



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

Date: June 20, 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), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

E. Student Recognition

1. Students of the month (April 2013):

Grade 5:	Marissa Nissley
Grade 6:	Savanna Ptaszenski
Grade 7:	Claire Probst
Grade 8:	Cooper Cowdin

Students of the month (May 2013):

Grade 5:	Gabrielle Gentile
Grade 6:	Michael Fehrenback
Grade 7:	Jared Foti
Grade 8:	Patricia Gutowski

2. Student report – Student Body Representatives:

Jack Francesconi, Treasurer
Shannon McElroy, Vice President
Kayla Somers, President
Anthony O’Connell, Secretary

F. Presentations



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- 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 16, 2013 Regular Meeting and Executive Session
- I. Correspondence** **(Call Vote)**
1. Letter of Resignation/D. Behnke
- J. Facilities** **(Call Vote)**
1. Business Administrator’s Report: Frank Domin
- K. Finance: Mr. Frank Domin** **(Roll Call)**
1. Reconciliation Report.
Ratify and affirm Treasurer’s Report for April 30, 2013.
 2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for April 30, 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 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 April 30, 2013.
 5. Cafeteria Report.
Ratify and affirm Cafeteria Report for May 31, 2013.
 6. Approval of Bills.
Recommend bills to be paid as of June 20, 2013, in the amount of \$156,489.13.
 7. Student Activity Report.



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Motion to approve Student Activity Report for April 30, 2013.

8. Donations:

Motion to accept the following donations, as of April 30, 2013.

Donation	Group Offering	Amount/Value

9. Motion to approve the following Special Education ESY summer transportation with T&L Transportation at \$140.00 each per day for 20 days:

S-1 \$ 140.00 per diem = \$ 2,800.00
 S-2 \$ 140.00 per diem = \$ 2,800.00
 S-3 \$ 100.00 per diem = \$ 2,400.00
 Total \$ 8,000.00

10. Special Education Bus Aide (2).

Motion to approve 2 Special Education Bus Aides at \$12.00 per hour each, for 2 hours per day, for 20 days, at a cost of \$ 1,920.00.

11. Special Education Bus Aide (1)

Motion to approve 1 Special Education Bus Aide at \$12.00 per hour for 1 hour per day for 20 days and 2 hours per day for 4 days at a cost of \$ 432.00.

12. Shared Transportation.

Motion to approve the shared transportation of Homeless students with Eastern Regional by Hillman’s Bus Company at our share of \$158.00 per diem for 11 days in June. Total \$1,738.00.

13. Contracted Services Providers

Motion to approve Special Education Contracted Services Providers as attached.

14. Security Monitoring Contract.

Motion to approve the annual contract for building security central station monitoring with GCSI of Williamstown in the amount of \$443.00.

15. Lawn Fertilization.

Motion to approve the annual contract for lawn fertilization with Trugreen Chemlawn at \$900.00.

16. 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, 2013 through June 30, 2014, in the amount of \$13,406.00.

17. Western Pest Control. Motion to approve the annual contract with Western Pest Control at \$979.20.

18. Inverso and Stewart Peer/Quality Report.

Motion to acknowledge the receipt, review, and evaluation of the auditors’ (Inverso & Stewart,) Current external peer/quality report.

19. Fire Alarm Monitoring.

Motion to approve Siemen’s Industry, Inc. Bronze Service Contract for fire alarms annual Monitoring (24/7) July 1, 2013 to June 30, 2014, at \$357.00.

20. Fire Alarm Service.

Motion to approve Siemen’s Industry, Inc. Bronze Service Contract for fire alarms annual maintenance July 1, 2013 to June 30, 2014, at \$2,080.00.

21. Environmental Design Inc.

Motion to approve annual AHERA (asbestos) compliance services with Environmental Design



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- Incorporated (annual and 6 month inspection reports) at \$1,300.00.
22. Transfer of Current Year Surplus to Reserve.
Motion to approve Resolution #1, 6-13 to transfer current year anticipated surplus into a Capital Reserve and Maintenance Reserve as follows: Capital Reserve \$400,000., Maintenance Reserve \$100,000.
24. Medical Benefit Renewals.
Motion to approve the medical benefit renewals for medical, prescription, and dental per quotes Received:
Aetna: 18.04%
Bolinger: 2.3%
Delta: 0%
25. 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 22, 2013 Board of Education meeting.
26. 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.
27. Annual Transportation Approval with OLMC. Motion to approve transporting Our Lady Of Mount Carmel students on the Berlin Community School's regular bus routes.
28. Student Athletic Fee. Motion to renew the student athletic fee program.
29. 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 the Larc School, Bancroft, Archway Programs to charge students for reduced and/or paid meals provided as part of their educational program for the 2013-2014 school year.
30. Student Regular Paid Meal Prices.
Motion to approve the 2013-2014 student regular paid meal prices as required using the USDA Paid Lunch Equity Guideline (Attachment):
Breakfast: \$0.90
Lunch: \$2.00
(an increase of \$.05)
31. Grant Funded Positions.
Motion to approve the following 2012-2013 grant-funded positions:
- | | | |
|-------------------|---------------------|-------------|
| Debbie Bain: | 20-250-100-106-0000 | \$16,966.88 |
| Denise Weintraut: | 20-231-100-101 | \$45,641.68 |
| Dana Behnke: | 20-251-100-106 | \$ 8,317.36 |
| Mary Hoff: | 20-250-100-106 | \$ 789.12 |
| Mary Hoff: | 20-251-100-106 | \$ 496.64 |
32. Business Administrator's Contract.
Motion to approve the Business Administrator's Contract for the period of July 1, 2013 through June 30, 2014, as reviewed and approved by the Executive County Superintendent of Schools.
33. Heartland Rehabilitation Services.
Motion to approve the contract between the Berlin Borough School District and Heartland Rehabilitation Services, as attached.



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Appointments/Items L through DD:

(Roll Call)

L. Appointment of Board Secretary and Custodian of Records (OPRA):

Consider a motion to appoint Frank J. Domin, Jr. as Board Secretary and Custodian of Records for the 2013-2014 school year.

M. Appointment of Affirmative Action Officer:

Consider a motion to appoint Jeffrey Havers of the Berlin Borough School District as the Affirmative Action Officer for the 2013-2014 school year.

N. Appointment of Right To Know Officer:

Consider a motion to appoint the Jack Walker of the Berlin Borough School District as the Right To Know Officer for the 2013-2014 school year.

O. Appointment of Attendance Officer:

Consider a motion to appoint the Donna Madara of the Berlin Borough School District as the Student Attendance Officer for the 2013-2014 school year.

P. Appointment of Homeless Liaison:

Consider a motion to appoint Kristen Martello of the Berlin Borough School District as the McKinney-Vento Homeless Liaison for the 2013-2014 school year.

Q. Appointment of Integrated Pest Management Coordinator/Asbestos Management and PEOSA Officer/Indoor Air Quality Designee:

Consider a motion to appoint Jack Walker as the Integrated Pest Management Coordinator/ Asbestos Management and PEOSA Officer/Indoor Air Quality Designee for the 2013-2014 school year.

R. Professional Services for the 2013-2014 School Year:

Consider a motion to approve the following professional services*:

- | | |
|----------------------|--|
| 1. Medical Officer | Julian Maressa, D.O.
Richard Hardenbergh Insurance Agency |
| 2. Insurance Brokers | Conner Strong
AFLAC
Public Risk Group |

S. Depository:

Consider a motion to designate the following depositories for the 2013-2014 school year.

- TD Bank North
- New Jersey Arm
- New Jersey Cash Management
- Any other depository more beneficial to the district

T. Tax Shelter Annuity Company's/Brokers

Consider a motion to designate the following Tax Shelter Annuity Company's/Brokers for the 2013-2014 school year.

- AXA Equitable
- Lincoln Financial
- Any other Tax Shelter Annuity Company's/Brokers more beneficial to the district

U. Annual Tuition Rates for the 2013-2014 school year.

Consider a motion to establish the following tuition rates for the 2013-2014 school year.

School Year		
	Half Day PSD	\$14,217.
	Full Day LLD/BD/MD	\$21,578.



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Grade K	\$ 9,639.
Grades 1-5	\$ 9,164.
Grades 6-8	\$ 9,477.
Resource Center	\$12,000

V. Travel Limitations for the 2013-2014 school year.

Consider a motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2013-2014 school year, not to exceed \$20,000.00.

W. Authorization to Award Contracts for the 2013-2014 school year.

Consider a motion to authorize the business administrator as the certified purchasing agent to award contracts in accordance with N.J. Statutes for the 2013-2014 school year, to set the quote threshold at 15% of the bid threshold, and to approve procurement of goods and services through state agencies (state contract).

X. Authorization to Sign Warrants (Checks) for the 2013-2014 school year.

Consider a motion to authorize the following personnel to sign checks for the 2013-2014 school year.

1. President of the Board of Education
2. Business Administrator/Board Secretary/Treasurer
3. Superintendent
4. Coordinator of Business Operations
5. Middle School Principal – Student Activities
6. Administrative Assistant - Student Activities, Petty Cash, Cafeteria
7. Secretary to the Business Administrator – Cafeteria

Y. Authorization of Payment of Bills between BOE Meetings for the 2013-2014 school year.

Consider a motion to authorize the payment of bills between Board of Education Meetings for the 2013-2014 school year.

Z. Authorization to Establish Petty Cash Funds for the 2013-2014 school year.

Consider a motion to authorize establishment of individual petty cash funds in the amount not to exceed \$250 for the 2013-2014 school year.

AA. Approval of Parliamentary Procedure for the 2013-2014 school year.

Consider a motion to adopt parliamentary procedure as described by Robert's Rules of Order to govern the order of business of the Board of Education for the 2013-2014 school year.

BB. Consider the adoption of the following resolution:

(Required under the Sunshine Law)

WHEREAS, the "Open Public Meetings Act" requires that advance written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephoned, telegraphed, faxed or hand delivered to one local newspaper designated by resolution, and mailed to all persons requesting a copy of same upon payment of an established fee.

NOW THEREFORE, Be It Resolved by the Board of Education of the Borough of Berlin Borough as follows:

1. All advance written notices of Board meetings shall be posted by the Board Secretary: on the bulletin board located in the Berlin Borough School Elementary and Middle School Offices, on the school website, and on the bulletin board located in the Berlin Borough Administration Building.



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2. All advance written notices of Board meetings shall be given to at least one of the the following newspapers:
The Central Record (primary)
The Courier Post Newspaper (secondary)
3. All advance written notices of Board meetings and any change throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$15.00. News media shall be exempt from such fee.

CC. Motion to adopt prior rules and regulations of the Board including school programs and curriculum as follows:

1. Existing Board Policy Manual, Bylaws and Regulations
2. Art, Computer, Family Life, Life Skills, Physical Education, Language Arts, Library, Mathematics, Music, Science, Social Studies, Health, Guidance Services, Child Study Team Services, and all other programs and curriculum now presently in force.
3. All textbook series currently in use and previously approved library books.

DD. Motion to approve official school website at www.bcsberlin.k12.nj.us

II. SUPERINTENDENT’S REPORT: Mr. Tony Trongone

A. For Your Information

1. High Note Festival at Dorney Park:
At the recent High Note Festival at Dorney Park, both BCS Concert and Jazz Bands received Superior Ratings for their performances at the Festival.
2. New Writing Program Grades 3-5
3. New Reading Program Kindergarten
4. New Math Program Grades 7 and 8
5. New Teacher Evaluation – AchieveNJ
6. Field Day
7. BCS Library Update
8. Summer PALS

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)

D. Policy

(Roll Call)

1. First Reading.
P5120: Assignment of Pupils
P5300: Automated External Defibrillators



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- P5533: Pupil Smoking
- P7434: Smoking in School Buildings and Grounds
- P7522: School District Provided Technology Devises to Staff Members
- P7523: School District Provided Technology Devises to Pupils

Policy Second Reading/Public Hearing

(Roll Call)

- 2. Second Reading/Public Hearing.

E. Administration

(Roll Call)

- 1. PALS Summer Trip List
- 2. School Bus Emergency Evacuation Drill Report
- 3. 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 22, 2013 Board of Education Meeting.
- 4. Nursing Services Plan.
Motion to approve the revised 2012-2013 Nursing Services Plan, as attached.
- 5. Security Drill Report.
Motion to approve the attached 2012-2013 Security Drill Report.
- 6. Summer Extended School Year.
Motion to approve the attached Extended School Year In-District Programs and personnel, as attached.
- 7. Science Curriculum.
Motion to approve District Science Curriculum, as attached.

F. Personnel

(Roll Call)

- 1. Personnel Report.
Motion to approve the attached Personnel Report.
- 2. Staff Renewals.
Motion to approve 2013-2014 Staff Renewals, as amended.
- 3. Annual Substitute Renewal.
Motion to approve the attached substitute renewal list for the 2013-2014 school year.
- 4. Schedule B Coaches/Advisors.
Motion to approve the attached Schedule B list of coaches and advisors for the 2013-2014 school year. All coaches are approved pending completion of the Interscholastic Head Injury Safety Training Program.

G. Facilities

- 1. Drills: June 5, 2013/Fire 9:24 a.m.
June 10, 2013/Lockdown

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.



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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

A. Board Retreat

VII. MEETING ADJOURNED

(Call Vote)

Next Meeting: August 22, 2013
Location: Media Center
Time: 7:00 p.m.