



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

**Date:** October 18, 2018  
**Time:** 7:00 p.m. Regular Meeting  
**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**

***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!*

1. Students of the month  
Grade 5: Morgan Crawford  
Grade 6: Catie Krug  
Grade 7: Evan Aubry  
Grade 8: Jack Clark
  
2. Student report – student body representative: Laura Conner, President



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

**F. Presentations**

1. HIB/Restorative Practices: Kristin Groark

**G. Approval of Minutes**

(Roll Call)

1. [September 20, 2018 Regular Meeting Minutes](#)

**H. Correspondence**

1. Maternity Leave
2. Maternity Leave
3. Maternity Leave
4. Field Hockey

**I. Facilities**

(FYI)

1. [Business Administrator's Report](#): Cande Kristoff
2. Drills: 

Fire Drill	October 5, 2018	8:40 AM
Bus Evacuation Drill Middle School	October 2, 2018	7:40 AM
Bus Evacuation Drill Elementary	October 2, 2018	8:20 AM

**J. Finance: Cande Kristoff**

(Roll Call)

1. [Reconciliation Report](#). Ratify and affirm the following Reconciliation Reports: July 2018
2. [Report of the Board Secretary](#). Ratify and affirm the following Board Secretary Reports: July 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 July 31, 2018, 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 July 31, 2018. The Reconciliation Report and Secretary's Report are in agreement for the month of: July 31, 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 July 31, 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 July 31, 2018 as follows: Increased/Decreased state aid: (\$0.00)
4. [Transfers](#). Motion to approve the following transfers: July 2018



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

5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending: N/A
6. [Approval of Bills](#). Recommend bills to be paid as of: October 18, 2018 \$350,029.59
7. [Student Activity Report](#). Motion to approve the following Student Activity Reports: July 31, 2018
8. Donations:

Donation	Group Offering	Amount/Value

9. [Budget Calendar 2019-2020](#). Motion to accept the 2019-2020 Budget Calendar as presented.
10. NJSIG Safety Grant. Motion to accept the New Jersey Schools Insurance Group Safety Grant in the amount of \$4,903.35.
11. Edmunds & Associates, Inc. Motion to approve the Annual 2019 Accounting/Payroll Software Maintenance and Support agreement in the amount of \$5,624.00.
12. Camden County Educational Services Commission. Motion to approve the 2018-2019 IDEA Service Contract as presented.
13. [Contract Service](#). Motion to approve Mary Bakey to prepare cash reconciliation reports for July, August and September at an hourly rate of \$30 with a maximum cost of \$120 a month.
14. [Parental Transportation Contract 2018-2019](#). Motion to approve parental transportation agreement to transport student out of district at the Federal mileage rate of 54 1/2 cents per mile.

**\*\*[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. Air Quality Testing
2. District APP
3. Sustainable Jersey

**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](#): September

**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.](#)



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

### Abolishment/Public Hearing

3. Abolish.

### E. Administration

(Roll Call)

1. Organizational Chart. Motion to approve the attached Berlin Borough Organizational Chart.
2. Sustainable Jersey for Schools. Resolution to pursue Sustainable Jersey for Schools certification and designate a person to be the formal liaison to the Sustainable Jersey for Schools program as attached.
3. CER Winter Classes. Motion to approve the Winter 2018 classes and clubs, as attached.
4. Wrestling. Motion to approve 2018 Wrestling Schedule, as attached.
5. Boys Basketball. Motion to approve 2018 Boys Basketball schedule, as attached.
6. Girls Basketball. Motion to approve 2018 Girls Basketball schedule, as attached.
7. Language Arts. Motion to approve Grade 2 Language Arts curriculum, as attached.

### F. Personnel

(Roll Call)

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Motion to approve an amendment, as attached, to the Superintendent's current contract for submission to the County Superintendent for approval.

### G. Public Participation – All Issues

(Call Vote)

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



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

meeting as soon as possible. The Berlin Borough School District shall now enter a closed session for an approximate time limit of 30 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

-----  
Secretary

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

**V. NEW BUSINESS**

1. Book Discussion: Better Than Carrots or Sticks (Chapters 1 & 2).

**VI. OLD BUSINESS**

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

Next Meeting: November 15, 2018  
Location: Media Center  
Time: 7:00 p.m.