



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

Date: March 16, 2017
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

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. New Board Member - Francis Ballak sworn in by Board Attorney

E. Roll Call

Lisa Asare
Francis Ballak
Michelle Goshaw
Nick Guerere - absent
Rebecca Holland

Lisa Kehoe
Dennis Quinn
Fran Viscome
Linda Welte

F. 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!

Superintendent - Mrs. Martello introduced each of the students, inviting them to speak about "what inspires me" and presented them with a certificate of recognition

1. Superintendent Award February Grade 7: Vincent Baldino (will attend in April)



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- | | | | |
|--|----------|----------|-------------------|
| 2. Students of the month | February | Grade 5: | Blake Buchinsky |
| | | Grade 6: | Laci Coppola |
| | | Grade 7: | Tyler Hertz |
| | | Grade 8: | Rachel Carbone |
| 3. Art Award | February | Grade 1: | Logan Trivett |
| | | Grade 2: | Harlowe Henderson |
| | | Grade 4: | Angelee Turner |
| | | Grade 6: | Sarah Claybrooks |
| | | Grade 7: | Julia DeFulvio |
| | | Grade 8: | Lauren Baldosaro |
| 4. Student report – student body representative: | | | Caden Haldeman |

We are hosting a move up dance for 5, 6, 7 and 8th grade on April 7th. Also helping out with the shoebox drive, creating shoebox gift for children in the hospital.

G. Presentations

1. Strategic Planning Presentation – Superintendent Mrs. Martello

H. Public Participation – – No One Came Forward

I. Approval of Minutes

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

1. [February 16, 2017 Regular Meeting and Executive Session](#)
2. [February 28, 2017 Special Meeting](#)

Roll Call - 6 yes, (Mr. Ballak and Mrs. Goshaw abstained) - Motion Passed

J. Correspondence

1. Thank You Card
2. NJSBA
3. Resignation Letter
4. PALS Resignation Letter
5. Substitute Resignation Letter
6. Camden County Elementary League

K. Facilities

(FYI)

1. [Business Administrator’s Report](#): Frank Domin
2. Drills: Safety Drill February 1, 2017 8:10 am
 Safety Drills February 16, 2017 11:00 am – 1:30 pm (during lunch periods)
 Fire Drill February 27, 2017 9:40 am
[School Bus Evacuations](#) February 23, 2017 7:30 am and 8:20 am

L. Finance: Mr. Frank Domin

Motion: Mr. Quinn , seconded by Mrs. Welte to approve Finance items 1 through 9.



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Roll Call - Unanimous yes - Motion Passed

1. Reconciliation Report.
[Ratify and affirm Reconciliation Report for month ending January 31, 2017.](#)
2. Report of the Board Secretary.
[Ratify and affirm Board Secretary Report for month ending January 31, 2017.](#)
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, 2017, 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 January 31, 2017, 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, 2017 as follows:
Increased/Decreased state aid: (\$0.00)
4. Transfers.
[Motion to approve transfers for the month of January 2017.](#)
5. Cafeteria Report.
[Ratify and affirm Cafeteria Report for period ending February 28, 2017.](#)
6. Approval of Bills.
[Recommend bills to be paid as of March 16, 2017, in the amount of \\$128,710.28.](#)
7. Student Activity Report.
[Motion to approve Student Activity Report for month ending January 31, 2017.](#)
8. Donations: N/A

| Donation | Group Offering | Amount/Value |
|----------|----------------|--------------|
| | | |
9. 2017-2018 Submission of Tentative Budget.
Motion to approve Resolution #1, 03-17, Submission of the Tentative 2017-2018 Budget to the County Office: Approval of the tentative 2017-2018 district budget based on a 2.7% Tax Levy Cap increase of \$195,328.

BE IT RESOLVED that the Berlin Borough School District Board of Education does hereby approve the 2017-2018 budget for submission to the Executive County Superintendent of Schools in the grand total amount of \$ 12,372,425 which includes a General Fund total of \$11,066,399, a Special Revenue Fund



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total of \$522,704 and a Debt Service Total of \$783,322; and also includes a General Fund local tax levy of \$7,133,340; and a Debt Service local tax levy of \$196,687; and

BE IT RESOLVED that this budget will include a Withdrawals from Capital Reserve of \$15,000 for distance learning server upgrades.

BE IT RESOLVED that this budget uses \$56,568 from the Health Care Cost Adjustment as part of the Tax Levy Cap Increase.

Additionally, The Board approves travel and related expense reimbursement for all programs in accordance with Board Policy and NJAC 6A23B-1.2(b) to a maximum expenditure of \$25,000 for all staff and Board members.

II. SUPERINTENDENT'S OFFICE: Mrs. Kristen Martello

A. For Your Information

(FYI)

1. *Save the Date!* **NJHS Induction Ceremony:** April 5, 2017
People's Choice Awards: April 6, 2017
Run For Sue: May 18, 2017
Academic Awards Assembly: June 19, 2017
Graduation: June 19, 2017 4:30 pm – 7:30 pm
Sports Awards Assembly: June 20, 2017
2. Tansboro Road Apartment Project
3. BCSHA Fashion Show (\$23,000.00!)
4. PARCC Update

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. [NutriServe Food Service Update](#): Mrs. Weber

C. Superintendent's Monthly Report

Motion: Mr. Quinn, seconded by Mrs. Welte to approve Superintendent's Monthly Report.

