



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

**Date:** March 20, 2014  
**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 5:	Matthew Meade
	Grade 6:	Kaylee Donnelly
	Grade 7:	Sarah Lamon
	Grade 8:	Kevin Gillespie

2. Student report – student body representative:	Kofi Asare
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**F. Presentations**

1. PARCC Assessment – Mr. Trongone
2. Performance Report – Mr. Trongone
3. Budget Related Items

**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.



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**H. Approval of Minutes** **(Roll Call)**  
1. February 20, 2014 Regular Meeting and Executive Session

**I. Correspondence** **(Call Vote)**

**J. Facilities** **(Call Vote)**  
1. Business Administrator’s Report: Frank Domin

**K. Finance: Mr. Frank Domin** **(Roll Call)**

1. Reconciliation Report.  
Ratify and affirm Reconciliation Report for January 31, 2014.
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for January 31, 2014.
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, 2014, 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 January 31, 2014, 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 February 28, 2014 as follows:  
Increased/Decreased state aid: (\$0.00)
4. Transfers.  
Motion to approve transfers for the month of January 31, 2014
5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for January 31, 2014.  
Ratify and affirm Cafeteria Report for February 28, 2014.
6. Approval of Bills.  
Recommend bills to be paid as of March 20, 2014, in the amount of \$158,846.86.
7. Student Activity Report.  
Motion to approve Student Activity Report for January 31, 2014.
8. Donations:  
Motion to accept the following donations, as of N/A:

Donation	Group Offering	Amount/Value



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9. Food Service Management Company Bid. Motion to award (in accordance with bids opened 02/27/2014,) Nutri-Serve Food Management Company to provide food service management for the 2014-2015 school year with an annual management fee of \$15,500.00. The FSMC guarantees a (profit/guaranteed return) break-even based on lunch price of \$2.20 and breakfast price of \$1.00, including the administrative management fee. In the event that program costs exceed total revenues (from all sources,) the FSMC shall be responsible for any losses (shortfalls,) only up to one hundred percent (100%) of the FSMC fee.
10. 2014-2015 Tentative Budget Submission. Motion to approve Resolution 1, 3-14, for Submission of the Tentative 2014-2015 Budget to the County Office: Approval of the tentative 2014-2015 district budget based on a 2.2% Tax Levy Cap increase of \$145,316.  
BE IT RESOLVED that the Berlin Borough School District Board of Education does hereby approve the 2014-2015 budget for submission to the Executive County Superintendent of Schools in the grand total amount of \$11,952,198.00 which includes a General Fund total of \$10,408,150.00, a Special Revenue Fund total of \$512,744.00, and a Debt Service Total of \$770,928.00; and also includes a General Fund local tax levy of \$6,608,384.00; and a Debt Service local tax levy of \$618,685.00; and  
BE IT RESOLVED that this budget will include a Withdrawal from Maintenance Reserve of \$86,247.00 and Capital Reserve of \$61,000.00 for repair to the library/media center.
11. Enterprise Free Balance. Motion to approve Resolution 2, 3-14 To appropriate \$17,200 of Enterprise Free Balance for media center upgrades for PARCC readiness (attachment).
12. Municipal Alliance Grant. Motion to accept \$ 1,345 additional funding for 2013-14 budget year.

**II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone**

**A. For Your Information**

**(Call Vote)**

1. Budget Cycle
2. Fashion Show
3. Traffic Light at Franklin and Clementon Rd
4. Special Education Supervisor
5. Performance Pathways Update
6. Family Fun Night
7. CER Spring 2014 Program Offerings

**B. Program Reports**

**(Call Vote)**

1. Elementary School Report: Mr. Havers
2. Special Education Report: Mrs. Hall
3. CER Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update

**C. Superintendent's Monthly Report**

**(Roll Call)**



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**D. Policy – None for this meeting**

1. First Reading.  
**Policy Second Reading/Public Hearing**
2. Second Reading/Public Hearing

**E. Administration**

**(Roll Call)**

1. 2014-2015 School Calendar
2. Girls Softball Schedule (Updated with Changes)
3. HIB Final Report Grade Announcement Memo
4. HIB Final Report Grade Announcement Memo Attachments
5. English Language Arts Curriculum, Unit 3:
 

Kindergarten	
Grade 1	Grade 5
Grade 2	Grade 6
Grade 3	Grade 7
Grade 4	Grade 8
6. 2014 Boys Baseball Schedule

**F. Personnel**

**(Roll Call)**

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

**G. Facilities**

1. Drills: February 20, 2014 Shelter in Place – Tier II, 9:55 a.m.  
February 24, 2014 Fire – 1:45 p.m.

**H. Public Participation – All Issues**

**(Call Vote)**

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**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.

**IV. RETURN TO PUBLIC SESSION**

**(Call Vote)**

**VI. NEW BUSINESS**

**VII. MEETING ADJOURNED**

**(Call Vote)**

- Next Meeting: April 17, 2014  
 Location: Media Center  
 Time: 7:00 p.m.