



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

**Date:** March 20, 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  
Karen Costanzo  
Nick Guerere  
Kristine Height – arrived 7:06pm  
Rebecca Holland  
Dennis Quinn  
Linda Welte  
Fran Viscome

**Absent**

Kristin Braidwood

Others in attendance Superintendent Mr. Trongone, Business Administrator Mr. Domin.



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

- |  |          |                 |
|--|----------|-----------------|
| 1. Students of the month:                        | Grade 5: | Matthew Meade   |
|  | Grade 6: | Kaylee Donnelly |
|  | Grade 7: | Sarah Lamon     |
|  | Grade 8: | Kevin Gillespie |
| 2. Student report – student body representative: |          | Kofi Asare      |

Good evening Board of Education Members, Mr. Trongone and Community, I am Kofi Asare, President of Student Government at BCS. We recently had a meeting to discuss our final agenda for the remainder of the year. We currently have a dance planned for tomorrow night, in which we will also be collecting cans for the Comfort Challenge. Additionally, we raised \$400 for patients in the Alfred Dupont Hospital, which serves many children ages 0-18 years of age in our area. The money will be used to go toward the purchase of footwear and slippers for the patients. We are getting ready to close out the year, yet brainstormed different ways for us to reach out to the Middle School student body by trying to schedule days with different themes, such as game day.

**F. Presentations**

1. PARCC Assessment – Mr. Trongone
2. Performance Report – Mr. Trongone
3. Budget Related Items – Mr. Trongone

**G. Public Participation**

**NO ONE CAME FORWARD**

**H. Approval of Minutes**

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

1. February 20, 2014 Regular Meeting and Executive Session

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

**I. Correspondence - None for this meeting**

**J. Facilities**

**Motion:** Mrs. Bobb, 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. Viscome, seconded by Mrs. Height to table item 9 until next meeting and to approve finance items 1 through 8 and 10 through 12.

Roll Call - Unanimous Yes - Motion passed

- 1. Reconciliation Report. Ratify and affirm Reconciliation Report for January 31, 2014.
2. Report of the Board Secretary. Ratify and affirm Board Secretary Report for January 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 January 31, 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 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 February 28, 2014 as follows:
Increased/Decreased state aid: (\$0.00)

- 4. Transfers. Motion to approve transfers for the month of January 31, 2014
5. Cafeteria Report. Ratify and affirm Cafeteria Report for January 31, 2014. Ratify and affirm Cafeteria Report for February 28, 2014.
6. Approval of Bills. Recommend bills to be paid as of March 20, 2014, in the amount of \$158,846.86.
7. Student Activity Report. Motion to approve Student Activity Report for January 31, 2014.
8. Donations: Motion to accept the following donations, as of N/A:

Table with 3 columns: Donation, Group Offering, Amount/Value

- 9. Food Service Management Company Bid. Motion 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



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(profit/guaranteed return) break-even based on lunch price of \$2.20 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.

10. 2014-2015 Tentative Budget Submission. Motion to approve Resolution 1, 3-14, for Submission of the Tentative 2014-2015 Budget to the County Office: Approval of the tentative 2014-2015 district budget based on a 2.2% Tax Levy Cap increase of \$145,316.

BE IT RESOLVED that the Berlin Borough School District Board of Education does hereby approve the 2014-2015 budget for submission to the Executive County Superintendent of Schools in the grand total amount of \$11,952,198.00 which includes a General Fund total of \$10,408,150.00, a Special Revenue Fund total of \$512,744.00, and a Debt Service Total of \$770,928.00; and also includes a General Fund local tax levy of \$6,608,384.00; and a Debt Service local tax levy of \$618,685.00; and

BE IT RESOLVED that this budget will include a Withdrawal from Maintenance Reserve of \$86,247.00 and Capital Reserve of \$61,000.00 for repair to the library/media center.

BE IT RESOLVED that this budget uses \$16,055 from the Health Care Cost Adjustment as part of the Tax Levy Cap Increase;

11. Enterprise Free Balance. Motion to approve Resolution 2, 3-14 To appropriate \$17,200 of Enterprise Free Balance for media center upgrades for PARCC readiness (attachment).
12. Municipal Alliance Grant. Motion to accept \$ 1,345 additional funding for 2013-14 budget year.

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

### A. For Your Information

1. Budget Cycle
2. Fashion Show
3. Traffic Light at Franklin and Clementon Rd
4. Special Education Supervisor
5. Performance Pathways Update
6. Family Fun Night
7. CER Spring 2014 Program Offerings

### B. Program Reports

**Motion:** Mrs. Bobb, seconded by Mrs. Viscome 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



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

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

**D. Policy – None for this meeting**

1. First Reading.  
**Policy Second Reading/Public Hearing**
2. Second Reading/Public Hearing

**E. Administration**

**Motion:** Mrs. Viscome, seconded by Mrs. Bobb to approve Administration items 1 to 6.

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

1. 2014-2015 School Calendar
2. Girls Softball Schedule (Updated with Changes)
3. HIB Final Report Grade Announcement Memo
4. HIB Final Report Grade Announcement Memo Attachments
5. English Language Arts Curriculum, Unit 3:

Kindergarten	
Grade 1	Grade 5
Grade 2	Grade 6
Grade 3	Grade 7
Grade 4	Grade 8
6. 2014 Boys Baseball Schedule

**F. Personnel**

**Motion:** Mr. Quinn, seconded by Mrs. Viscome approve Personnel item 1.

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

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

**G. Facilities**

1. Drills: February 20, 2014 Shelter in Place – Tier II, 9:55 a.m.  
February 24, 2014 Fire – 1:45 p.m.

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

**III. NONPUBLIC EXECUTIVE SESSION - None for this meeting.**



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**IV. NEW BUSINESS – NONE**

**V. MEETING ADJOURNED**

**Motion:** Mrs. Bobb, seconded Mrs. Costanzo to adjourn meeting at 8:49 pm.

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

Next Meeting: April 17, 2014  
Location: Media Center  
Time: 7:00 p.m.

Attest: