



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

Date: September 20, 2018
Time: 7:00 p.m. Regular Meeting
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

MINUTES

I. PUBLIC SESSION

A. Meeting Called to Order – Linda Welte, President

Time: 7:00 p.m.

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

| Member | Present | Absent |
|----------------------------------|---------|--------|
| Lisa Asare | | X |
| Nicholas Guerere | X | |
| Kristine Height | X | |
| Lisa Kehoe | X | |
| Jocelyn Lewis | X | |
| Dennis Quinn | X | |
| Francine Viscome | X | |
| Rebecca Holland – Vice President | X | |
| Linda Welte - President | X | |

**Anyone who wishes to speak during the public comment portion of the meeting is reminded to sign in at the podium at this time.
The sign in sheet will be collected at the end of the finance portion of the meeting.**

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: (Student reports will begin in October):
Laura Conner, President
Michael DiPiscale, Vice President
Tanya Garneau, Secretary
James Pearce Jr., Treasurer

F. Presentations

1. PARCC: Kristin Groark



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G. Approval of Minutes

1. August 16, 2018 Regular Meeting Minutes

Motion: Francine Viscome, seconded by Dennis Quinn to approve the August 16, 2018 meeting minutes.

Roll Call: Unanimous Yes – Motion Passed

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | | | |
| Nicholas Guerere | X | | |
| Kristine Height | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte - President | X | | |

H. Correspondence

1. Letter
2. Maternity Letter
3. Letter
4. Letter

I. Facilities

1. Business Administrator’s Report: Cande Kristoff
2. Drills: Fire Drill August 21, 2018 8:22 AM
Fire Drill September 13, 2018 1:42 PM

J. Finance: Cande Kristoff

Motion: Kristine Height, seconded by Lisa Kehoe to approve the Finance items 1 through 8.

Roll Call: Unanimous Yes – Motion Passed

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | | | |
| Nicholas Guerere | X | | |
| Kristine Height | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte - President | X | | |

1. Reconciliation Report. Ratify and affirm the following Reconciliation Reports: June 2018
2. Report of the Board Secretary. Ratify and affirm the following Board Secretary Reports: June 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 June 30, 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 June 30, 2018. The Reconciliation Report and Secretary’s Report are in agreement for the month of: June 30, 2018.
 - b. **Certification of Board of Education**



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Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Berlin Borough Board of Education certifies that as of June 30, 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 June 30, 2018 as follows: Increased/Decreased state aid: (\$0.00)

4. Transfers. Motion to approve the following transfers: June 2018
5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending: N/A.
6. Approval of Bills. Recommend bills to be paid as of: September 20, 2018 \$506,680.74
7. Student Activity Report. Motion to approve the following Student Activity Reports: June 30, 2018
8. Donations:

| Donation | Group Offering | Amount/Value |
|----------|---------------------------|--------------|
| HSA | Breakfast, Theme T-shirts | |

****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

1. Opening of the School Year
2. Website Redesign/Integrations/District APP
3. Air Quality Testing

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: N/A

C. Superintendent’s Monthly Report.

Motion: Francine Viscome, seconded by Jocelyn Lewis to approve the superintendent’s monthly report.

Roll Call: Unanimous Yes – Motion Passed

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | | | |
| Nicholas Guerere | X | | |
| Kristine Height | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte - President | X | | |

D. Policy

1. First Reading. N/A

Policy Second Reading/Public Hearing

Motion: Nicholas Guerre, seconded by Lisa Kehoe to approve policies 1 through 6 second reading.

Roll Call: Unanimous Yes – Motion Passed

| Member | Yes | No | Abstain |
|--------|-----|----|---------|
|--------|-----|----|---------|



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| | | | |
|----------------------------------|---|--|--|
| Lisa Asare | | | |
| Nicholas Guerere | X | | |
| Kristine Height | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte - President | X | | |

2. Second Reading/Public Hearing.

- P5512 Harassment, Intimidation, and Bullying (HIB)
- 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

Abolishment/Public Hearing

3. Abolish. N/A

E. Administration

Motion: Kristine Height, seconded by Lisa Kehoe to approve administration items 1 through 7.

Roll Call: Unanimous Yes – Motion Passed

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | | | |
| Nicholas Guerere | X | | |
| Kristine Height | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte - President | X | | |

1. Paraprofessional SOA. Motion to approve 2018-2019 Paraprofessional SOA, as attached.
2. Lead Testing SOA. Motion to approve 2018-2019 Lead Testing SOA, as attached.
3. PLCs. Motion to approve the PLC Handbook and PLC Guidelines as attached.
4. Boys Soccer Schedule. Motion to approve 2018 Boys Soccer Schedule.
5. Reading Units. Motion to approve Grade 2 Reading Unit 1 and Unit 2.
6. Library Curriculum. Motion to approve Library Curriculum 2018-2019, as attached.
Unit 1, Unit 2, Unit 3, Unit 4
7. MS Math Curriculum. Motion to approve MS Math Curriculum 2018-2019, as attached.
Grade 6, Grade 7 Academic Algebra, Grade 7 Math, Grade 8 Academic Algebra, Grade 8 Math

F. Personnel

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

Motion: Francine Viscome, seconded by Rebecca Holland to approve personnel report.

Roll Call: Unanimous Yes – Motion Passed

| Member | Yes | No | Abstain |
|------------------|-----|----|---------|
| Lisa Asare | | | |
| Nicholas Guerere | X | | |
| Kristine Height | X | | |



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| | | | |
|----------------------------------|---|--|--|
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte - President | X | | |

G. Public Participation – All Issues

Motion: Nicholas Guerre, seconded by Francine Viscome to open meeting to the public.

Call Vote: Unanimous Yes – Motion Passed

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 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.

Motion: Dennis Quinn, seconded by Nicholas Guerra to close public session

Call Vote: Unanimous Yes – Motion Passed

III. NONPUBLIC EXECUTIVE SESSION

Motion: Dennis Quinn, seconded by Francine Viscome to move into executive session

Call Vote: Unanimous Yes – Motion Passed

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.

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



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Motion: Nicholas Guerre, seconded by Dennis Quinn to return to public session

Call Vote: Unanimous Yes – Motion Passed

V. NEW BUSINESS

1. N/A

VI. OLD BUSINESS

1. Board Member Dennis Quinn speaks to the Board regarding upcoming legislation

VII. MEETING ADJOURNED

Time: 9:05 p.m.

Motion: Nicholas Guerre, seconded by Rebecca Holland to adjourn the meeting.

Call Vote: Unanimous Yes – Motion Passed

Next Meeting: October 18, 2018

Location: Media Center

Time: 7:00 p.m.