



**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

**MINUTES**

**I. PUBLIC SESSION**

**A. Meeting Called to Order** Mr. Guerere, 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.k12.nj.us](http://www.bcsberlin.k12.nj.us)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

**Present**

Kristin Braidwood  
Karen Costanzo  
Nick Guerere  
Linda Welte  
Kristine Height  
Dennis Quinn  
Fran Viscome

**Absent**

Juan Perez  
Eileen German

**Others in attendance:** Board Solicitor Allan Dzwilewski, Business Administrator Frank Domin, Superintendent Anthony Trongone attending Gibbsboro graduation arrived at 8:18pm)

**E. Student Recognition**

Mr. Domin – Business Administrator/Board Secretary congratulated each of the students and invited them to read a brief autobiography that they had prepared.

- |  |          |                    |
|--|----------|--------------------|
| 1. Students of the month (April 2013): | Grade 5: | Marissa Nissley    |
|  | Grade 6: | Savanna Ptaszenski |
|  | Grade 7: | Claire Probst      |
|  | Grade 8: | Cooper Cowdin      |



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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 – none for this meeting**

**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**

**Motion:** Mrs. Viscome, seconded by Mrs. Height to approve the Regular Meeting and Executive Session minutes of May 15, 2013

**Roll Call – 5 yes, 2 abstention (Mrs. Costanza & Mrs. Welte) - Motion passed**

**I. Correspondence**

**Motion:** Mrs. Height, seconded by Mrs. Welte to approve the following Correspondence.

**Roll Call - Unanimous Yes - Motion passed**

1. Letter of Resignation/D. Behnke

**J. Facilities**

**Motion:** Mrs. Viscome, seconded by Mr. Quinn to approve the following Facilities item 1.

**Call Vote - Unanimous Yes - Motion passed**

1. Business Administrator’s Report: Frank Domin



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Board Discussions: **Technology purchases, Building Internet capabilities.**

Board unanimously commended the staff on far sightedness and completion of educational and technological preparedness in moving the district to be ready to meet all of the State testing requirements.

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

**Motion:** Mrs. Welte, seconded by Mrs. Braidwood to approve the following Finance items 1 through 12, & 14 through 33. Item 13 tabled until August for more information

**Roll Call - Unanimous Yes - Motion passed**

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.  
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



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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 = <u>\$ 2,400.00</u> |
| 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 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.

**Tabled**



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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 \$.10)

31. Grant Funded Positions.

Motion to approve the following 2012-2013 grant-funded positions:

Debbie Bain:	20-250-100-106-0000	\$16,966.88
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Denise Weintraut:	20-231-100-101	\$45,641.68
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Dana Behnke:	20-251-100-106	\$ 8,317.36
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Mary Hoff:	20-250-100-106	\$ 789.12
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Mary Hoff:	20-251-100-106	\$ 496.64
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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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**Motion:** Mrs. Welte, seconded by Mrs. Braidwood to approve the following Finance items L through DD.

**Roll Call - Unanimous Yes - Motion passed**

**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.<br>Richard Hardenbergh Insurance Agency |
| 2. Insurance Brokers | Conner Strong<br>AFLAC<br>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



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Half Day PSD	\$14,217.
Full Day LLD/BD/MD	\$21,578.
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 in total \$20,000.00 including State and Federal grant monies.

**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:



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

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 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](http://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

**Motion:** Mrs. Viscome, seconded by Mrs. Height to accept Program Reports 1 – 5.

**Call Vote - unanimous yes - Motion passed**

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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**C. Superintendent's Monthly Report**

**Motion:** Mrs. Welte, seconded by Mrs. Viscome, to approve Superintendents Report.

**Roll Call - Unanimous Yes - Motion passed**

**C. Policy**

**Motion:** Mrs. Braidwood, seconded by Mrs. Viscome to approve the following policies for First reading.

**Roll Call - Unanimous Yes - Motion passed**

1. First Reading.

P5120: Assignment of Pupils

P5300: Automated External Defibrillators

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**

2. Second Reading/Public Hearing. **None at this meeting**

**E. Administration**

**Motion:** Mrs. Height, seconded by Mrs. Viscome to approve Administration item 1 – 7.

**Roll Call - Unanimous Yes - Motion passed**

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.



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**F. Personnel**

**Motion:** Mrs. Viscome, seconded by Mrs. Height to approve Personnel Report items 1 to 4.

**Roll Call - Unanimous Yes - Motion passed**

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**

**Motion:** Mr. Quinn, seconded by Mrs. Welte to approve Facilities item 1.

**Roll Call - Unanimous Yes - Motion passed**

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

**H. Public Participation – All Issues – No One Came Forward**

**EXECUTIVE SESSION            8:18 PM**



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**III. NONPUBLIC EXECUTIVE SESSION**

**8:18 PM – Mr. Trongone Arrived**

**MOTION:** Mrs. Viscome, seconded by Mrs. Braidwood to enter into Executive Session.

**Voice Vote – unanimous yes - Motion passed**

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 and contract negotiations. 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.

**Roll Call**

Present

Kristin Braidwood  
Karen Costanzo  
Nick Guerere  
Linda Welte  
Kristine Height  
Dennis Quinn  
Fran Viscome

Absent

Juan Perez  
Eileen German

Superintendent reviewed 2 HIB's Reports

Board Solicitor

- Reviewed current special education litigation concerning out of district student placement.
  
- Board Members Mrs. Welte, Mrs. Height left the room.
- Board was updated on current teacher negotiations.
- Board Members Mrs. Welte, Mrs. Height returned to the room.

**MOTION:** Mrs. Height seconded by Mrs. Welte to close Executive Session

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

**IV. RETURN TO PUBLIC SESSION      9:09pm.**



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**V. NEW BUSINESS**

A. **Board Retreat** – Goal Building – Board discussion/set agenda. Plan a Saturday Meeting for the fall.

**Motion:** Mr. Quinn, seconded by Mrs. Welte to approve New Business items B, C and E

B. **Board Member Resignation** To accept with regrets resignation letter of Board Member Eileen German.

C. **Self-Assessment of ABR** - Approve School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

E. **Submission SDA Rod Grant Application**

Motion to approve “Authorizing Garrison Architects to submit SDA Rod Grant Application for “Berlin Community Elementary School Partial Roof Replacement. (C wing and cafeteria)

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

**VII. MEETING ADJOURNED**

**Motion:** Mrs. Viscome, seconded Mr. Quinn to adjourn meeting at 9:39 pm.

Next Meeting: August 22, 2013

Location: Media Center

Time: 7:00 p.m.

Attest: