



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

**Date:** June 23, 2011  
**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**

**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 Record Breeze 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**

Joe Mammarella  
Nick Guerere  
Juan Perez  
Dennis Quinn  
Steve Schneider  
Fran Viscome  
Linda Welte

**Absent**

Eileen German  
Dan MacDonnell

**Other in attendance** – Superintendent, Anthony Trongone, Business Administrator, Frank Domin, Board Solicitor John Geppert.

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

1. Students of the month:
- Grade 5: John Connor Hiltwine
  - Grade 6: Brittany Alexander
  - Grade 7: Caitlin Stinson
  - Grade 8: Tangier Waltower



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

2. Student report – student body representative: Sophia Valeri  
Lillian Chen  
Welcome to newly elected officers.
3. Celebrate NJ Writing Contest Winners - Superintendent Trongone acknowledged the following students. (Attachment I.E-3)

Madison Cowdin, Gabriel Francesconi, Krysten Henley, Alyssa Manuola, Ashley Mazzagati, Amanda Missigman, Isabella Paolini, Christina Pape, Nicole Shay, Ethan Waldstein, and Olivia Westfall.

**F. Presentations**

1. Hardbound Books: Jody Harvey- shared the student works with the Board.
2. Math Professional Development: Tony Trongone – shared a sample lesson that students will use. Visual interactivities on the Smart Board and on the mini Dell computers that are being purchased.

**G. Public Participation – Agenda Items Only**

No one came forward

**H. Approval of Minutes**

**Motion:** Mrs. Viscome, seconded by Mr. Schneider to approve Minutes for:

**Roll Call** – unanimous yes. Motion passed

1. May 19, 2011 Regular Meeting and Executive Session (Attachment H.1)
2. May 5, 2011 Reorganization as amended (Attachment H.2)

**I. Correspondence**

**Motion:** Mr. Guerere, seconded by Mr. Schneider to approve the following Correspondence.

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

1. State Board QSAC Certification Letter (Attachment I.1)
2. 2011-2012 Professional Development Plan Approval (Attachment I.2)

**J. Facilities**

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to approve Facilities item 1.



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

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

1. Business Administrator’s Report: Frank Domin (Attachment J.1)
2. All pest management activities in 10-11 were conducted by Western Pest Services in accordance with all applicable regulations. There are no recommendations at this time. This report is in accordance with the Board’s policy on Integrated Pest Management.

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

**Motion:** Mr. Schneider, seconded by Mrs. Welte to approve Finance items 1 through 39.

**Roll Call** – unanimous yes. Motion passed

1. Treasurer’s Report. (Attachment K.1)  
Ratify and affirm Treasurer’s Report for April 29, 2011.
2. Report of the Board Secretary. (Attachment K.2)  
Ratify and affirm Board Secretary Report for April 29, 2011.
3. Monthly Budgetary Certification. (Attachment K.3)  
Motion to approve monthly budgetary certification.
  - a. Certification of Board Secretary
  - b. Certification of Board of Education
4. Transfers. (Attachment K.4)  
Motion to approve transfers for the month of April 29, 2011.
5. Cafeteria Report. (Attachment K.5)  
Ratify and affirm Cafeteria Report for May 31, 2011.
6. Approval of Bills. (Attachment K.6)  
Recommend bills to be paid as of June 23, 2011, in the amount of \$306,704.98.
7. Student Activity Report. (Attachment K.7)  
Motion to approve Student Activity Report for April 29, 2011.
8. Extended School Year Occupational Therapist. Motion to approve Lori Scott to conduct therapy and complete evaluations for Berlin Township, Berlin Borough, and Gibbsboro School Districts at an hourly rate of \$60.00 for the Extended School Year Program.
9. Extended School Year Rehabilitation Services. Motion to approve Heartland Rehabilitation Services to provide occupational therapy at an hourly rate of \$76.50 for the Extended School Year Program.
10. Extended School Year Physical Therapy Services. Motion to approve Rehab Connection to conduct physical therapy and to complete evaluations for Berlin Township, Berlin Borough, and Gibbsboro School Districts at an hourly rate of \$76.00 for the Extended School Year Program.
11. Rehabilitation Services. Motion to approve Heartland Rehabilitation Services and Rehab Connection to provide occupational and physical therapy services to the Berlin Borough School District for the 2011-2012 school year.
12. End of Year Summer Bills. Motion to authorize the Business Administrator to make transfers And pay bills to close out the school year and to pay summer bills, in conjunction with the Finance committee. All interim authorizations will be formally confirmed at the August 18, 2011 Board of Education meeting.



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

13. Annual Transportation Approval with EHS and CCVTS. Motion to approve Eastern Regional School District and Camden County Vocational/Technical School District to provide transportation for high school age students.
14. Annual Transportation Approval with OLMC. Motion to approve transporting Our Lady Of Mount Carmel students on the Berlin Community School's regular bus routes.
15. Student Athletic Fee. (Attachment K.15)  
**Committee Report** - Discussion and presentation preceded vote  
Motion to approve Student Athletic Fee program as attached.
16. Grant Transfer. Motion to approve submission of budget modification for OLMC IDEA B as follows:  
**Transfer Out:**  
OLMC-Prof. Servs            1-20-250-200-300-02-00            \$3,911.00  
**Transfer In:**  
Supplies                        1-20-250-200-610-02-00            \$3,911.00
17. Southern New Jersey Regional Employee Benefits Fund. (Attachment K.17)  
Motion to approve Resolution #3,6-11, to join Southern New Jersey Regional Employee Benefits Fund and appoint Frank J. Domin Jr. as Fund Commissioner, and Anthony Trongone as Alternate Fund Commissioner.
18. Telecommunications Purchase. (Attachment K.18)  
Motion to approve Resolution #1, 6-11 Telecommunications Purchase for a four year lease purchase totaling \$80,714.36 from Susquehanna Commercial Finance under State Contract #A42293 to RFP Solutions. Lease purchase to include hardware, software, and wiring of office/classroom phones, interior/exterior intercom and bell system.
19. School Alliance Insurance Fund. (Attachment K.19)  
Motion to approve Resolution #2, 6-11. School Alliance Insurance Fund Resolution to join.
20. Multimedia Sound System Equipment. (Attachment K.20)  
Motion to approve purchase of Multimedia and sound system wiring and equipment totaling \$11,500.00 under state contract #A42293 to RFP Solutions. (To be purchased with Enterprise Funds and Safety Grant.)
21. Finance Advisors.  
Motion to appoint Phoenix Advisors as Financial Advisor for refinancing of school bonds.
22. Lunch Meal Price Increase. (Attachment K.22)  
Motion to approve a \$.05 (five) cent increase per meal category as required by the Department Of Agriculture for districts below the \$2.46 average as follows:  
Student Lunch:            \$1.80  
Premium Lunch:         \$2.05  
Adult Lunch:              \$2.55
23. School Physician.  
Motion to appoint Dr. J. Maressa as School Physician July 1, 2011 through June 30, 2012.
24. Motion to approve non-requirement of meal payment.  
Be it resolved that the Berlin Borough Board of Education does not require the Archway Schools To charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulations.
25. Crossing Guard.  
Motion to approve Interlocal Services Agreement for the 2011-2012 School Year with



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

The Borough of Berlin for School Crossing Guard, at an amount not to exceed \$5,065.20.

26. Gymnasium Maintenance.

Motion to approve the gymnasium operable wall and bleacher maintenance as per proposal from KLT Sales and Service in the amount of \$1,200.00.

27. School Supplies Purchase.

Motion to approve the purchase of office and school supplies under New Jersey State Contract #A57432 through School Specialty at a 32% catalog discount, the Camden County Consortium from Office Basics at 74% off catalogue bid items, and Staples at Group Member Discount Prices.

28. Security Monitoring Contract.

Motion to approve the annual contract for building security central station monitoring with GCSI of Williamstown in the amount of \$443.00.

29. Gym Floor Maintenance.

Motion to approve the gym floor maintenance and refinishing contract, per quote received, to Traditional Floors. (Gym A: \$2,025.00; Gym B: \$2,045.00.)

30. Lawn Fertilization.

Motion to approve the annual contract for lawn fertilization with Trugreen Chemlawn at \$850.00.

31. Honeywell Service Agreement.

Motion to renew the service agreement with Honeywell for semi-annual inspections, start-up, Preferred temperate and pneumatic control maintenance services – July 1, 2011 through June 30, 2012, in the amount of \$13,406.00.

32. Western Pest Control. Motion to approve the annual contract with Western Pest Control at \$979.20.

33. Inverso and Stewart Peer/Quality Report.

Motion to acknowledge the receipt, review, and evaluation of the auditors' (Inverso & Stewart,) Current external peer/quality report.

34. Requisition for taxes and debt service. Motion to approve the 2011-2012 T-1 Requisition for Taxes and T-2 Requisition for Debt Service. The following payment schedule is needed to meet the obligations of the Board:

<b>T - 1 General Fund</b>		<b>T - 2 Debt Service</b>	
<b><u>Payment Request</u></b>	<b><u>Amount</u></b>	<b><u>Payment Request</u></b>	<b><u>Amount</u></b>
7/14/11	\$ 485,000	7/14/11	\$ 51,692
8/14/11	\$ 525,000	8/14/11	\$ 72,945
9/14/11	\$ 585,000		
10/14/11	\$ 530,000		
11/14/11	\$ 530,000		
12/14/11	\$ 530,000		
1/14/12	\$ 530,000	1/14/12	\$ 302,723
2/14/12	\$ 530,000	2/14/12	\$ 193,539
3/14/12	\$ 530,000		
4/14/12	\$ 520,000		
5/14/12	\$ 520,000		
6/14/12	<u>\$ 397,099</u>		
	\$6,212,099		<u>\$ 620,899</u>

35. Fire Alarm Service.

Motion to approve Siemen's Industry, Inc. Bronze Service Contract for fire alarms annual maintenance July 1, 2011 to June 30, 2012, at \$1,900.00.



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

36. Environmental Design Inc.  
Motion to approve annual AHERA (asbestos) compliance services with Environmental Design Incorporated (annual and 6 month inspection reports) at \$1,300.00.
37. Bond Refunding. (Attachment K.37)  
Motion to approve Resolution 4, 6-11 authorizing the issuance of refunding bonds of the School District.
38. Application to Finance Board. (Attachment K.38)  
Motion to approve Resolution 5, 6-11 application to local finance board for review and approval of refunding bond ordinance.
39. Transfer of Current Year Surplus to Reserve. (Attachment K.39)  
Motion to approve Resolution 6, 6-11 to transfer current year anticipated surplus into a maintenance Reserve account up to \$231,000.

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

**Motion:** Mr. Guerere, seconded by Mrs. Viscome to approve Superintendents reports items A & B.

**Voice Vote** – unanimous yes. Motion passed

**A. For Your Information**

1. BCS Concert and Jazz Bands received Superior Ratings at the High Note Festival (Dorney Park) on Friday, June 3, 2011.
2. Dress Code Letter to Parents (Attachment S-A.2)
3. Prosecutor's Office Cyberbullying Presentation (Attachment S-A.3)
4. NJDOE Memo – Criminal History Background Check for Board Members (Attachment S-A.4)

**B. Program Reports**

1. Elementary School Report: Mr. Havers (Attachment S-B.1)
2. Special Education Report: Mrs. Hall (Attachment S-B.2)
3. CER Report: Mr. Louis (Attachment S-B.3)
4. Health Office Report: Mrs. Shallow (Attachment S-B.4)
5. NutriServe Food Service Update (Attachment S-B.5)

**C. Superintendent's Monthly Report**

(Attachment S-C)

**Motion:** Mrs. Viscome, seconded by Mr. Perez to approve Superintendents report item C.

**Voice Vote** – unanimous yes. Motion passed



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

**D. Policy**

**Motion:** Mr. Perez, seconded by Mrs. Welte to approve Superintendents report item D.

**Voice Vote** – unanimous yes. Motion passed

1. First Reading.

**Policy Batch 193:**

(Attachment D.1)

0144 Board Member Orientation and Training

2440 Summer Session

3125.2 Employment of Substitute Teachers

5350 Pupil Suicide Prevention

5512 Harassment, Intimidation, and Bullying

5600 Pupil Discipline/Code of Conduct

8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Abuse.

**ByLaw:**

9111: Qualification Background Check (Board Members)

(Attachment D.1.a)

**Policy Second Reading/Public Hearing**

2. Second Reading/Public Hearing

**None**

**E. Administration**

**Motion:** Mrs. Viscome, seconded by Mr. Perez to approve Superintendents item E(1-5)

**Voice Vote** – unanimous yes.

1. Extended School Year Programs. Motion to approve In-District Programs for Extended School Year, as follows:

**July 11, 2011 through August 11, 2011**

Multiple Disabilities Class: Grades K-3: 4 days/week for 5 weeks (3 hours/day)

Grades 3-6: 4 days/week for 5 weeks (5 hours/day)

**July 11, 2011 through August 11, 2011**

Behavioral Disabilities Class: Grades 5-7: 4 days/week for 5 weeks (3 hours/day)

2. Pre-School Program Hours. Motion to approve the following hours for the Pre-School Program for the 2011-2012 school year:

**Regular Schedule**

AM session 8:50-11:20



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

PM session 12:10-2:40

**Early Dismissal**

AM session 8:50-10:30

PM session 11:20-1:00

**60 Minute AND/OR 90 Minute Delay**

AM session: CLOSED

PM session: 12:10-2:40

3. Soccer Schedule.  
Motion to approve 2011-2012 Girls' Soccer Schedule. (Attachment S-E.3)
4. Summer PALS Trips.  
Motion to approve 2011 Summer PALS Trips. (Attachment S-E.4)
5. Multiple Disabilities Class.  
Motion to recommend establishing a Multiple Disabilities Class for grades three through six.

**F. Personnel**

**Motion:** Mrs. Viscome, seconded by Mr. Perez to approve Superintendents item F (1-4).

**Voice Vote** – unanimous yes

1. Personnel Report. (Attachment S-F.1)  
Motion to approve the attached Personnel Report.
2. Schedule B (Coaches/Advisors). (Attachment S-F.2)  
Motion to approve the attached Schedule B list of coaches and advisors for the 2011-2012 school year. All coaches are approved pending completion of the Interscholastic Head Injury Safety Training Program.
3. 2011-2012 Substitute List. (Attachment S.F.3)  
Motion to approve the 2011-2012 substitute call list.
4. Interim Hiring Authorizations. Motion to authorize the Superintendent to hire in the interim, (no regular July meeting,) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the August 18, 2011 Board of Education meeting.

**G. Public Participation – All Issues**

This is the time when anyone from the public who wishes to speak to the Board may do so. Please state your name, address, and phone number for the record. The Board will hear your concerns. The Board may or may not take action this evening. You will be notified either at this meeting, by letter, or telephone of any action the Board does take.

No one came forward

**H. Unfinished Business** – none for this meeting





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

**III. NONPUBLIC EXECUTIVE SESSION**

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 personnel. 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.

None for this meeting

**IV. NEW BUSINESS**

**Motion: Mrs. Welte, seconded by Mr. Quinn to approve New Business items 1 through 4.**

Call Vote – unanimous yes. Motion passed

1. Motion to approve a change in date for the March 2012 Board of Education Meeting from March 15, 2011 to March 22, 2011 due to state budget deadline conflicts.
2. Required Fingerprinting for Board of Education Members.
3. Special Meeting July 14, 2011 at 5:30 pm - Bond Refinance Hearing.
4. Music Program – Additional Funds in budget due to unexpected retirements will allow for expansion of instrumental music program by 1.5 days.

**V. MEETING ADJOURNED**

**Motion: Mrs. Viscome, seconded by Mrs. Welte to adjourn meeting at 8:50pm.**

Next Special Meeting: Bond Hearing  
Date: July 14, 2011  
Location: Media Center  
Time: 7:00 p.m.

Next Regular Meeting: August 18, 2011  
Location: Media Center  
Time: 7:00 p.m.

Attest: