



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

Date: March 20, 2019
Time: 7:00 p.m. Regular Meeting
Location: Cafeteria
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

AGENDA

I. PUBLIC SESSION

A. Meeting Called to Order

B. Statement of Open Meeting Compliance

The *New Jersey Open Public Meetings Act* was enacted to ensure 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), and Borough Hall.

C. Flag Salute

D. Roll Call

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 **February**
Grade 5: Natalie Sauer
Grade 6: Ava Moyer
Grade 7: Regan Bewley
Grade 8: Maura Somers

2. Student report – student body representative: n/a



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F. Presentations

1. [Insight Update](#)-Nicole Matsuk
2. [Code of Conduct](#)-Beth Steinen and Kristin Groark

G. Approval of Minutes

(Roll Call)

1. [February 21, 2019 Regular Meeting Minutes](#)
2. February 21, 2019 Executive Session Minutes
3. [March 5, 2019 Special Meeting Minutes](#)
4. March 5, 2019 Executive Session Minutes

H. Correspondence

1. Resignation
2. Employee Step Request

I. Facilities

(FYI)

- | | | | |
|------------|------------|-------------------|-----------|
| 1. Drills: | Fire Drill | February 5, 2019 | 9:10 a.m. |
| | Evacuation | February 25, 2019 | 8:35 a.m. |
| | Lockdown | February 28, 2019 | 1:50 p.m. |

J. Finance: [Business Administrator Report](#), Cande Kristoff

(Roll Call)

1. [Reconciliation Report](#). Ratify and affirm the following Reconciliation Reports: January 2019
2. [Report of the Board Secretary](#). Ratify and affirm the following Board Secretary Reports: January 2019
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 January 31, 2019, 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 January 31, 2019. The Reconciliation Report and Secretary's Report are in agreement for the month of: January 31, 2019.
 - 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 January 31, 2019, 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 January 31, 2019 as follows: Increased/Decreased state aid: (\$0.00)
4. [Transfers](#). Motion to approve the following transfers: January 31, 2019



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5. [Cafeteria Report](#). Ratify and affirm Cafeteria Reports for period ending: January 31, 2019
6. [Approval of Bills](#). Recommend bills to be paid as of: March 20, 2019 \$396,414.32
7. [Student Activity Report](#). Motion to approve the following Student Activity Report: January 31, 2019
8. Donations:

Donation	Group Offering	Amount/Value
5 keyboards for classrooms for iPads	HSA	\$250
Championship Jackets-Field Hockey Team	HSA	\$345
SmartMusic	HSA	\$640
Paragon Maker Invent table, Avantis class VR Kit (8), Annual license, Chromebook Dell, and a mobile charging cart	HSA	\$10,520.17
School Flag	Parent donation	\$250
Dr. Seuss Night-Scholarships to two 8th grade students	Teacher/School Donation	\$631

9. Approval of the 2019-2020 Tentative Budget.

Motion to approve **Resolution #1 03-19** that the Berlin Borough Board of Education, authorize the submission of the 2019-2020 tentative budget as follows for submittal to the Executive County Superintendent of Schools:

Fund 10	\$ 11,754,764
Fund 20	\$ 481,197
Fund 40	\$ 572,500
Total	\$ 12,808,461

With \$7,491,155 to be raised in taxes for Fund 10 (includes \$10,000 Banked Cap) and \$572,500 to be raised in taxes for Fund 40. The total tax levy for 2019-2020 is \$8,063,655.

Approval for the use of Banked Cap for the 2019-2020 Budget.

Motion to approve **Resolution #2 03-19**, approve to use banked cap in the amount of \$10,000. The use of banked cap is to balance the 2019-2020 budget and its use cannot be deferred or incrementally completed over a long period of time.

10. Travel Limitation for the 2019-2020 school year.

Consider a motion to establish travel limitations as set forth in district policy and with P.L.2007 c.53 for the 2019-2020 school year, not to exceed \$20,000.

11. A&F Lawncare LLC. Motion to approve lawn care service from April - June 2019 at \$570 monthly rate.

12. Lindenwold Public Schools. Motion to approve McKinney-Vento Homeless Assistance Act tuition and transportation for December 2018 in the amount of \$3,084.84 (2 students).

13. Bancroft Private School. Motion to approve out-of-district tuition commencing January 31, 2019; total number of billable days will be 88 at a per diem rate of \$290.18 and a grand total of \$25,535.84 for the remainder of the 2018-2019 year.

14. Banking Signatures . Motion to approve **Resolution #3, 3-19** Corporate Certification-Banking Signatures
Cande Kristoff - School Business Administrator
Joseph Campisi - Acting Superintendent of Schools
Jocelyn Lewis - Board President

15. Hamilton Township School District. Motion to approve the certified cost per pupil adjustment for the 2017-2018 tuition in the amount of \$96.06.



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****The Sign-In sheet for participation in the public comment portion of the meeting will be collected now.****

II. SUPERINTENDENT'S OFFICE: Dr. Joseph Campisi

A. For Your Information

(FYI)

Save the Date! **Talent Show:** March 18
Book Fair: March 18-22, 2019
People's Choice Awards: April 17, 2019
Run for Sue: May 23, 2019

B. Program Reports

1. [Principal's Report](#): Dr. Ward Richards
2. [Special Education Report](#): Mrs. Lindsay
3. [Instruction, Achievement & Student Activities Report](#): Mrs. Steinen
4. [Health Office Report](#): Mrs. Shallow
5. [NutriServe Food Service Update](#): February

C. Superintendent's Monthly Report

(Roll Call)

D. Policy

(Roll Call)

1. First Reading.
[P7510](#) Use of School Facilities
[R7510](#) Use of School Facilities

Policy Second Reading/Public Hearing

(Roll Call)

2. Second Reading/Public Hearing.
[P2422](#) Health and Physical Education (M)
[P2610](#) Educational Program Evaluation (M)
[P4219](#) Commercial Driver's License Controlled Substance and Alcohol Use
[P7440](#) School District Security (M)
[R7440](#) School District Security (M)
[P8561](#) Procurement Procedures for School Nutrition Programs (M)

Abolishment/Public Hearing

E. Administration

(Roll Call)

1. Softball Schedule. [Motion to approve 2019 Spring Softball Schedule.](#)
2. Maintenance Calendar. [Motion to approve 2019-2020 Maintenance Calendar.](#)
3. Summer Hours. [Motion to approve 2019 summer hours as attached.](#)
4. Use of Facilities Rates. [Motion to approve 2019-2020 Use of Facilities Rates.](#)
5. Spring CER Brochure. [Motion to approve 2019 Spring CER Brochure.](#)
6. Job Posting. [Motion to approve revised Lunchroom Playground Aide job posting.](#)
7. Summer PALS. [Motion to approve Summer PALS 2019 Flyer.](#)



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F. Personnel

(Roll Call)

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

G. Public Participation – All Issues

(Call Vote)

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.

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 ____ 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



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IV. RETURN TO PUBLIC SESSION

(Call Vote)

WHEREAS, the Berlin Borough Board of Education has previously advised the current Superintendent of Schools, Kristen Martello, on February 4, 2019 by way of Board Resolution that her employment agreement which is scheduled to expire on June 30, 2019 will not be renewed; and

WHEREAS, the Berlin Borough Board of Education, pursuant to the Contract of Employment between the Berlin Borough Board of Education and Kristen Martello, Article VI, Section C, “ has the authority to relieve the Superintendent of the performance of his/her duties, so long as it continues to pay his/her salary and benefits for the duration of the term”; and

NOW THEREFORE, BE IT RESOLVED, that the Berlin Borough Board of Education hereby places Kristen Martello on administrative leave, with salary and benefits.

BE IT FURTHER RESOLVED that as a result of the administrative leave it is the intention of the Berlin Borough Board of Education that Kristen Martello not be permitted to enter upon any district property, except to retrieve personal items under escort of the School Resource Officer.

BE IT FURTHER RESOLVED that all property of the District belonging to Kristen Martello, including but not limited to the District’s iPad, badge and keys are to be immediately returned to the School Resource Officer, and that no district files may be accessed effective immediately.

V. NEW BUSINESS

1. Focus Group Results
2. Board Committees

VI. OLD BUSINESS

VII. MEETING ADJOURNED

(Call Vote)

Next Meeting: April 25, 2019
Time: 7:00 pm
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009