



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

**Date:** August 18, 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 - 6pm**

**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 **Special meeting Time** 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.

**Roll Call**

**Present**

Joe Mammarella  
Dennis Quinn  
Juan Perez  
Linda Welte  
Fran Viscome

**Absent**

Eileen German  
Nick Guerere  
Steve Schneider

**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, to conduct new Board member candidate interviews.

**Motion:** Mr. Perez, seconded by Mr. Quinn to enter into executive session for 1 hour to interview School Board Candidates for vacant Board position.

Three Board candidates were interviewed.

**7:00 pm** **Motion:** Mr. Perez, seconded by Mr. Quinn to close Executive session and open the Regular Portion of the Meeting .

**C. Flag Salute**



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**D. Roll Call**

<u>Present</u>		<u>Absent</u>
Eileen German	Juan Perez	Nick Guerere
Steve Schneider	Joe Mammarella	
Dennis Quinn	Linda Welte	
Fran Viscome		

**E. Student Recognition- None for this month**

**F. Presentation**

1. Board of Education to departing Board Member Daniel MacDonnell for Service to the Board and Community. Mr. Trongone and Mr. Mammarella read the inscription on the plaque that was presented.

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

**No one came forward.**

**H. Approval of Minutes**

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

1. June 23, 2011 Regular Meeting and Executive Session *(Attachment H.1)*

**Roll Call** – 6 yes, Mrs. German abstained. Motion passed

2. July 14, 2011 Special Meeting *(Attachment H.2)*

**Roll Call** – 6 yes, Mrs. Welte abstained. Motion passed

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

**J. Facilities**

**Motion:** Mr. Quinn, seconded by Mr. Schneider to approve Facilities item 1.

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

1. Business Administrator’s Report: Frank Domin *(Attachment J.1)*

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

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

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



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1. Treasurer's Report.
  - a. Ratify and affirm Treasurer's Report for May 31, 2011. *(Attachment K.1.a)*
  - b. Ratify and affirm Treasurer's Report for June 30, 2011. *(Attachment K.1.b)*
  
2. Report of the Board Secretary.
  - a. Ratify and affirm Board Secretary Report for May 31, 2011. *(Attachment K.2.a)*
  - b. Ratify and affirm Board Secretary Report for June 30, 2011. *(Attachment K.2.b)*
  
3. Monthly Budgetary Certification.

Motion to approve monthly budgetary certification, May 2011. *(Attachment K.3.a)*

  - a. Certification of Board Secretary
  - b. Certification of Board of Education

Motion to approve monthly budgetary certification, June 2011. *(Attachment K.3.b)*

  - a. Certification of Board Secretary
  - b. Certification of Board of Education
  
4. Transfers.
  - a. Motion to approve transfers for the month of May 31, 2011. *(Attachment K.4.a)*
  - b. Motion to approve transfers for the month of June 30, 2011. *(Attachment K.4.b)*
  
5. Cafeteria Report. *(Attachment K.5)*

Ratify and affirm Cafeteria Report for June 30, 2011
  
6. Approval of Bills. Recommend bills to be paid as follows:  
As of June 30, 2011, in the amount of \$376,967.24. *(Attachment K.6)*  
As of July 31, 2011, in the amount of \$154,501.86. *(Attachment K.6.a)*  
As of August 18, 2011, in the amount of \$153,272.06. *(Attachment K.6.b)*
  
7. Student Activity Report.
  - a. Motion to approve Student Activity Report for May 31, 2011 *(Attachment K.7.a)*
  - b. Motion to approve Student Activity Report for June 30, 2011 *(Attachment K.7.b)*
  
8. Capital Reserve Transfer. Motion to approve Resolution #1, 8-11 to transfer \$306,000.00 from Capital Reserve to Fund 30 (roof project.)
  
9. Chiller Maintenance Contract. Motion to re-approve June Chiller maintenance contract with Honeywell in the amount of \$13,674.00 (2% increase.)
  
10. Roof Progress Payment. Approve Fund 30 room progress payments per architect's review:
  1. \$162,721.00
  2. \$ 88,730.00
  
11. Professional Services Contract. Motion to approve professional services contract for Functional Behavior Assessments as needed with Special Education Consultant LLC, Medford, NJ, at \$750.00 per report, and/or \$75.00 per hour.



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12. Professional Services Contract. Motion to approve professional services contract for School and Libraries Division E-rate application process with E-rate Exchange, LLC, Syracuse, NY. Two year Contract 2012-2012 funding at \$790.00 per year.

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

**A. For Your Information**

1. NJASK Proficiency Levels Spring 2011  
2. Perfect Attendance. The following staff achieved perfect attendance during the 2010-2011 school year:

Jeffrey Havers  
Milissa Oltman  
David Roth  
Jack Walker

3. Harry Wong, Classroom Management

**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)*  
6. Professional Learning Communities – Syracuse, NY training – handout

**C. Superintendent’s Monthly Report**

*(Attachment S-C)*

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to approve Superintendent’s Monthly Report.

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

**D. Policy**

**Motion:** Mrs. German, seconded by Mrs. Viscome to approve Superintendents report item D-2.

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

1. First Reading. None for this meeting

**Policy Second Reading/Public Hearing**

2. Second Reading/Public Hearing.  
0157: Board of Education Website

*(Attachment D.2)*



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**E. Administration**

**Motion:** Mr. Perez, seconded by Mrs. Welte to approve Superintendents item E: 1 through 4.

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

1. School Calendar.  
Motion to approve the revised 2011-2012 School Calendar. (Attachment S-E.1)
2. Field Hockey Schedule.  
Motion to approve the 2011-2012 Field Hockey Schedule. (Attachment S-E.2)
3. 2011-2012 Staff Handbook  
Motion to approve the 2011-2012 Staff Handbook. (Attachment S-E.3)
4. 2011-2012 Parent/Student Handbook  
Motion to approve the 2011-2012 Parent/Student Handbook. (Attachment S-E.4)

**Discussion – New State requirement added to Handbooks.**

**F. Personnel**

**Motion:** Mrs. German, seconded by Mrs. Welte to approve Personnel items 1 and 2.

**Roll Call** – unanimous yes 7 members present. Motion passed

1. Personnel Report. (Attachment S-F.1)  
Motion to approve the attached Personnel Report.
2. Contracted Consultants. (Attachment S-F.2)  
Motion to approved the attached list of Special Services contracted consultants.

**G. Public Participation – All Issues - No one was in attendance.**

**H. Unfinished Business**

**III. NONPUBLIC EXECUTIVE SESSION 8:25 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 new School Board member candidate interviews.

**Motion:** Mr. Perez, seconded by Mr. Quinn to enter into executive session for approximately 20 minutes, action may be taken as a result.

- Board Committee updated the Board concerning recommendation of one of three candidates that met with the committee prior to the regular meeting.

**8:45pm – Motion to return public session.**



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**Motion:** Mrs. Welte, seconded by Mrs. Viscome to appoint Kristin Height to fill current Board of Education Vacancy through April, 2012.

**Roll Call** – unanimous yes 7 members present. Motion passed

**V. NEW BUSINESS**

**Motion:** Mr. Quinn, seconded by Mrs. Welte to move the September 15<sup>th</sup> Board meeting to September 22, 2011.

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

**VI. MEETING ADJOURNED**

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

Next Meeting: September 15, 2011  
Location: Media Center  
Time: 7:00 p.m.

Attest: