



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

**Date:** November 21, 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. Roll Call**

**E. Student Recognition**

- |  |            |  |
|--|------------|--|
| 1. Students of the month:                        | September: | Alexis Rubio, Grade 8<br>Jillian Miller, Grade 6   |
|  | October:   | Abigail Love, Grade 5<br>James Bejsiuk, Grade 6<br>Rylee Evans, Grade 7<br>Christopher Childs, Grade 8 |
| 2. Student report – student body representative: |            | Francesca Ferri  |

**F. Presentations**

- |   |                         |
|---|-------------------------|
| 1. Comprehensive Annual Financial Report: | Mr. Robert Inverso      |
| 2. Student Writing Samples:               | Mrs. DiBella & Students |

**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. October 17, 2013 Regular Meeting and Executive Session
- 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 September 30, 2013.  
Ratify and affirm Reconciliation Report for October 31, 2013.
  2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for September 30, 2013.  
Ratify and affirm Board Secretary Report for October 31, 2013.
  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 30, 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 September 30, 2013, 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 September, 2013 as follows:  
Increased/Decreased state aid: (\$0.00)
  4. Transfers.  
Motion to approve transfers for the month of September 30, 2013.  
Motion to approve transfers for the month of October 31, 2013.
  5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for October 31, 2013.
  6. Approval of Bills.  
Recommend bills to be paid as of November 21, 2013, in the amount of \$313,864.30.
  7. Student Activity Report.  
Motion to approve Student Activity Report for September 30, 2013.  
Motion to approve Student Activity Report for October 31, 2013.



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8. Donations:

Motion to accept the following donations, as of September 30, 2013:

Donation	Group Offering	Amount/Value

9. CAFR Audit Report.

Motion to accept the FY 2013 Audit Report (as presented by auditor Robert Inverso of Inverso and Stewart, LLC.,) with no Corrective Action Plan required.

- A. Move that the Board accept the 2012-2013 Comprehensive Annual Financial Report as presented and move that the Audit Summary be received as read in accordance with NJSA 18A:23-4 and 5, and further move that the Secretary be instructed to comply with all state and federal reporting requirements.

10. Enhancement Grant.

Motion to accept Camden county Recreation Facility Enhancement (reimbursement) Grant for \$21,000.

11. Partial Roof Project – Summer 2013

Upon Architect’s recommendation to approve closeout, final payment and retainage for partial roof project – Summer 2013, at \$29,046.32.

12. Banking Services.

Motion to authorize Business Administrator to join Camden County ASBO RFP for banking services.

13. Software Maintenance Agreement.

Motion to renew software maintenance agreement with Edmunds and Associates, Inc., Financial Accounting and Payroll systems at a cost of \$5,624.00.

14. Consortia Agreement.

Motion to approve annual Inter-Local Agency/Shared Service Agreement/Consortia with EIRC July 1, 2013 through June 30, 2014.

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

**A. Superintendent’s Monthly Report (Roll Call)**

**B. For Your Information (Roll Call)**

- 1. Write to Learn
- 2. NJASK – County Comparison
- 3. AchieveNJ Update – SGO’s
- 4. Safety & Security Drill Changes
- 5. County Office - Mid Year Budget and Instructional Data Review
- 6. School Profile – Accountability/Annual Measurable Objectives

**C. 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



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**D. Policy**

**(Roll Call)**

1. First Reading.

P 3142: Nonrenewal Of Nontenured Teaching Staff Member

P 3144: Certification Of Tenure Charges

P 3222: Evaluation Of Teaching Staff Members, Excluding Teachers And Administrators

P 3223: Evaluation Of Administrators, Excluding Principals, Vice Principals, And Assistant Principals

P 4146: Nonrenewal Of Nontenured Support Staff Member

**Policy Second Reading/Public Hearing**

**(Roll Call)**

2. Second Reading/Public Hearing .

**E. Administration**

**(Roll Call)**

1. Gibbsboro Student Wrestlers. Motion to approve allowing Gibbsboro students to participate in the BCS Wrestling program.

2. 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.

3. 2013-2014 Boys Basketball Schedule.

Motion to approve the 2013-2014 BCS Boys Basketball Schedule, as attached.

4. 2013-2014 Girls Basketball Schedule.

Motion to approve the 2013-2014 BCS Girls Basketball Schedule, as attached.

5. 2013-2014 Wrestling Schedule.

Motion to approve the 2013-2014 BCS Boys' Wrestling Schedule.

**F. Personnel**

**(Roll Call)**

1. Personnel Report.

Motion to approve the attached Personnel Report.

2. Observation Forms.

Motion to approve the attached observation forms:

Aides

Counselor

Staff Member

School Nurse

Media Specialist

Therapist

**G. Facilities**

1. Drills: October 10th 1:51 pm Active Shooter  
October 16th 8:58 am Fire Drill

**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. 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: January 9, 2014  
Location: Media Center  
Time: 6:30 p.m. Reorganization  
7:00 p.m. Regular Meeting