



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

Date: Wednesday, May 15, 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, is 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.

BOARD MEETING DATE CHANGE

The Berlin Borough Board of Education will change the Regular monthly meeting from Thursday May 16, 2013 to Wednesday May 15, 2013. All meetings will be held at 7:00 PM in the Berlin Community School Media Center, 215 S. Franklin Ave., Berlin, NJ 08009

C. Flag Salute

D. Roll Call

Present

Kristin Braidwood
Nick Guerere
Eileen German
Kristine Height
Dennis Quinn
Fran Viscome

Absent

Karen Costanzo
Linda Welte
Juan Perez

E. Student Recognition

1. Student report – student body representative: Kayla Somers
2. Middle School Wrestling Champion Jack Francesconi was congratulated. Coach Mike Ford commended this year's team and updated the Board on the wrestling program.



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F. New Staff Introduction - Mrs. Hall introduced three new hires to the Board. Special Education Teachers; Edward Goodwin, Devin Todd and Amanda Kagel.

G. Presentations

1. English Language Arts Needs Assessment: Maureen DiBella

Power Point Presentation followed by Board discussion.

H. Public Participation – Agenda Items Only

No One Came Forward

I. Approval of Minutes

Motion: Mr. Quinn, seconded by Mrs. German to approve minutes.

Roll Call – 5 yes, 1 abstention (Mrs. German) - Motion passed

1. April 18, 2013 Regular Meeting with no Executive Session

J. Correspondence

Motion: Mrs. Braidwood, seconded by Mrs. Height to approve the following Correspondence.

Roll Call - Unanimous Yes - Motion passed

1. Camden County Association of School Business Officials Student Scholarship.
Eastern HS - graduating Berlin Borough Senior – Dylan McCarty \$500
2. Educational Facilities Managers’ Association of Camden and Gloucester Counties
Eastern HS - graduating Berlin Borough Senior – Jamee Simone \$1,000

K. Facilities

Motion: Mrs. Braidwood, seconded by Mrs. Height to approve the following Facilities item 1.

Call Vote - Unanimous Yes - Motion passed

1. Business Administrator’s Report: Frank Domin



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L. Finance: Mr. Frank Domin

Motion: Mrs. Braidwood, seconded by Mrs. Height to approve the following Finance items 1 through 13.

Roll Call - Unanimous Yes - Motion passed

1. Reconciliation Report.
Ratify and affirm Reconciliation Report for March 29, 2013.
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for March 29, 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 February 28, 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 December 31, 2012, 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 February 28, 2013 as follows:
Increased/Decreased state aid: (\$0.00)
4. Transfers.
Motion to approve transfers for the month of March 29, 2013.
5. Cafeteria Report.
Ratify and affirm Cafeteria Report for April 30, 2013.
6. Approval of Bills.
Recommend bills to be paid as of May 15, 2013 in the amount of \$189,698.34.
7. Student Activity Report.
Motion to approve Student Activity Report for March 29, 2013.
8. Donations:
Motion to accept the following donations, as of May 15, 2013

Donation	Group Offering	Amount/Value
9. Summer 2013 Maintenance Projects. Motion to award the following Summer 2013 Maintenance Projects per quoted received (no increase from 2012):

KLT – Gym Bleacher & Folding Partition Maintenance:	\$1,200.00
Traditional Floor Company; Gym Floors A & B Resurfacing:	\$4,070.00



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10. Professional Service Contracts. Motion to award the following professional service contracts for the 2013-2014 school year Per Request for Proposals received:
Solicitor: Schwartz, Simon, Edelstein & Celso
Auditor: Inverso & Stewart
Doctor: Dr. Julian Maressa
11. Establishment of Meeting Dates. Motion to approve the following Board of Education Monthly Meeting Dates:
*July 2013 – No Meeting
*August 22, 2013
September 19, 2013
October 17, 2013
November 21, 2013
*December 2013 – No Meeting
*January 9, 2014 (Reorganization 6:30 p.m.)
February 20, 2014
March 20, 2014
April 17, 2014
*May 1, 2014 (Special Budget Hearing 6:30 p.m.)
May 15, 2014
June 19, 2014
12. Internal Controls Procedure. Motion to approve the Internal Controls procedures Manual and Business Office Standard Operating Procedures.
13. 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.

II. SUPERINTENDENT’S REPORT: Mr. Tony Trongone

A. For Your Information

1. Library Renovations – Discussion on multi year plan.
2. Interact Club Senior Citizen Luncheon – June 4th.

B. Program Reports

Motion: Mrs. Viscome, seconded by Mrs. German, to accept Superintendents Program Reports items 1 to 4.

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



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C. Superintendent's Monthly Report

Motion: Mrs. German, seconded by Mrs. Braidwood, to approve Superintendents Report.

Roll Call - Unanimous Yes - Motion passed

D. Policy

1. First Reading.

Policy Second Reading/Public Hearing

Motion: Mrs. German, seconded by Mrs. Braidwood, to approve Policy # 1 through 6 for second reading.

