



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

Date: October 19, 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 PM

B. Statement of Open Meeting Compliance – Read by Board Solicitor Allan Dzwilewski
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

Member	Present	Absent
Lisa Asare		X
Fran Ballak	X	
Michelle Goshaw	X	
Nicholas Guerere	X	
Lisa Kehoe	X	
Dennis Quinn	X	
Fran Viscome	X	
Linda Welte – Vice President	Arrived 8:00	
Rebecca Holland - President	X	

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

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!

- Students of the month: Grade 5 Sophia McIntyre



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Grade 6	Ariel Schwartz
Grade 7	Cassandra Straub
Grade 8	Grace McFadden

2. Superintendent's Award - Vincent Certo (He will attend the November meeting)

3. Student report – student body representative: Nick Vitale

Report: Our first big fundraiser of the year was movie night, which was held at the Community Center to raise money for a teacher in Texas whose classroom was destroyed by Hurricane Harvey. We managed to raise a grand total of \$610 for her to buy classroom supplies. Friday, October 20th we are holding a Glow Dance at BCS where we will sell glow sticks, snacks, and drinks. All the funds will go to those affected by the California wildfires.

F. Presentations

1. None

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: Fran Viscome seconded by Fran Ballak to open meeting to the public for agenda items only

Call Vote – Unanimous Yes - Motion Passed

No public participation for agenda items only

H. Approval of Minutes

1. September 14, 2017 Regular Meeting and Executive Session

Motion: Michelle Goshaw seconded by Lisa Kehoe to approve the minutes for September 14, 2017

Roll Call: Majority of present – Abstained Nicholas Guerere, Fran Viscome - Motion Passed

I. Correspondence

(FYI)

1. Resignation Letter
2. Berlin Borough Planning Board Notice
3. Resident Correspondence 1
4. Resident Correspondence 2
5. Retirement Letter
6. Maternity Leave Request
7. Dental Health Awareness

J. Facilities

(FYI)

1. Business Administrator's Report: Cande Kristoff
2. Drills: Lockdown September 7, 2017 9:00 am - 11:00 am
 Fire Drill September 15, 2017 10:00 am

K. Finance: Cande Kristoff

1. Reconciliation Report. Ratify and affirm Reconciliation Report for month ending:
August 31, 2017
July 31, 2017
2. Report of the Board Secretary. Ratify and affirm Board Secretary Report for:
August 2017
July 2017



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June 2017 End of Year

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 September 30, 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.
 - 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 July 31, 2017, 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 September 30, 2017, as follows:
Increased/Decreased state aid:(\$0.00)
4. Transfers. Motion to approve transfers for the month of August 31, 2017.
5. Cafeteria Report. Ratify and affirm Cafeteria Report for period ending September 30, 2017.
6. Approval of Bills. Recommend bills to be paid as of July 1, 2017 - October 19, 2017, in the amount of \$1,572,408.59.
7. Student Activity Report. Motion to approve Student Activity Report for the month of August 2017.

8. Donations:

Donation	Group Offering	Amount/Value
Items for Phase 2 of flexible seating	BCSHA	\$250
Scrap book items for 2nd grade Author’s Gathering and gift items for Mother’s & Father’s Day	BCSHA	\$1,250
Three 4-packs of color printer cartridges	BCSHA	\$250
Items for students to celebrate Red Ribbon Week	BCSHA	\$215.50
2 color-laser printers and 8 ink cartridges for 8th grade students	BCSHA	\$914
Funds for an author’s presentation of <u>The Boy Who Said No</u>	BCSHA	\$300
RHINOskin foam ball pack which includes 24 balls and 2 storage bags	BCSHA	\$365

9. Revised Cooper Agreement. Motion to approved revised agreement from Cooper Health System for monthly writing consult time with teachers for the 2017-2018 school year, starting in September at 40



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minutes each visit, as attached.

