



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

Date: August 16, 2018
Time: 7:00 p.m. Regular Meeting
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

AGENDA

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 Courier-Post 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

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 nominate 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!

- | | | |
|----|---|-----|
| 1. | Students of the month | N/A |
| 2. | Superintendent's Award: | N/A |
| 3. | Student report – student body representative: | N/A |

F. Presentations

1. Revised Grading Policy for Grades 6-8: Dr. Shelly WardRichards

G. Approval of Minutes

(Roll Call)

1. [June 21, 2018 Regular Meeting Minutes](#)



Berlin Borough School District Regular Meeting of the Board of Education

H. Correspondence

1. FMLA

I. Facilities

(FYI)

1. [Business Administrator's Report](#): Cande Kristoff
2. Drills: Evacuation Drill June 18, 2018 8:45 AM
 Lockdown June 30, 2018 2:43 PM
 Fire Drill June 31, 2018 8:50 AM

J. Finance: Cande Kristoff

(Roll Call)

1. Reconciliation Report. Ratify and affirm the following Reconciliation Reports:
[May 2018](#)
2. Report of the Board Secretary. Ratify and affirm the following Board Secretary Reports:
[May 2018](#)
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 May 31, 2018, 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. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month(s) of May 31, 2018. The Reconciliation Report and Secretary's Report are in agreement for the month of: May 31, 2018.
 - 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 May 31, 2018, and after review of the Secretary's Monthly Financial Report and the Monthly Reconciliation 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 May 31, 2018 as follows: Increased/Decreased state aid: (\$0.00)
4. Transfers. Motion to approve the following transfers:
[May 2018](#)
5. [Cafeteria Report](#). Ratify and affirm Cafeteria Reports for period ending June 30, 2018.
6. [Approval of Bills](#). Recommend bills to be paid as of: June 30, 2018 \$339,145.82
 August 15, 2018 \$113,255.35
7. Student Activity Report. Motion to approve the following Student Activity Reports:
[May 2018](#)
8. Donations:

Donation	Group Offering	Amount/Value



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

9. Appointment of Attendance Officer:

Motion to appoint Kristin Groark of the Berlin Borough School District as the Student Attendance Officer for the 2018-2019 school year.

10. Appointment of Homeless Liaison:

Motion to appoint Kristin Groark of the Berlin Borough School District as the McKinney-Vento Homeless Liaison for the 2018-2019 school year.

11. Special Education Extraordinary Aid. Motion to approve the 2017-18 Special Education Extraordinary Aid for Appropriation into the 2018-2019 Budget Out of District Tuition in the amount of \$27,224.

12. Board Solicitor Contract. Motion to approve the 2018-2019 Board Solicitor Contract with the firm Wade, Long, Wood, & Long, LLC as presented.

13. Newsela PRO School License. Motion to approve the 2018-2019 Newsela License Agreement in the amount of \$6,100.

14. BAYADA Home Health Care, inc. Motion to approve the 2018-2019 BAYADA School Nursing Services BAYADA shall provide an RN to the school district on a substitute basis at an hourly rate of \$55.

15. Out of District Tuition 2018-2019. Motion to approve tuition and related services for students to attend Extended and Regular School Year Programs:

Y.A.L.E School \$76,074.60
Y.A.L.E School \$66,555.30
First Children Services \$38,685

16. IDEA Grant Approved. Motion to approve the 2018-2019 IDEA Entitlement Grant Funds as follows:

IDEA Basic \$157,717
IDEA Basic Nonpublic \$38,903
IDEA Preschool \$8,757

17. Nonpublic School Entitlement Funds. Motion to approve the 2018-2019 the nonpublic school entitlement funds as follows:

Nonpublic Security Aid Entitlement \$13,800
Nonpublic Nursing Service Aid Entitlement \$17,848
Nonpublic Technology Aid Entitlement \$6,624
Nonpublic Textbook Aid Entitlement \$9,826

18. Resolution #1 8-18 NJSIG Safety Grant. Motion to approve the 2018-2019 New Jersey Schools Insurance Group Safety Grant in the amount of \$4,903.35

19. Apple Lease Agreement. Motion to approve 3 year lease agreement for the purchase of 210 IPADS, Cases, and Apple Care in the amount of \$85,669.50 as presented.

20. Outside Consultants. Motion to approve outside consultants and contractors for 2018-2019.

*****The Sign-In sheet for participation in the public comment portion of the meeting will be collected now.*****

II. SUPERINTENDENT'S OFFICE: Dr. Kristen Martello

A. For Your Information

(FYI)

1. Back to School Nights will be held: Monday, September 17, 2018 at 5:00 pm (Kindergarten)
Thursday, September 13, 2018 at 6:30 pm (Grades 6-8)
Tuesday, September 25, 2018 at 6:30 pm (Grades 1-5)
2. Critical Response Group: School Mapping



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

3. Air Quality Testing
4. Website Redesign/Integrations

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](#): June

C. Superintendent's Monthly Report

(Roll Call)

D. Policy

(Roll Call)

Motion of the Board of Education to suspend Bylaw 0131 requiring two Board readings to adopt a Policy and adopt Policy 5512-Harassment, Intimidation, and Bullying with one reading to have this Policy effective for September 1, 2018:

[P5512](#) Harassment, Intimidation, and Bullying (HIB)

(Roll Call)

1. First Reading.

(Roll Call)

- [P1613](#) Disclosure and Review of Applicant's Employment History
- [R1613](#) Disclosure and Review of Applicant's Employment History
- [P5561](#) Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- [R5561](#) Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- [P8561](#) Procurement Procedures for School Nutrition Programs

Policy Second Reading/Public Hearing

(Roll Call)

2. Second Reading/Public Hearing.

- [P1550](#) Equal Employment/Anti-Discrimination Practices
- [R1550](#) Equal Employment/Anti-Discrimination Practices
- [P2431](#) Athletic Competition
- [R2431.2](#) Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
- [P5350](#) Student Suicide Prevention
- [R5350](#) Student Suicide Prevention
- [P5533](#) Student Smoking
- [P8462](#) Reporting Potentially Missing or Abused Children

Abolishment/Public Hearing

3. Abolish.



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

R5512 Harassment, Intimidation, or Bullying Investigation Procedure

E. Administration (Roll Call)

1. Comprehensive Equity Plan. Motion to approve the 2018-2019 CEP Statement of Assurance.
2. Technology Handbook. Motion to approve 2018-2019 Technology Handbook, as attached.
3. Parent/Student Handbook. Motion to approve 2018-2019 Parent/Student Handbook, as attached.
4. Staff Handbook. Motion to approve 2018-2019 Staff Handbook, as attached.
5. CER/PALS Handbook. Motion to approve 2018-2019 CER/PALS Family Handbook, as attached.
6. Revised ESY Roster. Motion to approve revised ESY 2018 Employee Roster.
8. Athletic Fees. Motion to approve the Athletic Participation Fees, as attached.
9. Math Curriculum. Motion to approve the following Math Curriculum for Grades 6-8.
10. MD Program ADLS. Motion to approve the MD Program ADLS.
11. MD Social Science. Motion to approve MD Social Science Curriculum Program;
12. MD Program Curriculum Description. Motion to approve MD Curriculum Description.

F. Personnel (Roll Call)

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Administrative Roles & Responsibilities. Motion to approve 2018-2019 Administrative Roles & Responsibilities, as attached.
3. Job Descriptions. Motion to approve the revised Job Descriptions: Principal, Assistant Principal, Director of Curriculum, Instruction, and Achievement.
4. Assistant Principal. Motion to approve Assistant Principal 2018-2019 contract, as attached.
5. Director of Curriculum & Instruction. Motion to approve the Director of Curriculum & Instruction contract for the 2018-2019 school year, as attached.
6. Job Targets. Motion to approve the Superintendent's Job Targets for the 2018-2019 school year, as attached.

G. Public Participation – All Issues (Call Vote)

This meeting will now be open to the public. If your questions or comments pertain to litigation, students, personnel, or negotiations, we would ask that you establish a time to meet with the Superintendent after the meeting since the board will not discuss these items in public.

Complaints stated or actions requested by the public will be taken under advisement by the Board and referred to the Superintendent for investigation, discussion, action, or disposition at a later date or time. Please keep in mind that the public comment session is an opportunity for you to share your opinions and remarks with the Board, and it is not a question and answer session.

Please be aware that all district employees retain the right of privacy. Please also be reminded that any individuals who may be the subject of public comments, including district employees, shall retain all rights against defamation and slander according to the laws of New Jersey. The Board will not be held liable for comments made by members of the public.

Any person wishing to participate in the public Board meeting must register prior to the conclusion of the finance section of the meeting and will be recognized by the presiding officer when it is their time to speak. Please state your name and address for the record. Comments will be limited to 3 minutes per person. All



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

statements shall be directed to the presiding officer; no participant may address or question Board members individually. If personal or discourteous statements are made, the presiding officer may require the speaker to stop; the presiding officer reserves the right to request a recess. The total comment period will be 30 minutes unless extended by a vote of the majority of the Board members present at the meeting.

III. NONPUBLIC EXECUTIVE SESSION (Call Vote)

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.

Resolution #2, 8-18 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 pertaining to personnel issues, student discipline, and litigation

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

IV. RETURN TO PUBLIC SESSION (Call Vote)

V. NEW BUSINESS

- 1.
- 2.

VI. OLD BUSINESS

VII. MEETING ADJOURNED (Call Vote)

Next Meeting: September 20, 2018
Location: Media Center
Time: 7:00 p.m.