



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

Date: November 21, 2013
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 – Board President, 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), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

Present

Kristin Braidwood
Karen Costanzo
Nick Guerere
Kristine Height
Dennis Quinn
Fran Viscome
Linda Welte

Absent

(VACANCY)
Juan Perez

Others in attendance – Mr. Trongone - Superintendent, Mrs. DiBella – Curriculum Director and Mr. Domin – Business Administrator.

E. Student Recognition

1. Students of the month:

September:	Alexis Rubio, Grade 8 Jillian Miller, Grade 6
October:	Abigail Love, Grade 5 James Bejsiuk, Grade 6 Rylee Evans, Grade 7 Christopher Childs, Grade 8



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2. Student report – student body representative: Francesca Ferri

Good Evening Board of Education, my name is Francesca Ferri and my role in student government is Vice President. We have been planning a school dance that will be held in December. We don't have a theme picked out for this yet. We will be planning this in our next meeting. Also, we have been doing something with recycling. Berlin Community School's student government has been encouraging students to recycle more. We have been doing this by putting the large recycling trashcans in the middle of the cafeteria so they can be seen, and we have a bucket right next to it so you can dump out things such as your juice in your juice boxes so you can then recycle them. Finally, at our next meeting we will be discussing what our next project will be

F. Presentations

- | | |
|---|-------------------------|
| 1. Comprehensive Annual Financial Report: | Mr. Robert Inverso |
| 2. Student Writing Samples: | Mrs. DiBella & Students |

G. Public Participation

No One Came Forward

H. Approval of Minutes

1. **Motion** Mrs. Braidwood, seconded by Mrs. Height to approve the minutes for:
1. October 17, 2013 Regular Meeting and Executive Session

Roll Call - Unanimous Yes - Motion passed

I. Correspondence – None for this meeting.

J. Facilities

Motion Mrs. Braidwood, seconded by Mrs. Height to accept Business Administrator's Report:

Call Vote - unanimous yes - Motion passed

K. Finance: Mr. Frank Domin

Motion – Mr. Quinn, seconded by Mrs. Vicome to approve finance items 1 through 12.

Roll Call - Unanimous Yes on all items except Mr. Guerere abstained on item 6 check #35654 - Motion passed

1. Reconciliation Report.
[Ratify and affirm Reconciliation Report for September 30, 2013.](#)
[Ratify and affirm Reconciliation Report for October 31, 2013.](#)
2. Report of the Board Secretary.
[Ratify and affirm Board Secretary Report for September 30, 2013.](#)
[Ratify and affirm Board Secretary Report for October 31, 2013.](#)
3. Monthly Budgetary Certification.
Motion to approve monthly budgetary certification.



**Berlin Borough School District
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a. Certification of Board Secretary

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board Secretary certifies that as of September 30, 2013, 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 September 30, 2013, 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 September, 2013 as follows:

Increased/Decreased state aid: (\$0.00)

4. Transfers.

[Motion to approve transfers for the month of September 30, 2013.](#)

[Motion to approve transfers for the month of October 31, 2013.](#)

5. Cafeteria Report.

[Ratify and affirm Cafeteria Report for October 31, 2013.](#)

6. Approval of Bills.

[Recommend bills to be paid as of November 21, 2013, in the amount of \\$313,864.30.](#)

7. Student Activity Report.

[Motion to approve Student Activity Report for September 30, 2013.](#)

[Motion to approve Student Activity Report for October 31, 2013.](#)

8. Donations:

Motion to accept the following donations, as of September 30, 2013:

Donation	Group Offering	Amount/Value

9. CAFR Audit Report.

Motion to accept the FY 2013 Audit Report (as presented by auditor Robert Inverso of Inverso and Stewart, LLC,) with no Corrective Action Plan required.

A. Move that the Board accept the 2012-2013 Comprehensive Annual Financial Report as presented and move that the Audit Summary be received as read in accordance with NJSA 18A:23-4 and 5, and further move that the Secretary be instructed to comply with all state and federal reporting requirements.

10. Enhancement Grant.

Motion to accept Camden county Recreation Facility Enhancement (reimbursement) Grant for \$21,000.

11. Partial Roof Project – Summer 2013

Upon Architect’s recommendation to approve closeout, final payment and retainage for partial roof project – Summer 2013, at \$29,046.32.



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

12. Banking Services.

Motion to authorize Business Administrator to join Camden County ASBO RFP for banking services.

13. Software Maintenance Agreement.

Motion to renew software maintenance agreement with Edmunds and Associates, Inc., Financial Accounting and Payroll systems at a cost of \$5,624.00.

14. Consortia Agreement.

Motion to approve annual [Inter-Local Agency/Shared Service Agreement/Consortia](#) with EIRC July 1, 2013 through June 30, 2014.

II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone

A. [Superintendent's Monthly Report](#)

B. For Your Information

1. Write to Learn
2. NJASK – County Comparison
3. AchieveNJ Update – SGO's
4. Safety & Security Drill Changes
5. County Office - Mid Year Budget and Instructional Data Review
6. School Profile – Accountability/Annual Measurable Objectives

C. Program Reports

Motion Mrs. Constanzo, seconded by Mrs. Welte 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](#)

D. Policy

Motion Mrs. Contanzo, seconded by Mrs. Viscome to approve the following 5 policies as read.

Roll Call - Unanimous Yes - Motion passed

1. First Reading.
P 3142: [Nonrenewal Of Nontenured Teaching Staff Member](#)
P 3144: [Certification Of Tenure Charges](#)
P 3222: [Evaluation Of Teaching Staff Members, Excluding Teachers And Administrators](#)
P 3223: [Evaluation Of Administrators, Excluding Principals, Vice Principals, And Assistant Principals](#)
P 4146: [Nonrenewal Of Nontenured Support Staff Member](#)



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

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing . **NONE FOR THIS MEETING**

E. Administration

Motion: Mrs. Quinn, seconded by Mrs. Viscome to approve Administration items 1 to 5.

Roll Call - Unanimous Yes - Motion passed

1. Gibbsboro Student Wrestlers. Motion to approve allowing Gibbsboro students to participate in the BCS Wrestling program.
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 Board of Education meeting.
3. 2013-2014 Boys Basketball Schedule.
Motion to approve the 2013-2014 BCS Boys Basketball Schedule, as attached.
4. 2013-2014 Girls Basketball Schedule.
Motion to approve the 2013-2014 BCS Girls Basketball Schedule, as attached.
5. 2013-2014 Wrestling Schedule.
Motion to approve the 2013-2014 BCS Boys' Wrestling Schedule.

F. Personnel

Motion: Mrs. Viscome, seconded by Mrs. Braidwood to approve the attached Personnel items 1 and 2.

Roll Call - Unanimous Yes - Motion passed

1. Personnel Report.
Motion to approve the attached [Personnel Report](#).
2. Observation Forms.
Motion to approve the attached observation forms:
[Aides](#)
[Counselor](#)
[Staff Member](#)
[School Nurse](#)
[Media Specialist](#)
[Therapist](#)

G. Facilities

Motion: Mrs. Height, seconded by Mrs. Costanzo to approve Facilities item 1.

Roll Call - Unanimous Yes - Motion passed

1. Drills: October 10th 1:51 pm Active Shooter
October 16th 8:58 am Fire Drill



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

H. Public Participation – All Issues NO ONE CAME FORWARD

III. NONPUBLIC EXECUTIVE SESSION

8:25 P.M.

Voice Vote – unanimous yes - Motion passed

Resolution #1, 9-2013 Non Public Executive Sessions

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 (student discipline) HIB Hearing, 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

Secretary

Roll Call

Present

Kristin Braidwood
Karen Costanzo
Nick Guerere
Kristine Height
Dennis Quinn
Fran Viscome
Linda Welte

Absent

(VACANCY)
Juan Perez

Mr. Trongone left the meeting.

- 1) Board President updated the Board on Superintendent Contract negotiations.
- 2) 8:45 pm Mr. Domin stepped outside during the following discussion.
- 3) Superintendent evaluation reviewed.

IV. RETURN TO PUBLIC SESSION

MOTION: Mrs. Braidwood, seconded by Mrs. Height to return to regular session at **9:10pm.**

Call Vote – unanimous yes - Motion passed



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

VII. NEW BUSINESS

Superintendent Contract Renewal

MOTION: Mr. Quinn, seconded by Mrs. Viscome to approve the tentative three year 2014 - 2017 Superintendent contract to be sent to the County Superintendent's office for review.

MEETING ADJOURNED

Motion: Mrs. Braidwood, seconded Mrs. Height to adjourn meeting at 9:10 pm.

Next Meeting: January 9, 2014
Location: Media Center
Time: 6:30 p.m. Reorganization
7:00 p.m. Regular Meeting