



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

**Date:** May 14, 2015  
**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.k12.nj.us](http://www.bcsberlin.k12.nj.us)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

**E. Student Recognition**

- |                           |          |                    |
|---------------------------|----------|--------------------|
| 1. Students of the month: | Grade 8: | Noelle Bejsiuk     |
|                           | Grade 7: | Abigail Lesniewski |
|                           | Grade 6: | Sierra Feeney      |
|                           | Grade 5: | Catarina Paolini   |

2. Student report – student body representative: Deklin Parker

**F. Presentations**

**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 15, 2015 Regular Meeting and Executive Session
2. April 30, 2015 Budget Hearing



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**I. Correspondence**

- 1. New Jersey School Boards Association

**J. Facilities**

(FYI)

- 1. Business Administrator’s Report: Frank Domin

**K. Finance: Mr. Frank Domin**

(Roll Call)

- 1. Reconciliation Report.  
Ratify and affirm Reconciliation Report for March 31, 2015.
- 2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for March 31, 2015.
- 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 March 31, 2015, 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, 2015, 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, 2015 as follows:  
Increased/Decreased state aid:     (\$0.00)

- 4. Transfers.  
Motion to approve transfers for the month of March 31, 2015.
- 5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for (N/A).
- 6. Approval of Bills.  
Recommend bills to be paid as of May 16, 2015, in the amount of \$130,374.59.
- 7. Student Activity Report.  
Motion to approve Student Activity Report for March 31, 2015.

- 8. Donations:  
Motion to accept the following donations, as of (N/A):

Donation	Group Offering	Amount/Value

- 9. Para-Plus Translations. Motion to approve the Para-Plus Translations, Inc. rate schedule for the 2015-2016 school year.



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10. Nemours DuPont Pediatrics. Motion to approve Nemours DuPont Pediatrics to perform neurological evaluations as per attached schedule for the 2015-2016 school year.
11. Requisition for taxes and debt service. Motion to approve the 2015-2016 T-1 Requisition for Taxes and T-2 Requisition for Debt Service. The following payment schedule is needed to meet the obligations of the Board:

T - 1 General Fund		T - 2 Debt Service	
<u>Payment Request</u>	<u>Amount</u>	<u>Payment Request</u>	<u>Amount</u>
7/14/15	\$ 550,000	7/14/15	\$ 34,839
8/14/15	\$ 550,000	8/14/15	\$ 65,625
9/14/15	\$ 580,000		
10/14/15	\$ 580,000		
11/14/15	\$ 580,000		
12/14/15	\$ 580,000		
1/14/16	\$ 560,000	1/14/16	\$ 312,000
2/14/16	\$ 580,000	2/14/16	\$ 202,772
3/14/16	\$ 575,000		
4/14/16	\$ 565,000		
5/14/16	\$ 565,000		
6/14/16	\$ 516,973		
	\$6,801,973		\$ 615,236

12. NJ Private Schools for the Handicapped Nutrition Program.  
Motion to approve resolution as follows: Be it resolved that the Berlin Borough Board of Education does not require NJ Private Schools for the Handicapped the Larc School, Bancroft, Archway Programs to charge students for reduced and/or paid meals provided as part of their educational program for the 2015-2016 school year.
13. Shared Services Agreement. Motion to approve the Sterling High School Shared Services Agreement; Technology and Construction Trades.
14. Interlocal Agency/Shared Services Agreement. Motion to approve the Inter-local Agency/Shared Shared Services Agreement/Consortia with EIRC for products and services (attached).
15. Occupational Therapy Agreement. Motion to approve the attached Occupational Therapy Agreement With Heartland Rehabilitation Services, Incorporated at \$73.44 per hour, not to exceed 25 hours per week.
16. Physical Therapy Agreement. Motion to approve attached Rehab Connection Consultant Agreement based on a 5-day school week, not to exceed 13 hours per week at \$80.00/hour.
17. Educational Data Services Incorporated. Motion to approve Education Data Services, Incorporated, Participation in the skilled Trades and Services Bids at \$1,990.00 per year.
18. Food Service Contract. Motion to renew the food service management contract for Nutri-Serv Food Management, Inc at the flat fee of \$15,665 for the 2015-16 school year.
19. Educational Services Commission. Motion to approve the 2015-2016 Contract between Camden County Educational Services Commission and Board of Education.
20. EIRC. Motion to approve the consortia agreement with the Berlin Borough Board of Education and the Education Information Resource Center.
21. Business Administrator's Contract. Motion to approve the Business Administrator's contract for submission to the office of the Executive County Superintendent for review and approval.



