



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

Date: September 18, 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
Kristin Braidwood
Karen Costanzo
Nick Guerere
Rebecca Holland
Kristine Height
Dennis Quinn
Fran Viscome
Linda Welte

Absent

E. Student Recognition

1. Students of the month – none for this meeting
2. Student report – student body representative: Jake Bogardus

F. Presentations

1. LLI – Mrs. Maureen DiBella, Curriculum Supervisor

Leveled Literacy Intervention program for basic skills students. This extra Reading instruction is a daily fast-paced 30-45 minute lesson. (fluency, comprehension, phonics and writing) to bring students up to grade level in 12-20 weeks.



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G. Public Participation – Agenda Items Only

No One Came Forward

H. Approval of Minutes

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

1. [August 21, 2014 Regular Meeting and Executive Session](#)

Roll Call - 5 Yes –3 abstention (Mrs. Bobb, Braidwood and Height) - Motion passed

I. Correspondence

Motion: Mrs. Bobb, seconded by Mrs. Constanzo to accept the following correspondence:

Call Vote - Unanimous yes - Motion passed

1. [Special Education Requirements](#)
2. [Character Education Partnership Essay Request](#)

J. Facilities

Motion: Mrs. Constanzo, seconded by Mrs. Bobb to accept Business Administrator’s Report:

Call Vote - Unanimous yes - Motion passed

1. [Business Administrator’s Report: Frank Domin](#)

K. Finance: Mr. Frank Domin

Motion: Mrs. Welte, seconded by Mrs. Height to approve Finance items 1 through 15.

**Roll Call - Unanimous Yes - Motion passed
(Mrs. Viscome recused item 12 only)**

1. Treasurer’s Report.
Ratify and affirm Treasurer’s Report for (N/A).
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for (N/A).
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 August 31, 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



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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 August 31, 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 August 31, 2014 as follows:
Increased/Decreased state aid: (\$0.00)

4. Transfers.

Motion to approve transfers for the month of N/A.

5. Cafeteria Report.

Ratify and affirm Cafeteria Report for N/A.

6. Approval of Bills.

[Recommend bills to be paid as of September 18, 2014, in the amount of \\$446,754.95.](#)

7. Student Activity Report.

Motion to approve Student Activity Report for (N/A).

8. Donations:

Motion to accept the following donations, as of September 18, 2014:

Donation	Group Offering	Amount/Value
Swing Construction	Home and School	\$5,100.00
Cafeteria/Recess Materials for Rainy Days	Home and School	\$1,125.00
Character Ed Assemblies	Home and School	\$2,000.00
Flagpole & Installation for School Flag	Home and School	\$ 775.00
Tumblebooks Database	Home and School	\$ 499.00
Kindergarten – Color Printers & Ink Cartridges	Home and School	\$1,250.00
Classroom Organization Materials for Financially disadvantaged students	Home and School	\$ 120.00
Red Ribbin Week Awareness Bracelets	Home and School	\$ 586.76

9. Transportation. Motion to approve the transportation of Homeless student by T&L Transportation at \$75.00 per diem.

10. Nursing Services. Motion to approve the Southern NJ Perinatal Cooperative Contract for Non-public nursing services.

11. Playground Installation Change Order. Motion to approve change order for playground installation – \$377.00 Corby Associates – Camden County Playground Grant.

12. Speech Services. Motion to approve Camden County Education Services Commission contract for



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Speech Services July 1, 2014 to June 30, 2015, eighty-nine (89) days at \$39,308.63; and seven (7) half Days at \$1,545.88.

13. Audited Anticipated Surplus. Motion to memorialize resolution #2, 6-14 to transfer audited Anticipated surplus of \$107,000.00 into capital reserve and \$25,000.00 into maintenance reserve.
14. Final Eligible Costs (FEC) Determination. Motion to accept the Final Eligible Costs (FEC) determination For state project #0330-020-14-1001-604; Middle School B-Wing Roof, Cafeteria Roof (as alternate bid). Total project cost \$869,220.00. State share 40.285%, \$350,165.00. and to have the business administrator submit the required Paperwork to the State.
15. Counseling Services. Motion to approve Counseling Services agreement between the Berlin Borough School District and Maureen Lynch to provide counseling services to Berlin Community School "at risk" population. Students will be referred by Administrators. Contract term September 1, 2014 through June 30, 2015; not to exceed a total of eight (8) hours per week (316 hours per school year,) for thirty-nine (39) weeks of service at \$57.00 per hour.

II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone

A. For Your Information

1. Media Center Upgrade
2. PARCC Update
3. AchieveNJ Update
4. Executive County Superintendent Visit – 9/9
5. NJQSAC update
6. Apple – iPad 1:1 initiative
7. Communication of Attendance Policy
8. [Implementation of Janet's Law](#)

B. Program Reports

Motion: Mrs. Height, 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. Lindsay](#)
3. [CER Report: Mrs. DiBella](#)
4. [Health Office Report: Mrs. Shallow](#)
5. NutriServe Food Service Update

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

Motion: Mrs. Viscome, seconded by Mrs. Bobb to approve Superintendents report.

Roll Call - Unanimous yes - Motion Passed

D. Policy

Motion Mrs. Viscome, seconded by Mrs. Height to approve policy 3432.2 as read.



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Roll Call - Unanimous Yes - Motion passed

1. First Reading.
3432.2: [Sick Leave Bank](#)

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing . None for this meeting

E. Administration

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

Roll Call - Unanimous Yes - Motion passed

1. Recommendation of the following for Sick Leave Bank Committee
 - a. Frank Domin,
 - b. Jeff Havers, and
 - c. Devonn Lindsay
2. [HIB Self-Assessment](#)
3. [Uniform State Memorandum of Agreement \(Local Law Enforcement\)](#). Motion to approve the Uniform State Memorandum of Agreement between the Berlin Borough Police Department and the Berlin Borough School District.
4. [NJ QSAC Statement of Assurance](#)
5. New Position. Motion to establish creating the position of [Maintenance Mechanic/Custodial Supervisor](#), as per the attached job description.

F. Personnel

Motion: Mrs. Viscome, seconded by Mrs. Welte 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: Fire | Shelter-in-Place |
| September 8, 2014 | September 12, 2014 |
| 9:04 am | 9:05 a.m. |

H. Public Participation – All Issues

No One Came Forward



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III. NONPUBLIC EXECUTIVE SESSION 8:30pm

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.

MOTION to approve **Resolution #1, (09-14) 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 (pending litigation), 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

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

Absent

Special Education case concerning Educational placement responsibility of placement discussed. New Settlement Agreement.

IV. RETURN TO PUBLIC SESSION 9:37 PM

Motion: Mrs. Costanzo, seconded by Mrs. Welte to return to regular session.

Call Vote – unanimous yes - Motion passed

VI. NEW BUSINESS

Grant – Sidewalk, lights to Centennial & Carriage Stop. Board member and Dr, Lavender are seeking permission to pursue.



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VII. MEETING ADJOURNED

MOTION: Mrs. Costanzo, seconded by Mrs. Welte to Adjourn Meeting at 9:39pm.

Call Vote – unanimous yes - Motion passed

Next Meeting: October 16, 2014
Location: Media Center
Time: 7:00 p.m.