



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

Date: November 18, 2010
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 Record Breeze 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:

Joe Mammarella
Eileen German
Nick Guerere
Juan Perez
Dennis Quinn
Steve Schneider
Fran Viscome
Linda Welte

Absent:

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

E. Student Recognition – Mr. Trongone commended the students for their achievements and invited them to read a brief autobiography.

1. Students of the month: 5th – Kaitlyn Lesniewski
6th – Shannon McElroy
7th – Jamie Wilson
8th – Ryan Kraus



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

2. Student report – student body representative, Lillian Chen – student council secretary.

Good Evening, I'm Lillian Chen student council secretary.

Berlin Community School has many things going on:

- The band performed for the Halloween parade
- 8th grade parents met and organized the dinner dance committee
- Musical theater sponsored the dance in October
- BCS sponsored the first Car show at the Community Center and Future Act helped.
- Possible 8th grade class projects:
 - An auction for food allergy
 - A MS walk
 - Car wash
- Future Act and student government helped set up, worked stations and cleaned the cafeteria at Pumpkin Carving night.
- Future Act also had a Thanksgiving food drive and 11 families will receive the food baskets.
- 5th grade classes made bagged lunches and delivered them to the seniors at the Community center.

F. Presentations

1. Annual Audit: Mr. Robert Inverso
2. BCS Car Show: Mr. Andy Snyder
3. NJ ASK: Mr. Jeff Havers
4. NWEA/MAP Results: Mrs. Kristen Martello

G. Public Participation – Agenda Items Only

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.

No One Came Forward

Motion: Mr. Quinn, seconded by Mr. Schneider to approve Minutes for:

H. Approval of Minutes

1. October 21, 2010 Regular Meeting and Executive Session

Roll Call – 7 yes, Mrs. Welte abstained - Motion passed



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

Motion: Mr. Guerere, seconded by Mrs. Welte to approve the following Correspondence:

Roll Call – unanimous yes. Motion passed

I. Correspondence

1. SJ Breast Cancer Coalition
2. NJSBA Semi-Annual Delegate Assembly

Motion: Mrs. German, seconded by Mrs. Welte to approve facilities item 1.

Roll Call – unanimous yes. Motion passed

J. Facilities

1. Business Administrator's Report: Frank Domin

Motion: Mr. Perez, seconded by Mrs. Welte to approve the following Finance items 1-11:

Roll Call – unanimous yes. Motion passed

K. Finance: Mr. Frank Domin

1. Treasurer's Report.
Ratify and affirm Treasurer's Report for September 30, 2010
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for September 30, 2010.
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 September 30, 2010
5. Cafeteria Report. (No report this month.)
6. Approval of Bills.
Recommend bills to be paid as of November 18, 2010, in the amount of \$252,918.50.
7. Student Activity Report.
Motion to approve Student Activity Report for September 30, 2010.
8. CAFR Audit Report.
Motion to accept the FY 2010 Audit Report (as presented by auditor Robert Inverso of Inverso and Stewart, LLC.) with the Board's Corrective Action Plan below:
 - A. Move that the Board accept the 2009-2010 Comprehensive Annual Financial Report as presented and move that the Audit Summary be received as read in accordance with N.J.S.A. 18A:23-4 and 5, and further move that the Secretary be instructed to comply with the recommendations contained herein.
 - B. Recommend approval of the Corrective Action Plan as read and filed in the minutes for submission to the Department of Education.

Corrective Action Plan:

Other Special Federal and/or State Projects



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

1. *Recommend.* That only those costs associated with federal grants are charged to the grant.
Action. The Business Administrator will oversee that only costs outlined and approved by Federal Grant Guidelines will be charged to the grants.

School Food Service

1. *Recommend.* That the District carefully reviews the accuracy of federal/state reimbursement vouchers submitted.
2. *Action.* The business Administrator will oversee the monthly edit check of State reimbursement vouchers.

Application for State School Aid

1. *Recommend.* That care is exercised in preparing the Application for State School Aid.
 2. *Action.* ASSA supporting documentation will be crosschecked during the application process.
9. Partial Roof Replacement.
Motion to approve authorizing execution and delivery of the Grant Agreement State Project, No. 0330-020-10-1001.
10. Delegation of Authority.
Motion to approve the “Delegation of Authority to the School Business Administrator for supervision of the School Facilities Project,” No. 0330-020-10-1001.
11. Removal and Disposition of Obsolete School Property.
Motion to approve the Business Administrator to seek the most efficient means of removal and sale of obsolete school property – Classroom television sets in accordance with NJAC disposal of school property.
12. SEMI Waiver Request.
Motion: To authorize the Business Administrator to request a waiver to opt out of the (SEMI) Special Education Medicaid Initiative due to the low Medicaid enrollment in accordance with 6A:23A-5.3.

