



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

**Date:** March 16, 2016  
**Time:** 7:00 p.m.  
**Location:** Cafeteria  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009

**MINUTES**

**I. PUBLIC SESSION**

**A. Meeting Called to Order - Mrs. 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](http://www.bcsberlin.k12.nj.us)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

Lisa Asare	Susan Bobb – <b>Absent</b>
Nick Guerere	Michelle Goshaw
Kristine Height	Rebecca Holland
Linda Welte	Dennis Quinn
Fran Viscome	

**Others in attendance:** Superintendent – Kristen Martello  
Business Administrator – Frank Domin  
Board Solicitor – Allen 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!*

- |  |          |                     |
|--|----------|---------------------|
| 1. Students of the month: November 2015: | Grade 5: | Olivia Inman        |
|  | Grade 7: | Grace McFadden      |
|  | Grade 8: | Benjamin Schwartz   |
| December 2015:                           | Grade 5: | Sravan Kuntamukkula |
|  | Grade 7: | Juliana Ferri       |
|  | Grade 8: | Angelina Cavallaro  |



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January 2016:	Grade 5:	Cassandra Straub
	Grade 6:	Faith Sirdashney
February 2016:	Grade 5:	Leah Fisher
	Grade 6:	Nicholas Vitale
	Grade 7:	Katie Fehrenback
	Grade 8:	Tina DeWalt

2. Student report – student body representative: Shivam Patel

During the month of February Berlin Community School was very successful. This year we had strived to provide a fraction of the sum of money to provide leg braces, which cost an overwhelming \$20,000 (for a wounded warrior). We helped bring in a little over \$1,000 for Len, and I am proud to say that Berlin Community School has made a difference. Furthermore, the reading for Ronald is now over, and Mrs. Weiss our School Counselor has taken responsibility of comparing the hours and other things as part of the reading for Ronald challenge. To end things off we will have a school dance on April 15, 2016. We will help Mrs. Comfort in the comfort can challenge by charging two cans for the admission to the dance. The cans will help the Camden County poor in a certain charity to feed a family for a whole year.

**F. Presentations – None for this meeting**

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

**H. Approval of Minutes**

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

1. February 18, 2016 Regular Meeting and Executive Session

**Roll Call** – 7 yes, 1 abstention (Mrs. Viscome) - Motion passed

**I. Correspondence**

1. NJSBA Congratulations to Dennis Quinn – Upon completion of courses for Master Board Member
2. Open Space and Farmland Preservation

**J. Facilities**

**(FYI)**

1. Business Administrator’s Report: Frank Domin  
\_ Reminder to file annual Ethics forms



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

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

**Roll Call** – 7 yes, (Mrs. Viscome abstained on Item 6 CCESC Bills only) - Motion passed

1. Reconciliation Report.  
Ratify and affirm Reconciliation Report for (N/A).
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for (N/A).
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 February 29, 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 February 29, 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 March 31, 2016 as follows:  
Increased/Decreased state aid:       (\$0.00)
4. Transfers.  
Motion to approve transfers for the month of (N/A).
5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for February 29, 2016.
6. Approval of Bills.  
Recommend bills to be paid as of March 16, 2016, in the amount of \$422,253.57.
7. Student Activity Report.  
Motion to approve Student Activity Report for (N/A).
8. Donations:  
Motion to accept the following donations, as of (N/A):
 

Donation	Group Offering	Amount/Value
9. Landscaping Proposal. Motion to approve contract for 2016 turf maintenance per proposal received. McFerren Brothers Landscaping; 3 cuts per month at \$570.00.
10. 2016-2017 Submission of Tentative Budget.  
Motion to approve Resolution 3, 3-16, Submission of the Tentative 2016-2017 Budget to the County



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Office: Approval of the tentative 2016-2017 district budget based on a 2.% Tax Levy Cap increase of \$136,403.

BE IT RESOLVED that the Berlin Borough School District Board of Education does hereby approve the 2016-2017 budget for submission to the Executive County Superintendent of Schools in the grand total amount of \$12,191,007 which includes a General Fund total of \$10,858,940, a Special Revenue Fund total of \$556,584, and a Debt Service Total of \$775,483; and also includes a General Fund local tax levy of \$6,938,012; and a Debt Service local tax levy of \$626,267; and

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

**A. For Your Information**

1. *Save the Date!* **People’s Choice Awards:** March 23, 2016  
**Run For Sue:** May 19, 2016  
**Sports Awards Assembly:** June 15, 2016  
**Graduation:** June 16, 2016; 5:00 – 8:00 p.m.  
**Academic Awards Assembly:** June 15, 2016
2. GO RED! Campaign – Raised \$643
3. PARCC Update - at this time 28 student have opted out
4. 90 Miles to Freedom, *S. J. Magazine, March 2016*
5. BCSHA Fashion Show - \$26,000! was raised

**B. Program Reports**

**Motion:** Mrs. Viscome, seconded by Mr. Quinn to approve the following Program Reports:

**Call Vote** - Unanimous yes - Motion Passed

1. Principal’s Report: Dr. Ward Richards
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:** Mrs. Holland, seconded by Mrs. Welte to approve Superintendents report.

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



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**D. Policy**

**Motion:** Mrs. Viscome, seconded by Mrs. Holland to approve the following Policies:

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

1. First Reading.  
1240: Evaluation of Superintendent  
3221: Evaluation of Teachers  
3223: Evaluation of Administrators  
3224: Evaluation of Principals
2. Policy Second Reading/Public Hearing – **none for this meeting**

**E. Administration**

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to approve Administration items 1 through 3

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

1. Program Research. Motion to approve Mrs. Kristen Martello to conduct Walden University doctorate program research (Professional Learning Community at BCS,) as per attached proposal.
2. School Goals. Motion to approve and accept the BCS School Goals, as attached.
3. Stockton University Affiliation Agreement. Motion to approve the Stockton University Affiliation Agreement for Internship/Practicum Program/Service Learning.

**F. Personnel**

**Motion:** Mrs. Viscome, seconded by Mrs. Holland to approve Personnel Report.

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

1. Personnel Report.  
Motion to approve the attached Personnel Report.
2. Letter of Resignation, Joseph Bowen

**H. Public Participation – All Issues - No One Came Forward**

**III. NONPUBLIC EXECUTIVE SESSION – 8:40 pm**

**Motion:** Mr. Guerere, seconded by Mrs. Welte to enter into Executive Session for approximately 20 minutes.

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



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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.

**Roll Call**

Susan Bobb  
Michelle Goshaw  
Linda Welte  
Dennis Quinn  
Fran Viscome

Nick Guerere  
Rebecca Holland  
Kristine Height  
Lisa Asare

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

**Resolution #1, (03-16) 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.

- 1) The Board President brought the new Board members up to date on HIB Harassment, Intimidation and Bullying. Student (A) Review of investigation.

BERLIN BOROUGH BOARD OF EDUCATION

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Secretary

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

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

**IV. RETURN TO PUBLIC SESSION – 9:25pm**

**VI. NEW BUSINESS**

- 1. **Board Appointments.** Motion: Mrs. Viscome seconded by Mr. Quinn to appoint Michele Goshaw as representative to the Camden County Education Service Commission and Rebecca Holland as an alternate from March 2016 through December 2016.

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



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**VII. MEETING ADJOURNED**

**Motion:** Mr. Guerere, seconded by Mrs. Welte to adjourn meeting at 9:34 pm.

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

Next Meeting: April 28, 2016  
Location: Media Center  
Time: Budget Hearing at 6:30 p.m.  
Regular Meeting at 7:00 p.m.

Attest: