



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

**Date:** June 19, 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: | Kwesi Jeffrey    |
|                          | Grade 6: | Haley Allsebrook |
|                          | Grade 7: | Julia Kirk       |
|                          | Grade 8: | Benjamin Smith   |
2. Student report – student body representative: Taylor Arsenault

**F. Presentations**

- |                |                       |
|----------------|-----------------------|
| 1. HIB/EVRS:   | Mrs. Kristen Martello |
| 2. School Flag | Mrs. Kristen Martello |
| 3. 3D Printer: | Mr. Wes Hill          |

**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. May 15, 2014 Regular Meeting and Executive Session



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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 April 30, 2014.
Ratify and affirm Reconciliation Report for May 30, 2014.

2. Report of the Board Secretary.

Ratify and affirm Board Secretary Report for April 30, 2014.
Ratify and affirm Board Secretary Report for May 30, 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 May 30, 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 May 30, 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 May 31, 2014 as follows:

Increased/Decreased state aid: (\$0.00)

4. Transfers.

Motion to approve Transfers for the month of April 30, 2014.
Motion to approve Transfers for the month of May 30, 2014

5. Cafeteria Report.

Ratify and affirm Cafeteria Report for May 31, 2014.

6. Approval of Bills.

Recommend bills to be paid as of June 19, 2014 in the amount of \$275,653.28.

7. Student Activity Report.

Motion to approve Student Activity Report for April 30, 2014.
Motion to approve Student Activity Report for May 30, 2014.

8. Donations:

Motion to accept the following donations, as of N/A:

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



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9. Summer Transportation. Motion to approve the following Special Education ESY summer transportation with T&L Transportation for:
- S-1 \$ 150.00 per diem = \$ 3,000.00
  - S-2 \$ 150.00 per diem = \$ 3,000.00
  - S-3 \$ 110.00 per diem = \$ 2,640.00
  - Total \$ 8,640.00
10. Special Education Bus Aides. Motion to approve 3 Special Education Bus Aides at \$13.00 per run, 2 for 2 runs per day, 1 for 1 for 1 run per day, for 20 days, not to exceed \$ 1,560.00.
11. Special Education Bus Aide. Motion to approve 1 Special Education Bus Aide at \$13.00 per run for 1 run per day for 20 days and 2 runs per day for 4 days, not to exceed \$ 624.00.
12. Medical Benefit Renewals.  
Motion to approve the medical benefit renewals for medical, prescription, and dental per quotes Received:
- Aetna: 2.4%
  - Bolinger: 2.4%
  - Delta: 0%
13. End of Year Summer Bills. Motion to authorize the Business Administrator to make transfers and pay bills to close out the school year and to pay summer bills, in conjunction with the Finance committee. All interim authorizations will be formally confirmed at the August, 2014 Board of Education meeting.
14. Annual Transportation Approval with EHS and CCVTS. Motion to approve Eastern Regional School District and Camden County Vocational/Technical School District to provide transportation for high school age students.
15. Annual Transportation Approval with OLMC. Motion to approve transporting Our Lady Of Mount Carmel students on the Berlin Community School's regular bus routes.
16. Student Athletic Fee. Motion to renew the student athletic fee program.
17. Grant Funded Positions. Motion to approve the following 2014-2015 grant-funded positions:
- |                                 |                |           |
|---------------------------------|----------------|-----------|
| Denise Weintraut                | 20-231-100-101 | \$ 26,036 |
| Reading Specialist-TBH          | 20-231-100-179 | \$ 28,195 |
| Coleen Viereck & Tracy Kalberer | 20-250-100-106 | \$ 30,003 |
| Linda Jurski                    | 20-251-100-106 | \$ 8,367  |
18. NCLB allocation and submission. Motion to accept allocation of \$82,078.00 from No Child Left Behind Act Consolidated formula subgrant and to authorize submission of the application for the 2014-2015 school year as follows:
- Title I: \$61,184.
  - Title IIA: \$18,791.
  - Title III: \$ 768.
19. IDEA allocation and submission . Motion to accept allocation of \$231,861.00 in IDEA funds and authorize submission of the application for the 2014-2015 school year for Pre-School at \$9,351, and Basic at \$222,510.
20. Business Administrator's Contract.  
Motion to approve the Business Administrator's Contract for the period of July `1, 2014 through June 30, 2015, as reviewed and approved by the Executive County Superintendent of Schools.
21. Security Monitoring Contract.  
Motion to approve the annual contract for building security central station monitoring with GCSI of Williamstown in the amount of \$550.80.



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22. Lawn Fertilization.  
Motion to approve the annual contract for lawn fertilization with Trugreen Chemlawn at \$950.00.
23. Honeywell Service Agreement.  
Motion to renew the service agreement with Honeywell for semi-annual inspections, start-up, Preferred temperate and pneumatic control maintenance services – July 1, 2014 through June 30, 2015, in the amount of \$14,869.00.
24. Western Pest Control. Motion to approve the annual contract with Western Pest Control at \$1,123.00.
25. Fire Alarm Monitoring.  
Motion to approve Siemen’s Industry, Inc. Bronze Service Contract for fire alarms annual Monitoring (24/7) July 1, 2014 to June 30, 2015, at \$364.00.
26. Fire Alarm Service.  
Motion to approve Siemen’s Industry, Inc. Bronze Service Contract for fire alarms annual maintenance July 1, 2014 to June 30, 2015, at \$2,080.00.
27. Environmental Design Inc.  
Motion to approve annual AHERA (asbestos) compliance services with Environmental Design Incorporated (annual and 6 month inspection reports) at \$1,300.00.
28. Professional Services Contracts. Motion to approve the following professional services contracts per RFP received:

|            |                                     |                     |
|------------|-------------------------------------|---------------------|
| Auditor:   | Inverso & Stewart LLC:              | \$18,300.00         |
| Solicitor: | Schwartz, Simon, Edelstein & Celso: | \$5,750.00 Retainer |
29. School Alliance Insurance Fund Resolution. Motion to approve the School Alliance Insurance Fund Resolution for renewal of membership, effective July 1, 2014 through June 30, 2017 (attached).
30. Contracted Consultants. Motion to approve Child Study Team Contracted Consultants for the 2014-2015 school year, as attached.

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

**A. For Your Information**

1. Library/Media Center Update
2. AchieveNJ Update
3. Summer PALS
4. PARCC Update
5. NWEA MAP Results
6. Apple 1:1 Initiative
7. Writing Program

**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** **(Roll Call)**

1. First Reading.

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

2. Second Reading/Public Hearing.  
P0141: Board Member Number and Term (Revised)  
P0143: Board Member Election and Appointment (Revised)  
P1581: Victim of Domestic or Sexual Violence Leave (M) (New)  
P3125: Employment of Teaching Staff Members (M) (Revised)  
P3230: Outside Activities (Revised)  
P3240: Professional Development for Teachers and School Leaders (M) (Revised)  
P4125: Employment of Support Staff Members (M) (Revised)  
P4230: Outside Activities (Revised)

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

1. ABR
2. Extended School Year. Motion to approve the Extended School Year Program as follows:  
**In-District Programs for Extended School Year:**  
July 7, 2014-August 7, 2014 (8:30 -11:30 Classes A-F)  
July 7, 2014-August 14, 2014 (8:30 – 1:30 Class G)
3. Curriculum. Motion to approve English Language Arts Curriculum, Unit 4, as follows:  
Kindergarten                      Grade 5  
Grade 1                                      Grade 6  
Grade 2                                      Grade 7  
Grade 3                                      Grade 8  
Grade 4
4. District Calendar. Motion to approve the 2014-2015 District Calendar (updated) as attached.
5. Mentoring Handbook. Motion to approve the Mentoring Handbook, as attached.
6. Soccer Schedule. Motion to approve the 2014-2015 Girls' Soccer Schedule, as attached.
7. ELS 3-Year Agreement. Motion to approve the English Language Services 3-Year Agreement.

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

1. Personnel Report.  
Motion to approve the attached Personnel Report.
2. Interim Hiring Authorizations.  
Motion to authorize the Superintendent to hire in the interim (no July meeting) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the August 21, 2014 Board of Education Meeting.
3. CER Employees. Motion to approve CER employees for the 2014-2015 school year, as attached.
4. Extended School Year Personnel. Motion to approve the Summer ESY (Extended School Year) Personnel, as attached.
5. Schedule "B" Coaches/Advisors. Motion to approve Schedule "B" Coaches and Advisors for the 2014-2015 School Year, as attached.



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**G. Facilities**

|            |               |                     |         |
|------------|---------------|---------------------|---------|
| 1. Drills: | May 2, 2014   | Non-Fire Evacuation | 1:51 pm |
|            | May 19, 2014  | Fire Drill          | 1:46 pm |
|            | June 12, 2014 | Lockout             | 9:35 am |

**H. 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.

**Resolution #1, 06-14 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

**Resolved:** to hold a Closed Meeting of the Berlin Borough Board of Education for said purposes (N/A,)

**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)**

**Resolution #2, 06-14, Safe Routes to School Program**

**Whereas,** Berlin Borough is applying for funding to conduct sidewalk improvements along the school route for Berlin Community School with Berlin Borough; and

**Whereas,** the project will help to continue and improve the promotion and encouragement of pedestrian and bicycle access and safety for students;

**NOW, THEREFORE BE IT RESOLVED,** by the Berlin Borough Board of Education that it Hereby supports the submission of a grant application for the Safe Routes to School Program within the State of New Jersey Department of Transportation.



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**Resolution #3, 06-14, Post-Termination Contributions.**

*Whereas*, the Berlin Borough Board of Education intends to make non-salary reduction contributions on behalf of certain classes of employees who terminate employment,

*Whereas*, the Board will not permit any individual employee to have an option of receiving the equivalent amounts as compensation,

*Whereas*, the Economic Growth and Tax Relief Reconciliation Act of 2001 (“EGTRRA”) amended Section 403(b)(3) of the Internal Revenue Code of 1986, as amended (the “code”) to permit employers to make contributions to 403(b) programs for employees who have terminated employment with the district, and

*Whereas*, the District wishes to make such contributions as permitted under Sections 403(b)(3) and Section 415(c)(1) of the Code for certain terminated employees,

***NOW THEREFORE IT IS RESOLVED*** that the Board hereby authorizes and directs that the District shall make post-termination contributions as elected below into school approved retirement programs such as EQUI-VEST 403(b) contracts established through representatives of AXA Network LLC and AXA Advisors LLC for each eligible individual as elected below, provided that such contributions shall not exceed the limits of Section 415(c)(1) of the Code and shall not continue beyond the five (5) year period authorized under Section 403(b)(3) of the Code.

For the following Class of Employee;

- Members of the Berlin Borough Teacher’s Association,
- Child Study Team Director
- Business Administrator
- Board Office and Secretarial/Clerical Staff

The amount of the contributions shall equal at least the per diem value (based on Board Policy and the individual’s negotiated final contract year compensation) of all accrued but unused paid time off work at retirement, as negotiated in accordance with current state regulations.

***BE IT FURTHER RESOLVED***, that any employer contribution authorized hereunder shall be made ratably in annual installments payable no later than July 30 of each year, and

***BE IT FURTHER RESOLVED*** that the proper employees of the Board be and they are hereby authorized and directed to take any and all actions necessary or desirable to implement the resolutions as set forth herein.

**VI. NEW BUSINESS**

**VII. MEETING ADJOURNED**

**(Call Vote)**

Next Meeting: August 21, 2014  
 Location: Media Center  
 Time: 7:00 p.m.