



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

Date: April 26, 2012
Time: 7:00 p.m.
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

SPECIAL MEETING MINUTES

6:00 PM

Roll Call

Present

**Eileen German
Nick Guerere
Kristine Height
Juan Perez
Dennis Quinn
Fran Viscome
Linda Welte**

Absent

**Joe Mammarella
Steve Schneider**

Mr. Domin read the notice of special meeting.

Berlin Borough Board of Education Special Meeting and Time Change: The Berlin Borough Board of Education advertised meeting for April 26, 2012 will change the scheduled time from 6:30PM to 6 PM. The Special Meeting will be held in the Community School Teachers lounge. The meeting is called to continue the Board Self Evaluation process and Superintendent evaluation process and will be facilitated by the New Jersey School Boards Association. The evaluation process will be held in Executive Session. The Regular meeting will follow in the Media center at 7PM.

Board Self Evaluation and Superintendents Evaluation were facilitated by Theresa Lewis NJSBA field service representative.

6:55 PM

Motion: Mrs. Welte, seconded by Mrs. Viscome to close the special meeting.



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MINUTES

I. 7:00 PM 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.k12.nj.us), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

Present

Eileen German
Nick Guerere
Kristine Height
Juan Perez
Dennis Quinn
Fran Viscome
Linda Welte

Absent

Joe Mammarella
Steve Schneider

E. Student Recognition – Mr. Trongone, Superintendent congratulated each of the students and invited the students to read a brief autobiography that they had prepared.

- | | | |
|--------------------------------------------------|----------|-------------------|
| 1. Students of the month March 2012: | Grade 5: | Sophia Hernandez |
| | Grade 6: | Lauren Cianfrani |
| | Grade 7: | Luke Missigman |
| | Grade 8: | Christian Knowles |
| 2. Student report – Student Body Representative: | | Jesse Kirk |

Baseball team is 7-0, Superdance is tomorrow from 7-11 and the Run for Sue is May 17, 2012.

F. Presentations - none tonight



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G. Public Participation – Agenda Items Only

No-one came forward

H. Approval of Minutes

Motion: Mrs. Welte, seconded by Mrs. German to approve Minutes for:

1. March 22, 2012 Regular Meeting and Executive Session
2. March 22, 2012 Public Hearing (Budget)

Roll Call – unanimous yes. Motion passed

I. Correspondence

Motion: Mr. Quinn, seconded by Mrs. Viscome to approve the following correspondence.

1. Lunch Program Audit Report
2. Pending Tenure Presentations Correspondence (Oltman)

Roll Call – unanimous yes. Motion passed

J. Facilities

Motion: Mr. Quinn, seconded by Mrs. Viscome to approve Facilities item #1:

1. Business Administrator's Report: Frank Domin
2. School Maintenance Supervisors Association of Camden County Scholarship.

Voice Vote – unanimous yes. Motion passed

K. Finance: Mr. Frank Domin

MOTION: Mr. Quinn, seconded by Mrs. Height to approve Finance items K 1- 11.

Roll Call – unanimous yes. Motion passed

1. Treasurer's Report.
Ratify and affirm Treasurer's Report for January 31, 2012.
Ratify and affirm Treasurer's Report for February 29, 2012.
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for January 31, 2012.
Ratify and affirm Board Secretary Report for February 29, 2012.



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3. Monthly Budgetary Certification.
Motion to approve monthly budgetary certification.
 - a. Certification of Board Secretary
 - b. Certification of Board of Education
4. Transfers.
Motion to approve transfers for the month of January 26, 2012.
Motion to approve transfers for the month of February 29, 2012.
5. Cafeteria Report.
Ratify and affirm Cafeteria Report for March 31, 2012.
6. Approval of Bills.
Recommend bills to be paid as of April 26, 2012, in the amount of \$169,185.29.
7. Student Activity Report.
Motion to approve Student Activity Report for February 29, 2012.
8. Race to the Top Submission. Motion to approve the submission of the RTT3 application.
9. Electric Supply Service. Motion to ratify agreement and accept Bid received by ACES - for electric supply service to Reliant Energy Northeast, LLC. Twelve months beginning May 2012. Estimated at 30-40% savings below current local utility charges.
10. Roof Work Bid. Upon recommendation of Garrison Architects to accept bid received 4-19-12 for summer 2012 roof work and award to Patriot Roofing – Base Bid \$320,000 (Other Bids: D.A. Nolt \$324,397, J. Wilhelm \$340, 700, P & C Roofing \$435,600)
11. Establishment of Meeting Dates. Motion to approve the following Board of Education Monthly Meetings Dates:

May 24, 2012	December, 2012 – no meeting
June 21, 2012	January 10, 2013 (Reorganization)
July 2012 – no meeting	February 28, 2013
August 23, 2012	March 21, 2013
September 20, 2012	April 18, 2013
October 18, 2012	May 16, 2013
November 15, 2012	June 20, 2013

II. SUPERINTENDENT’S REPORT: Mr. Tony Trongone

Motion: Mrs. Height, seconded by Mr. Perez to approve Superintendent’s FYI items 1-5.

Call Vote – unanimous yes. Motion passed

A. For Your Information

1. Courier-Post Annual Reader’s Survey – Best of South Jersey 2012
2. QSAC Visit: May 30, 2012
3. 2nd Floor Youth Helpline – Now on our website.
4. Excellent Educators For New Jersey Pilot Program
5. PLC Summer Institute



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Motion: Mrs. Height, seconded by Mrs. Viscome to approve Superintendent's program reports 1-5.

Call Vote – unanimous yes. Motion passed

B. Program Reports

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

C. Superintendent's Monthly Report

Motion: Mrs. Viscome, seconded by Mr. Perez to approve Superintendent monthly report.

Roll Call – 7 yes. Motion passed

D. Policy

1. First Reading – None for this meeting

Motion: Mr. Perez, seconded by Mrs. Viscome to approve Policy Second Reading.

Roll Call – unanimous yes. Motion passed

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing.

Policy 1631: Resident Requirement for Persons Holding School District Office, Employment,
Or Position

Policy 2431: Athletic Competition

Policy 3324: Right of Privacy

Policy 4324: Right of Privacy

Policy 5117: Interdistrict Public School Choice

Policy 5600: Pupil Discipline Code of Conduct

Policy 7510: Use of School Facilities

Policy 8613: Waiver of Pupil Transportation

Policy 9270: Home Schooling and Equivalent Education



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E. Administration

Motion: Mrs. Welte, seconded by Mrs. German to approve Superintendent's item E-1.

Roll Call – 7 yes (Mrs. Height abstained job description A only) unanimous yes. Motion passed.

1. Job Descriptions. Motion to approve the following new/existing job descriptions as indicated:
 - A. Supervisor of Curriculum and Instruction/CER Director (New)
 - B. Assistant Principal (Existing)
 - C. Business Administrative Assistant (Existing)
 - D. Coordinator of Accounts Payable and Payroll (Existing)
 - E. Coordinator of Business Operations and Transportation (Existing)
 - F. Secretary to the Superintendent (Existing)

Motion: Mr. Quinn, seconded by Mrs. Welte to approve Superintendent's item E-2&3.

Call Vote – unanimous yes. Motion passed

2. Interschool Athletics Membership Resolution.
Motion to approve the Berlin Community School to enroll as a member of the Camden County Elementary League to participate in the approved interschool athletic program sponsored by the Camden County Elementary League.
3. Staff Technology Use Agreement.
Motion to approve the Staff Technology Use Agreement as attached.

Motion: Mrs. Welte, seconded by Mr. Perez to approve Administration item 4.

Roll Call – 6 yes, Mrs. Height abstained. Motion passed.

4. Abolish Position. Motion to abolish the position of Dean of Students/CER Director effective July 1, 2012.

F. Personnel

Motion: Mrs. Viscome, seconded by Mrs. Height to approve Personnel item 1:

Roll Call – unanimous yes - Motion passed

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



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G. Public Participation – All Issues

Susan Bob questioned recent events in Cherry Hill, NJ concerning treatment of Special Education students and what is in place to prevent something like this in Berlin. Superintendent, Trongone stated that Administration has more of a daily classroom presence here because of the size of our school and that we have a zero tolerance policy that has been swiftly evoked in the past.

III. NONPUBLIC EXECUTIVE SESSION

None for this meeting

VI. NEW BUSINESS – Discussion Berlin Borough request for School Board to share replacement cost of lightning warning system that was installed by the Borough. Discussion as to use by science classes. The Board asked for additional information for the next meeting.

V. MEETING ADJOURNED

Motion: Mr. Perez, seconded by Mrs. Welte to adjourn meeting at 7:58pm.

Call Vote – unanimous yes. Motion passed

Next Meeting:	May 24, 2012
Location:	Media Center
Time:	7:00 p.m.