



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

**Date:** November 16, 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 Courier Post 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 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!*

- |                            |              |                   |           |
|----------------------------|--------------|-------------------|-----------|
| 1. Students of the month:  | Grade 5      | Madison Stuart    |           |
|                            | Grade 6      | Allison Snock     |           |
|                            | Grade 7      | Ryan Angelone     |           |
|                            | Grade 8      | Julia DeFulvio    |           |
| 2. Art Awards:             | Preschool    | Brooke Kernan     |           |
|                            | Kindergarten | Ava Bravman       |           |
|                            | Grade 1      | Carter Mehaffey   |           |
|                            | Grade 6      | Michael Schaeffer |           |
|                            | Grade 7      | Dominique Soto    |           |
|                            | Grade 8      | Sabrina Rivera    |           |
| 3. Superintendent's Award: | Grade 8      | Dylan Garrity     | October   |
|                            | Grade 6      | Vincent Certo     | September |



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4. Student report – student body representative: Catie Paolini

**F. Presentations**

1. EVVR/HIB: Mr. Frank Locantora
2. CAFR Audit: Robert Inverso, CPA

**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. [October 19, 2017 Regular Meeting and Executive Session](#)

**I. Correspondence**

1. Retirement Letter

**J. Facilities**

**(FYI)**

1. [Business Administrator’s Report](#): Cande Kristoff
2. Drills: Shelter in Place                      October 16, 2017                      During lunch periods  
                    Shelter in Place                                  October 17, 2017                      During lunch periods  
                    Fire Drill    October 26, 2017                      9:50 am

**K. Finance: Cande Kristoff**

**(Roll Call)**

1. Reconciliation Report. Ratify and affirm Reconciliation Report for month ending:  
[September 30, 2017](#)  
[December 31, 2016](#) (Not previously approved)
2. [Report of the Board Secretary](#). Ratify and affirm Board Secretary Report as of:  
[September 30, 2017](#)  
[December 31, 2016](#) (Not previously approved)
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 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. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month of September 2017. The Reconciliation Report and Secretary’s Report are in agreement for the month of September 2017.
- 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 2017, 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



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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 2017, as follows:

Increased/Decreased state aid: (\$0.00)

- 4. Transfers. Motion to approve transfers for the month of September 2017.
5. Cafeteria Report. Ratify and affirm Cafeteria Report for period ending October 31, 2017: No report available
6. Approval of Bills. Recommend bills to be paid as of November 16, 2017 in the amount of \$373,862.51.
7. Student Activity Report. Motion to approve Student Activity Report for the month of September 2017.
8. Donations:

Table with 3 columns: Donation, Group Offering, Amount/Value

- 9. Qualified Purchasing Agent. Motion to maintain the Berlin Borough Board of Education bid threshold at the maximum amount allowable by the state statute (Bid Limit \$40,000) and appoint Cande Kristoff as the Qualified Purchasing Agent to exercise the duties of a purchasing agent.
10. PayPal. Motion to approve PayPal as an online method of payment to the District.
11. Authorization to sign Warrant/Accounts Payable checks for the 2017-2018 school year -revised. Motion to authorize the following personnel to sign checks for the 2017-2018 school year:
1. President of the Board of Education - General Fund
2. Superintendent - All Funds
3. Business Administrator/Board Secretary - All Funds
4. Berlin Community School Principal - Student Activity Funds
12. Resolution #1 (11-17) - Corporate Certificate - TD Bank - revised.
Board President Rebecca Holland
Superintendent Kristen Martello
Business Administrator Cande Kristoff
School Principal Shelly Ward Richards
13. Grant Funded Positions. Motion to approve the following 2017-2018 grant funded positions:
Title I Teacher 100% - Denise Weintraut 83% Grant Funds \$48,664/17% Budget \$9,621
Title I Reading Specialist 57% - Kaitlin O'Toole 40% Grant Funds \$26,320/17% Budget \$4,645
IDEA Classroom Aide 100% - Linda Jurski 46% Grant Funds \$8,518/54% Budget \$10,191
14. CAFR Audit Report. Motion to accept the FY 2017 Audit Report (as presented by Robert Inverso, CPA).
15. NJSIG Safety Grant. Motion to accept the New Jersey Schools Insurance Group safety grant in the amount of \$4,125.81
16. Security Funds. Motion to approve purchase FCC GOV Simplex Frequency License and purchase digital portable radios from Command Radio Communications: NJ State Contract #83926
17. Budget Calendar. Motion to accept the 2018-2019 Budget Calendar, as attached.
18. Field Hockey Championship Jackets. Motion to approve field hockey championship jackets up to \$500.00.



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

**A. For Your Information**

**(FYI)**

1. Tansboro Road Project
2. Math/STEAM Night
3. QSAC Update
4. November Events

**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. Monica Shallow
5. [NutriServe Food Service Update](#): Mrs. Christina Weber

**C. Superintendent's Monthly Report**

**(Roll Call)**

**D. Policy**

**(Roll Call)**

1. First Reading.

- [P3124](#) Employment Contract
- [P3126](#) District Mentoring Program
- [P3159](#) Teaching Staff Member/School District Reporting Responsibilities
- [P3221](#) Evaluation of Teachers
- [R3221](#) Evaluation of Teachers
- [P3222](#) Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- [R3222](#) Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- [P3223](#) Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- [R3223](#) Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- [P3224](#) Evaluation of Principals, Vice Principals, and Assistant Principals
- [R3224](#) Evaluation of Principals, Vice Principals, and Assistant Principals
- [P3231](#) Outside Employment as Athletic Coach
- [P3232](#) Tutoring Services
- [P3240](#) Professional Development for Teachers and School Leaders
- [P3431.1](#) Family Leave

**Policy Second Reading/Public Hearing**

**(Roll Call)**

2. Second Reading/Public Hearing.

- [P2415.06](#) Unsafe School Choice Option
- [P2422](#) Health and Physical Education
- [P2423](#) Bilingual and ESL Education
- [P2464](#) Gifted and Talented Students
- [P2481](#) Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
- [P2610](#) Educational Program Evaluation



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<a href="#">P2622</a>	Student Assessment
<a href="#">P8550</a>	Unpaid Meal Charges/Outstanding Food Service
<a href="#">P8600</a>	Transportation

### E. Administration

(Roll Call)

1. [Interim Hiring Authorizations](#). Motion to authorize the Superintendent to hire in the interim (no December meeting) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the January Board of Education meeting.
2. [Resolution #2, 11-17 QSAC DPR](#). BE IT RESOLVED, that the Berlin Borough School District Board of Education approves the 2017-2018 QSAC District Performance Review (DPR) and authorizes the Superintendent to send the SOA & DPR to the Camden County and N.J. Departments' Offices of Education.
3. [Wrestling Schedule](#). Motion to approve the 2017-2018 Wrestling Schedule, as attached.
4. [Girls' Basketball Schedule](#). Motion to approve the 2017-2018 Girls' Basketball Schedule, as attached.
5. [Cheerleading Schedule](#). Motion to approve the 2017-2018 Cheerleading Schedule, as attached.
6. [Revised PALS Family Handbook](#). Motion to approved Revised 2017-2018 PALS Family Handbook, as attached.
7. [MOA](#). Motion to approve MOA with Local Law Enforcement.

### F. Personnel

(Roll Call)

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

### 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 after which the public meeting of the Board will reconvene and proceed with business.

### Resolution #3, 11-17 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



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RESOLVED: to hold a Closed Meeting of the Berlin Borough Board of Education for said purposes: Attorney client privilege

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.
- 2.

**VI. OLD BUSINESS**

- 1.

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

Next Meeting: January 4, 2018  
Location: Media Center  
Time: Reorganization at 6:30 p.m., followed by NJ SBA Workshop, then the Regular Scheduled BOE Meeting