10. Nursing Services Contract. Motion to approve 2017-2018 Nursing Services contract from Camden County Educational Services Commission, as attached.

Motion: Dennis Quinn seconded by Fran Viscome to approve finance items 1 through 10:

Roll Call: Majority of present – Abstained Item 10 Michelle Goshaw - Motion Passed

II. SUPERINTENDENT'S OFFICE: Mrs. Kristen Martello

A. For Your Information

(FYI)

1. Tansboro Road Project
2. Community Monthly Meeting Update
3. Cheerleading
4. Insight Update
5. Fence Information
6. Shed Necessity
7. State Science Assessment
8. #Future Ready
9. Collaboration Time & Flex Options & Peer Observations

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. Monica Shallow
5. NutriServe Food Service Update: Mrs. Christina Weber

C. Superintendent's Monthly Report

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

Roll Call: Unanimous Yes – Motion Passed

D. Policy

Motion: Fran Viscome seconded by Lisa Kehoe to approve the 9 policies after first reading:

Roll Call: Unanimous Yes – Motion Passed

1. First Reading

- | | |
|----------|---|
| P2415.06 | Unsafe School Choice Option |
| P2422 | Health and Physical 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 |



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P8600 Transportation

Policy Second Reading/Public Hearing

Motion: Michelle Goshaw seconded by Lisa Kehoe to approve the 12 policies after second reading:

Roll Call: Unanimous Yes – Motion Passed

2. Second Reading/Public Hearing

- P2700 Services to Nonpublic School Students
- P7100 Long-Range Facilities Planning
- R7100 Long-Range Facilities Planning
- P7101 Educational Adequacy of Capital Projects
- R7101 Educational Adequacy of Capital Projects
- P7102 Site Selection and Acquisition
- R7102 Site Selection and Acquisition (New)
- P7130 School Closing
- P7300 Disposition of Property
- R7300.2 Disposition of Land
- R7300.3 Disposition of Personal Property
- R7300.4 Disposition of Federal Property

Policy Abolishment/Public Hearing

Motion: Fran Ballak seconded by Lisa Kehoe to approve to abolish the following 3 policies:

Roll Call: Unanimous Yes – Motion Passed

3. Abolish

- P2425 Physical Education
Motion to abolish Policy 2425 Physical Education.
- P3244 In Service Training
Motion to abolish Policy 3244 In Service Training.
- R3244 In Service Training
Motion to abolish Regulation 3244 In Service Training.

E. Administration

Motion: Fran Ballak seconded by Fran Viscome to approve administration items 1 through 11:

Roll Call: Unanimous Yes – Motion Passed

1. QSAC SOA. Motion to approve Resolution #1, 10-17 attesting to the accuracy of the 2017-2018 QSAC Statement of Assurance, as attached.
2. Revised Field Hockey Schedule. Motion to approve Revised 2017 Field Hockey Schedule, as attached.
3. CER Winter Classes. Motion to approve the Winter 2018 CER classes and clubs, as attached.
4. Schools Health Insurance Fund Commissioner. Motion to approve Resolution #2, 10-17 to appoint Cande Kristoff as the Fund Commissioner to the School's Health Insurance Fund.
5. Boys' Basketball Schedule. Motion to approve 2017-2018 Boys' Basketball Schedule, as attached.
6. Vocal/General Music and Musical Theatre Curriculum. Motion to approve Vocal/General Music Curriculum and Musical Theatre Curriculum, as attached.
7. Instrumental Music Curriculum. Motion to approve Instrumental Music Curriculum, as attached.
8. Comprehensive Guidance Program. Motion to approve School Counseling: Guidance Services and



