



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

**Date:** April 27, 2017  
**Time:** 7:00 p.m.  
**Location:** Media Center  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009

**MINUTES**

**I. PUBLIC SESSION**

**A. Meeting Called to Order** - Mrs. Rebecca Holland, Board President presiding.

**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.org](http://www.bcsberlin.org)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

Lisa Asare - Absent	Lisa Kehoe
Francis Ballak	Dennis Quinn
Michelle Goshaw	Fran Viscome
Nick Guerere	Linda Welte
Rebecca Holland	

**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!*

**Superintendent - Mrs. Martello introduced each of the students, inviting them to speak about “what inspires me” and presented them with a certificate of recognition**

- |                           |          |          |                   |
|---------------------------|----------|----------|-------------------|
| 1. Superintendent’s Award | February | Grade 7: | Vincent Baldino   |
|                           | March    | Grade 8: | Sandra Garneau    |
| 2. Students of the month  | March    | Grade 5: | Grace Francesconi |
|                           |          | Grade 6: | Ethan Miller      |
|                           |          | Grade 7: | Juliann Malone    |
|                           |          | Grade 8: | Cole Chuppe       |



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3. Student report – student body representative: Gina Bogardus

### F. Presentations

1. Strategic Planning Presentation: Mr. Jesse Adams reviewed the process of the three public forums and the results through a power point presentation. The final document in booklet form will be made available to the Board prior to the May meeting for review and a vote to accept.
2. Seuss Night Presentation: Miss Erin Maloney and Mrs. Susanne Ruhf showed a power point presentation put to music of the activities of the Seuss Night that raised funds for 2 \$500 scholarships for 8<sup>th</sup> graders in memory of Mrs. Jody Harvey.

### G. Public Participation – 7:27 pm

Celeste 110 Stockton Blvd – Is the library closing – Answer: No, the Board will be seeking a RIF – Reduction in Force. Where can they get a copy of the plans? Answer: On the school website. What is a RIF? Answer: Reduction in Force,

Wendy – how much was spent on the Strategic Plan if we are cutting positions? If a teacher is retiring, how can we keep class size? The large class groups are moving up and the current kindergarten enrollment is at 60. (well below out average of 100)

Nicole Beal – Stockton Blvd – I was at all of the Strategic Meeting is the curriculum being updated? Will teachers be in-serviced Anthologies be updated? Answer: There is a five year curriculum review in process. There are in-services planned and there is money budgeted for books.

Donna Norris – 112 Stockton Blvd – Has class size concerns since they are at 25 every year.

Tracy Salvatore – 120 New Freedom Road – No School Resource Officer. Do you get money from Borough Council for a Resource Officer? Answer: No  
In Strategic Plan will there be money allocated? That is something that will be reviewed as part of the plan.

Christina Miller – Daughter is a freshman at Eastern and feels that 8<sup>th</sup> grade biology does not prepare the student for Eastern. Answer: Summer curriculum coordination is set up between BCS and the high school.

Lil Graham – questioned about wrestling, can we share with another district? Answer: We did with Gibbsboro but there was only one participant.

### H. Approval of Minutes

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to approve the minutes for:

1. March 16, 2017 Regular Meeting and Executive Session

**Roll Call** - Unanimous yes - Motion Passed

### I. Correspondence

1. Letter of Resignation



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2. Letter of Retirement
3. Request for Extension
4. NJSBA

**J. Facilities**

**(FYI)**

1. [Business Administrator's Report](#): Frank Domin
2. Drills: Tier 3 Lockdown                      March 2, 2017                      11:30 am  
                    Fire Drill                                      March 20, 2017                      1:45 pm
3. Transportation
4. Update Fire Alarm Panel

**K. Finance: Mr. Frank Domin**

**Motion:** Mr. Quinn , seconded by Mrs. Goshaw to approve Finance items 1 through 11.

**Roll Call** - Unanimous yes - Motion Passed

1. Reconciliation Report.  
[Ratify and affirm Reconciliation Report for month ending February 28, 2017.](#)
2. Report of the Board Secretary.  
[Ratify and affirm Board Secretary Report for month ending February 28, 2017.](#)
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, 2017, 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 February 28, 2017, 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 March 31, 2017 as follows:  
Increased/Decreased state aid:                      (\$0.00)
4. Transfers.  
[Motion to approve transfers for the month of February 2017.](#)



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- 5. Cafeteria Report. Ratify and affirm Cafeteria Report for period ending March 31, 2017.
6. Approval of Bills. Recommend bills to be paid as of April 27, 2017, in the amount of \$417,524.98.
7. Student Activity Report. Motion to approve Student Activity Report for month ending February 28, 2017.

8. Donations: N/A

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

- 9. Copier Rental Contract. Motion to approve NJ State Contract # A40467 for copier rental to replace copiers in Middle School and Elementary offices - 60 months includes parts, labor, and supplies.
10. Motion to approve the following 2017-2018 contracts:
a. Professional AHERA Compliance Services to Environmental Design Inc. \$800
b. Gym Floor recoating to Capital Floors LLC, Gym A \$1,785, Gym B \$1,855
c. Food Service Contract. 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 2017-2018 school year (1.5% increase) with an annual management fee of \$15,887.50.
d. Assistive Technology Contract. Assistive technology evaluation contract to Advancing Opportunities for \$925 plus \$60/hour travel time
e. Parental Transportation Contract Parent 2 for 210 days @ \$30 per run am/pm, not to exceed \$12,600.

11. Motion to approve Resolution #1, 4-27

Rejection of Transportation Bids.

WHEREAS, the Berlin Borough Board of Education has advertised for Transportation Routes, Sports, and Trips;

WHEREAS, the Bids opened Monday April 24, 2017 exceeded the 2017-2018 budgeted appropriation:

THEREFORE, the Bids opened April 24, 2017 will have to be rejected due to insufficient appropriations.

II. SUPERINTENDENT'S OFFICE: Mrs. Kristen Martello

A. For Your Information

(FYI)

- 1. Tansboro Road Apartment Project
2. TLC Group
3. SEMI Waiver Approval
4. Interact Spring Senior Citizens Luncheon: May 18th

B. Program Reports

- 1. Principal's Report: Dr. Ward Richards
2. Special Education Report: Mrs. Lindsay
3. Instruction, Achievement & Student Activities Report: Mrs. Groark
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update: Mrs. Weber



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**C. Superintendent's Monthly Report**

**Motion:** Mr. Quinn, seconded by Mr. Ballak to approve Superintendent's Monthly Report.

**Roll Call** - Unanimous yes - Motion Passed

**D. Policy**

**Motion:** Mr. Guerere, seconded by Mrs. Viscome to adopt the following ten policies for first reading.

**Roll Call** - Unanimous yes - Motion Passed

1. First Reading.  
[P5350 – Pupil Suicide Prevention](#)  
[R5350 – Pupil Suicide Prevention](#)  
[PG8350 – Records Retention \(NEW\)](#)

**Policy Second Reading/Public Hearing**

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to adopt the following policies after second reading.

**Roll Call** - Unanimous yes - Motion Passed

2. Second Reading/Public Hearing.  
[P3126 – District Mentoring Program](#)  
[R3126 – District Mentoring Program](#)  
[P3141 – Resignation](#)  
[P3144 – Certification of Tenure Charges](#)  
[R3144 – Certification of Tenure Charges](#)

**E. Administration**

**Motion:** Mrs. Welte, seconded by Mrs. Goshaw to approve Administration items 1 through 10.

**Roll Call – Unanimous yes** - Motion passed

1. BCS Mentoring Plan. [Motion to approve 2017-18 BCS Mentoring Plan.](#)
2. Girls Soccer League. [Motion to approve participation in South Jersey Middle School Soccer League.](#)
3. Girls Soccer Schedule. [Motion to approve 2017 Girls Soccer Schedule.](#)
4. Camden County Elementary League. [Motion to approve Resolution #2, \(04-17\) to participate in Camden County Elementary League.](#)
5. ESY Staff. Motion to approve ESY Staff for summer 2017.
6. BBEA Contract. Motion to ratify the 2016-2019 BBEA Contract between the Berlin Borough Education Association and the Berlin Borough Board of Education.
7. Revised CER Parent Information. [Motion to approve Revised 2017-18 CER Parent Information.](#)
8. Jody Harvey Scholarships. [Motion to approve Jody Harvey Scholarship.](#)
9. Strategic Plan. Motion to approve 2017-2020 Strategic Plan.
  - a. [Facility Sustainability](#)



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- b. [Student Achievement](#)
  - c. [Technology](#)
  - d. [Security](#)
  - e. [Whole Child](#)
10. STEAM Teacher/Technology Coach. [Motion to approve the attached STEAM Teacher/Technology Coach.](#)
11. Rejection of Transportation bids. [Motion to approve Resolution #1, 4-27 Transportation Bid Rejection.](#)  
*Whereas* the Berlin Borough BOE has advertised for Transportation Routes, Sports and Trips;  
*Whereas* the Bids opened Monday April 24, 2017 exceeded the 2017-18 budgeted appropriation;  
*Therefore* the Bids opened April 24, 2017 will have to be rejected due to insufficient appropriations.

**F. Personnel**

**Motion:** Mrs. Viscome, seconded by Mrs. Kehoe to approve Personnel Report item 1 - 3

**Roll Call – Unanimous yes - Motion passed**

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Resolution #3, (04-17) to ratify the actions taken by the Superintendent to terminate employee ID# 35077692.
3. Resolution #4, (04-17) to abolish position as attached.

**G. Public Participation – All Issues**

Rich T., 15 Hillside Lane – has there been any thought about communication to the students about the elimination of the library position. Answer: As information that affects the students is finalized I will take that into consideration. Parents should not look to social media for information and should contact the school if they have any questions.

Joceyln Lewis – Thank you for adding Friday to Summer PALS – Can you get the word out because some of us had already made other arrangements for Fridays. Where will the instructional time previously allocated for library come from – Answer More information will come out as class schedules are completed.

**III. NONPUBLIC EXECUTIVE SESSION 8:06 pm**

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 15 minutes.

**Resolution #5, (04-17) 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, personnel and,



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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

**Motion:** Mr. Quinn, seconded by Mrs. Welte to enter into Executive Session for approximately 15 minutes to discuss personnel matters.

**Call Vote – Unanimous yes - Motion passed**

**Roll Call**

Lisa Asare - Absent  
Francis Ballak  
Michelle Goshaw  
Nick Guerere  
Rebecca Holland

Lisa Kehoe  
Dennis Quinn  
Fran Viscome  
Linda Welte

Superintendent updated the Board with correspondence received from the Executive County Superintendent of Schools.

**IV. RETURN TO PUBLIC SESSION 8:28 pm**

**Motion:** Mr. Quinn, seconded by Mrs. Viscome to return to public session.

**Call Vote – Unanimous yes - Motion passed**

**V. NEW BUSINESS**

**A. Review of Substitute Procedures – Superintendent Martello**

1. [2017-18 Proposal from Insight @34%](#)
2. [2017-18 Proposal from Source 4 Teachers](#)
3. [2017-18 Proposal from The Substitute Service](#)
4. [2017-18 BCS Substitute Program](#)
5. Neighboring Districts Sub Rates
6. **Motion:** Mr. Quinn, seconded by Mr. Ballak to approve Insight for 2017-18 substitute services.

**VI. MEETING ADJOURNED**

**Motion:** Mr. Quinn, seconded by Mrs. Goshaw to adjourn meeting at 8:41 pm.

**Call Vote – Unanimous yes - Motion passed**



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Next Meeting: May 11, 2017  
Location: Media Center  
Time: 7:00 p.m.