



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

**Date:** May 11, 2017  
**Time:** 7:00 p.m.  
**Location:** Media Center  
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 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](http://www.bcsberlin.org)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

**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 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: | Kenny Balmer    |
|                            | Grade 6: | Estella Bird    |
|                            | Grade 7: | Ozge Damci      |
|                            | Grade 8: | Alexis Souza    |
| 2. Superintendent's Award: | Grade 5: | Jack Campenella |

**F. Presentations**

1. MAP (NWEA): Mrs. Kristin Groark
2. Improving the Preschool Classroom Environment for Young Children with Disabilities:  
Mrs. Milissa Oltman and Mrs. Lisa Neptune



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### G. 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.

### H. Approval of Minutes

(Roll Call)

1. [April 27, 2017 Public Budget Hearing](#)
2. [April 27, 2017 Regular Meeting and Executive Session](#)

### I. Correspondence

1. Employee Step Request
2. SJTP Technology Department Dissolution
3. BBEA Thank You Card

### J. Facilities

(FYI)

1. [Business Administrator's Report](#): Frank Domin
2. Drills: Fire Drill April 24, 2017 9:14 am  
Tier 1 Lockout April 27, 2017 1:36 pm

### K. Finance: Mr. Frank Domin

(Roll Call)

1. Reconciliation Report.  
[Ratify and affirm Reconciliation Report for month ending March 31, 2017.](#)
2. Report of the Board Secretary.  
[Ratify and affirm Board Secretary Report for month ending March 31, 2017.](#)
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 April 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 March 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 April 30, 2017 as follows:  
Increased/Decreased state aid: (\$0.00)
4. Transfers.  
[Motion to approve transfers for the month of March 2017.](#)



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- 5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for N/A.
- 6. Approval of Bills.  
[Recommend bills to be paid as of May 11, 2017, in the amount of \\$250,210.62.](#)
- 7. Student Activity Report.  
[Motion to approve Student Activity Report for month ending March 31, 2017.](#)
- 8. Donations:  
Motion to accept the following donations, as of May 1, 2017:

Donation	Group Offering	Amount/Value
Bean bag chairs	Parent	3 new, 4 used
Wobble chairs	Parent	3
Yoga balls	Parent	6
Standing desks	Parent	2
Lap desks	Parent	3

- 9. T&L Transportation Contract. Motion to approve the transportation contract with T&L Transportation at the 2017-18 State Approved CPI of 0.30% for \$176,901.30.
  - Route 1A & 1B           \$ 35,380.26
  - Route 2A & 2B           \$ 35,380.26
  - Route 3A & 3B           \$ 35,380.26
  - Route 4A & 4B           \$ 35,380.26
  - Route 5A & 5B           \$ 35,380.26
  - \$ 176,901.30
- 10. Transportation Sports & Trips. Motion to approve Sports & Trips with T&L Transportation.
  - Sports                   \$ 163.00 per bus
  - Trips                     \$ 43.00 per hour, per bus
- 11. Transportation Bus Aides. Motion to approve Bus Aides with T&L Transportation as needed.
  - Morning Run           \$ 16.00
  - Afternoon Run         \$ 16.00
- 12. Reading and Writing Project Network Summer Contract. [Motion to approve the Reading and Writing Project Network Summer 2017 contract for professional development services as attached.](#)

**II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello**

**A. For Your Information**

**(FYI)**

- 1. Tansboro Road Apartment Project
- 2. [Morning Meetings with Mrs. Martello](#)
- 3. Community Center
- 4. Retiree Gift Idea
- 5. Graduation Information:           June 19, 2017  
  Eastern Regional High School  
  5:30 p.m. Video Presentation  
  6:00 p.m. Ceremony



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**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**

**(Roll Call)**

**D. Policy**

**(Roll Call)**

1. First Reading.  
[P3125 – Employment of Teaching Staff Members](#)  
[P3125.2 – Employment of Substitute Teachers](#)  
[P3160 – Physical Examination for Teaching Staff](#)  
[R3160 – Physical Examination for Teaching Staff](#)  
[P4160 – Physical Examination for Support Staff](#)  
[R4160 – Physical Examination for Support Staff](#)

**Policy Second Reading/Public Hearing**

**(Roll Call)**

2. Second Reading/Public Hearing.  
[P5350 – Pupil Suicide Prevention](#)  
[R5350 – Pupil Suicide Prevention](#)  
[PG8350 – Records Retention \(NEW\)](#)

**E. Administration**

**(Roll Call)**

1. Field Hockey Schedule. [Motion to approve 2017 Field Hockey Schedule.](#)
2. Job Description. Motion to approve the job description for Library Aide position as attached.
3. Bell Schedule. Motion to approve the 2017-18 Bell Schedule.
4. CER Summer Camps. Motion to approve CER Summer 2017 Camps as attached.
5. PALS Summer Trips. Motion to approve PALS Summer 2017 Trips as attached.
6. Use of Facilities Rates. Motion to approve 2017-18 Use of Facilities Rates as attached.
7. McKinney Vento. [Motion to approve the McKinney Vento LEA General Intent to Collaborate form as attached.](#)

**F. Personnel**

**(Roll Call)**

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Staff Renewal List. Motion to approve the 2017-2018 Staff Renewal List as attached.
3. CER Employee Roster. Motion to approve the 2017-18 CER Employee Roster as attached.
4. 2017-2018 Contracts. Motion to approve 2017-2018 Contracts as follows:  
Mrs. Kristin Groark, Supervisor of Instruction, Achievement and Student Activities  
Dr. Shelly Ward Richards, Principal  
Mr. Joseph Hemphill, Director of Technology  
Mr. Frank Locantora, Assistant Principal  
Mr. Thomas Pratt, Facilities Director  
Mr. William Pape, Maintenance Mechanic/Custodial Supervisor  
Mrs. Devonn Lindsay, Supervisor of Special Services



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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.

**Resolution #1, (04-17) 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

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Secretary

**IV. RETURN TO PUBLIC SESSION**

**(Call Vote)**

**VI. NEW BUSINESS**

**VII. MEETING ADJOURNED**

**(Call Vote)**

Next Meeting: June 22, 2017  
Location: Media Center  
Time: 7:00 p.m.