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- Program Manual, as attached.
9. World Language Spanish Curriculum. Motion to approve World Language Spanish Curriculum, as attached.
 10. Visual and Performing Arts Curriculum. Motion to approve Visual and Performing Arts Curriculum, as attached.
 - Kindergarten: Portfolios
 - Kindergarten: Piet Mondrian
 - Kindergarten: Kandinsky
 - Grade 1: Lines
 - Grade 1: O'Keefe
 - Grade 2: Matisse
 - Grade 2: Warhol Self Portrait
 - Grade 3: Jasper Johns
 - Grade 3: Picasso
 - Grade 4: Keith Haring
 - Grade 4: Renoir Impressionism
 - Grade 5: Non-Objective Art
 - Grade 6: Ceramics
 - Grade 6: Contour Line
 - Grade 6: Elements of Art
 - Grade 7: Ceramics
 - Grade 8: Print
 - Grade 8: Chuck Close Self Portrait
 - Grade 8: Ceramics
 - Grade 8: Acrylic Painting
 - Grade 8: Space Pattern Movement
 - Grade 8: Cubism
 11. Math Curriculum. Motion to approve Math Curriculum for Grades 6-8, as attached:
 - Grade 6 Unit 1 Numeration
 - Grade 6 Unit 2 Variables, Expressions, and Properties
 - Grade 6 Unit 3 Operations and Decimals
 - Grade 6 Unit 4 Solving Equations
 - Grade 6 Unit 5 Number and Fraction Concepts
 - Grade 6 Unit 6 Decimals, Fractions, and Mixed Numbers
 - Grade 6 Unit 7 Adding and Subtracting Fractions and Mixed Numbers
 - Grade 6 Unit 8 Multiplying Fractions and Mixed Numbers
 - Grade 6 Unit 9 Dividing Fractions and Mixed Numbers
 - Grade 6 Unit 10 Integers
 - Grade 6 Unit 11 Properties of Two-Dimensional Figures
 - Grade 6 Unit 12 Ratios, Rates, and Proportions
 - Grade 6 Unit 13 Solving Proportions
 - Grade 6 Unit 14 Understanding Percent
 - Grade 6 Unit 15 Equations and Graphs
 - Grade 6 Unit 16 Perimeter and Area
 - Grade 6 Unit 17 Measurement
 - Grade 6 Unit 18 Volume and Surface Area
 - Grade 6 Unit 19 Data and Graphs



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Grade 7 Unit 1	Integers and Rational Numbers
Grade 7 Unit 2	Equations
Grade 7 Unit 3	Inequalities
Grade 7 Unit 4	Ratio, Rates, and Proportions
Grade 7 Unit 5	Percents
Grade 7 Unit 6	Geometry
Grade 7 Unit 7	Surface Area and Volume
Grade 7 Unit 8	Analyzing Data
Grade 7 Unit 9	Probability
Grade 7 Academic Algebra Unit 1	Integers and Rational Numbers
Grade 7 Academic Algebra Unit 2	Foundations for Algebra
Grade 7 Academic Algebra Unit 3	Solving Equations
Grade 7 Academic Algebra Unit 4	Solving Inequalities
Grade 7 Academic Algebra Unit 5	Introduction to Functions
Grade 7 Academic Algebra Unit 6	Geometry
Grade 7 Academic Algebra Unit 7	Surface Area and Volume
Grade 7 Academic Algebra Unit 8	Analyzing Data
Grade 7 Academic Algebra Unit 9	Linear Equations
Grade 8 Academic Algebra Unit 1	Integers and Rational Numbers
Grade 8 Academic Algebra Unit 2	Foundations for Algebra
Grade 8 Academic Algebra Unit 3	Solving Equations
Grade 8 Academic Algebra Unit 4	Solving Inequalities
Grade 8 Academic Algebra Unit 5	Introduction to Functions
Grade 8 Academic Algebra Unit 6	Real Numbers and the Coordinate Plane
Grade 8 Academic Algebra Unit 7	Exponents (Scientific Notation)
Grade 8 Academic Algebra Unit 8	Transformations
Grade 8 Academic Algebra Unit 9	Geometry and Measurement
Grade 8 Academic Algebra Unit 10	Data Analysis and Probability
Grade 8 Academic Algebra Unit 11	Linear Equations
Grade 8 Academic Algebra Unit 12	Systems of Linear Equations
Grade 8 Enriched Algebra Unit 1	Foundations for Algebra
Grade 8 Enriched Algebra Unit 2	Solving Equations
Grade 8 Enriched Algebra Unit 3	Solving Inequalities
Grade 8 Enriched Algebra Unit 4	Introduction to Functions
Grade 8 Enriched Algebra Unit 5	Data Analysis and Probability
Grade 8 Enriched Algebra Unit 6	Linear Equations
Grade 8 Enriched Algebra Unit 7	Systems of Linear Equations
Grade 8 Enriched Algebra Unit 8	Exponents and Exponential Functions
Grade 8 Enriched Algebra Unit 9	Polynomials and Factoring
Grade 8 Enriched Algebra Unit 10	Quadratic Functions and Equations
Grade 8 Enriched Algebra Unit 11	Radical Expressions and Equations
Grade 8 Enriched Algebra Unit 12	Rational Expressions and Functions
Grade 8 Enriched Algebra Unit 13	Real Numbers and the Coordinate Plane
Grade 8 Enriched Algebra Unit 14	Exponents (Scientific Notation)
Grade 8 Enriched Algebra Unit 15	Transformations
Grade 8 Enriched Algebra Unit 16	Geometry and Measurement



