



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

Date: January 10, 2018
Time: Reorganization 6:30 p.m.
 NJ SBA Workshop
 Regular Meeting to Follow
Location: Media Center
 Berlin Community School
 215 South Franklin Avenue
 Berlin, NJ 08009

Minutes

Reorganization Meeting

I. PUBLIC SESSION

A. Meeting Called to Order: Board Secretary, Cande Kristoff **Time:** 6:33 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), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Election Results

1. Three Year Term
 - a. Jocelyn Lewis - 975 votes
 - b. Francine Viscome - 933 votes
 - c. Lisa Asare - 847 votes

E. Oaths of Office to new members

The Board Solicitor Alan Dzwilewski administered the Oaths

F. Roll Call

| Member | Present | Absent |
|-------------------------------|---------|--------|
| Lisa Asare | X | |
| Michelle Goshaw - resignation | | X |
| Nicholas Guerere | X | |
| Rebecca Holland | X | |
| Lisa Kehoe | X | |
| Jocelyn Lewis | X | |
| Dennis Quinn | X | |
| Fran Viscome | X | |
| Linda Welte | X | |

G. Nominations for President: Board Secretary, Cande Kristoff



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Cande Kristoff opens the floor for nominations for President

Motion: Dennis Quinn, nominated Linda Welte, seconded by Rebecca Holland for Board President

Roll Call

| Member | Yes | No | Abstain |
|-------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Rebecca Holland | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Fran Viscome | X | | |
| Linda Welte | X | | |

1. Motion to close nominations for President.

Motion: Francine Viscome, seconded by Nicholas Guerere to close nomination for President

Roll Call

| Member | Yes | No | Abstain |
|-------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Rebecca Holland | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Fran Viscome | X | | |
| Linda Welte | X | | |

New President assumes the chair.

H. Nominations for Vice-President

New President opens the floor for nominations for Vice President

Motion: Dennis Quinn, nominated Rebecca Holland, seconded by Lisa Asare for Vice President

Roll Call

| Member | Yes | No | Abstain |
|-------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Rebecca Holland | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Linda Welte – President | X | | |



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1. Motion to close nominations for Vice President.

Motion: Francine Viscome, seconded by Lisa Kehoe to close nomination for Vice President.

Roll Call

| Member | Yes | No | Abstain |
|-------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Rebecca Holland | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Linda Welte – President | X | | |

I. Approval of Parliamentary Procedure for the 2018 Reorganization year.

1. 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 2018 Reorganization year.

Motion: Dennis Quinn, seconded by Lisa Asare 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 2018 Reorganization year.

Roll Call

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | |

J. Consider the adoption of the following Resolution #1, 1-18:

(Required under the Sunshine Law)

Motion: Francine Viscome, seconded by Lisa Kehoe to adopt Resolution #1, 1-18

Roll Call

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |



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| | | | |
|-------------------------|---|--|--|
| Linda Welte – President | X | | |
|-------------------------|---|--|--|

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 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.
2. All advance written notices of Board meetings shall be given to at least one of the following newspapers:
The Courier Post Newspaper (primary)
The Central Record (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.

K. 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.

Motion: Francine Viscome, seconded by Rebecca Holland to adopt prior rules and regulations of the Board including school programs and curriculum items 1 through 3.

Roll Call

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | |

L. Motion to approve official school website at www.bcsberlin.org.

Motion: Rebecca Holland, seconded by Francine Viscome to approve official school website

Roll Call

| Member | Yes | No | Abstain |
|-------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |



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| | | | |
|----------------------------------|---|--|--|
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | |

M. Board Member Code of Ethics. Motion to approve the Annual Training and Acknowledgement of Receipt of the Board Member Code of Ethics.

Motion: Francine Viscome, seconded by Rebecca Holland to approve the Annual Training and Acknowledgement of Receipt of the Board Member Code of Ethics.

Roll Call

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | |

N. NJ SBA Board Workshop

O. Motion to move into regular meeting.

Motion: Francine Viscome, seconded by Dennis Quinn to move into regular meeting

Call Vote – Unanimous yes – Motion Passed

**AGENDA
Regular Meeting**

Roll Call

| Member | Present | Absent |
|----------------------------------|---------|--------|
| Lisa Asare | X | |
| Michelle Goshaw - resignation | | |
| Nicholas Guerere | X | |
| Lisa Kehoe | X | |
| Jocelyn Lewis | X | |
| Dennis Quinn | X | |
| Francine Viscome | X | |
| Rebecca Holland – Vice President | X | |
| Linda Welte – President | X | |



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B. 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 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: November:
 - 5th: Brian Thiel
 - 6th: Brynn Fitzpatrick
 - 7th: Tanya Garneau
 - 8th: Luke Santangelo
2. Superintendent’s Award: November: Nathan Donnelly
3. Student report – student body representative: Nathan Donnelly introduced himself to the Board as the Student Government Treasurer and reported the recent activities to the Board regarding their fund raising activities and donations to families in need.

C. Presentations

1. Innovation: Dr. Richards, Mr. Ford, Mr. Galeone

D. 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: Nicholas Guerere, seconded by Francine Viscome to open the meeting to the public for agenda items only

Call Vote – Unanimous yes – Motion Passed

No public comment

E. Approval of Minutes

1. November 16, 2017 Regular Meeting
2. December 5, 2017 Special Meeting

Motion: Dennis Quinn, seconded by Nicholas Guerere to approve the Minutes of Regular Meeting November 16, 2017 and Special Meeting December 5, 2017

Roll Call

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | | | X |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | 12/5/17 |

F. Correspondence

1. Retirement
2. Resignation



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- 3. Resignation
4. Book Donation
5. Resignation

G. Facilities

(FYI)

- 1. Business Administrator's Report: Cande Kristoff
2. Drills: School Bus Evacuation November 28, 2017 7:45 AM
School Bus Evacuation November 28, 2017 8:20 AM
Shelter in Place November 30, 2017 9:12 AM
Fire Drill November 28, 2017 1:55 PM
Lock Down December 15, 2017 1:35 PM
Fire Drill December 18, 2017 9:31 AM

H. Finance: Cande Kristoff

- 1. Reconciliation Report. Ratify and affirm Reconciliation Report for month ending: October 31, 2017
2. Report of the Board Secretary. Ratify and affirm Board Secretary Report as of: October 31, 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 October 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. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month of October 2017. The Reconciliation Report and Secretary's Report are in agreement for the month of October 2017.
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 October 31, 2017, and after review of the Secretary's Monthly Financial Report and the Monthly Reconciliation 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 October 2017, as follows:
Increased/Decreased state aid:(\$0.00)
4. Transfer Report. Motion to approve transfers for the month of October 31, 2017.
5. Cafeteria Report. Ratify and affirm Cafeteria Report for period ending: October 31, 2017
November 30, 2017
6. Approval of Bills. Recommend bills to be paid as of December 22, 2017, in the amount of \$469,525.11
7. Student Activity Report. Motion to approve Student Activity Report for the month of October 31, 2017.
8. Donations:

Table with 3 columns: Donation, Group Offering, Amount/Value. Row 1: HSA Donation, Support Berlin Families in Need, 1,520.00



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| | | |
|--------------|--|----------|
| HSA Donation | 6th Grade Math, Science, STEAM, and SS | 1,273.44 |
| HSA Donation | Classroom Teacher Requests | 2,814.99 |
| HSA Donation | Author Presentation | 300.00 |
| HSA Donation | Red Ribbon Week | 215.50 |

9. Three Year Facility Plan. Motion to approve Three Year Facility Plan and the attached M-1
10. December 5, 2017 Indoor Air Quality Results. conducted by the Camden County Department of Health and Human Services.
11. Motion to approve Ed-Data Services Purchasing Platform for the 2018-2019 school year.
12. Motion to approve three (3) new Student Activity Funds: Cheerleading, Field Hockey, Character Ed.
13. Motion to approve the purchase and installation of a fence to separate the playground and community member yards as per quoted attachment of \$9,007.00.
14. Motion to approve the purchase of 3 Outdoor Basketball Backboards (1 donated by 2017 8th Grade class) and rims and replacement cost to remove and install 4 new Outdoor Basketball Backboards as per attached quotes in the amount of \$5,801.00.

Motion: Dennis Quinn, seconded by Rebecca Holland to approve Finance items 1 through 14.

Roll Call

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | |

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

(FYI)

1. Tansboro Road Project
2. Ryan’s Story: 1/18/18
3. Math/STEAM Night: 1/24/18
4. Insight Update

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. Monica Shallow
5. NutriServe Food Service Update: Mrs. Christina Weber

C. Superintendent’s Monthly Report

Motion: Nicholas Guerere, seconded by Rebecca Holland to approve Superintendent’s monthly report.

Roll Call



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| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | |

D. Policy

1. First Reading.

- P3232 Tutoring Services
- P7441 Electronic Surveillance in School Buildings and on School Grounds
- R7441 Electronic Surveillance in School Buildings and on School Grounds
- P1220 Employment of the CSA
- P1240 Evaluation of the Superintendent
- R1240 Evaluation of the Superintendent
- P8630 Bus Driver/Bus Aide Responsibility
- R8630 Emergency School Bus Procedures
- P4159 Support Staff Members/School District Reporting Responsibilities

Motion: Francine Viscome, seconded by Lisa Kehoe to adopt the 9 policies above for first reading.

Roll Call

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | |

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing.

- P3124 Employment Contract
- P3126 District Mentoring Program
- P3159 Teaching Staff Member/School District Reporting Responsibilities
- P3221 Evaluation of Teachers
- R3221 Evaluation of Teachers
- P3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- R3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- P3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals



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- P3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- R3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- P3231 Outside Employment as Athletic Coach
- P3240 Professional Development for Teachers and School Leaders
- P3431.1 Family Leave

Motion: Francine Viscome, seconded by Lisa Kehoe to adopt the 14 policies above for second reading.

Roll Call

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | X | | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | |

Policy Abolishment/Public Hearing

- 3. Abolish.

E. Administration

- 1. Motion to approve PARCC procedures/guidelines for the 2018 PARCC Administration.
- 2. Motion to approve the 2017-2018 Nursing Services Plan.
- 3. Motion to approve the 2018-2019 District Calendar.
- 4. Motion to approve Shelly Ward-Richards, Ed.D, as the School Safety Specialists.
- 5. Motion to approve revised 2017-2018 school calendar due to inclement weather.

Motion: Lisa Asare, seconded by Lisa Kehoe to approve Administration items 1 through 5

Roll Call

| Member | Yes | No | Abstain |
|----------------------------------|-----|----|---------|
| Lisa Asare | X | #3 | |
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | X | | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | #3 | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | |

F. Personnel

- 1. Personnel Report. Motion to approve the attached Personnel Report.

Motion: Francine Viscome, seconded by Rebecca Holland to approve Personnel report.

Roll Call

| Member | Yes | No | Abstain |
|------------|-----|----|---------|
| Lisa Asare | X | | |



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| | | | |
|----------------------------------|---|---|--|
| Michelle Goshaw - resignation | | | |
| Nicholas Guerere | | X | |
| Lisa Kehoe | X | | |
| Jocelyn Lewis | X | | |
| Dennis Quinn | X | | |
| Francine Viscome | X | | |
| Rebecca Holland – Vice President | X | | |
| Linda Welte – President | X | | |

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: Francine Viscome, seconded by Nicholas Guerere to open meeting to the public all issues.

Call Vote – Unanimous yes – Motion Passed

No public comment

III. NONPUBLIC EXECUTIVE SESSION

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 after which the public meeting of the Board will reconvene and proceed with business.

Motion: Dennis Quinn, seconded by Rebecca Holland to enter into Executive Session

Time: 8:55 p.m.

Call Vote – Unanimous yes – Motion Passed

Resolution #1, 1-18 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: Attorney client privilege

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

IV. RETURN TO PUBLIC SESSION

Motion: Francine Viscome, seconded by Dennis Quinn to return to public session

Time: 10:00 p.m.

Call Vote – Unanimous yes – Motion Passed

V. NEW BUSINESS

1. Discussion of 2018-2019 Budget. Business Administrator, Cande Kristoff reports that the budget process is on track and ready to meet with the Finance Committee.
2. Linda Welte, Board President directs Board Secretary to advertise for open Board seat. Closing date for Board candidates letter of interest is February 7, 2018. Interviews during public session at the February 15, 2018 Board



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meeting.

VI. OLD BUSINESS

1. Dennis Quinn provided the Board with information from the State School Board Meetings that he attended
2. Linda Welte attended a County workshop regarding Social Media; highly recommends the presentation.
3. Superintendent Kristen Martello recommends that student sports fees remain at \$70 per season.

VII. MEETING ADJOURNED

Motion: Francine Viscome, seconded by Nicholas Guerere to adjourn meeting. **Time:** 10:30 p.m.

Call Vote – Unanimous yes – Motion Passed

Next Meeting: February 15, 2018
Location: Media Center
Time: Regular Meeting at 7:00 p.m.