



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

Date: May 11, 2017
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 - Mrs. Rebecca Holland, Board President 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.org), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

Lisa Asare – arrived 7:10 pm	Lisa Kehoe
Francis Ballak	Dennis Quinn
Michelle Goshaw - left 9:10 pm	Fran Viscome
Nick Guerere	Linda Welte – absent
Rebecca Holland	

E. Student Recognition

A Student of the Month is an active listener and member of the community who continually strives for personal excellence and respects all staff, students, and community members by supporting the Six Pillars of Character. Students of the Month contribute to an overall positive school environment. Grade level teachers work together to nomination just one student from grades five through eight each month throughout the academic school year. Those selected as Student of the Month serve as role models to their peers and should be extremely proud of their efforts and recognition!

Superintendent - Mrs. Martello introduced each of the students, inviting them to speak about “what inspires me” and presented them with a certificate of recognition

- | | | |
|---------------------------|----------|-----------------|
| 1. Students of the month | Grade 5: | Kenny Balmer |
| | Grade 6: | Estella Bird |
| | Grade 7: | Ozge Damci |
| | Grade 8: | Alexis Souza |
| 2. Superintendent’s Award | Grade 5: | Jack Campenella |



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

3. Student report – student body representative: None for this meeting

F. Presentations

1. MAP (NWEA): Mrs. Kristin Groark provided a power point presentation describing how student progress is recorded and how the data is used to improve individual student instruction.
2. Improving the Preschool Classroom Environment for Young Children with Disabilities:
Mrs. Milissa Oltman and Mrs. Lisa Neptune

G. Public Participation – Agenda Items Only

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

Call Vote - Unanimous yes - Motion Passed

Terri Davis – Noted First Reading of Policies there are various blanks. **Answer** They are open for discussion to be included when they are entered for a second reading.

- What are the donations **Answer** Flexible seating – 5th grade classroom
- Noted morning meetings 7:30-8:00 is not convenient. **Answer:** we have offered evening meetings and now are offering another opportunity to express concerns or interests.

Nicole Beale – I was at the Strategic Planning meeting which is different from the morning meetings. I wanted to clarify this for the public.

H. Approval of Minutes

Motion: Mr. Quinn, seconded by Mr. Guerere to approve the minutes for:

1. [April 27, 2017 Public Budget Hearing](#)
2. [April 27, 2017 Regular Meeting and Executive Session](#)

Roll Call – Mrs. Asare abstained, 7 yes - Motion Passed

I. Correspondence

1. Employee Step Request
2. SJTP Technology Department Dissolution
3. BBEA Thank You Card

J. Facilities

(FYI)

1. [Business Administrator's Report](#): Frank Domin
2. Drills: Fire Drill April 24, 2017 9:14 am
Tier 1 Lockout April 27, 2017 1:36 pm

K. Finance: Mr. Frank Domin

Motion: Mr. Goshaw, seconded by Mrs. Viscome to approve Finance items 1 through 13.

Roll Call - Unanimous yes - Motion Passed



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

1. Reconciliation Report.
[Ratify and affirm Reconciliation Report for month ending March 31, 2017.](#)
2. Report of the Board Secretary.
[Ratify and affirm Board Secretary Report for month ending March 31, 2017.](#)
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 April 30, 2017, 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 March 31, 2017, 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 April 30, 2017 as follows:
Increased/Decreased state aid: (\$0.00)

4. Transfers.
[Motion to approve transfers for the month of March 2017.](#)
5. Cafeteria Report.
Ratify and affirm Cafeteria Report for N/A.
6. Approval of Bills.
[Recommend bills to be paid as of May 11, 2017, in the amount of \\$250,210.62.](#)
7. Student Activity Report.
[Motion to approve Student Activity Report for month ending March 31, 2017.](#)

8. Donations:
Motion to accept the following donations, as of May 1, 2017:

Donation	Group Offering	Amount/Value
Bean bag chairs	Parent	3 new, 4 used
Wobble chairs	Parent	3
Yoga balls	Parent	6
Standing desks	Parent	2
Lap desks	Parent	3

9. T&L Transportation Contract. Motion to approve the transportation contract with T&L Transportation at the 2017-18 State Approved CPI of 0.30% for \$176,901.30.

