



Berlin Borough School District
Regular Meeting of the Board of Education

Date: November 16, 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 – Rebecca Holland, President Time: 7:00

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.

C. Flag Salute

D. Roll Call

Table with 3 columns: Member, Present, Absent. Lists members like Lisa Asare, Fran Ballak, Michelle Goshaw, etc.

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.

- 1. Students of the month: Grade 5 Madison Stuart, Grade 6 Allison Snock, Grade 7 Ryan Angelone, Grade 8 Julia DeFulvio
2. Art Awards: Preschool Brooke Kernan, Kindergarten Ava Bravman, Grade 1 Carter Mehaffey



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

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|----------------------------|---------|-------------------|-----------|
|                            | Grade 6 | Michael Schaeffer |           |
|                            | Grade 7 | Dominique Soto    |           |
|                            | Grade 8 | Sabrina Rivera    |           |
| 3. Superintendent's Award: | Grade 8 | Dylan Garrity     | October   |
|                            | Grade 6 | Vincent Certo     | September |
4. Student report – student body representative: Catie Paolini – Student Government Vice President  
Student Government earned over \$500 at the October dance-Funds donated to the BCS holiday gift drive.  
Helped host the Veterans Day Brunch-it was an honor to meet and serve 60 veterans from Berlin.

### F. Presentations

1. EVVR/HIB: Frank Locantora
2. CAFR Audit: Robert Inverso, CPA

### G. Public Participation – Agenda Items Only

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.

**Motion:** Dennis Quinn seconded by Fran Ballak to open meeting to the public agenda items only

**Call Vote:** Unanimous Yes – Motion Passed

The following community members spoke to the Board of Education regarding mold, HIB process policy, and a school resource officer: Kellie Panter, Wendy Walters, Michael McGowan, Rick Miller, Chrissy Miller, Lauren Reale, Bob Woolston, Jon Wagner, and Officer Verano

### H. Approval of Minutes

1. October 19, 2017 Regular Meeting

**Motion:** Dennis Quinn seconded by Lisa Kehoe to approve the Minutes of October 19, 2017 BOE meeting

**Roll Call:** Lisa Asare-Linda Welte abstain – 7 Yes – Motion Passed

**Others in attendance:** Superintendent-Kristen Martello, Business Administrator-Cande Kristoff, Board Solicitor-Allan Dzwilewski

### I. Correspondence

1. Retirement Letter
2. Leave Request

### J. Facilities

1. Business Administrator's Report: Cande Kristoff
2. Drills: Shelter in Place October 16, 2017 during lunch periods  
Shelter in Place October 17, 2017 during lunch periods  
Fire Drill October 26, 2017 9:50 am

### K. Finance: Cande Kristoff

1. Reconciliation Report. Ratify and affirm Reconciliation Report for month ending:  
September 30, 2017  
December 31, 2016 (Not previously approved)
2. Report of the Board Secretary. Ratify and affirm Board Secretary Report as of:  
September 30, 2017  
December 31, 2016 (Not previously approved)
3. Monthly Budgetary Certification. Motion to approve monthly budgetary certification



**Berlin Borough School District  
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**a. Certification of Board Secretary**

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board Secretary certifies that as of September 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. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month of September 2017. The Reconciliation Report and Secretary’s Report are in agreement for the month of September 2017.

**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 September 2017, 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 September 2017, as follows:**

Increased/Decreased state aid:(\$0.00)

- 4. Transfers. Motion to approve transfers for the month of September 2017
- 5. Cafeteria Report. Ratify and affirm Cafeteria Report for period ending October 31, 2017: No report available
- 6. Approval of Bills. Recommend bills to be paid as of November 16, 2017 in the amount of \$373,862.51
- 7. Student Activity Report. Motion to approve Student Activity Report for the month of September 2017

8. Donations:

Donation	Group Offering	Amount/Value

- 9. Qualified Purchasing Agent. Motion to maintain the Berlin Borough Board of Education bid threshold at the maximum amount allowable by the state statute (Bid Limit \$40,000) and appoint Cande Kristoff as the Qualified Purchasing Agent to exercise the duties of a purchasing agent
- 10. PayPal. Motion to approve PayPal as an online method of payment to the District
- 11. Authorization to sign Warrant/Accounts Payable checks for the 2017-2018 school year -revised.  
Motion to authorize the following personnel to sign checks for the 2017-2018 school year:
  - 1. President of the Board of Education - General Fund
  - 2. Superintendent - All Funds
  - 3. Business Administrator/Board Secretary - All Funds
  - 4. Berlin Community School Principal - Student Activity Funds
- 12. Resolution #1 (11-17) - Corporate Certificate - TD Bank - revised.

Board President	Rebecca Holland
Superintendent	Kristen Martello
Business Administrator	Cande Kristoff
School Principal	Shelly Ward Richards
- 13. Grant Funded Positions. Motion to approve the following 2017-2018 grant funded positions:
  - Title I Teacher 100% - Denise Weintraut 83% Grant Funds \$48,664/17% Budget \$9,621
  - Title I Reading Specialist 57% - Kaitlin O’Toole 40% Grant Funds \$26,320/17% Budget \$4,645
  - IDEA Classroom Aide 100% - Linda Jurski 46% Grant Funds \$8,518/54% Budget \$10,191
- 14. CAFR Audit Report. Motion to accept the FY 2017 Audit Report (as presented by Robert Inverso, CPA).
- 15. NJSIG Safety Grant. Motion to accept the New Jersey Schools Insurance Group safety grant in the amount of \$4,125.81



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

16. Security Funds. Motion to approve purchase FCC GOV Simplex Frequency License and purchase digital portable radios from Command Radio Communications: NJ State Contract #83926
17. Budget Calendar. Motion to accept the 2018-2019 Budget Calendar, as attached.
18. Field Hockey Championship Jackets. Motion to approve field hockey championship jackets up to \$500.00.

**Motion:** Lisa Kehoe seconded by Dennis Quinn to approve Finance items 1 through 18

**Roll Call:** Unanimous Yes – Motion Passed

### II. Superintendent's Office: Mrs. Kristen Martello

#### A. For Your Information

1. Tansboro Road Project
2. Math/STEAM Night
3. QSAC Update
4. November Events

#### B. Program Reports

1. Principal's Report: Dr. Shelly Ward Richards
2. Special Education Report: Mrs. Devonn Lindsay
3. Instruction, Achievement & Student Activities Report: Mrs. Kristin Groark
4. Health Office Report: Mrs. Monica Shallow
5. NutriServe Food Service Update: Mrs. Christina Weber

#### C. Superintendent's Monthly Report

**Motion:** Dennis Quinn seconded by Fran Viscome to approve Superintendents Monthly Report

**Roll Call:** Unanimous Yes – Motion Passed

#### D. Policy

1. First Reading.
  - P3124 Employment Contract
  - P3126 District Mentoring Program
  - P3159 Teaching Staff Member/School District Reporting Responsibilities
  - P3221 Evaluation of Teachers
  - R3221 Evaluation of Teachers
  - P3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
  - R3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
  - P3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
  - R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
  - P3224 Evaluation of Principals, Vice Principals, and Assistant Principals
  - R3224 Evaluation of Principals, Vice Principals, and Assistant Principals
  - P3231 Outside Employment as Athletic Coach
  - P3232 Tutoring Services
  - P3240 Professional Development for Teachers and School Leaders
  - P3431.1 Family Leave

**Motion:** Fran Ballak seconded by Linda Welte to approve the 15 policies after First Reading

**Roll Call:** Unanimous Yes – Motion Passed

#### Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing.
  - P2415.06 Unsafe School Choice Option
  - P2422 Health and Physical Education



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

P2423	Bilingual and ESL Education
P2464	Gifted and Talented Students
P2481	Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
P2610	Educational Program Evaluation
P2622	Student Assessment
P8550	Unpaid Meal Charges/Outstanding Food Service
P8600	Transportation

**Motion:** Nicholas Guerere seconded by Michelle Goshaw to approve the 9 policies after Second Reading

**Roll Call:** Unanimous Yes – Motion Passed

### E. Administration

1. Interim Hiring Authorizations. Motion to authorize the Superintendent to hire in the interim (no December meeting) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the January Board of Education meeting.
2. Resolution #2, 11-17 QSAC DPR. BE IT RESOLVED, that the Berlin Borough School District Board of Education approves the 2017-2018 QSAC District Performance Review (DPR) and authorizes the Superintendent to send the SOA & DPR to the Camden County and N.J. Departments' Offices of Education.
3. Wrestling Schedule. Motion to approve the 2017-2018 Wrestling Schedule, as attached.
4. Girls' Basketball Schedule. Motion to approve the 2017-2018 Girls' Basketball Schedule, as attached.
5. Cheerleading Schedule. Motion to approve the 2017-2018 Cheerleading Schedule, as attached.
6. Revised PALS Family Handbook. Motion to approved Revised 2017-2018 PALS Family Handbook, as attached.
7. MOA. Motion to approve MOA with Local Law Enforcement.

**Motion:** Fran Viscome seconded by Dennis Quinn to approve Administration items 1 through 7

**Roll Call:** Unanimous Yes – Motion Passed

### F. Personnel

1. Personnel Report. Motion to approve the attached Personnel Report

**Motion:** Fran Viscome seconded by Dennis Quinn to approve the attached Personnel Report

**Roll Call:** Unanimous Yes – Motion Passed

### 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.

**Motion:** Fran Ballak seconded by Linda Welte to approve to open the meeting to the public for all issues

**Call Vote:** Unanimous Yes – Motion Passed

The following community members spoke to the Board of Education regarding complaints of the HIB process policy, bus stop issue regarding police notification, and receiving no response from administration on issues: Harry Earle, Stacey Mitchell, Stacy Salvatore, and Len Badolato

### 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 student matters. The Berlin Borough School District



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Regular Meeting of the Board of Education**

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 after which the public meeting of the Board will reconvene and proceed with business.

**Motion:** Dennis Quinn seconded by Fran Viscome to enter into Executive Session for approximately 30 minutes

**Call Vote:** Unanimous Yes – Motion Passed

**Resolution #3, 11-17 Nonpublic Executive Session**

**Time:** 8:20 p.m.

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: Attorney client privilege

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

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Secretary

**IV. RETURN TO PUBLIC SESSION**

**Time:** 9:30 p.m.

**Motion:** Fran Ballak seconded by Fran Viscome to Return to Public Session

**Roll Call:** Unanimous Yes – Motion Passed

Board President, Rebecca Holland speaks on HIB procedures: The Board has asked the administration to revisit the HIB procedures.

**V. RETURN TO NONPUBLIC EXECUTIVE SESSION**

**Time:** 9:35 p.m.

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 after which the public meeting of the Board will reconvene and proceed with business.

**Motion:** Dennis Quinn seconded by Fran Viscome to enter into Executive Session for approximately 30 minutes

**Call Vote:** Unanimous Yes – Motion Passed

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BERLIN BOROUGH BOARD OF EDUCATION

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Secretary

**VI. RETURN TO PUBLIC SESSION**

**Time:** 10:05 p.m.

**Motion:** Fran Viscome seconded by Dennis Quinn to Return to Public Session



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

**Roll Call:** Unanimous Yes – Motion Passed

**VII. NEW BUSINESS**

1. Accept letter of resignation from staff member
2. Approval to post job posting for position

**Motion:** Michelle Goshaw seconded by Dennis Quinn to accept letter of resignation and post position

**Call Vote:** Unanimous Yes – Motion Passed

**VIII. OLD BUSINESS**

1. Update on fence installation as a summer project

**IX. MEETING ADJOURNED**

**Motion:** Nicholas Guerere seconded by Dennis Quinn to adjourn meeting

**Time:** 10:20 p.m.

**Call Vote:** Unanimous Yes – Motion Passed

Next Meeting: January 4, 2018  
Location: Media Center  
Time: Reorganization at 6:30 p.m., followed by NJ SBA Workshop, then the Regular Scheduled BOE Meeting