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- 22. Interim Superintendent’s Contract. Motion to approve the Interim Superintendents contract for submission to the office of the Executive County Superintendent for review and approval.
- 23. T & L Transportation Contract. Motion to approve the transportation contract with T & L Transportation at the 2015-2016 State Approved CPI of 1.34% for \$175,372.60.

Route 1A & 1B:	\$ 35,074.52
Route 2A & 2B:	\$ 35,074.52
Route 3A & 3B:	\$ 35,074.52
Route 4A & 4B:	\$ 35,074.52
Route 5A & 5B:	<u>\$ 35,074.52</u>
	\$175,372.60

**Appointments/Items L through DD:**

- L.** Appointment of Board Secretary and Custodian of Records (OPRA):  
Consider a motion to appoint Frank J. Domin, Jr. as Board Secretary and Custodian of Records for the 2015-2016 school year.
- M.** Appointment of Affirmative Action Officer:  
Consider a motion to appoint Jeffrey Havers of the Berlin Borough School District as the Affirmative Action Officer for the 2015-2016 school year.
- N.** Appointment of Right To Know Officer:  
Consider a motion to appoint the Thomas Pratt of the Berlin Borough School District as the Right To Know Officer for the 2015-2016 school year.
- O.** Appointment of Attendance Officer:  
Consider a motion to appoint the Donna Madara of the Berlin Borough School District as the Student Attendance Officer for the 2015-2016 school year.
- P.** Appointment of Homeless Liaison:  
Consider a motion to appoint Kristen Martello of the Berlin Borough School District as the McKinney-Vento Homeless Liaison for the 2015-2016 school year.
- Q.** Appointment of Integrated Pest Management Coordinator/Asbestos Management and PEOSA Officer/  
Indoor Air Quality Designee:  
Consider a motion to appoint Thomas Pratt as the Integrated Pest Management Coordinator/ Asbestos Management and PEOSA Officer/Indoor Air Quality Designee for the 2015-2016 school year.
- R.** Professional Services for the 2015-2016 School Year:  
Consider a motion to approve the following professional services\*:
  - 1. Auditor Robert Inverso (not to exceed \$19,000)
  - 2. Medical Officer Julian Maressa, D.O. \$2,500
  - 3. Insurance Brokers Richard Hardenbergh Insurance Agency  
Conner Strong  
AFLAC  
Public Risk Group
- S.** Depository:  
Consider a motion to designate the following depositories for the 2015-2016 school year.  
TD Bank North  
New Jersey Arm  
New Jersey Cash Management



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Any other depository more beneficial to the district

**T. Tax Shelter Annuity Company's/Brokers**

Consider a motion to designate the following Tax Shelter Annuity Company's/Brokers for the 2015-2016 school year.

AXA Equitable

Lincoln Financial

Any other Tax Shelter Annuity Company's/Brokers more beneficial to the district

**U. Annual Tuition Rates for the 2015-2016 school year.**

Consider a motion to establish the following tuition rates for the 2015-2016 school year.

School Year

Half Day PSD	\$13,115.
Full Day LLD	\$20,021.
Full Day MD	\$16,078.
Grade K	\$10,093.
Grades 1-5	\$10,460.
Grades 6-8	\$10,630.
Resource Center	\$12,000

**V. Travel Limitations for the 2015-2016 school year.**

Consider a motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2015-2016 school year, not to exceed \$20,000.00.

**W. Authorization to Award Contracts for the 2015-2016 school year.**

Consider a motion to authorize the business administrator as the certified purchasing agent to award contracts in accordance with N.J. Statutes for the 2015-2016 school year, to set the quote threshold at 15% of the bid threshold, and to approve procurement of goods and services through state agencies (state contract) and cooperative purchasing agreements.

