



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

Date: May 10, 2018
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: President, Linda Welte

Time: 7:00 p.m.

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 Courier Post 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. Roll Call

Member	Present	Absent
Lisa Asare	X	
Nicholas Guerere	X	
Kristine Height	X	
Lisa Kehoe	X	
Jocelyn Lewis	X	
Dennis Quinn	X	
Francine Viscome	X	
Rebecca Holland – Vice President	X	
Linda Welte - President	X	

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 nominate 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!

- Students of the month
 - Grade 5: Miranda Gentile
 - Grade 6: Michaela Kaelin
 - Grade 7: Elyse Schwartz
 - Grade 8: Joseph Adams

F. Presentations

- Abilities Awareness Week-Mrs. Devonn Lindsay

G. Approval of Minutes

- April 26, 2018 Public Budget Hearing/Regular Meeting Minutes

Motion: Dennis Quinn, seconded by Francine Viscome to approve the April 26, 2018 meeting minutes.

Roll Call: 8 Yes, 1 Abstain – Motion Passed

Member	Yes	No	Abstain
Lisa Asare			X
Nicholas Guerere	X		



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Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

H. Facilities

(FYI)

1. Business Administrator’s Report: Cande Kristoff
2. Drills: Lock Down April 18, 2018 10:15 am
Fire Drill April 13, 2018 1:40 pm

I. Finance: Cande Kristoff

1. Reconciliation Report.
Ratify and affirm Reconciliation Report for month ending
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for
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 March 31, 2018, 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. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month(s) of March 31, 2018. The Reconciliation Report and Secretary’s Report are in agreement for the month of: March 31, 2018.
 - 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 March 31, 2018, and after review of the Secretary’s Monthly Financial Report and the Monthly Reconciliation 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, 2018 as follows: Increased/Decreased state aid: (\$0.00)
4. Transfers.
Motion to approve transfers for the month of March 2018.
5. Cafeteria Report.
Ratify and affirm Cafeteria Report for period ending March 2018.
6. Approval of Bills.
Recommend bills to be paid as of April 26, 2018 in the amount of \$163,842.54.
7. Student Activity Report.
Motion to approve Student Activity Report for the month ending March 2018.
8. Donations.

Donation	Group Offering	Amount/Value
TD Gift Cards	The Vault Music Award	2/\$25
9. T&L Transportation Contract. Motion to approve the transportation contract with T&L Transportation at the 2018-2019 State Approved CPI of 1.51% for an annual cost of \$179,572.51.



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Route 1A & 1B	\$35,914.50
Route 2A & 2B	\$35,914.50
Route 3A & 3B	\$35,914.50
Route 4A & 4B	\$35,914.50
Route 5A & 5B	\$35,914.50

10. Transportation Sports & Trips. Motion to approve Sports and Trips contract with T&L Transportation at the 2018-2019 State Approved CPI of 1.51%.
 - Sports \$165.46 per bus
 - Trips \$43.65 per hour, per bus
11. Transportation Bus Aides. Motion to approve Bus Aide rate per run with T&L Transportation as needed.
 - Morning Run \$16.00
 - Afternoon Run \$16.00
12. Transportation Approval with Our Lady of Mount Carmel. Motion to approve transporting Our Lady of Mount Carmel students on the Berlin Community School’s regular bus routes.
13. Camden County Educational Services Commission. Motion to approve the 2018-2019 contract Camden County Educational Services Commission and the Board of Education, as presented.
14. Nutri-Serve Food Management, Inc. Motion to renew the food service management contract at the the current CPI 3%. This increase is calculated on the base year and added to the current year at a flat fee of \$16,352.50 for the 2018-2019 school year.
15. Student Lunch Rate Increase. Motion to approve the student daily lunch rate from \$2.45 to \$2.50 for the 2018-2019 school year.
16. Interactive Kids. Motion to approve contract for behavior and education consultation and ABA therapist services for the remainder of the 2017-2018 school year as needed. Behavior consultation services at an hourly rate of \$115.00 hourly and ABA therapist services at an hourly rate of \$50.00.
17. Camden County Educational Services Commission. Motion to approve the 2018-2019 Professional Services Proposal-Media Specialist/Basic Skills Teacher.

Motion: Nicholas Guerere, seconded by Rebecca Holland to approve finance items 1 through 17.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		Items 13 & 17
Linda Welte - President	X		

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

1. Insight Update
2. Graduation Information:
 - June 20, 2018
 - Eastern Regional High School
 - 5:30 Video Presentation
 - 6:00 Ceremony

B. Program Reports

1. Principal’s Report: Dr. Ward Richards
2. Special Education Report: Mrs. Lindsay



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3. Instruction, Achievement & Student Activities Report: Mrs. Groark
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update: N/A

C. Superintendent’s Monthly Report

Motion: Francine Viscome, seconded by Lisa Kehoe to approve Superintendent’s monthly report.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

D. Policy

1. First Reading.

- P5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- R5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

Motion: Nicholas Guerere, seconded by Lisa Kehoe to approve policies 1 through 2 First Reading.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing.

- P0167 Public Participation in Board Meetings
- P9242 Use of Electronic Signatures
- P0169.02 Board Member Use of Social Networks
- P8507 Breakfast Offer Versus Serve (OVS)
- P9202 Civility

Motion: Kristine Height, seconded by Lisa Asare to approve policies 1 through 5 Second Reading.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		



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Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

E. Administration

1. CER Summer Camps. Motion to approve CER Summer 2018 Camps as attached
2. PALS Summer Camps. Motion to approve PALS Summer 2018 Camps as attached
3. Summer Camp Flyers. Motion to approve Summer Camp Flyers as attached as attached
4. Field Hockey Schedule. Motion to approve 2018 Field Hockey Schedule as attached
5. Girls Soccer Schedule. Motion to approve 2018 Girls Soccer Schedule as attached
6. Schedule B. Motion to approve 2018-19 Schedule B positions as attached
7. Job Description. Motion to approve the job description for Administrative Assistant to Business Administrator
8. Camden County Elementary Membership Resolution. Motion to Approve Membership Resolution Camden County Elementary League

Motion: Francine Viscome, seconded by Lisa Kehoe to approve Administration items 1 through 8.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

F. Personnel

1. Personnel Report. Motion to approve the attached Personnel Report
2. Staff Renewal List. Motion to approve the 2018-2019 Staff Renewal List
3. CER Employee Roster. Motion to approve the 2018-2019 Employee Roster
4. ESY Employee Roster. Motion to approve the 2018 ESY Roster
5. 2018-2019 Contracts. Motion to approve 2018-2019 Contracts as follows:
 Business Administrator
 Director of Instruction, Achievement and Student Activities
 Principal
 Director of Technology
 Assistant Principal
 Facilities Director
 Maintenance Mechanic/Custodial Supervisor
 Supervisor of Special Services

Motion: Nicholas Guerere, seconded by Dennis Quinn to approve Personnel items 1 through 5.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis			X
Dennis Quinn	X		
Francine Viscome	X		



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Rebecca Holland – Vice President	X		
Linda Welte - President	X		

G. Public Participation – All Issues

Motion: Kristine Height, seconded by Francine Viscome to open meeting to the public.

Call Vote: Unanimous – Motion Passed

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.

Agenda Statement as of June BOE Meeting: Opening of public comment

Ethan Miller – Addressed the Board regarding the National Junior Honor Society criteria in the Student Handbook

Jeffrey Salvatore – Read a statement from Tracy Salvatore discussing the proposed policy revising the public speaking participation at the Board meetings.

III. NONPUBLIC EXECUTIVE SESSION

Motion: Kristine Height, seconded by Nicholas Guerere to move into Executive Session.

Call Vote: Unanimous – 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. 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 #3, 4-18 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

Motion: Rebecca Holland, seconded by Jocelyn Lewis to reverse HIB Incident Report #54

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

IV. RETURN TO PUBLIC SESSION

Motion: Dennis Quinn, seconded by Nicholas Guerere to return to public session

Call Vote: Unanimous – Motion Passed



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V. NEW BUSINESS

1. Lisa Asare gave recognition to BCS for having two former students receive medals at the Camden County 2018 Best of Class recognition ceremony.
2. Denise Quinn gave an overview of the legislative meetings he's attended regarding changes in legislation.

VI. OLD BUSINESS

1. Linda Welte reminded the Board of the Social Media Workshop June 21, 2018 from 6:00-7:00 p.m.; the completion of the CSA evaluation for the June meeting; importance of the mandated Board training; Graduation June 20th; the SBA annual workshop dates October 23 – 25, 2018.

VII. MEETING ADJOURNED

Motion: Dennis Quinn, seconded by Francine Viscome to adjourn the meeting.

Time: 10:07 p.m.

Call Vote: Unanimous – Motion Passed

Next Meeting: June 21, 2018
Location: Media Center
Time: NJSBA Workshop 6:00 p.m. followed by Regular Meeting 7:00 p.m.