 1, 2016 through June 30, 2017, as reviewed and approved by the Executive County Superintendent of Schools.
28. Security Monitoring Contract. Motion to approve the 2016 -2017 annual contract for building security central station monitoring with GCSI of Williamstown in an amount not to exceed \$600.00.
29. Lawn Fertilization. Motion to approve the 2016 -2017 annual contract for lawn fertilization with Trugreen Chemlawn in an amount not to exceed \$1,200.00.
30. Honeywell Service Agreement. Motion to renew the service agreement with Honeywell for semi-annual inspections, start-up, preferred temperate and pneumatic control maintenance services – July 1, 2016 through June 30, 2017, in the amount of \$14,869.00.
31. Western Pest Control. Motion to approve the annual contract with Western Pest Control in an amount not to exceed \$1,200.00.
32. Camden County Elementary League Participation. Motion to approve the 2016-2017 Annual Membership Resolution to participate in the Camden County Elementary League.
33. Environmental Design Inc. Motion to approve annual AHERA (asbestos) compliance services with Environmental Design Incorporated (annual and 6 month inspection reports) at \$1,300.00.
34. Professional Services Contracts. Motion to approve the following professional services contracts per RFP received: Solicitor: Schwartz, Simon, Edelstein & Celso: \$5,750.00 Retainer, Billable hours \$160, Clerk \$100.
35. Transfer of Current Year Surplus to Reserve. Motion to approve Resolution #2, 6-15 to transfer current year anticipated surplus into a Capital Reserve and Maintenance Reserve up to the amounts as follows: Capital Reserve \$400,000., Maintenance Reserve \$250,000.
36. Capital Lease – 100 Apple I Pad Air w/case. Motion to approve 3 year Capital Lease Purchase agreement with Apple Financial Services \$59,845.00; PEPPM 467368.
37. Interlocal Contracts.
Motion to approve the Interlocal Contracts, as attached:
LDTC Teacher
Director of Technology
Business Administrator
Computer Support Technician



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38. ESY Substitutes. Motion to approve using the Berlin Borough School District Substitute Call list for purposes of summer ESY substitute staffing needs.
39. Special Education ESY Transportation. Motion to approve the following Special Education ESY summer transportation with T&L Transportation for:
- | | |
|-------|--------------------------------------|
| S-1 | \$ 200.00 per diem = \$ 3,800.00 |
| S-2 | \$ 200.00 per diem = \$ 3,800.00 |
| S-3 | \$ 150.00 per diem = \$ 2,850.00 |
| S-4 | \$200.00 per diem = \$ <u>800.00</u> |
| Total | \$11,250.00 |
40. Special Education ESY McKinney Vento Student Transportation. Motion to approve the following Special Education ESY McKinney-Vento student Transportation with T&L Transportation for:
McV \$110.00 per diem = \$ 2,530.00
41. ESY Bus Aides. Motion to approve 2 Special Education Bus Aides at \$13.00 per run, 1 for 2 runs per day, 1 for 1 run per day, for 19 days, not to exceed \$741.00.
42. Special Education Bus Aide. Motion to approve 1 Special Education Bus Aide at \$13.00 per run for 3 runs per day for 23 days, includes ESY McKinney-Vento student, not to exceed \$897.00.
43. **Resolution #3, (06-16) Debt Service Reserve Reclassification**
WHEREAS, there is a Debt Service Reserve of \$440,000,
WHEREAS, said reserve was a required component of the \$5,575,000 certificates of Participation, Serious 1998 issue.
WHEREAS, the Lease Purchase Agreement dated October 15, 1998, required that the final Debt Service Payment be held in Reserve,
WHEREAS, the final payment is due during the 2017-2108 fiscal year,
THEREFORE BE IT RESOLVED, that for accounting purposes only, the 2016-2017 financial statements will be adjusted to reflect the transfer from Debt Service Reserve to Fund 40 Debt Service.
- L. Appointment of Board Secretary and Custodian of Records (OPRA):
Consider a motion to appoint Frank J. Domin, Jr. as Board Secretary and Custodian of Records for the 2016-2017 school year.
- M. Appointment of Affirmative Action Officer:
Consider a motion to appoint Shelly Ward Richards of the Berlin Borough School District as the Affirmative Action Officer for the 2016-2017 school year.
- N. Appointment of Right To Know Officer:
Consider a motion to appoint the Thomas Pratt of the Berlin Borough School District as the Right To Know Officer for the 2016-2017 school year.
- O. Appointment of Attendance Officer:
Consider a motion to appoint the Donna Madara of the Berlin Borough School District as the Student Attendance Officer for the 2016-2017 school year.
- P. Appointment of Homeless Liaison:
Consider a motion to appoint Frank Locantora of the Berlin Borough School District as the McKinney-Vento Homeless Liaison for the 2016-2017 school year.
- Q. Appointment of Integrated Pest Management Coordinator/Asbestos Management and PEOSA Officer/Indoor Air Quality Designee:
Consider a motion to appoint Thomas Pratt as the Integrated Pest Management Coordinator/ Asbestos Management and PEOSA Officer/Indoor Air Quality Designee for the 2016-2017 school year.



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- R.** Professional Services for the 2016-2017 School Year:
Consider a motion to approve the following professional services*:
1. Auditor Robert Inverso \$18,900)
 2. Medical Officer Julian Maressa, D.O. \$2,500
 3. Insurance Brokers
 - Conner Strong
 - AFLAC
 - Public Risk Group
- S.** Depository:
Consider a motion to designate the following depositories for the 2016-2017 school year.
- TD Bank North
 - New Jersey Arm
 - New Jersey Cash Management
 - Any other depository more beneficial to the district
- T.** Tax Shelter Annuity Company's/Brokers
Consider a motion to designate the following Tax Shelter Annuity Company's/Brokers for the 2016-2017 school year.
- AXA Equitable
 - Lincoln Financial
 - Any other Tax Shelter Annuity Company's/Brokers more beneficial to the district.
- U.** Annual Tuition Rates for the 2016-2017 school year.
Consider a motion to establish the following tuition rates for the 2016-2017 school year; rates used for Homeless and State placements only.
School Year:
Half Day PSD \$14,053.
Full Day LLD \$15,792.
Full Day MD \$16,078.
Grade K \$10,539.
Grades 1-5 \$11,666.
Grades 6-8 \$11,853.
Resource Center \$12,000
- V.** Travel Limitations for the 2016-2017 school year.
Consider a motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2016-2017 school year, not to exceed \$20,000.00.
- W.** Authorization to Award Contracts for the 2016-2017 school year.
Consider a motion to authorize the business administrator as the certified purchasing agent to award contracts up to in accordance with N.J. Statutes for the 2016-2017 school year, to set the quote threshold at 15% of the bid threshold, and to approve procurement of goods and services through state agencies (state contract) and cooperative purchasing agreements.



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- X.** Authorization to Sign Warrants (Checks) for the 2016-2017 school year.
Consider a motion to authorize the following personnel to sign checks for the 2016-2017 school year.
1. President of the Board of Education
 2. Business Administrator/Board Secretary/Treasurer
 3. Superintendent
 4. Coordinator of Business Operations
 5. Middle School Principal – Student Activities
 6. Administrative Assistant - Student Activities, Petty Cash, Cafeteria
 7. Secretary to the Business Administrator – Cafeteria
- Y.** Authorization of Payment of Bills between BOE Meetings for the 2016-2017 school year.
Consider a motion to authorize the payment of bills between Board of Education Meetings for the 2016-2017 school year.
- Z.** Authorization to Establish Petty Cash Funds for the 2016-2017 school year.
Consider a motion to authorize establishment of individual petty cash funds in the amount not to exceed \$250 for the 2016-2017 school year.
- AA.** Approval of Parliamentary Procedure for the 2015-2016 school year.
Consider a motion 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 2016 -2017 school year.
- BB.** Consider the adoption of the following resolution:
(Required under the Sunshine Law)
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 Courier Post Newspaper (primary)
The Central Record (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.
- CC.** Motion 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.
- DD.** Motion to approve official school website at www.bcsberlin.k12.nj.us.



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II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

1. CER Summer Program
2. Playground Update
3. Google Update
4. HSA and Kohl’s Associates in Action Volunteer Program
5. 2016-2017 Supply Lists:

Kindergarten	Grade 5
Grade 1	Grade 6
Grade 2	Grade 7
Grade 3	Grade 8
Grade 4	
6. Summer Reading Lists:

Grade 1	Grade 5
Grade 2	Grades 6, 7, and 8
Grade 3	Middle School Summer Reading Book Log
Grade 4	
7. “Summer Fun Ideas”
8. 2016-2017 Character Education Theme. “Inspire”

B. Program Reports

1. Principal’s Report: Dr. Ward Richards
2. Special Education Report: Mrs. Lindsay
3. Curriculum Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update (N/A)
6. PALS Update: Mr. Frank Locantora

C. Superintendent’s Monthly Report

Motion: Mrs. Holland, seconded by Mrs. Goshaw to approve Superintendents report.

Roll Call - Unanimous yes - Motion Passed

D. Policy - None for this meeting

1. First Reading.

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing.

E. Administration

Motion: Mr. Guerere, seconded by Mrs. Holland to approve Administration items 1 through 9.

Roll Call – Unanimous yes - Motion passed



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1. Interim Hiring Authorizations.
Motion to authorize the Superintendent to hire in the interim (no July meeting) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the August 2016 Board of Education Meeting.
2. Mentoring Plan. Motion to approve the 2016-2017 Mentoring Plan.
3. Professional Development Plan. Motion to approve the 2016-2017 Professional Development Plan.
4. Google Email. Motion to approve transfer to Google or Gmail email account systems.

5. Curriculum. Motion to approve the following Physical Education/Health Curriculum:

Kindergarten Health Unit A	Grade 4 Unit 4 Soccer
Kindergarten Health Unit B	Grade 4 Unit 5 Hockey
Kindergarten PE Unit 1	Grade 4 Unit 6 Team Building
Kindergarten PE Unit 2	Grade 4 Unit 7 Basketball
Grade 3 Unit 2 Fitness	Grade 5 Unit 2 Fitness
Grade 3 Unit 3 Essential Skills	Grade 6 (September) Intro
Grade 3 Unit 4 Soccer	Grade 6 (October) Soccer
Grade 3 Unit 5 Hockey	Grade 7 Health Stress Management
Grade 3 Unit 6 Team Building	Grade 8 (October) Football
Grade 3 Unit 7 Basketball	Grade 8 (November) Speedball
Grade 4 Unit 2 Fitness	Grade 8 (January) Health/Responsible Relationships
Grade 4 Unit 3 Essential Skills	Grade 8 (March) Pregnancy and Childbirth
6. Camden County Elementary League Membership Resolution. Motion to approve Resolution #1, 06-16, To participate in the approved interscholastic athletic program sponsored by the Camden County Elementary League.
7. HIB Report Period 2 Investigations and Incidents
8. HIB Training List
9. HIB Program Reports

F. Personnel

Motion: Mrs. Viscome, seconded by Mrs. Welte to approve Personnel Report, items 1 through 6.

Roll Call – Unanimous yes - Motion passed

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Extended School Year Program and Staff. Motion to approve Extended School Year Program and Staff, as attached.
3. 2016-2017 CER Staff. Motion to approve 2016-2017 CER Staff and Salaries, as attached.
4. 2016-2017 Substitute List. Motion to approve the 2016-2017 Substitute List, as attached.
5. Occupational Therapist Job Description. Motion to approve a job description for Occupational Therapist, as attached.
6. Schedule B. Motion to approve the 2016-2017 Schedule B positions as attached.



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H. Public Participation –

Loren Mague, Synnergy Savings Solutions asked if she could drop off information for Solar Energy that would provide a set reimbursement to the school at no cost to the district.

III. NONPUBLIC EXECUTIVE SESSION – 8:10PM

Motion: Mrs. Viscome, seconded by Mrs. Welte to approve Resolution #2, (6-16) and enter into Executive Session.

Roll Call

Lisa Asare	Susan Bobb - Absent
Nick Guerere	Michelle Goshaw
Rebecca Holland	Kristine Height
Linda Welte	Dennis Quinn-absent
Fran Viscome	

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.

Resolution #2, (06-16) 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, 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

- Superintendent, Mrs. Martello, reviewed a student HIB.
- Negotiations – Board Solicitor, Mr. Dzwilewski, reviewed current negotiations and possible impact.

Motion: Mrs. Viscome, seconded by Mrs. Welte to return to public session.

Call Vote – Unanimous yes - Motion passed



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IV. RETURN TO PUBLIC SESSION - 8:35 PM

VI. NEW BUSINESS

- Strategic Planning – Discussion to prepare three year plan.
- Board Member meeting attendance discussion.
- Superintendents Goals: Annual goals and evaluations.
- Procedures reviewed, Electronic process, passwords and directions were shared.
- Goals and Evaluations Committee set August Board training with NJ School Board Association.

VII. MEETING ADJOURNED

Motion: Mrs. Viscome, seconded by Mrs. Asare to adjourn meeting at 9:12 pm.

Roll Call – Unanimous yes - Motion passed

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