Roll Call - Unanimous Yes - Motion passed

2. Second Reading/Public Hearing.

Policy 6113: E-Rate

Policy 6163: Advertising on School Property

3. Code of Ethics. Motion to accept as read and individually signed, the Board Member Code Of Ethics, items 1 through 10 as attached.

4. Amend NJSBAIG Bylaws. Motion to approve Resolution #1, 5-13, to amend NJSBAIG By-laws as attached.

5. Board Voluntary Recognition. Motion to approve Resolution #2, 5-13. Revised Resolution #1, 1-13, Board Voluntary Recognition as listed:

6. RESOLUTION #2, 5-13

WHEREAS, the BERLIN BOROUGH BOARD OF EDUCATION (the "BOARD") has been requested to recognize the BERLIN EDUCATION ASSOCIATION (the "ASSOCIATION") as the exclusive representative for certain unrepresented BOARD employees; and

WHEREAS, the BOARD has satisfied itself that it has documentation of an appropriate showing of interest in support of this request; and

WHEREAS, the BOARD deems it to be in the best interest of its operations to resolve the question of unit recognition as to these certain BOARD employees without the intervention of the New Jersey Public Employment Relations Commission,

NOW, THEREFORE, BE IT RESOLVED, that notice be conspicuously posted on bulletin boards in the BOARD offices where notices are normally posted for a period of at least ten (10) consecutive days, advising all persons that this BOARD intends to grant exclusive recognition without an election to the ASSOCIATION, for a negotiating unit to include, in addition to the current titles, regularly employed **Custodians, Instructional Assistants, and Child Study Team**; and

BE IT FURTHER RESOLVED, in connection with the foregoing that the requirements of N.J.A.C. 19:11-3.1 of the New Jersey Public Employment Relations Commission shall be complied with; and

WHEREAS, no other employee organization has claimed, by a written communication within the year preceding, to represent any of the employees in the proposed titles involved; and



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BE IT FURTHER RESOLVED, that should no other employee organization within the ten (10) day posting period notify this BOARD of a claim to represent the above listed titles and should no Petition for Certification of public employee representative be filed by any other organization with the New Jersey Public Employment Relations Commission, that pursuant to the provisions of N.J.S.A. 34:13A-1 et seq., and N.J.A.C. 19:11-1.1 et seq., the BOARD hereby recognizes the ASSOCIATION, as the majority representative and thereby as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment as permitted by law of the hereinabove included titles employed by the BOARD; and

BE IT FURTHER RESOLVED, that all current terms & conditions of employment for such positions will remain status quo until changes, if any, are agreed to by the parties.

E. Administration

F. Personnel

Motion: Mrs. German, seconded by Mrs. Viscome to approve Personnel Report items 1 to 3.

Roll Call - Unanimous Yes - Motion passed

1. Personnel Report.
Motion to approve the attached Personnel Report.
2. Business Administrator's Contract. Motion to submit the 2013-2014 Business Administrator's Contract to the Executive County Superintendent.
3. Staff Renewals. Motion to approve staff renewals for the 2013-2014 school year as attached.

G. Facilities

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

Roll Call - Unanimous Yes - Motion passed

1. April 23, 2013 - Lockdown Drill – 8:58 am
April 10, 2013 - Fire Drill – 1:38 pm

H. Public Participation – All Issues

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.

No one came forward



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III. NONPUBLIC EXECUTIVE SESSION

8:50 PM

MOTION: Mr. Quinn, seconded by Mrs. German to enter into Executive Session.

Voice Vote – unanimous yes - Motion passed

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 and/or negotiations. 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.

Roll Call

Present

**Kristin Braidwood
Nick Guerere
Eileen German
Kristine Height
Dennis Quinn
Fran Viscome**

Absent

**Karen Costanzo
Linda Welte
Juan Perez**

Board Solicitor updated the Board of current Special Education issues and possible future litigation.

IV. RETURN TO PUBLIC SESSION

MOTION: Mr. Quinn, seconded by Mrs. German to close Executive Session 8:35pm.

Call Vote – unanimous yes - Motion passed

VI. NEW BUSINESS

Motion: Mrs. German, seconded by Mrs. Viscome to approve the following three Resolutions and to instruct the Business Administrator to forward each as indicated.

1. Motion to approve RESOLUTION OPPOSING S-2163 and A-3696 requiring binding arbitration over disciplinary matters involving non-teaching staff.
2. Motion to approve RESOLUTION OPPOSING the proposed FY 2014 SDA Assessments.
3. Motion to approve RESOLUTION OPPOSING S-1191/A-3627 undermining a School Boards ability to subcontract services.



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VII. MEETING ADJOURNED)

Motion: Mrs. German, seconded Mr. Quinn to adjourn meeting at 8:43 pm.

Next Meeting: June 20, 2013
Location: Media Center
Time: 7:00 p.m.

Attest: