



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

**Date:** February 28, 2013  
**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. Swear-in Re-elected Board Member:  
Roll Call**

**Kristine Height**

**E. Student Recognition**

1. Students of the month:

Robert Dwyer, Grade 5  
Alyssa Manuola, Grade 6  
Ashley Norkus, Grade 7  
Abigail Varner, Grade 8

2. Student report – student body representative:

Kayla Somers

3. All South Jersey Junior High Concert Band Selection:

Amanda Spratt (Clarinet)  
Deklin Parker (Clarinet)

**F. Presentations**

1. Portrait Drawing and Musical Theatre Presentation:

CER Students

2. Internal Needs Assessment:

M. DiBella

**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



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

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. January 10, 2013 Regular Meeting and Executive Session
- I. Correspondence** **(Call Vote)**  
1. C. Davis  
2. I. Cooper  
3. F. Barrett
- J. Facilities** **(Call Vote)**  
1. Business Administrator's Report: Frank Domin  
a. Attachment 1: Bid Sheet  
b. Attachment 2: Board Member Survey/NutriServe
- K. Finance: Mr. Frank Domin** **(Roll Call)**  
1. Reconciliation Report.  
Ratify and affirm Reconciliation (previously "Treasurer's") Report for December 31, 2012.  
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for December 31, 2012.  
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 February 28, 2013, 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 December 31, 2012, 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, 2013 as follows:  
Increased/Decreased state aid:     (\$0.00)  
4. Transfers.  
Motion to approve transfers for the month of December, 2012.  
5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for December 31, 2012.  
6. Approval of Bills.



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

Recommend bills to be paid as of February 29, 2013, in the amount of \$319,859.94.

7. Student Activity Report.

Motion to approve Student Activity Report for December 31, 2012.

8. Donations:

Motion to accept the following donations, as of December 31, 2012:

Donation	Group Offering	Amount/Value

9. Food Service Management Company Renewal. Motion to renew (in accordance with bids opened 03/13/2009,) Nutri-Serve Food Management Company to provide food service management for the 2013-2014 school year with an annual management fee of \$14,575.00 (\$206.25 increase). The FSMC guarantees a profit/guaranteed return of no less than \$324.00, 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. 2013-2014 Tentative Budget Submission. Motion to approve the following resolution for submission of the Tentative 2013-2014 Budget to the County Office: Approval of the tentative 2013-2014 district budget based on a 2% Tax Levy Cap increase of \$126,727.

11. Partial Roof Replacement. Motion to award Summer 2013 Partial Roof Replacement per bids received February 12, 2013.

12. Resolution 1, 2-13 to Approve Settlement. Berlin Borough Board of Education.

Be it resolved, that upon recommendation of the Superintendent of Schools, the Berlin Borough Board of Education hereby approves the Settlement Agreement and Release in The matter docketed before the Office of Administrative Law as K.L. o/b/o R.L. and K.L. v. Berlin Borough Bd. Of Educ., OAL Dkt. No.: EDS 12919-2012S; Agency Ref. No.: 2012-18811, And authorizes the Board President or Board Vice President and Business Administrator/ Board Secretary to sign same on behalf of the Board, and the Administration to take all necessary and appropriate steps to implement the aforesaid Settlement Agreement.

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

**A. For Your Information**

**(Call Vote)**

1. School Targets and Performance
2. EE4NJ Update
3. Preliminary Budget

**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
  - A. Annual Immunization Status Report
5. NutriServe Food Service Update

**C. Superintendent’s Monthly Report**

**(Roll Call)**



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

**D. Policy** **(Roll Call)**

1. First Reading.

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

2. Second Reading/Public Hearing.
  - 0132: Executive Authority
  - 2415: No Child Left Behind Programs
  - 2468: Independent Educational Evaluations
  - 3230: Outside Activities
  - 4230: Outside Activities
  - 3281: Inappropriate Staff Conduct
  - 4281: Inappropriate Staff Conduct
  - 8505: School Nutrition

**E. Administration** **(Roll Call)**

1. 2013-2014 Calendar.  
Motion to approve the 2013-2014 school Calendar.
2. School Bus Emergency Evacuation Drill Report.  
Motion to approve the School Bus Emergency Evacuation Drill Report.
3. School Security Drill Form.  
Motion to accept the bi-annual (December 31, 2012) School Security Drill Form.
4. Girls Softball Schedule.  
Motion to approve the 2013 Girls Softball Schedule.
5. Boys Baseball Schedule.  
Motion to approve the 2013 Boys Baseball Schedule.

**F. Personnel** **(Roll Call)**

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

**G. Facility** **(Roll Call)**

1. Drills:
  - Security Lockdown, Tier III: February 13, 2013 9:51 a.m.
  - Fire: February 25, 2013 1:44 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 and personnel/negotiations. 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: March 21, 2013  
Location: Cafeteria  
Time: 6:30 p.m.: Budget Hearing  
7:00 p.m.: Regular Meeting