



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

Date: May 15, 2014
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, Board President

B. Statement of Open Meeting Compliance – Allan Dzwilewski , Board Attorney

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

Present

Susan Bobb
Kristin Braidwood
Nick Guerere
Kristine Height – arrived 7:40pm
Rebecca Holland
Dennis Quinn
Linda Welte

Absent

Karen Costanzo
Fran Viscome

E. Student Recognition – Mr. Domin, Board Secretary congratulated each of the students and invited them before the Board to offer a brief autobiography.

1. Students of the month:	Grade 5:	Everett Guermont
	Grade 6:	Sofia Stinson
	Grade 7:	John Fulleylove
	Grade 8:	Sadee Gock

F. Presentations - None for this meeting



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G. Public Participation – no one came forward

H. Approval of Minutes

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

1. April 17, 2014 Regular Meeting and Executive Session

Roll Call – unanimous yes - Motion passed

2. May 1, 2014 Budget Hearing Minutes

Roll Call - 5 Yes – 2 abstention (Mrs. Braidwood & Mrs. Welte) - Motion passed

I. Correspondence - none for this meeting

J. Facilities

Motion: Mrs. Bobb, seconded by Mr. Quinn to accept Business Administrator's Report:

Call Vote - unanimous yes - Motion passed

1. Business Administrator's Report: Frank Domin

K. Finance: Mr. Frank Domin

Motion: Mrs. Welte, seconded by Mrs. Braidwood to approve Finance items 1 through 7.

Roll Call - Unanimous Yes - Motion passed

1. Reconciliation Report.
Ratify and affirm Reconciliation Report for March 31, 2014.
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for March 31, 2014.
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, 2014, 2014, 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, 2014, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate



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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, 2014 as follows:

Increased/Decreased state aid: (\$0.00)

- 4. Transfers.
Motion to approve transfers for the month of March 31, 2014.
- 5. Cafeteria Report.
Ratify and affirm Cafeteria Report for April 30, 2014.
- 6. Approval of Bills.
Recommend bills to be paid as of May 15, 2014, in the amount of \$ 240,160.82.
- 7. Student Activity Report.
Motion to approve Student Activity Report for March 31, 2014.
- 8. Donations:
Motion to accept the following donations, as of March 31, 2014:

Donation	Group Offering	Amount/Value

Motion: Mrs. Bobb, seconded by Mrs. Braidwood to approve Finance items 9 through 18.

Roll Call - Unanimous Yes - Motion passed

- 9. Requisition for taxes and debt service. Motion to approve the 2014-2015 T-1 Requisition for Taxes and T-2 Requisition for Debt Service. The following payment schedule is needed to meet the obligations of the Board:

T - 1 General Fund		T - 2 Debt Service	
<u>Payment Request</u>	<u>Amount</u>	<u>Payment Request</u>	<u>Amount</u>
7/14/14	\$ 525,000	7/14/14	\$ 34,839
8/14/14	\$ 550,000	8/14/14	\$ 65,625
9/14/14	\$ 585,000		
10/14/14	\$ 560,000		
11/14/14	\$ 560,000		
12/14/14	\$ 560,000		
1/14/15	\$ 560,000	1/14/15	\$ 312,000
2/14/15	\$ 560,000	2/14/15	\$ 206,221
3/14/15	\$ 560,000		
4/14/15	\$ 560,000		
5/14/15	\$ 560,000		
6/14/15	\$ 468,384		
	\$6,608,384		\$ 618,685



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10. Grant Funded Positions.

Motion to approve the following 2013-2014 grant-funded positions:

Janice Mardikian:	20-250-100-106-0000	\$15,986.00
Denise Weintraut:	20-231-100-101	\$50,979.00
Kristen Lewis:	20-251-100-106	\$ 7,392.00
Sandy Miller:	20-250-100-106	\$ 9,832.00

11. NJ Private Schools for the Handicapped Nutrition Program.

Motion to approve resolution as follows: Be it resolved that the Berlin Borough Board of Education does not require NJ Private Schools for the Handicapped the Larc School, Bancroft, Archway Programs to charge students for reduced and/or paid meals provided as part of their educational program for the 2014-2015 school year.

12. Shared Services Agreement. Motion to approve the Sterling High School Shared Services Agreement; Technology and Construction Trades.

13. Interlocal Agency/Shared Services Agreement. Motion to approve the Inter-local Agency/Shared Shared Services Agreement/Consortia with EIRC for products and services (attached).

14. Occupational Therapy Agreement. Motion to approve the attached Occupational Therapy Agreement With Heartland Rehabilitation Services, Incorporated at \$73.44 per hour, not to exceed 25 hours per week.

15. Physical Therapy Agreement. Motion to approve attached Rehab Connection Consultant Agreement based on a 5-day school week, not to exceed 13 hours per week at \$80.00/hour.

16. 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, as attached.

17. **Resolution 1, 5-14.** Authorization seeking Camden County Open Space Funds for Improving Playground and Recreation Areas.

Whereas, the Berlin Borough Board of Education is desirous for improving open space and recreation Areas at the Berlin Community School in the Borough of Berlin, and;

Whereas, the Berlin Borough Board of Education would like to seek funding from Camden County Open Space Funds and;

Now, Therefore, be it Resolved by the Berlin Borough Board of Education, County of Camden, State Of New Jersey, that authorization is hereby given to seek Camden County Open Space Funds.

18. Educational Services Commission. Motion to approve the 2014-2015 Contract between Camden County Educational Services Commission and Board of Education.

Motion: Mrs. Welte, seconded by Mrs. Holland to approve Finance items L through DD.

Roll Call - Unanimous Yes - Motion passed

Appointments/Items L through DD:

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 2014-2015 school year.



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M. Appointment of Affirmative Action Officer:

Consider a motion to appoint Jeffrey Havers of the Berlin Borough School District as the Affirmative Action Officer for the 2014-2015 school year.

N. Appointment of Right To Know Officer:

Consider a motion to appoint the Jack Walker of the Berlin Borough School District as the Right To Know Officer for the 2014-2015 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 2014-2015 school year.

P. Appointment of Homeless Liaison:

Consider a motion to appoint Kristen Martello of the Berlin Borough School District as the McKinney-Vento Homeless Liaison for the 2014-2015 school year.

Q. Appointment of Integrated Pest Management Coordinator/Asbestos Management and PEOSA Officer/Indoor Air Quality Designee:

Consider a motion to appoint Jack Walker as the Integrated Pest Management Coordinator/ Asbestos Management and PEOSA Officer/Indoor Air Quality Designee for the 2014-2015 school year.

R. Professional Services for the 2014-2015 School Year:

Consider a motion to approve the following professional services*:

- | | |
|----------------------|---|
| 1. Medical Officer | Julian Maressa, D.O. \$2,500 |
| 2. Insurance Brokers | Richard Hardenbergh Insurance Agency
Conner Strong
AFLAC
Public Risk Group |

S. Depository:

Consider a motion to designate the following depositories for the 2014-2015 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 2014-2015 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 2014-2015 school year.

Consider a motion to establish the following tuition rates for the 2014-2015 school year.
School Year

Half Day PSD	\$11,391.
Full Day LLD	\$20,021.
Full Day MD	\$16,078.
Grade K	\$ 7,991.
Grades 1-5	\$ 9,784.
Grades 6-8	\$ 9,415.
Resource Center	\$12,000



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V. Travel Limitations for the 2014-2015 school year.

Consider a motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2014-2015 school year, not to exceed \$20,000.00.

W. Authorization to Award Contracts for the 2014-2015 school year.

Consider a motion to authorize the business administrator as the certified purchasing agent to award contracts in accordance with N.J. Statutes for the 2014-2015 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.

X. Authorization to Sign Warrants (Checks) for the 2014-2015 school year.

Consider a motion to authorize the following personnel to sign checks for the 2014-2015 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 2014-2015 school year.

Consider a motion to authorize the payment of bills between Board of Education Meetings for the 2014-2014 school year.

Z. Authorization to Establish Petty Cash Funds for the 2014-2015 school year.

Consider a motion to authorize establishment of individual petty cash funds in the amount not to exceed \$250 for the 2014-2015 school year.

AA. Approval of Parliamentary Procedure for the 2014-2015 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 2014-2015 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 the following newspapers:
The Central Record (primary)
The Courier Post Newspaper (secondary)



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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

II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone

A. For Your Information

1. CER Summer Camps
2. AchieveNJ Update
3. Bus Aides "Look Back" period.

Mrs. Height – arrived at 7:40

Motion: Mrs. Height, seconded by Mrs. Bobb to approve program reports 1 through 5.

Call Vote - Unanimous Yes - Motion passed

B. Program Reports

1. Elementary School Report: Mr. Havers
2. Special Education Report: Mrs. Hall
3. CER Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update

C. Superintendent's Monthly Report

Motion: Mrs. Bobb, seconded by Mrs. Braidwood to approve Superintendents report.

Roll Call - Unanimous yes - Motion Passed

1. Superintendent's Monthly Report



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D. Policy

Motion Mrs. Bobb, seconded by Mrs. Holland to approve the following 9 policies as read.

Roll Call - Unanimous Yes - Motion passed

1. First Reading.

- P0141: Board Member Number and Term (Revised)
- P0143: Board Member Election and Appointment (Revised)
- P1581: Victim of Domestic or Sexual Violence Leave (M) (New)
- P3125: Employment of Teaching Staff Members (M) (Revised)
- P3230: Outside Activities (Revised)
- P3240: Professional Development for Teachers and School Leaders (M) (Revised)
- P4125: Employment of Support Staff Members (M) (Revised)
- P4230: Outside Activities (Revised)
- P6511: Direct Deposit (New)

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing

E. Administration

Motion: Mrs. Braidwood, seconded by Mrs. Bobb to approve Administration items 1 to 3.

