



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

**Date:** January 3, 2019  
**Time:** Reorganization 5:30 p.m.  
**NJ SBA Workshop**  
**Regular Meeting to Follow**  
**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, Cande Kristoff

**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 Courier Post and posted in the Berlin Community School, the Berlin Community School Website, ([www.bcsberlin.org](http://www.bcsberlin.org)), and Borough Hall.

**C. Flag Salute**

**D. Election Results**

1. Three Year Term
  - a. Brandy Titus-1, 264 votes
  - b. Jeff Greenberg-1, 192 votes
  - c. Jenine DelPalazzo-1, 230 votes

**E. Oaths of Office to new members**

**F. Roll Call**

**G. Nominations for President:** Board Secretary, Cande Kristoff

**(Roll Call)**

1. Motion to close nominations for President.

**New President assumes the chair.**



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**H. Nominations for Vice-President**

**(Roll Call)**

1. Motion to close nominations for Vice President.

**I. Approval of Parliamentary Procedure for the 2019 Reorganization year.**

1. 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 2019 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, 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 Courier Post Newspaper (primary)  
The Central Record (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.



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

M. NJ SBA Board Workshop

N. Motion to move into regular meeting.

(Call Vote)

**Date:** January 3, 2019  
**Time:** 7:00 p.m. Regular Meeting  
**Location:** Media Center  
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215 South Franklin Avenue  
Berlin, NJ 08009

**AGENDA**

**I. PUBLIC SESSION**

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**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!*



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1. Students of the month  
Grade 5: Addison McGowan  
Grade 6: Hal Talbot  
Grade 7: Jason Entrekin  
Grade 8: Giovanni Ciro  
  
Superintendent's Award                      Grade 6: Kayli Everitt
  
2. Student report – student body representative: n/a

**F. Presentations**

ALICE: Berlin Borough Police Department

**G. Approval of Minutes**

**(Roll Call)**

1. November 15, 2018 Regular Meeting Minutes
2. November 15, 2018 Executive Session Minutes

**H. Correspondence**

1. Resignation
2. Paternity Leave
3. Maternity Leave
4. Future Teachers

**I. Facilities**

**(FYI)**

1. [Business Administrator's Report](#): Cande Kristoff
  
2. Drills:  
Fire Drill    November 1, 2018    9:25 pm  
Lockdown   November 16, 2018   12:00 pm  
Lockdown   November 19, 2018   11:00 am  
Lockdown   November 20, 2018   11:30 am  
Lockdown   November 21, 2018   10:15 am

**J. Finance: Cande Kristoff**

**(Roll Call)**

1. [Reconciliation Report](#). Ratify and affirm the following Reconciliation Reports:  
[September 2018](#)  
[October 2018](#)
2. [Report of the Board Secretary](#). Ratify and affirm the following Board Secretary Reports:  
[September 2018](#)  
[October 2018](#)
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 September 30, 2018,



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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 September 30, 2018. The Reconciliation Report and Secretary’s Report are in agreement for the month of: September 30, 2018.

**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, 2018, 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 September 30, 2018 as follows: Increased/Decreased state aid: (\$0.00)

4. Transfers. Motion to approve the following transfers:

[September 2018](#)

[October 2018](#)

5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending:

[October 2018](#)

[November 2018](#)

6. Approval of Bills. Recommend bills to be paid as of: January 3, 2019 \$570,879.32

7. Student Activity Report. Motion to approve the following Student Activity Reports:

[September 2018](#)

[October 2018](#)

8. Donations:

Donation	Group Offering	Amount/Value
HSA Donation	Shoprite Gift Cards	\$1,200
HSA Donation	Sharky’s Bully Workshop Assembly	\$200
HSA Donation	Boys Soccer Championship Hoodies	\$420

9. Educational Data Services, Inc. Motion to approve the renewal of membership with the New Jersey Cooperative Bid Maintenance Program for the 2019-2020 fiscal year for an annual fee of \$3,040.

10. Delta-Group. Motion to approve professional service of custodial substitute services as needed at an hourly rate of \$17.04 per hour of service rendered.

11. Critical Response Group. Motion to approve the Camden County School Mapping Program Proposal.

**\*\*[The Sign-In sheet for participation in the public comment portion of the meeting will be collected now.](#)\*\***

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

**A. For Your Information**

**(FYI)**

1. Omegaman Assembly



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2. Trimester Discussion
3. Collaboration of Districts
4. OnCourse
5. Flat Funded Budget Projection

**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](#): November

**C. Superintendent's Monthly Report**

**(Roll Call)**

**D. Policy**

**(Roll Call)**

1. First Reading.
  - [P2412](#) Home Instruction Due to Health Condition (M)
  - [P2417](#) Student Intervention and Referral Services (M)
  - [P2423](#) Bilingual and ESL Education (M)
  - [P1230](#) Superintendents Duties (M)

**Policy Second Reading/Public Hearing**

**(Roll Call)**

2. Second Reading/Public Hearing.
  - [P0142.1](#) Nepotism (M)
  - [P0177](#) Professional Services (M)
  - [P0174](#) Legal Services (M)
  - [P1570](#) Internal Controls (M)
  - [P2415.01](#) Academic Standards, Academic Assessments, and Accountability (M)

**Abolishment/Public Hearing**

**E. Administration**

**(Roll Call)**

1. Health Curriculum. Motion to approve Health Curriculum for the following;  
1st Grade; 2nd Grade; 3rd Grade; 4th Grade; 6th Grade
2. ELA. Motion to approve ELA Curriculum for the following;  
2nd Grade; 6th Grade

**F. Personnel**

**(Roll Call)**

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

**G. Public Participation – All Issues**

**(Call Vote)**



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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

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Secretary

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

**V. NEW BUSINESS**

1. Book Discussion: Better Than Carrots or Sticks (Chapters 5 & 6).
2. Appointment of New Board Members to the Board/BBEA liaison committee



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**VI. OLD BUSINESS**

**VII. MEETING ADJOURNED**

**(Call Vote)**

Next Meeting: February 21, 2019  
Time: 7:00 pm  
Location: Media Center  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009