Route 1A & 1B	\$ 35,380.26
Route 2A & 2B	\$ 35,380.26
Route 3A & 3B	\$ 35,380.26
Route 4A & 4B	\$ 35,380.26
Route 5A & 5B	\$ 35,380.26



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

\$ 176,901.30

10. Transportation Sports & Trips. Motion to approve Sports & Trips with T&L Transportation.
Sports \$ 163.00 per bus
Trips \$ 43.00 per hour, per bus
11. Transportation Bus Aides. Motion to approve Bus Aides with T&L Transportation as needed.
Morning Run \$ 13.00
Afternoon Run \$ 13.00
12. Reading and Writing Project Network Summer Contract. [Motion to approve the Reading and Writing Project Network Summer 2017 contract for professional development services as attached.](#)
13. NJ School Insurance Group Safety Grant. To accept the 2017 New Jersey School Insurance Group Safety Grant entitlement of \$4,125.81 and authorize the Business Administrator to submit the grant application.

II. SUPERINTENDENT'S OFFICE: Mrs. Kristen Martello

A. For Your Information

(FYI)

1. Tansboro Road Apartment Project
2. [Morning Meetings with Mrs. Martello](#)
3. Community Center
4. Retiree Gift Idea
5. Graduation Information: June 19, 2017
Eastern Regional High School
5:30 p.m. Video Presentation
6:00 p.m. Ceremony

B. Program Reports

1. [Principal's Report](#): Dr. Ward Richards
2. [Special Education Report](#): Mrs. Lindsay
3. [Instruction, Achievement & Student Activities Report](#): Mrs. Groark
4. [Health Office Report](#): Mrs. Shallow
5. NutriServe Food Service Update: N/A

C. Superintendent's Monthly Report

Motion: Mrs. Viscome, seconded by Mrs. Kehoe to approve Superintendent's Monthly Report.

Roll Call - Unanimous yes - Motion Passed

D. Policy

Motion: Mr. Guerere, seconded by Mr. Quinn to adopt the following six policies for first reading.

Roll Call - Unanimous yes - Motion Passed



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

1. First Reading.
[P3125 – Employment of Teaching Staff Members](#)
[P3125.2 – Employment of Substitute Teachers](#)
[P3160 – Physical Examination for Teaching Staff](#)
[R3160 – Physical Examination for Teaching Staff](#)
[P4160 – Physical Examination for Support Staff](#)
[R4160 – Physical Examination for Support Staff](#)

Policy Second Reading/Public Hearing

Motion: Mrs. Goshaw, seconded by Mr. Ballak to adopt the following policies after second reading.

Roll Call - Unanimous yes - Motion Passed

2. Second Reading/Public Hearing.
[P5350 – Pupil Suicide Prevention](#)
[R5350 – Pupil Suicide Prevention](#)
[P8350 – Records Retention \(NEW\)](#)

E. Administration

Motion: Mr. Ballak, seconded by Mrs. Kehoe to approve Administration items 1 through 7.

Roll Call – Unanimous yes - Motion Passed

1. Field Hockey Schedule. [Motion to approve 2017 Field Hockey Schedule.](#)
2. Job Description. [Motion to approve the job description for Library Aide position as attached.](#)
3. Bell Schedule. [Motion to approve the 2017-18 Bell Schedule.](#)
4. CER Summer Camps. [Motion to approve CER Summer 2017 Camps as attached.](#)
5. PALS Summer Trips. [Motion to approve PALS Summer 2017 Trips as attached.](#)
6. Use of Facilities Rates. [Motion to approve 2017-18 Use of Facilities Rates as attached.](#)
7. McKinney Vento. [Motion to approve the McKinney Vento LEA General Intent to Collaborate form as attached.](#)

F. Personnel

Motion: Mr. Goshaw, seconded by Mrs. Kehoe to approve Personnel Report item 1 - 4

Roll Call –

1. **6 yes, - 2 no, motion passed**
2. **6 yes, - 2 no, motion passed**
3. **3 yes, - 5 no, motion failed**
4. **6 yes, - 2 no, motion passed**

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Staff Renewal List. Motion to approve the 2017-2018 Staff Renewal List as attached.



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

3. CER Employee Roster. Motion to approve the 2017-18 CER Employee Roster as attached.
4. 2017-2018 Contracts. Motion to approve 2017-2018 Contracts as follows:
Mrs. Kristin Groark, Supervisor of Instruction, Achievement and Student Activities
Dr. Shelly Ward Richards, Principal
Mr. Joseph Hemphill, Director of Technology
Mr. Frank Locantora, Assistant Principal
Mr. Thomas Pratt, Facilities Director
Mr. William Pape, Maintenance Mechanic/Custodial Supervisor
Mrs. Devonn Lindsay, Supervisor of Special Services

G. Public Participation – All Issues

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

Call Vote - Unanimous yes - Motion Passed

Various members of the audience made the following comments or posed questions that were answered by the superintendent Mrs. Martello;

- Various people spoke supporting the wrestling program
- What is student participation in wrestling and cheerleading. (18 and 8)
- Heard of sports program cuts through unofficial channels, noted that wrestling is a sport that special needs students can participate in.
- Will there be two nurses next year. Yes there will be the same coverage.
- There were various questions about library services that it was eliminated. There will be a library and students will be able to check out books. The budget includes Media support services that may be contracted through the Ed Services Commission.
- Will there be a position in the school of STEAM coordinator. Science Technology Engineering Art & Math. Yes it is posted.

9:11 pm Mrs. Goshaw left the meeting.

II. NONPUBLIC EXECUTIVE SESSION 9:11 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 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 20 minutes.

Motion: Mrs. Viscome, seconded by Mr. Quinne to approve Resolution #1, (04-17)

Call Vote – Unanimous yes - Motion passed

Resolution #1, (04-17) 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



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Regular Meeting of the Board of Education**

RESOLVED: to hold a Closed Meeting of the Berlin Borough Board of Education for said purposes (student discipline) HIB update, 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

Lisa Asare
Francis Ballak
Michelle Goshaw - absent
Nick Guerere
Rebecca Holland

Lisa Kehoe
Dennis Quinn
Fran Viscome
Linda Welte - absent

Superintendent updated the Board concerning a recent HIB that was pending.

III. RETURN TO PUBLIC SESSION 9:15 PM

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

Call Vote – Unanimous yes - Motion passed

VI. NEW BUSINESS

Budget Hearing Member absence Mrs. Asare apologized that she was not at the Budget hearing. She explained that she was not at the Budget meeting, not because she did not want to be there, but she was given notice the day of the meeting that she could not participate because she received a call from the Ethics Commission that her fingerprint paper work she prepared a year before may have been the wrong form and she could not participate until it was resubmitted and approved by the State.

National Honor Society induction at Eastern HS – Congratulations, 5 of 60 students were from BCS. We should strive to get more of our students there.

Superintendents Collaboration - Mr. Ballak commented that he thought it was a great thing when he found out that the Superintendent is meeting on a regular basis with the High School. Parents should know about those things.

VII. MEETING ADJOURNED 9:44 PM

Motion: Mrs. Viscome, seconded by Mrs. Asare to adjourn the meeting.

Call Vote – Unanimous yes - Motion passed

Next Meeting: June 22, 2017
Location: Media Center



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Regular Meeting of the Board of Education**

Time: 7:00 p.m.

Attest: