



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

Date: May 12, 2016
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), 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 nomination 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: | <i>Connor Von derTann</i> |
| | Grade 6: | <i>Ailish Haines</i> |
| | Grade 7: | <i>Cole Chuppe</i> |
| | Grade 8: | <i>Olivia Norcross</i> |

2. Student report – student body representative: *Michael Schuenemann*

F. Presentations: *Maureen DiBella, MAP (NWEA)*

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.



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H. Approval of Minutes

(Roll Call)

1. [April 28, 2016 Public Budget Hearing.](#)
2. [April 28, 2016 Regular Meeting and Executive Session](#)

I. Correspondence

J. Facilities

(FYI)

1. [Business Administrator's Report: Frank Domin](#)
2. Drills: Lockdown: April 29, 2016; 2:06 pm

K. Finance: Mr. Frank Domin

(Roll Call)

1. Reconciliation Report.
[Ratify and affirm Reconciliation Report for March 31, 2016.](#)
2. Report of the Board Secretary.
[Ratify and affirm Board Secretary Report for March 31, 2016.](#)
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 March 31, 2016, 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 March 31, 2016 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 April 30, 2016 as follows:
Increased/Decreased state aid: (\$0.00)
4. Transfers.
[Motion to approve transfers for the month of March 31, 2016.](#)
5. Cafeteria Report.
[Ratify and affirm Cafeteria Report for April 30, 2016.](#)
6. Approval of Bills.
Recommend bills to be paid as of (N/A) in the amount of (N/A).
7. Student Activity Report.
[Motion to approve Student Activity Report for March 31, 2016.](#)



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8. Donations:

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

Donation	Group Offering	Amount/Value

9. Business Administrator’s Contract. Motion to approve the Business Administrator’s contract for submission to the office of the Executive County Superintendent for review and approval.
10. Food Service Contact . Motion to approve the Addendum to the contract (per bids opened 02/27/2014,) to Nutri-Serve Food Management Company for food service management for the 2016-2017 school year (no increase) with an annual management fee of \$15,655.00.
11. Educational Services Commission. Motion to approve the 2016-2017 Contract between Camden County Educational Services Commission and Board of Education.
12. EIRC. Motion to approve the consortia agreement with the Berlin Borough Board of Education and the [Education Information Resource Center](#).
13. Board Attorney/Retainer Agreement. Motion to approve renewal of Schwartz Simon Edelstein and Celso, LLC as Board Attorney July 1, 2016 to June 30, 2017 (no increase in fee schedule).

Retainer: \$5,750.00
 Hourly Services: \$160.00
 Paralegal/Clerk: \$100.00

14. Summer Work Orders. Motion to approve the following summer work orders:

Anaconda Protective Concepts:

- 1. Classroom Speaker Volume Repair: \$300.00
- 2. Relocate Bell Programmer: \$350.00

Capital Floors:

- 1. Gym B Floor Paint and Refinish: \$13,300.

15. Requisition for taxes and debt service. Motion to approve the 2016-2017 T-1 Requisition for Taxes and T-2 Requisition for Debt Service. The following payment schedule is needed to meet the obligations of the Board:

T - 1 General Fund		T - 2 Debt Service	
<u>Payment Request</u>	<u>Amount</u>	<u>Payment Request</u>	<u>Amount</u>
7/14/16	\$ 560,000	7/14/16	\$ 18,191
8/14/16	\$ 570,000	8/14/16	\$ 59,550
9/14/16	\$ 590,000		
10/14/16	\$ 590,000		
11/14/16	\$ 590,000		
12/14/16	\$ 590,000		
1/14/17	\$ 590,000	1/14/17	\$ 323,511
2/14/17	\$ 590,000	2/14/17	\$ 221,865
3/14/17	\$ 590,000		
4/14/17	\$ 580,000		
5/14/17	\$ 575,000		
6/14/17	<u>\$ 523,012</u>		
	\$6,938,012		<u>\$ 623,117</u>



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16. NJ Private Schools for the Handicapped Nutrition Program.

Motion to approve resolution as follows: Be it resolved that the Berlin Borough Board of Education does not require NJ Private Schools for the Handicapped ie. Larc School, Bancroft, Archway Programs to charge students for reduced and/or paid meals provided as part of their educational program for the 2016-2017 school year.

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

1. Peer Observation
2. Graduation Ceremonies to take place June 15, 2016 at 6:00 p.m., Eastern Regional High School. (Video presentation at 5:30 p.m.)
3. [BCS Highlights!](#)
4. Police Week:

Monday:	K-9 Visit
Tuesday:	Helicopter Demo (Community Center)
Wednesday:	Sheriff’s Department
Thursday:	SWAT Team
Friday:	Car Show

B. Program Reports

1. [Principal’s Report: Dr. Ward Richards](#)
2. [Special Education Report: Mrs. Lindsay](#)
3. [CER Report: Mrs. DiBella](#)
4. [Health Office Report: Mrs. Shallow](#)
5. [NutriServe Food Service Update](#)
6. [PALS Brief: Mr. Locantora](#)

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.
 - [BL0167:Public Participation in Board Meetings](#)
 - [P2422: Health and Physical Education](#)
 - [P2431: Athletic Competition](#)
 - [P5310: Health Services](#)
 - [R5310: Health Services](#)
 - [P5330: Administration of Medical Marijuana](#)
 - [R5330: Administration of Medical Marijuana](#)
 - [P5516: Use of Electronic Communication and Recording Devices](#)
 - [P7510: Use of School Facilities](#)
 - [P8462: Reporting Potentially Missing or Abused Children](#)
 - [R8462: Reporting Potentially Missing or Abused Children](#)



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E. Administration **(Roll Call)**

1. ESEA Action Plan. [Motion to approve the ESEA action plan](#).
2. HIB Statement of Assurances. [Motion to approve the HIB Statement of Assurances](#).

F. Personnel **(Roll Call)**

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Staff Renewal List. Motion to approve the 2016-2017 Staff Renewal List as attached.
3. Job Description. Motion to approve the job description for Elementary School Secretary as attached.

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 and 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.

Resolution #1, (05-16) 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 (student discipline) HIB Hearing, and

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)**



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VI. NEW BUSINESS

(Roll Call)

- A. [School Board Meetings](#). Motion to approve the 2016-2017 Schedule of Berlin Board of Education School Board Meetings, as attached.
- B. [Summer Schedule](#). Motion to approve the 2016 Summer Schedule as attached.

VII. MEETING ADJOURNED

(Call Vote)

Next Meeting: June 16, 2016
Location: Media Center
Time: 7:00 p.m.