



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

Date: April 26, 2018
Time: 6:30 p.m.
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

**AGENDA
PUBLIC BUDGET HEARING**

I. PUBLIC SESSION

A. Meeting Called to Order

B. Swearing in K. Height as Board Member- Cande Kristoff, Board Secretary

C. 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.k12.nj.us), Borough Hall, and Channels 19 and 38.

D. Flag Salute

E. Roll Call

F. Presentation:

2018-2019 Public Budget Presentation: Mrs. Kristen Martello, Superintendent

G. Public Participation – Agenda Items Only

Approval of the 2018-2019 Budget.

Motion to approve Resolution #1, 4-18, Approval of the 2018-2019 district budget based on a 2.82% Tax Levy Cap increase of \$201,126.

Fund 10 \$11,527,844

Fund 20 \$ 473,213

Fund 40 \$ 594,625

Total \$12,595,682

Approval for the use of Banked Cap for the 2018-2019 Budget.

Motion to approve Resolution #2, 4-18, approve to use banked cap in the amount of \$31,345. Purpose of use is to fund the new position of School Resource Officer. The use of this banked cap is to balance the 2018-2019 budget and its use cannot be deferred or incrementally completed over a longer period of time.



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BE IT RESOLVED that the Berlin Borough School District Board of Education does hereby approve the 2018-2019 budget in the grand total amount of \$12,595,682 which includes a General Fund total of \$11,527,844, a Special Revenue Fund total of \$473,213, and a Debt Service Total of \$594,625; and also includes a General Fund local tax levy of \$7334,466; and a Debt Service local tax levy of \$592,721; and

BE IT RESOLVED that this budget will include a Withdrawal from Maintenance Reserve of \$39,900 for roof maintenance.

II. PUBLIC HEARING ADJOURNED

A. Motion to move into regular meeting.

(Call Vote)

**AGENDA
Regular Meeting**

I. PUBLIC SESSION

A. Roll Call

B. 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 nomination 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: James Embrey
Grade 6: Jaiden Amoriello
Grade 7: Michael Pechlivanoglou
Grade 8: Catarina Paolini |
| 2. Superintendent's Award: | Grade 5: Madison Graham |
| 3. Student report – student body representative: | Catarina Paolini |

F. Introduction

1. Class III SRO
 - a. Robert H. Brunges III
 - b. Harold J. Talbot III

G. Presentations

1. Dr. Shelly Ward-Richards-Review of Strategic Plan
2. Blackboard: Community Engagement Video; Mobile APP; ALLY



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H. Approval of Minutes (Roll Call)

1. [March 14, 2018 Regular Meeting Minutes](#)
2. [March 24, 2018 Workshop Meeting Minutes](#)
3. [March 27, 2018 Special Meeting Minutes](#)

I. Correspondence

1. Thank you
2. FMLA

J. Facilities (FYI)

1. [Business Administrator's Report](#): Cande Kristoff
2. Drills: Shelter in Place March 26, 2018 10:05 am
 Fire Drill March 28, 2018 8:56 am

K. Finance: Cande Kristoff (Roll Call)

1. [Reconciliation Report](#).
Ratify and affirm Reconciliation Report for month ending [February 2018](#).
2. [Report of the Board Secretary](#).
Ratify and affirm Board Secretary Report for [February 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 [February 28, 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 [February 28, 2018](#). The Reconciliation Report and Secretary's Report are in agreement for the month(s) of: [February 28, 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 [February 28, 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 [February 28 2018](#) as follows: Increased/Decreased state aid: (\$0.00)
4. [Transfers](#).
Motion to approve transfers for the month of [February 2018](#).
5. [Cafeteria Report](#).
Ratify and affirm Cafeteria Report for period ending [February 2018](#).
6. [Approval of Bills](#).
Recommend bills to be paid as of April 26, 2018 in the amount of \$786,130.48
7. [Student Activity Report](#).
Motion to approve Student Activity Report for the month ending [February 2018](#).



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8. Donations:

Donation	Group Offering	Amount/Value
HSA Donation	Purchase of Fiction Books	\$1,250
HSA Donation	Book Fair	\$645.21
HSA Donation	Flexible Seating	\$1,000
8th Grade Dinner Dance	TRUE Salon	\$1,000

9. Blackboard Community Engagement.
Motion to approve the attached contract with Blackboard.
10. School Resource Officer.
Motion to approve the Shared Service Agreement between the Borough of Berlin and the Borough of Berlin Board of Education (agreement attached).
11. Interactive Kids.
Motion to approve the revised agreement from \$15,000 to not to exceed \$20,000 for the 2017-2018 school year.
12. Travel Limitation for the 2018-2019 school year.
Consider a motion to establish travel limitations as set forth in district policy and with P.L.2007 c.53 for the 2018-2019 school year, not to exceed \$20,000.
13. Motion to approve the removal and installation of four new outdoor basketball posts to support the new backboards and rims; cost \$6,766.
14. Motion to purchase an exterior 12x20 storage shed; shed \$5,500; grey driveway stone foundation \$203.

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

(FYI)

1. *Save the Date!* **People’s Choice Awards:** May 3
Run for Sue: May 10
Senior Citizens Luncheon: May 18
Abilities Awareness Week: May 21-25
2. Kaleidoscope Club Proposal
3. Berlin Police Week: May 14-May 18

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](#)

C. Superintendent’s Monthly Report

(Roll Call)



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D. Policy

(Roll Call)

1. First Reading.
 - [P0167](#) Public Participation in Board Meetings
 - [P9242](#) Use of Electronic Signatures
 - [P0169.02](#) Board Member Use of Social Networks
 - [P8507](#) Breakfast Offer Versus Serve (OVS)
 - [P9202](#) Civility

Policy Second Reading/Public Hearing

(Roll Call)

2. Second Reading/Public Hearing.
 - [P3437](#) Military Leave
 - [P4437](#) Military Leave
 - [P5330.01](#) Administration of Medical Marijuana
 - [P7425](#) Lead Testing of Water in Schools
 - [P7440](#) School Security
 - [R7440](#) School District Security
 - [P7441](#) Electronic Surveillance in School Buildings and on School Grounds
 - [R7441](#) Electronic Surveillance in School Buildings and on School Grounds
 - [P8630](#) Bus Driver/Bus Aide Responsibility
 - [R8630](#) Bus Driver/Bus Aide Responsibility
 - [R7101](#) Educational Adequacy of Capital Projects

E. Administration

(Roll Call)

1. BCS Mentoring Plan. Motion to approve 2018-19 BCS Mentoring Plan
2. ESY. Motion to approve ESY Cost Projections for Summer 2018
3. Use of Facilities Rates. Motion to approve 2018-2019 Use of Facilities Rates
4. Special Education. Motion to Establish a Program/Service
5. Special Education. Motion to Pull/Out, Replacement of a Program/Service
6. Special Education. Motion to Eliminate a Program/Service
7. Summer Hours. Motion to approve the 2018 summer hours
8. Maintenance Calendar. Motion to approve the 2018-2019 Maintenance Calendar
9. BOE Meeting Dates. Motion to approve the BOE meeting dates for 2018-2019

F. Personnel

(Roll Call)

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



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G. Public Participation – All Issues

(Call Vote)

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.

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

Resolution #3, 4-18 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 (student discipline) HIB Hearing, 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

IV. RETURN TO PUBLIC SESSION

(Call Vote)

V. NEW BUSINESS

1. **Flow Charts: Public complaints and grievances 1; Public complaints and grievances 2**
2. **Agenda Statement: Opening of public comment**

VI. OLD BUSINESS

VII. MEETING ADJOURNED

(Call Vote)

Next Meeting: May 10, 2018
Location: Media Center
Time: 7:00 p.m.