Roll Call - Unanimous yes - Motion Passed

Discussion: Is there a need to increase Substitute Rates vs Use of substitute caller service.

D. Policy

Motion: Mrs. Viscome, seconded by Mrs. Goshaw to adopt the following ten policies for first reading.



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Roll Call – 7 yes, Mr. Ballak abstained - Motion Passed

1. First Reading.

[P3126 – District Mentoring Program](#)

[R3126 – District Mentoring Program](#)

[P3141 – Resignation](#)

[P3144 – Certification of Tenure Charges](#)

[R3144 – Certification of Tenure Charges](#)

Policy Second Reading/Public Hearing

Motion: Mrs. Viscome, seconded by Mrs. Asare to adopt the following policies after second reading.

Roll Call – 7 yes, except Mrs. Holland , Mrs. Kehoe and Mrs. Goshaw no to 8454 only,
Mr. Ballak abstained - Motion Passed

2. Second Reading/Public Hearing.

[P8454 – Management of Pediculosis \(NEW\)](#)

[P1510 – Americans with Disabilities Act](#)

[R1510 – Americans with Disabilities Act](#)

[P2418 – Section 504 of the Rehabilitation Act of 1973 – Students \(NEW\)](#)

[R2418 – Section 504 of the Rehabilitation Act of 1973 – Students \(NEW\)](#)

[P5116 – Education of Homeless Children](#)

[R5116 – Education of Homeless Children](#)

[P8330 – Student Records](#)

[R8330 – Student Records](#)

[P3362 – Sexual Harassment](#)

[R3362 – Sexual Harassment of Teaching Staff Members Complaint Procedure](#)

[P4352 – Sexual Harassment](#)

[R4352 – Sexual Harassment of Support Staff Members Complaint Procedure](#)

[P7420 – Hygienic Management](#)

[R7420 – Handling and Disposal of Body Wastes and Fluids](#)

[P7422 – School Integrated Pest Management Plan](#)

[R7422 – School Integrated Pest Management Plan](#)

[P8420 – Emergency and Crisis Situations](#)

[R8420 – Emergency and Non-Fire Evacuation Plan](#)

Discussion: Current policies – Use of consulting service for update.

E. Administration

Motion: Mr. Quinn, seconded by Mrs. Viscome to approve Administration items 1 through 8.

Roll Call – Unanimous yes except Mrs. Asare no to 7 only - Motion passed



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1. Special Education Policies and Procedures. [Motion to approve Required Special Education Policies and Procedures Assurance Statement.](#)
2. Revised Girls Softball Schedule. [Motion to approve the Revised 2017 Girls Softball Schedule](#)
3. CER Parent Information. [Motion to approve 2017-18 CER Parent Information.](#)
4. CER Instructor Information. [Motion to approve 2017-18 CER Instructor Information.](#)
5. PALS Family Handbook. [Motion to approve 2017-18 PALS Family Handbook.](#)
6. PALS Staff Handbook. [Motion to approve 2017-18 PALS Staff Handbook.](#)
7. PALS Summer Flyer. [Motion to approve the PALS 2017 Summer Flyer.](#)
8. Adapted 2016-17 District Calendar. [Motion to approve Adapted 2016-17 District Calendar.](#)

Discussion: PALS Program changes to Summer Schedule 5 days to 4 days per week.

F. Personnel

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

Roll Call – Unanimous yes - Motion passed

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

G. Public Participation – No One Came Forward

III. NONPUBLIC EXECUTIVE SESSION – 8:22 pm

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 20 minutes.

Resolution #2, (03-17) 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.

BERLIN BOROUGH BOARD OF EDUCATION

Secretary



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Motion: Mrs. Viscome, seconded by Mrs. Goshaw to enter into Executive Session for approximately 20 minutes to discuss student matters & personnel.

Call Vote – Unanimous yes - Motion passed

Roll Call

Lisa Asare
Francis Ballak
Michelle Goshaw
Nick Guerere - absent
Rebecca Holland

Lisa Kehoe
Dennis Quinn
Fran Viscome
Linda Welte

- The Superintendent reviewed one reported HIB. (Student Harassment, & Intimidation and Bullying)

IV. RETURN TO PUBLIC SESSION - 8:33 pm

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

Call Vote – Unanimous yes - Motion passed

VI. NEW BUSINESS

Motion: Mr. Quinn, seconded by Mr. Ballak to return to approve the following New Business.

Call Vote – Unanimous yes - Motion passed

1. NJSBA Evaluation – Board members received via email to complete by April 5, 2017.
2. Business Administrator Contract. Motion to approve submission of tentative Business Administrator Contract to County Superintendent for approval.
3. New Business Administrator. Motion to appoint and approve Cande Kristoff as the new Business Administrator effective July 1, 2017.
4. Motion to join the Somerdale Park Consortium (for technology services)

Mr. Quinn - 2017-18 budget concerns – Review of per pupil costs for extracurricular programs.

Mrs. Welte congratulated Mr. Quinn on his NJ School Boards Legislative Committee participation and completion of his advanced Board Training.

VII. MEETING ADJOURNED

Motion: Mrs. Viscome, seconded by Mrs. Goshaw to adjourn meeting at 8:53 pm.

Call Vote – Unanimous yes - Motion passed



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Next Meeting: April 27, 2017
Location: Media Center
Time: Budget Hearing at 6:30 p.m.
Regular Meeting at 7:00 p.m.

Attest: