



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

Date: October 16, 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), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

Present

Susan Bobb
Karen Costanzo
Nick Guerere
Rebecca Holland
Kristine Height
Dennis Quinn
Fran Viscome
Linda Welte

Absent

Kristin Braidwood

E. Student Recognition

Mr. Havers, Principal congratulated each of the student and invited them to read a brief auto biography that they had prepared.

- | | | |
|--|----------|------------------|
| 1. Students of the month September 2014: | Grade 5: | Caroline Torres |
| | Grade 6: | Alexis Souza |
| | Grade 7: | Frank Baumann |
| | Grade 8: | Sophia Hernandez |
| 2. Student report – student body representative: | | Laura Breslin |



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Hello my name is Laura Breslin and I am the class president for BCS. Student Government had our first meeting on October 1st and it was very well attended. We will continue to have meetings the first Wednesday of each month. Our first student government dance is on October 24th. This Halloween dance is also a fundraiser for the Ronald McDonald's House. Student Government's first service project is the "Breakfast Buddies" program for the Ronald McDonald House. Our representatives have placed a bag in every homeroom and students are donating items that will help the Camden and Philadelphia houses provide breakfast for their guests. We started October 6th and already have around 200 items. This project ends on October 24th with the dance. Students attending the dance have an opportunity to donate a breakfast item to defray the cost of admission. At our future Student Government meeting we will talk about more ways to support the Ronald McDonald house.

F. Presentations

1. Testing Report – Jeff Havers

G. Public Participation – Agenda Items Only

No One Came Forward

H. Approval of Minutes

Motion: Mrs. Viscome, seconded by Mrs. Height to approve the minutes for:

1. September 18, 2014 Regular Meeting and Executive Session
2. October 9, 2014 Special Meeting

I. Correspondence - None for this Meeting

J. Facilities

1. Business Administrator's Report: Frank Domin

K. Finance: Mr. Frank Domin

Motion: Mr. Quinn, seconded by Mrs. Welte to approve Finance items 1 through 12.

Roll Call - Unanimous Yes - Motion passed

1. Reconciliation Report.
Ratify and affirm Reconciliation Report for August 31, 2014.
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for August 31, 2014.
3. Monthly Budgetary Certification.
Motion to approve monthly budgetary certification.



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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, 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 September 30, 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 October 31, 2014 as follows:

Increased/Decreased state aid: (\$0.00)

4. Transfers.

Motion to approve transfers for the month of August 31, 2014.

5. Cafeteria Report.

Ratify and affirm Cafeteria Report for September 30, 2014.

6. Approval of Bills.

Recommend bills to be paid as of October 16, 2014, in the amount of \$287,683.27.

7. Student Activity Report.

Motion to approve Student Activity Report for September 30, 2014.

8. Donations:

Motion to accept the following donations, as of (N/A):

Donation	Group Offering	Amount/Value
N/A		

9. Nurse Sub Rate. Motion to approve the rate for substitute nurses, effective October 17, 2014, from \$95.00 per day to \$125.00 per day.

10. Transportation. Motion to approve McKinney-Vento transportation for 2 students by T & L Transportation, round trip from and to Camden City at \$150.00 per diem.

11. Southern New Jersey Employee Benefits Fund. Motion to approve Resolution #3,10-14; Southern New Jersey Employee Benefits Fund Resolution and to Renew the Indemnity Trust Agreement. (attachments)

12. Audited Dollar Amounts. Motion to memorialize the audited dollar amounts of the June 19, 2014 motion to transfer to Capital Reserve \$107,000 and Maintenance Reserve \$25,000 for future roof and HVAC maintenance projects.



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II. SUPERINTENDENT’S REPORT: Mr. Tony Trongone

A. For Your Information

1. Presentation Components of an IEP – Devonn Lindsay
2. PARCC Update
3. AchieveNJ Update
4. Middle School Math

B. Program Reports

Motion: Mrs. Costanzo, seconded by Mr. Quinn to approve program reports 1 through 5.

Call Vote - Unanimous Yes - Motion passed

1. Elementary School Report: Mr. Havers
2. Special Education Report: Mrs. Lindsay
3. CER Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update

C. Superintendent’s Monthly Report

Motion: Mr. Quinn, seconded by Mrs. Costanzo to approve Superintendents report.

Roll Call - Unanimous yes - Motion Passed

D. Policy

Motion Mrs. Costanzo, seconded by Mrs. Holland to approve the following 14 policies for first reading.

**Roll Call - Unanimous Yes - Motion passed
(Mrs. Viscome abstained on policy 5530)**

1. First Reading.
 - 1522 School-level Planning (M) (Abolished)
 - 2340 *Field Trips*
 - 2468 *Independent Educational Evaluations*
 - 5305 Health Services Personnel (Revised)
 - 5306 Health Services to Nonpublic Schools (M) (Revised)
 - 5308 Student Health Records (M) (Revised)
 - 5310 Health Services (M) (Revised)
 - 5339 Screening for Dyslexia (M) (New)
 - 5410 *Promotion and Retention*
 - 5411 *Promotion from Eight Grade*
 - 5530 Substance Abuse (M) (Revised) – abstained



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TABLED	5600	Student Discipline/Code of Conduct (M) (Revised)
	5756	Transgender Students (New) Tabled until attorney review
	8505	Wellness Policy/Nutrient Standards for Meals and Other Foods (M) (Revised)

Policy Second Reading/Public Hearing

Motion Mrs. Welte, seconded by Mr. Quinn to approve the following policy for second reading.

Roll Call - Unanimous Yes - Motion passed

2. Second Reading/Public Hearing.
3432.2 Sick Leave Bank

E. Administration

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

Roll Call - Unanimous Yes - Motion passed

1. Girls' Field Hockey Schedule. Motion to approve the 2014 Fall Girls' Field Hockey Schedule.
2. Girls' Soccer Schedule. Motion to approve the 2014 Fall Girls' Soccer Schedule.
3. Berlin Borough AED Emergency Action Plan. Motion to approve 2014-2015 AED Emergency Action plan.
4. Paraprofessional Statement of Assurance. Motion to approve the 2014-2015 Paraprofessional SOA.
5. Fall CER Brochure.

F. Personnel

Motion: Mrs. Viscome, seconded by Mrs. Height to approve the attached Personnel items 1.

Roll Call – unanimous yes - Motion passed

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

G. Facilities

1. Drills:
October 6, 2014 Tier III Lockdown 1:53 p.m.

H. Public Participation – All Issues

No One Came Forward



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III. NEW BUSINESS

Motion: Mrs. Viscome, seconded by Mr. Quinn to approve the following four New Business Items.

Roll Call – unanimous yes - Motion passed

Personnel – Motion to approve Susan Brown part time custodian \$12 per hour, 12 hours per week and include on substitute custodian list.

Transportation – Motion to approve the 2014-15 Parental Transportation Contract for Special Education Student Medical Transportation. October 20, 2014 through June 30, 2015 \$ 15,200.

Shared Service Gibbsboro - Motion: To authorize use of share service staffing with Gibbsboro for emergency staff vacancies.

Facility Maintenance Plan M-1 – Motion to approve the Three year Comprehensive Maintenance Plan for submission to the County Office of Education.

IV. NONPUBLIC EXECUTIVE SESSION 8:50pm

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. Action may be taken as a result.

MOTION: Mr. Quinn, seconded by Mrs. Viscome to approve Resolution #2, 10-2014 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 litigation and personnel issues, 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



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Roll Call

Present

Susan Bobb
Karen Costanzo
Nick Guerere
Rebecca Holland
Kristine Height
Dennis Quinn
Fran Viscome
Linda Welte

Absent

Kristin Braidwood

Mr. Dzwilewski, Board Attorney updates the Board on Special Education Litigation.

No Action Taken.

VI. RETURN TO PUBLIC SESSION – 9:28 pm

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

Call Vote – unanimous yes - Motion passed

VII. MEETING ADJOURNED

MOTION: Mrs. Costanzo, seconded by Mrs. Height to Adjourn Meeting at 9:28pm.

Call Vote – unanimous yes - Motion passed

Next Meeting: November 20, 2014
Location: Media Center
Time: 7:00 p.m.

Attest: