



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

**Date:** August 17, 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** – Linda Welte, Vice President **Time:** 7:00 p.m.

**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 Courier Post 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**

Member	Present	Absent
Lisa Asare	Arrived 7:02	
Fran Ballak	X	
Michelle Goshaw		X
Nicholas Guerere		X
Lisa Kehoe	X	
Dennis Quinn	X	
Fran Viscome	X	
Linda Welte – Vice President	X	
Rebecca Holland - President		X

**Others in attendance:** Superintendent-Kristen Martello, Business Administrator-Cande Kristoff, Board Solicitor-Allan Dzwilewski

New Staff in attendance were introduced: Lindsay Wolf

**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*



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

*of the Month contribute to an overall positive school environment. Grade level teachers work together to nominate 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 - None for this meeting
2. Superintendent's Award - None for this meeting
3. Student report – student body representative: None for this meeting

### F. Presentations – None for this meeting

### G. Public Participation – Agenda Items Only

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.

**Motion:** Dennis Quinn, seconded by Fran Viscome to open meeting to the public agenda items only  
**Call Vote** – Unanimous Yes - Motion Passed

Lil Graham – Question regarding math curriculum

### H. Approval of Minutes

1. June 22, 2017 Regular Meeting and Executive Session
2. July 22, 2017 Special Meeting and Executive Session

**Motion:** Fran Viscome, seconded by Dennis Quinn to approve the minutes for:

**Roll Call:** June 22, 2017 Minutes – Lisa Asare abstained, Fran Ballak abstained – No Quorum

**Roll Call:** July 22, 2017 Minutes – Lisa Kehoe abstained, 5 yes – Motion Passed

### I. Correspondence - None for this meeting

### J. Facilities

1. Business Administrator's Report: Cande Kristoff
2. Drills: Fire Drill July 28, 2017 10:10 am

### K. Finance: Cande Kristoff

**Motion:** Dennis Quinn, seconded by Fran Viscome to approve finance items 1 through 17:

**Roll Call** – Lisa Asare abstained item 15 - 5 yes - Motion Passed

**Roll Call** – 6 Yes - Motion Passed

1. Reconciliation Report. Ratify and affirm the following Reconciliation Reports:  
May 2017  
June 2017



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

2. Report of the Board Secretary. Ratify and affirm the following Board Secretary Reports:  
May 2017  
June 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 June 30, 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 May 31, 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 June 30, 2017, as follows:  
Increased/Decreased state aid: (\$0.00)
4. Transfers. Motion to approve the following transfers:  
May 2017  
June 2017
5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending June 30, 2017.
6. Approval of Bills. Recommend bills to be paid as of:  
June 29, 2017, in the amount of \$117,896.16.  
June 29, 2017, in the amount of \$154,721.11  
August 17, 2017 in the amount of \$275,554.58
7. Student Activity Report. Motion to approve the following Student Activity Reports:  
May 2017  
June 2017
8. Donations: Motion to accept the following donations:

Donation	Group Offering	Amount/Value
10 iPads, cases, and 3 year Apple care	H.S.A.	\$4,379.40
Preschool Playground	H.S.A.	\$7,072.86
9. Cooper Health Services. Resolution approving and authorizing Cooper Health Services, with a revised agreement, to follow for approval.
10. FlippingBook Publisher. Motion to renew annual subscription to FlippingBook Publisher for the 2017-2018 school year at \$1,390, as per attached quote.



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

11. ESEA allocation and submission. Motion to accept 2017-2018 allocation of \$111,554 from Elementary and Secondary Education Act Consolidated Formula Subgrant and to authorize submission of the application for the 2017-2018 school year as follows:  
Title IA: \$85,221  
Title IIA: \$15,680  
Title III: \$653  
Title IV: \$10,000
12. Grant Funded Positions. Motion to approve the following 2017-2018 grant-funded positions:  
Linda Jurski (partial) 20-251-100-100 \$8,518
13. Nursing Services. Motion to approve In-School Nursing Services contract with Bayada for ESY substitute nurse coverage Monday through Thursday from August 1, 2017 to August 10, 2017, 8:30 am - 1:30 pm at \$55 per hour, and on an as-needed basis until June 30, 2018 as attached.
14. SLP Services. Motion to approve contracted SLP services for ESY through the Camden County Educational Services Commission, Monday through Thursday from July 5, 2017 to August 10, 2017, at one hour per week, per attached quote.
15. Additional State Aid. Motion to accept additional state aid in the amount of \$23,673 with the allocations as follows:  
Re-instate Wrestling for the 2017-18 year only – \$8,318.00  
Re-instate Cheerleading for the 2017-18 year only – \$6,125.00  
Library enhancement to educational area media literacy curriculum \$1,500 professional development  
Unanticipated out of district tuition \$7,730.00
16. iPad Lease Agreement. Motion to approve three-year lease agreement for 100 iPads and cases through Apple Financial Services at \$42,795, as per attached quote.
17. Revised Interlocal Contract. Motion to approve Revised LDTC Teacher Interlocal Contract, as attached.

**II. SUPERINTENDENT'S OFFICE: Mrs. Kristen Martello**

**A. For Your Information**

1. Tansboro Road Apartment Project
2. Collaboration with Voorhees, Eastern, and Gibbsboro School Districts
3. Back to School Nights will be held:  
Thursday, September 7, 2017 at 6:30 pm (Kindergarten)  
Tuesday, September 26, 2017 at 6:30 pm (Grades 1-5)  
Tuesday, September 28, 2017 at 6:30 pm (Grades 6-8)

**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

**C. Superintendent's Monthly Report**

**Motion:** Fran Viscome, seconded by Fran Ballak to approve Superintendents Monthly Report:

**Roll Call** - Unanimous Yes - Motion Passed



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

**Motion:** Fran Ballak, seconded by Lisa Kehoe to approve the following 12 policies after first reading

**D. Policy**

1. First Reading.
  - PG5339 Screening for Dyslexia
  - PG5620 Expulsion
  - PG5750 Equal Educational Opportunity
  - PG5755 Equity in Educational Programs and Services
  - PG6480 Purchase of Food Supplies
  - PG8505 Wellness Policy/Nutrient Standards
  - PG8630 Bus Driver/Bus Aide Responsibility
  - P3160 Physical Examination for Teaching Staff
  - R3160 Physical Examination for Teaching Staff
  - P4160 Physical Examination for Support Staff
  - R4160 Physical Examination for Support Staff
  - P8601 Pupil Supervision After School Dismissal

**Roll Call** - Unanimous Yes - Motion Passed

**Motion:** Fran Viscome, seconded by Lisa Kehoe to approve the following 12 policies after second reading

**Policy Second Reading/Public Hearing**

2. Second Reading/Public Hearing.
  - Memorandum
    - P2460 Special Education
    - R2460 Special Education
      - R2460.1 Special Education – Location, Identification, and Referral
      - R2460.8 Special Education – Free and Appropriate Public Education
      - R2460.9 Special Education – Transition From Early Intervention Programs to Preschool Programs
      - R2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
      - R2460.16 Special Education – Instructional Material to Blind or Print-Disabled Students
    - P2467 Surrogate Parents and Foster Parents
    - P5610 Suspension
    - R5610 Suspension Procedures
    - R3240 Professional Development for Teachers and School Leaders
    - P9270 Home Schooling and Equivalent Education Outside The Schools  
(Link: [NJ Department of Education Homeschooling FAQs](#))

**Roll Call** - Unanimous Yes - Motion Passed



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

**E. Administration**

1. Public Agency Compliance Officer. Motion to appoint Cande Kristoff, Business Administrator as Public Agency Compliance Officer (PACO).
2. Security Drill SOA. Motion to approve 2016-2017 Security Drill Statement of Assurance, as attached.
3. Revised Bell Schedule. Motion to approve Revised 2017-2018 Bell Schedule, as attached.
4. ELS Program Plan. Motion to approve the 2017-2020 ELS Three Year Program Plan, as attached.
5. Technology Handbook. Motion to approve 2017-2018 Technology Handbook, as attached.
6. Parent/Student Handbook. Motion to approve 2017-2018 Parent/Student Handbook, as attached.
7. Staff Handbook. Motion to approve 2017-2018 Staff Handbook, as attached.
8. HIB Self-Assessment. Motion to approve HIB Self-Assessment, as attached.
9. Interim Hiring Authorizations. Motion to authorize the Superintendent to hire in the interim in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the September Board of Education meeting.
10. CER Instructor Information. Motion to approve 2017-2018 CER Instructor Information packet, as attached.
11. CER Parent Information. Motion to approve 2017-2018 CER Parent Information packet, as attached.
12. PALS Family Handbook. Motion to approve 2017-2018 PALS Family Handbook, as attached.
13. CER Fall Classes. Motion to approve the Fall 2017 CER classes and clubs, as attached.
14. Superintendent Job Targets. Motion to approve Superintendent Martello 2017-2018 Job Targets, as attached.
15. Lead Testing Results. Motion to approve Lead Testing Results, as attached.
16. Science Curriculum. Motion to approve the following Science Curriculum for Grades K-5, and 7:
  - Kindergarten Unit 1 Motion and Stability: Forces and Interactions
  - Kindergarten Unit 2 Energy
  - Kindergarten Unit 3 From Molecules to Organisms
  - Kindergarten Unit 4 Earth's Systems- Weather
  - Kindergarten Unit 5 Earth and Human Activity
  - Kindergarten Unit 6 Engineering Design
  - Grade 1 Unit 1 Waves and their Applications in Technologies for Information Transfer
  - Grade 1 Unit 2 From Molecules to Organisms: Structures and Processes
  - Grade 1 Unit 3 Heredity: Inheritance and Variation of Traits
  - Grade 1 Unit 4 Earth's Place in the Universe
  - Grade 1 Unit 5 Engineering Design
  - Grade 2 Unit 1 Matter and its Interactions
  - Grade 2 Unit 2 Ecosystems: Interactions, Energy, and Dynamics
  - Grade 2 Unit 3 Biological Evolution: Unity and Diversity
  - Grade 2 Unit 4 Earth's Place in the Universe
  - Grade 2 Unit 5 Earth's Systems
  - Grade 2 Unit 6 Engineering Design
  - Grade 3 Unit 1 Motion and Stability: Forces and Interactions
  - Grade 3 Unit 2 From Molecules to Organisms: Structure and Processes
  - Grade 3 Unit 3 Ecosystems: Interactions, Energy and Dynamics



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

- Grade 3 Unit 4 Heredity: Inheritance and Variation of Traits
- Grade 3 Unit 5 Biological Evolution: Unity and Diversity
- Grade 3 Unit 6 Earth's Systems
- Grade 3 Unit 7 Earth and Human Activity
- Grade 3 Unit 8 3-5 Engineering Design
- Grade 4 Unit 1 Force and Motion
- Grade 4 Unit 2 Transfer of Energy
- Grade 4 Unit 3 Waves and Information
- Grade 4 Unit 4 How Organisms Process Information
- Grade 4 Unit 5 Structures and Processes
- Grade 4 Unit 6 Weathering and Erosion
- Grade 4 Unit 7 Earth Processes
- Grade 4 Unit 8 Using Engineering Design with Force and Motion Systems
- Grade 5 Unit 1: Properties of Matter
- Grade 5 Unit 2: Changes in Matter
- Grade 5 Unit 3: Energy and Matter in Ecosystems
- Grade 5 Unit 4: Water on the Earth
- Grade 5 Unit 5: Earth's Systems
- Grade 5 Unit 6: Interactions Within the Earth, Sun, and Moon System
- Grade 7 Unit 1 Structure Function and Information Processing
- Grade 7 Unit 2 Growth Development and Reproduction of an Organism
- Grade 7 Unit 3 Inheritance and Variations of Traits
- Grade 7 Unit 4 Evidence of Common Ancestry and Selection and Adaptation
- Grade 7 Unit 5 Matter and Energy in Organisms and Ecosystems
- Grade 7 Unit 6 Interdependent Relationships in an Ecosystem
- Grade 7 Unit 7 Human Impacts on Earth Systems and Global Climate Change
- 17. Math Curriculum. Motion to approve the following Math Curriculum for Grades K-5:
  - Kindergarten Unit 1 Position Words
  - Kindergarten Unit 2 Connecting Counting to Cardinality
  - Kindergarten Unit 3 Geometric Shapes
  - Kindergarten Unit 4 Counting, Addition and Subtraction
  - Kindergarten Unit 5 Place Value
  - Kindergarten Unit 6 Measurement
  - Grade 1 Unit 1 Add and Subtract within 10
  - Grade 1 Unit 2 Add and Subtract within 20
  - Grade 1 Unit 3 Place Value, Measurement & Shapes
  - Grade 1 Unit 4 Reason with Shapes and their Attributes
  - Grade 2 Unit 1 Add and Subtract within 100 and Understand Place Value to 1000
  - Grade 2 Unit 2 Place Value Strategies for Addition and Subtraction
  - Grade 2 Unit 3 Measurement
  - Grade 2 Unit 4 Reason with Shapes and Represent Data
  - Grade 3 Unit 1 Place Value, Addition and Multiplication



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

- Grade 3 Unit 2 Modeling Multiplication and Division
- Grade 3 Unit 3 Fractions as Numbers and Measurement
- Grade 3 Unit 4 Representing Data , Geometry , Perimeter and Area
- Grade 4 Unit 1: Place Value, Operations with Whole Numbers, & Multi-Digit Arithmetic
- Grade 4 Unit 2: Fractions and Decimals
- Grade 4 Unit 3: Geometry, Measurement, and Data
- Grade 5 Unit 1 Understanding the Place Value System
- Grade 5 Unit 2 Operations on Fractions
- Grade 5 Unit 3: Understanding Volume, Coordinate Geometry and Classifying Figures
- 18. Pre-Engineering Curriculum. Motion to approve the following Pre-Engineering Curriculum for Grades 6, 7 and 8:
  - Grade 6 Project Lead The Way Energy and the Environment
  - Grade 7 Project Lead The Way Green Architecture Unit Outline
  - Grade 8 Project Lead The Way Automation and Robotics Unit Outline
- 19. LAL Curriculum. Motion to approve the following LAL Curriculum for Grades K - 8:
  - Kindergarten Unit 1
  - Kindergarten Unit 2
  - Kindergarten Unit 3
  - Kindergarten Unit 4/5
  - Grade 1 Unit 1 Communities
  - Grade 1 Unit 2 TeamWork
  - Grade 1 Unit 3 Changes
  - Grade 1 Unit 4 Treasures
  - Grade 2 Unit 1 Exploration
  - Grade 2 Unit 2 Working Together
  - Grade 2 Unit 3 Creative Ideas
  - Grade 2 Unit 4 Our Changing World
  - Grade 3 Reading Unit 1 Building a Reading Life
  - Grade 3 Reading Unit 2 Reading to Learn - Grasping Main Ideas and Text Structure
  - Grade 3 Reading Unit 3 Character Studies
  - Grade 3 Reading Unit 4 Reading Clubs
  - Grade 4 Reading Unit 1 Interpreting Characters/The Heart of the Story
  - Grade 4 Reading Unit 2 Reading the Weather, Reading the World
  - Grade 4 Reading Unit 3 Reading History: The American Revolution
  - Grade 4 Reading Unit 4 Historical Fiction Clubs
  - Grade 4 Writing Unit 1 Narrative
  - Grade 4 Writing Unit 2 Opinion Essay
  - Grade 4 Writing Unit 3 Informational Essay
  - Grade 4 Writing Unit 4 Literature/Literary Essay (Opinion Essay)
  - Grade 5 Reading Unit 1 Interpreting Book Clubs-Analyzing Themes
  - Grade 5 Reading Unit 2 Tackling Complexity-Moving up Levels of Nonfiction
  - Grade 5 Reading Unit 3 Argument and Advocacy- Researching Debatable Issues
  - Grade 5 Writing Unit 1 Narrative Writing
  - Grade 5 Writing Unit 2 Lens of History Research Report
  - Grade 5 Writing Unit 3 Memoir
  - Grade 5 Writing Unit 4 Research Based Argument Essay





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

Grade 6 Unit 1 Survival	Grade 7 Unit 1 Life Lessons
Grade 6 Unit 2 More Survival	Grade 7 Unit 2 Poetry In Motion
Grade 6 Unit 3 Be The Change	Grade 7 Unit 3 The Power Of Words
Grade 6 Unit 4 Roll Of Thunder Hear My Cry	Grade 7 Unit 4 Show Us
Grade 8 Unit 1 Elements Of Fiction	
Grade 8 Unit 2 The Collaboration Of Fiction And Fact	
Grade 8 Unit 3 The Play's The Thing	
Grade 8 Unit 4 Putting It All Together	

**Motion:** Fran Viscome, seconded by Lisa Kehoe to approve Administration items 1 through 19:  
**Roll Call** – Unanimous Yes - Motion Passed

**F. Personnel**

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Job Description. Motion to approve the PALS Manager Job Description, as attached.
3. Revised Job Description. Motion to approve the revised Director of Instruction, Achievement, and Student Activities Job Description, as attached.

**Motion:** Fran Viscome, seconded by Lisa Kehoe to approve Personnel Report item 1 through 3:  
**Roll Call** – Unanimous Yes - Motion Passed

**G. Public Participation – All Issues**

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.

**Motion:** Dennis Quinn, seconded by Fran Viscome to open meeting to the public all issues  
**Call Vote** – Unanimous Yes - Motion Passed

Jenn Adair-LaFontaine – Question regarding home schooling policy; asking to revise policy  
Lil Graham – suggested meeting agenda posted sooner – Addressed areas of collaboration with other districts – posting on social media  
Eugenia Krug – Question: regarding new employee drug testing policy – Suggestion: Chromebooks instead of IPADS – Consider: a more formal curriculum/carryout grammar through upper grades

**III. NONPUBLIC EXECUTIVE SESSION 8:15 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. 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.



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

**Motion:** Dennis Quinn, seconded by Fran Viscome to approve Resolution #1 (08-17)

**Call Vote** – Unanimous Yes - Motion Passed

**Resolution #1, (08-17) 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: Litigation; Personnel; Student Matters

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 9:05 PM**

**Motion:** Fran Viscome, seconded by Lisa Asare to return to public session

**Call Vote** – Unanimous Yes - Motion Passed

**V. NEW BUSINESS**

**A. Request to Reschedule Meeting Date**

1. Request from the Fashion Show Committee to reschedule the March 15, 2018 Board of Education meeting. Motion to approve the March 2018 Board of Education meeting to be held on Wednesday, March 14, 2018.

**Motion:** Dennis Quinn, seconded by Fran Viscome to approve new meeting date

**Roll Call** – Unanimous Yes - Motion Passed

**B.**

1. Motion by Dennis Quinn, seconded by Fran Viscome to approve the agreements involving two student matters, copies of which were previously distributed to Board members.

**Call Vote** – Unanimous Yes - Motion Passed

Linda Welte commented on a workshop that she and Rebecca Holland attended concerning social media and would like to send the PowerPoint presentation to Board members. In addition, Linda reminded the Board of the NJSBA Conference in October 2017 and that Board members may fulfill their mandated training requirement at that time.



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

**VI. OLD BUSINESS** - None for this meeting

**VII. MEETING ADJOURNED 9:17 PM**

**Motion:** Dennis Quinn, seconded by Lisa Kehoe to adjourn the meeting  
**Call Vote** – Unanimous Yes - Motion Passed

Next Meeting: September 14, 2017  
Location: Media Center  
Time: 7:00 p.m.