Roll Call - Unanimous Yes - Motion passed

1. Summer PALS Trips. Motion to approve the attached summer PALS Trip List.
2. Summer Office Hours. Motion to approve the 2014 Summer Schedule.
3. Camden County Elementary League Membership Resolution. Motion to approve Resolution 2, 05-14, To participate in the approved interscholastic athletic program sponsored by the Camden County Elementary League.

F. Personnel

Motion: Mrs. Braidwood, seconded by Mrs. Bobb to approve the attached Personnel items 1 through 3.

1. Personnel Report.
Motion to approve the attached Personnel Report.
2. 2014-2015 Staff Renewals. Motion to approve 2014-2015 Staff Renewals.
3. Substitute List. Motion to approve the attached 2014-2015 Substitute List.

G. Facilities

- | | | |
|------------|-------------------------------|--|
| 1. Drills: | May 2, 2014; 1:51 pm | Non-fire Evacuation |
| | April 16, 2014; 9:51 am | Fire Drill |
| | April 7, 2014; 9:14 am | Shelter in Place - Teir II |
| | September 18, 2013; 7:30 a.m. | Bus Evacuation Drill (Middle School) |
| | September 18, 2013; 8:15 a.m. | Bus Evacuation Drill (Elementary School) |
| | May 13, 2014; 7:30 a.m. | Bus Evacuation Drill (Middle School) |
| | May 13, 2014; 8:15 a.m. | Bus Evacuation Drill (Elementary School) |



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H. Public Participation –

Motion: Mr. Quinn, seconded by Mrs. Welte. to open the meeting for public participation

Call Vote - Unanimous Yes - 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.

Dali Kilpatrick – Berlin Teachers Association President – questioned why staff do not receive:

- Notice of Policy changes
- Copies of Board Minutes after meetings
- They don't receive Board Briefs anymore

Mr. Trongone said that they could start sending out the board briefs again after each meeting. The other information is available on the District Website but that they would receive hard copies of policy changes and a copy of the minutes after each meeting.

Motion: Mr. Quinn, seconded by Mrs. Welte. to close the meeting for public participation

Call Vote - Unanimous Yes - Motion passed

III. OLD BUSINESS

Cafeteria Contract. NutriServe Food Management – It has been very hard to price out the contract this year. Acceptance of a balance budget will be determined by the increase in the cost of lunches. After a reduction of various supply accounts, the salary for one employee and an increase of .35 cents to the paid lunch cost, a balanced budget can be achieved. In order to run a break even lunch program approval would be needed to increase the cost of the paid lunch price from \$2.00 to \$2.35. Cafeteria discussion.

Food Service Management Company Bid. **Motion:** Ms. Bobb, seconded by Mrs. Holland to award (in accordance with bids opened 02/27/2014,) Nutri-Serve Food Management Company to provide food service management for the 2014-2015 school year with an annual management fee of \$15,500.00. The FSMC guarantees a (profit/guaranteed return) break-even based on lunch price of \$2.35 and breakfast price of \$1.00, including the administrative management fee. In the event that program costs exceed total revenues (from all sources,) the FSMC shall be responsible for any losses (shortfalls,) only up to one hundred percent (100%) of the FSMC fee.

Roll Call Unanimous Yes Motion passed



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IV. NEW BUSINESS

Mrs. Welte attended the Camden Gloucester County School Board Meeting this month and also urged the Board to take advantage of the Thursday, May 22nd NJSBA Taskforce Meeting to discuss Special Education costs. It will be at 7:00 at Washington Township.

V. NONPUBLIC EXECUTIVE SESSION - 8:15

MOTION: Mrs. Welte, seconded by Mrs. Bobb to enter into Executive Session to discussion current litigation proceedings for approximately 30 minutes.

Voice Vote – unanimous yes - Motion passed

Resolution #2, 05-14 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; 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

Board Attorney – Mr. Dzwilewski updated the Board on current special education litigation, possible settlement proposal and the possible claim for a second student.

Roll Call

Present

Susan Bobb
Kristin Braidwood
Nick Guerere
Kristine Height – arrived 7:40pm
Rebecca Holland
Dennis Quinn
Linda Welte

Absent

Karen Costanzo
Fran Viscome

VI. RETURN TO PUBLIC SESSION

MOTION: Mrs. Welte, seconded by Mrs. Bobb to close Executive Session and Adjourn Meeting at 9:20pm.

Call Vote – unanimous yes - Motion passed

Next Meeting: June 19, 2014
Location: Media Center
Time: 7:00 p.m.

Attest: