



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

Date: January 5, 2017
Time: Reorganization 6:30 p.m.
Regular Meeting 7:00 p.m.
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

**AGENDA
Reorganization Meeting**

I. PUBLIC SESSION

A. Meeting Called to Order: Board Secretary, Mr. Frank Domin

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 Central Record 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. Election Results

1. One Year Term
 - a. Lisa Asare – 2295 votes
2. Three Year Term
 - a. Dennis Quinn – 2128 votes
 - b. Rebecca Holland – 2179 votes
 - c. Lisa Kehoe (Write In) – 18 votes

E. Oaths of Office to new members

F. Roll Call

G. Nominations for President: Board Secretary, Mr. Frank Domin

(Roll Call)

1. Motion to close nominations for President.

New President assumes the chair.

H. Nominations for Vice-President

(Roll Call)

1. Motion to close nominations for Vice President.



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I. Approval of Parliamentary Procedure for the 2017 Reorganization year.

1. Consider a motion to adopt parliamentary procedure as described by Robert's Rules of Order to govern the order of business of the Board of Education for the 2017 Reorganization year.

J. Consider the adoption of the following resolution:

(Required under the Sunshine Law)

WHEREAS, the "Open Public Meetings Act" requires that advance written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephoned, telegraphed, faxed or hand delivered to one local newspaper designated by resolution, and mailed to all persons requesting a copy of same upon payment of an established fee.

NOW THEREFORE, Be It Resolved by the Board of Education of the Borough of Berlin Borough as follows:

1. All advance written notices of Board meetings shall be posted by the Board Secretary: on the bulletin board located in the Berlin Borough School Elementary and Middle School Offices, on the school website, and on the bulletin board located in the Berlin Borough Administration Building.
2. All advance written notices of Board meetings shall be given to at least one of the following newspapers:
The Central Record (primary)
The Courier Post Newspaper (secondary)
3. All advance written notices of Board meetings and any change throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$15.00. News media shall be exempt from such fee.

K. Motion to adopt prior rules and regulations of the Board including school programs and curriculum as follows:

1. Existing Board Policy Manual, Bylaws and Regulations
2. Art, Computer, Family Life, Life Skills, Physical Education, Language Arts, Library, Mathematics, Music, Science, Social Studies, Health, Guidance Services, Child Study Team Services, and all other programs and curriculum now presently in force.
3. All textbook series currently in use and previously approved library books.

L. Motion to approve official school website at www.bcsberlin.org.

M. [Board Member Code of Ethics. Motion to approve the Annual Training and Acknowledgement of Receipt of the Board Member Code of Ethics.](#)

N. Motion to move into regular meeting.

(Call Vote)



**Berlin Borough School District
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**AGENDA
Regular Meeting**

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. Superintendent's Award | November | Grade 6: | Gabriella Zinni |
| 2. Students of the month | October | Grade 7: | Emily Adams |
| | November | Grade 5: | Charlize Snell |
| | | Grade 6: | Alena Brown |
| | | Grade 7: | Esi Amissah |
| | | Grade 8: | Billy Friedrich |
| 3. Art Award | November | Pre-K: | Nishka Patel |
| | | Kindergarten: | Vivian Sokolowski |
| | | Grade 4: | Jonathan Mutchler |
| 4. Student report – student body representative: | | Grade 8: | Gina Bogardus |

C. Presentations

1. Mrs. Groark: Math K-5 Program
2. Solar Presentation: National Energy Partners

D. Public Participation – Agenda Items Only

(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.

E. Approval of Minutes

(Roll Call)

1. [November 17, 2016 Regular Meeting and Executive Session](#)



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F. Correspondence

1. Employee Notification
2. Character.org
3. St. Joseph's Prep
4. Resignation Letter
5. Resignation Letter
6. Graduate Credits

G. Facilities

(FYI)

1. [Business Administrator's Report](#): Frank Domin
2. Drills:

Fire Drill	November 3, 2016	9:59 a.m.
Tier 3 Lockdowns	November 21, 2016	During all K-8 lunch periods
Tier 2 Shelter in Place	December 16, 2016	10:47 a.m.
Fire Drill	December 21, 2016	1:55 p.m.

H. Finance: Mr. Frank Domin

(Roll Call)

1. Reconciliation Report.
[Ratify and affirm Reconciliation Report for month ending September 30, 2016.](#)
[Ratify and affirm Reconciliation Report for month ending October 31, 2016.](#)
[Ratify and affirm Reconciliation Report for month ending November 30, 2016.](#)
2. Report of the Board Secretary.
[Ratify and affirm Board Secretary Report for September 30, 2016.](#)
[Ratify and affirm Board Secretary Report for October 31, 2016.](#)
[Ratify and affirm Board Secretary Report for November 30, 2016.](#)
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 November 30, 2016 and December 31, 2016, 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 September 30, 2016, October 31, 2016 and November 30, 2016, 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 November 2016 and December 2016 as follows:
Increased/Decreased state aid: (\$0.00)



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- 4. Transfers.
[Motion to approve transfers for the month of September 2016.](#)
[Motion to approve transfers for the month of October 2016.](#)
[Motion to approve transfers for the month of November 2016.](#)
- 5. Cafeteria Report.
 Ratify and affirm [Cafeteria Report for period ending October 31, 2016.](#)
 Ratify and affirm [Cafeteria Report for period ending November 30, 2016.](#)
- 6. Approval of Bills.
[Recommend bills to be paid as of December 15, 2016, in the amount of \\$104,720.78.](#)
- 7. Student Activity Report.
[Motion to approve Student Activity Report for the month of September 2016.](#)
[Motion to approve Student Activity Report for the month of October 2016.](#)
[Motion to approve Student Activity Report for the month of November 2016.](#)
- 8. "SchoolDude" Cloud software for Educational Management.
[Motion to approve purchase of additional modifications to 'SchoolDude' Cloud software for Educational Management - Energy Management and Safety Management, February 2017 to June 30, 2017: \\$1,379.42](#)
- 9. Donations: N/A

Donation	Group Offering	Amount/Value

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

(FYI)

- 1. Tansboro Road Apartment Project
- 2. Remind Invite
- 3. Math Update
- 4. School Calendar (Columbus Day)
- 5. [Strategic Plan](#)
- 6. [BA Search](#)

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. [Immunization Audit Report](#): Mrs. Shallow
- 6. [NutriServe Food Service Update](#): Mrs. Christina Weber

C. Superintendent’s Monthly Report

(Roll Call)



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D. Policy

(Roll Call)

1. First Reading.

[P1550 – Affirmative Action Program for Employment and Contract Practices](#)

[R1550 – Affirmative Action Program for Employment and Contract Practices](#)

[P2200 – Curriculum Content](#)

[R2200 – Curriculum Content](#)

[P8441 – Care of Injured and Ill Persons](#)

[R8441 – Care of Injured and Ill Persons](#)

[P8454 – Management of Pediculosis \(NEW\)](#)

[P9541 – Student Teachers/Interns](#)

Policy Second Reading/Public Hearing

(Roll Call)

2. Second Reading/Public Hearing.

[2415.30 - Title I – Educational Stability for Children in Foster Care \(NEW POLICY\)](#)

[1140 – Affirmative Action Program](#)

[1310 – Employment of School Business Administrator/Board Secretary](#)

[1523 – Comprehensive Equity Plan](#)

[1530 – Equal Employment Opportunity](#)

[2260 – Affirmative Action Program for School and Classroom Practices](#)

[2411 – Guidance Counseling](#)

[3111 – Creating Positions](#)

E. Administration

(Roll Call)

1. CER Winter Program Guide. Motion to approve the [CER Winter Program Guide](#).

2. Nursing Services Plan. Motion to approve the [2016-2017 Nursing Services Plan](#).

3. Memorandum of Agreement (MOA). Motion to approve MOA dated December 2, 2016 bargaining agreement between Berlin Borough Board of Education and Berlin Borough Education Association from July 1, 2016 to June 30, 2019.

4. Contract with Burlington County Special Services Educational Services Unit. [Motion to approve contract with Burlington County Special Services Educational Services Unit to provide assistive technology evaluations at \\$895.00.](#)

5. Public Agency Compliance Officer. [Motion to appoint Frank Domin, Business Administrator as Public Agency Compliance Officer \(PACO\).](#)

F. Events

1. [Holiday Drive](#)

2. [Ronald McDonald House Dinner](#)

G. Personnel

(Roll Call)

1. Personnel Report.

Motion to approve the attached Personnel Report.



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H. 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.

Resolution #1, (01-17) 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 (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)

VI. NEW BUSINESS

VII. MEETING ADJOURNED

(Call Vote)

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