Motion: Mr. Guerere, seconded by Mrs. German to approve Superintendents reports items A & B.

Voice Vote – unanimous yes. Motion passed

II. SUPERINTENDENT’S REPORT: Mr. Tony Trongone

A. For Your Information

1. Schoolwires Survey Capabilities
2. Parent and Teacher Focus Group Sessions – Student Arrival/Departure
3. Girls Field Hockey Championship (Record: 12-1-1)
4. Shared Services Update
5. Common Core State Standards Initiative
6. NJ QSAC Update
7. Camden County Honor Roll

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. Food Service Update



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

Motion: Mr. Guerere, seconded by Mrs. German to approve Superintendents reports items C.

Voice Vote – unanimous yes. Motion passed

C. Superintendent’s Monthly Report

1. Gibbsboro Student Wrestlers.

Motion to approve allowing Gibbsboro students to participate in the BCS Wrestling program.

Motion: Mrs. Welte, seconded by Mrs. Viscome, to approve Superintendents Policy item D, First and Seconding Reading.

Voice Vote – unanimous yes. Motion passed

D. Policy

Motion to approve policies for first reading.

1. First Reading.

- Policy 0142.1 Nepotism
- Policy 2415.03 Highly Qualified Teachers
- Policy 3126 Induction Program for Provisional Teachers
- Policy 3240 Professional Development
- Policy 3431.3 New Jersey Family Leave Insurance Program
- Policy 5338 Diabetes Management
- Policy 5512.01 Harassment, Intimidation, and Bullying
- Policy 6111 Special Education Medicaid Initiative
- Policy 6471 School District Travel
- Policy 8461 Reporting Violence, Vandalism, Alcohol and Other Drug Abuse

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing

- Policy 0146 Board Member Authority
- Policy 0171 Duties of Board President and Vice President
- Policy 0173 Duties of Public School Accountant
- Policy 2431.3 Practice and Pre-Season Heat Acclimation for Interscholastic Athletics
- Policy 2431.4 Concussion Testing and Return to Play
- Policy 3144 Certification of Tenure Charges
- Policy 4159 Support Staff Member/School District Reporting Responsibilities
- Policy 5516 Use of Electronic Communication and Recording Devices
- Policy 6112 Reimbursement of Federal and Other Grant Expenditures
- Policy 6830 Audit and Financial Annual Comprehensive Report
- Policy 8310 Public Records



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

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

Voice Vote – unanimous yes. Motion passed

E. Administration

1. Boys Basketball Schedule
2. Girls Basketball Schedule

Motion: Mr. Perez, seconded by Mr. Guerere to approve Superintendents Personnel item F.

Voice Vote – unanimous yes. Motion passed

F. Personnel

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

2. Interim Hiring Authorizations.
Motion to authorize the Superintendent to hire in the interim (no December meeting,) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the January 20, 2010 Board of Education meeting.

Motion: Mr. Quinn, seconded by Mr. Guerere to open the meeting to the public.

Voice Vote – unanimous yes. Motion passed

G. Public Participation – All Issues

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.

No one came forward

H. Unfinished Business - none for this meeting

Motion: Mr. Quinn, seconded by Mr. Guerere to enter into executive session.

Voice Vote – unanimous yes. Motion passed

III. NONPUBLIC EXECUTIVE SESSION – 8:35 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 negotiations. 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.



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

Roll Call

Present:

**Joe Mammarella
Eileen German
Nick Guerere
Juan Perez
Dennis Quinn
Steve Schneider
Fran Viscome
Linda Welte**

Absent:

Dan MacDonnell - military leave

- Clarification of Program Reports
- Negotiation update

IV. RETURN TO PUBLIC SESSION – 9:02pm

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

Voice Vote – unanimous yes. Motion passed

V. NEW BUSINESS – None for this meeting

VI. MEETING ADJOURNED

Motion: Mrs. German, seconded by Mr. Quinn to adjourn the meeting at 9:03 pm.

Next Meeting: January 20, 2011
Location: Media Center
Time: 7:00 p.m.

Attest: