



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

**Date:** April 17, 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 presiding**

**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](http://www.bcsberlin.k12.nj.us)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

**Present**

Susan Bobb  
Kristin Braidwood  
Karen Costanzo  
Nick Guerere  
Kristine Height – arrived 7:06pm  
Rebecca Holland  
Linda Welte  
Fran Viscome

**Absent**

Dennis Quinn

**E. Student Recognition**

- |  |          |                |
|--|----------|----------------|
| 1. Students of the month:                        | Grade 5: | John Marella   |
|  | Grade 6: | Anna DeMasi    |
|  | Grade 7: | Noelle Bejsiuk |
|  | Grade 8: | Jared Foti     |
| 2. Student report – student body representative: |          | Cade Williams  |
|  |          | Kofi Asari     |



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

### Student Report

Good Evening, My name is Cade Williams. I am the Treasurer of Berlin Community School. Every year Mrs. Comfort runs The Comfort Food Challenge (where she matches all donations) It has been a huge success and we have collected more than enough cans to feed a family for a year. 173 cans were collected just at the Student Government dance. We have also received suggestions from our suggestion box that we have started. This is to get input from students on what changes they would like to see at the school. We are planning to have another event to raise money.

Thank you and enjoy the spring break.

### F. Presentations – none for this meeting

### G. Public Participation

**Proposed Local New Construction** - Various residents asked the Board if they were aware of the proposed construction of 470 rental units opposite the Tansgate development and asked for the Board to be proactive in alerting the community on what steps are being taken to address the effects of the anticipated enrolment that could result.

Trish Williams – is it possible to have a **music program (chorus)** that continues from 4<sup>th</sup> to 8<sup>th</sup> grades. Superintendent Trongone The program was reduced as part of the 2010 budget cuts and with limited funding (only \$17,000 additional this year) resources have been directed to maintaining class size. But we will keep it in consideration.

### H. Approval of Minutes

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

**Roll Call - 7 Yes – 1 abstention (Mrs. Braidwood) Motion passed**

1. March 20, 2014 Regular Meeting and Executive Session

### I. Correspondence - None for this meeting

### J. Facilities

**Motion:** Mrs. Viscome, seconded by Mrs. Holland to accept Business Administrator's Report:

**Call Vote - unanimous yes - Motion passed**

1. Business Administrator's Report: Frank Domin



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**K. Finance: Mr. Frank Domin**

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

**Roll Call - Unanimous Yes - Motion passed**

1. Reconciliation Report.  
Ratify and affirm Reconciliation Report for February 28, 2014.
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for February 28, 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 February 28, 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 February 28, 2014, and after review of the Secretary’s Monthly Financial Report and the Treasurer’s Monthly Financial 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, 2014 as follows:  
Increased/Decreased state aid:       (\$0.00)
4. Transfers.  
Motion to approve transfers for the month of February 28, 2014.
5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for March 31, 2014.
6. Approval of Bills.  
Recommend bills to be paid as of April 17, 2014, in the amount of \$294,804.48.
7. Student Activity Report.  
Motion to approve Student Activity Report for February 28, 2014.
8. Donations:  
Motion to accept the following donations, as of N/A:

Donation	Group Offering	Amount/Value



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**II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone**

**A. For Your Information**

1. AchieveNJ Update
2. PARCC Update
3. Library Update
4. Preliminary MAP Results

**B. Program Reports**

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

**Call Vote - Unanimous Yes - Motion passed**

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. Costanzo, seconded by Mrs. Bobb to approve Superintendents report.

**Roll Call - Unanimous yes - Motion Passed**

**D. Policy**

1. First Reading.

**Policy Second Reading/Public Hearing**

2. Second Reading/Public Hearing .

**E. Administration**

**Motion:** Mrs. Costanzo, seconded by Mrs. Bobb to approve Administration items 1.

**Roll Call - Unanimous Yes - Motion passed**

1. Girls Softball Schedule (updated with changes)

**F. Personnel**

**Motion:** Mrs. Costanzo, seconded by Mrs. Bobb 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. Facilities**

- 1. Drills: Active Shooter (Tier 3,) March 13, 2014 at 11:15 a.m.  
Fire, March 21, 2014 at 2:00 p.m.  
Shelter in Place Tier 3, April 7, 2014 at 9:10 a.m.  
911 Call, March 20, 2014, at 1:05 p.m.

**H. Public Participation – No one came forward**

**III. NONPUBLIC EXECUTIVE SESSION 8:03 PM**

**MOTION:** Mrs. Braidwood, seconded by Mrs. Height to enter into Executive Session.

**Voice Vote – unanimous yes - 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 #1, 4-14 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 (current litigation), 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

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Secretary

**Roll Call**

**Present**

- Susan Bobb
- Kristin Braidwood
- Karen Costanzo
- Nick Guerere
- Kristine Height – arrived 7:06pm
- Rebecca Holland
- Linda Welte
- Fran Viscome

**Absent**

- Dennis Quinn

The Board Solicitor, Mr. Alan Dzwilewski updated the board concerning ongoing litigation. Student placement.

**IV. RETURN TO PUBLIC SESSION 8:31 PM**

**MOTION:** Mrs. Bob seconded by Mrs. Costanzo to close Executive Session

**Call Vote – unanimous yes - Motion passed**



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- V. NEW BUSINESS** – Congratulations to Board Member Linda Welte on earning sufficient credits under the New Jersey School Boards Association Board Member Academy Program and Receiving Certificated Board Member Award.

**V. MEETING ADJOURNED**

**Motion:** Mrs. Bobb, seconded Mrs. Costanzo to adjourn meeting at 8:46 pm.

Next Meeting: May 15, 2014  
Location: Media Center  
Time: 7:00 p.m.

Attest: