



Berlin Borough School District

REORGANIZATION MEETING OF THE BOARD OF EDUCATION

April 29, 2010
6:30 P.M.

Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

Reorganization Minutes

I. PUBLIC SESSION 6:30 PM

a. Meeting Called to order – Mr. Domin, Board Secretary

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 interests 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 Record Breeze and posted in The Berlin Community School, the Berlin Community School Website (www.bcsberlin.k12.nj.us), Borough Hall and Channel 19.

c. Flag Salute

d. Election Results - 3 Year Term

1. Juan Perez 696
2. Eileen German 698
3. Dennis Quinn 706

Proposal #1	Yes	No
General Fund \$6,163.141.	627	552

e. Oaths of Office to new members

f. Roll call

Present:

Joe Mammarella
Eileen German
Nick Guerere - arrived 7:05
Juan Perez
Dennis Quinn
Steve Schneider
Fran Viscome
Linda Welte

Absent:

Dan MacDonnell - military leave United States Navy supporting our troops in Iraq.



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- g. **Nominations for President** Mr. Domin opened the floor.

Motion: Mr. Schneider, seconded by Mr. Quinn nominating Mr. Mammarella for President.

No other nomination s were made.

- h. **Motion:** Mr. Schneider, seconded by Mr. Quinn to close nominations for President.

Roll Call – unanimous yes. Motion passed

Mr. Mammarella assumed the chair.

- i. **Nominations for Vice-President**

Mr. Schneider, seconded by Mrs. Viscome nominating Mr. Guerere for Vice-President.

No other nomination s were made.

- j. **Motion:** Mr. Schneider, seconded by Mr. Quinn to close nomination for Vice-President.

Roll Call – unanimous yes. Motion passed

Mr. Guerere assumed the chair.

- k. **NONPUBLIC EXECUTIVE SESSION** **6:40 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 personnel and litigation. 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 15 minutes. Action may be taken as a result.

Motion: Mr. Schneider, seconded by Mr. Quinn to enter into executive session for approximately 15 minutes for personnel matters, employee request to be heard in executive session.

Voice Vote – unanimous yes. Motion passed

Employee with representation presented to the Board.



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I. RETURN TO PUBLIC SESSION 6:52 PM

Motion: Mrs. Schneider, seconded by Mr. Quinn to return to regular session.

Voice Vote – unanimous yes. Motion passed

Roll call

Present:

Joe Mammarella
Eileen German
Nick Guerere - arrived 7:05
Juan Perez
Dennis Quinn
Steve Schneider
Fran Viscome
Linda Welte

Absent:

Dan MacDonnell - military leave United States Navy supporting our troops in Iraq.

m. 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 2010-2011 school year.

Motion: Mrs. Schneider, seconded by Mrs. Viscome to approve item m.

Roll Call – unanimous yes. Motion passed

Motion: Mrs. Welte, seconded by Mr. Schneider to approve the following **items n-q.**

Roll Call – unanimous yes. Motion passed

n. Appointment of Affirmative Action Officer:

Consider a motion to appoint Michael Fanelli of the Berlin Borough School District as the Affirmative Action Officer for the 2010-2011 school year.

o. 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 2010-2011 school year.

p. Appointment of Attendance Officer:

Consider a motion to appoint the Donna Madara as the Attendance Officer for the 2010-2011 school year.



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**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 2010-2011 school
year.

Motion: Mrs. German, seconded by Mrs. Welte to approve the following professional services
items 1 – 4. **Roll Call** – 6 yes, Mr. Schneider no to 1, yes to 2-4 Motion passed.

r. Appointments until reorganization in 2011:

Consider a motion to approve the following professional services*:

1. Medical Officer	Dr. Julian Maressa	\$2,250
2. Treasurer	Lisa Eggert	\$3,500
3. Auditor	Inverso & Stewart	\$17,200
4. Insurance Brokers	Richard Hardenbergh Insurance Agency Conner Strong	TBD

**Pending Regulatory Compliance*

Motion: Mr. Schneider, seconded by Mrs. Welte to approve items s through ff.

Roll Call- Unanimous Yes – Motion passed

s. Depository:

Consider a motion to designate the following depositories for the 2010-2011 school year.

1. TD Bank North
2. New Jersey Arm
3. New Jersey Cash Management
4. 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 2010-2011
school year.

1. AXA Equitable
2. Lincoln Financial
3. Any other Tax Shelter Annuity Company's/Brokers more beneficial to the district



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u. Annual Tuition Rates for the 2010-2011 school year.

Consider a motion to establish the following tuition rates for the 2010-2011 school year.

School Year

1. Half Day PSD	\$21,718.
2. Full Day LLD/BD/MD	\$11,600
3. Grade K	\$8,223.
4. Grades 1-5	\$9,750.
5. Grades 6-8	\$10,266.
6. Resource Center	\$12,000

Extended School Year (ESY)

7. Teacher	\$2,730
8. Aide	\$ 910
9. Speech	\$ 650
10. OT/PT	\$ 650
11. Total	\$4,940

v. Travel Limitations for the 2010-2011 school year.

Consider a motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2010-2011 school year.

w. Authorization to Award Contracts for the 2010-2011 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 2010-2011 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).

x. Authorization to Sign Warrants (Checks) for the 2010-2011 school year.

Consider a motion to authorize the following personnel to sign checks for the 2010-2011 school year.

1. President of the Board of Education
2. Business Administrator/Board Secretary
3. Treasurer
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



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- y. **Authorization of Payment of Bills between BOE Meetings for the 2010-2011 school year.**
Consider a motion to authorize the payment of bills between Board of Education Meetings for the 2010-2011 school year.

- z. **Authorization to Establish Petty Cash Funds for the 2010-2011 school year.**
Consider a motion to authorize establishment of individual petty cash funds in the amount not to exceed \$250 for the 2010-2011 school year.

- aa. **Approval of Parliamentary Procedure for the 2010-2011 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 2010-2011 school year.

- bb. **Establishment of Meeting Dates:**
Consider a motion to approve meeting dates of Board – Third Thursday of each month and accept meeting schedule attached.

- cc. **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, telegrammed, 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 Record Breeze (primary)
 - The Courier Post Newspaper (secondary)
- 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.
- 4. The schedule of regular official Board meetings for the period from and after this reorganization meeting until the reorganization meeting April 2011 shall be in accordance with the list annexed hereto, designating the dates, times, and places of such meetings.



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dd. **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.

ee. **Motion to approve official school website at www.bcsberlin.k12.nj.us**

ff. **Motion to approve attached resolution for the Educational Services Commission.**

7:05 – Mr. Guerere arrived

Motion: Mrs. German, seconded by Mrs. Welte to approve items gg through jj.

Roll Call – 7 yes, Mr. Guerere abstained motion passed

gg. **Elect representative to the Camden County Educational Services Commission.** Mrs. Viscome

hh. **Appoint representatives to the following:**

- | | |
|----------------------------------|---|
| 1. New Jersey School Boards – | Joe Mammarella & Dennis Quinn alternate |
| 2. Camden County School Boards – | Linda Welte, Eileen German |
| 3. Municipal Alliance – | Michael Fanelli |

ii. **Code of Ethics:**

Motion to adopt the Code of Ethics as attached.

jj. **Camden County Elementary League.**

Resolution to approve membership in the Camden County Elementary League for interscholastic sporting activities.

II. MEETING ADJOURNED

Motion: Mr. Quinn, seconded by Mr. Perez to adjourn meeting at 7:10pm

Next Meeting:	Thursday May 20, 2010
Location:	Media Center
Time:	7:00 p.m.

Attest:



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NOTICE OF ANNUAL SCHEDULED MEETINGS

NOTICE is hereby given by the Berlin Borough Board of Education that the following is a list of regular meetings of the Board of Education until the next reorganization meeting in 2011.

All such meetings to be held at 7:00 PM at the Berlin Community School, 215 South Franklin Avenue, Berlin, NJ.

Formal action may be taken at such meetings on any and all business matters involving the school district.

May 20, 2010	November 18, 2010
June 17, 2010	December, 2010 (No meeting)
July 2010 (No meeting)	January 20, 2011
August 19, 2010	February 17, 2011
September 16, 2010	March 17, 2011
October 21, 2010	April 14, 2011*



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**BERLIN BOROUGH PUBLIC SCHOOLS
215 S. FRANKLIN AVENUE
BERLIN, NEW JERSEY 08009**

CODE OF ETHICS The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the District, the Board has adopted the following Code of Ethics. In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. I will recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. I will refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

Board Member: _____ Date: _____

Signature: _____