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F. Personnel

1. Personnel Report Motion to approve the attached Personnel Report

Motion: Fran Viscome seconded by Fran Ballak to approve 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: Dennis Quinn seconded by Fran Viscome to open meeting to the public all issues:

Call Vote – Unanimous Yes - Motion Passed

Jenine DelPalazzo – Requested a call from Superintendent Martello to discuss the school resource officer

Carmen DelPalazzo – Suggested the need for a school and safety security program and a security officer on duty during the school hours of operation

Stacy Mitchell – Asked the Board to consider starting a Lacrosse Team as a school sport

Stacy Mitchell – Requested clarification on the school dress code policy

Dan McFadden – Would like to see law enforcement on location during school hours and would like to know what safety plans are currently in place at the school during hours of operation

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 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: Fran Ballak seconded by Michelle Goshaw to enter into Executive Session for approximately 30 minutes to discuss personnel matter 8:05 PM:

Roll Call: Unanimous Yes – Motion Passed

Resolution #3, 10-17 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: 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

Secretary



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D. Roll Call

Member	Present	Absent
Lisa Asare		x
Fran Ballak	x	
Michelle Goshaw	x	
Nicholas Guerere	x	
Lisa Kehoe	x	
Dennis Quinn	x	
Fran Viscome	x	
Linda Welte – Vice President	Arrived 8:00	
Rebecca Holland - President	x	

IV. RETURN TO PUBLIC SESSION 8:50 PM

Motion: Fran Ballak seconded by Fran Viscome to return to public session.

Call Vote – Unanimous Yes - Motion Passed

V. NEW BUSINESS

1. Dennis Quinn attended a legislative meeting regarding HIB regulations for local school Boards
2. Linda Welte reminded all of the November 2017 election approaching

VI. OLD BUSINESS

1. Appointment of Committee Chairs: Policy Lisa Kehoe
Personnel Fran Viscome
Goals Evaluation Linda Welte
Education Service Michelle Goshaw
Finance Dennis Quinn
Facilities Rebecca Holland
2. Superintendent Martello informed the Board that she has compiled a team for the Quality Single Accountability Continuum (QSAC) review that Berlin Borough School District will be preparing for this school year
3. Superintendent Martello informed the Board that the Camden County Superintendent denied the districts equivalency waiver.

VII. MEETING ADJOURNED

Next Meeting: November 16, 2017
Location: Media Center
Time: 7:00 p.m.

Motion: Fran Viscome seconded by Linda Welte to adjourn the meeting

Time: 9:30 PM

Call Vote – Unanimous Yes - Motion Passed