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

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

1. Students of the month: Grade 5 Sophia McIntyre

“Where students discover their potential!”
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
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.
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:**

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

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
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
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

“Where students discover their potential!”
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

“Where students discover their potential!”
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

“Where students discover their potential!”
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

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Secretary
D. Roll Call

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<td>Fran Viscome</td>
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<td>Linda Welte – Vice President</td>
<td>Arrived 8:00</td>
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<td>Rebecca Holland - President</td>
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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
Call Vote – Unanimous Yes - Motion Passed