**X. Authorization to Sign Warrants (Checks) for the 2015-2016 school year.**

Consider a motion to authorize the following personnel to sign checks for the 2015-2016 school year.

1. President of the Board of Education
2. Business Administrator/Board Secretary/Treasurer
3. Superintendent
4. Coordinator of Business Operations
5. Middle School Principal – Student Activities
6. Administrative Assistant - Student Activities, Petty Cash, Cafeteria
7. Secretary to the Business Administrator – Cafeteria

**Y. Authorization of Payment of Bills between BOE Meetings for the 2015-2016 school year.**

Consider a motion to authorize the payment of bills between Board of Education Meetings for the 2015-2016 school year.

**Z. Authorization to Establish Petty Cash Funds for the 2015-2016 school year.**

Consider a motion to authorize establishment of individual petty cash funds in the amount not to exceed \$250 for the 2015-2016 school year.

**AA. Approval of Parliamentary Procedure for the 2015-2016 school year.**

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 2015-2016 school year.

**BB. Consider the adoption of the following resolution:**

(Required under the Sunshine Law)



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

**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 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.
- CC.** 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.
- DD.** Motion to approve official school website at [www.bcsberlin.k12.nj.us](http://www.bcsberlin.k12.nj.us).

### **II. SUPERINTENDENT’S REPORT: Mr. Tony Trongone**

#### **A. For Your Information**

1. PARCC
2. iPad 1:1 Initiative
3. Sue Cardamone Run May 21
4. Tansboro Rd Development
5. Pasta For Pennies
6. Graduation Information: June 17, 2015  
Eastern Regional High School  
5:30p.m. Video Presentation  
6:00p.m. Ceremony

#### **B. Program Reports**

**(Call Vote)**

1. Elementary School Report: Mr. Havers
2. Special Education Report: Mrs. Lindsay
3. CER Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow



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5. NutriServe Food Service Update

**C. Superintendent's Monthly Report** (Roll Call)

**D. Policy** (Roll Call)

1. First Reading.

**Policy Second Reading/Public Hearing** (Roll Call)

2. Second Reading/Public Hearing.

**E. Administration** (Roll Call)

1. Job Description. Motion to approve change in Job Description for Director of Technology, as attached.

2. Summer PALS Trips. Motion to approve the proposed summer PALS trips, as attached.

3. Summer Office Hours

**F. Personnel** (Roll Call)

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

2. Personnel Renewals. Motion to approve the attached personnel renewals for the 2015-2016 school year.

3. Extended School Year Personnel. Motion to approve the Summer ESY (Extended School Year) Personnel

4. CER Personnel. Motion to approve the 2015-2016 CER Personnel.

5. Administrator Contracts. Motion to approve 2015-2016 Administrator Contracts as follows:

Mrs. Maureen DiBella, Curriculum Supervisor/CER Director

Mr. Frank Domin, Business Administrator

Mr. Jeffrey Havers, Principal

Mr. Joseph Hemphill, Director of Technology

Mrs. Kristen Martello, Assistant Principal

Mr. Thomas Pratt, Facilities Director

Mrs. Devonn Lindsay, Supervisor of Special Services

**G. Facilities**

1. Drills: April 13<sup>th</sup> Fire Drill 1:48 pm  
April 22<sup>nd</sup> Evacuation Drill 10:27 am

2. Bus Evacuation Drills Report

**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



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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, 05-14 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

- 1. Contract Negotiations.

**IV. RETURN TO PUBLIC SESSION (Call Vote)**

**VI. NEW BUSINESS (Call Vote)**

- 1. Additional Board Meeting. Motion to approve scheduling a special board meeting on June 2, 2015, at 7:00 p.m. for the purposes of the appointment of a Shared Services Superintendent of Schools.

**(Roll Call)**

- 2. Sidebar Addendum. Motion to approve sidebar addendum to the BBEA 2013-2016 contract modifying, article C:1.2 number 3 for 2015-1026 work time for instructional aides.

**VII. MEETING ADJOURNED (Call Vote)**

Next Special Meeting: June 2, 2015  
Location: Media Center  
Time: 7:00 p.m.

Next Regular Meeting: June 18, 2015  
Location: Media Center





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Time:

7:00 p.m.