



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

**Date:** April 18, 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 – Board President, Mr. Nicholas 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. Swear-in Newly Elected Board Member:** Karen Costanzo

**Roll Call**

**Present**

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

**Absent**

Eileen German  
Juan Perez

**E. Student Recognition**

The Superintendent, Mr. Trongone congratulated each of the students and invited each student to read a brief autobiography they had prepared.

- |                           |          |                 |
|---------------------------|----------|-----------------|
| 1. Students of the month: | Grade 5: | Shivam Patel    |
|                           | Grade 6: | Thomas Swider   |
|                           | Grade 7: | Stephen McClain |
|                           | Grade 8: | Kaitlin McGee   |



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2. Student report – student body representative: Shannon McElroy

Good Evening everyone! The school year is quickly coming to a close and the teachers and students are working very hard! The baseball and softball teams are off to a great start this season, the boys are undefeated and the girls have lost only one game. New Jersey ASK testing starts on the 29<sup>th</sup> and goes into May. Our final super dance of the year is tomorrow. It costs \$20 to get in., including snacks and drinks. The spring vocal concert is on May 28<sup>th</sup> at 6:30 and the band concert will be on May 30<sup>th</sup> at 7:00. It is a very exciting time of year for the eighth grade students. Graduation will be here before we know it. The Dinner Dance is on the June 10<sup>th</sup> at Lucien's, the Hershey trip will be on June 12<sup>th</sup> and graduation is on June 19<sup>th</sup>. Thank you.

**F. Presentations**

1. School Report Card: Mr. Tony Trongone

**Board Discussion**

**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.

No One Came Forward

**H. Approval of Minutes**

**Motion:** Mrs. Height, seconded by Mrs. Viscome to approve minutes.

**Roll Call – 6 yes, 1 abstention (Mrs. Constanzo) - Motion passed**

1. March 21, 2013 public Budget Hearing
2. March 21, 2013 Regular Meeting and Executive Session

**I. Correspondence**

**Motion:** Mrs. Viscome, seconded by Mrs. Braidwood to approve the following Correspondence.

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

1. Doris Steele – Retirement letter
2. "Pasta For Pennies"

**J. Facilities**

**Motion:** Mrs. Height, seconded by Mrs. Contanzo, to approve Facilities item 1.

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



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1. Business Administrator's Report: Frank Domin

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

**Motion:** Mrs. Vicome, seconded by Mrs. Welte, to approve Finance items 1 through 13.

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

1. Reconciliation (Previously "Treasurer's" Report).  
Ratify and affirm Reconciliation Report for January 31, 2013.  
Ratify and affirm Reconciliation Report for February 28, 2013.
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for January 31, 2013.  
Ratify and affirm Board Secretary Report for February 28, 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 January 31, 2013.  
Motion to approve transfers for the month of February 28, 2013.
5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for March 31, 2013.
6. Approval of Bills.  
Recommend bills to be paid as of April 18, 2013, in the amount of \$175,943.95.
7. Student Activity Report.  
Motion to approve Student Activity Report for January 31, 2013.  
Motion to approve Student Activity Report for February 28, 2013.



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8. Donations:

Motion to accept the following donations, as of March 31, 2013:

| <b>Donation</b> | <b>Group Offering</b> | <b>Amount/Value</b> |
|-----------------|-----------------------|---------------------|
|                 |                       |                     |
|                 |                       |                     |

9. Capital Roof Project.

Motion to approve bills for F32 Capitol Roof Project:

|          |                 |                  |
|----------|-----------------|------------------|
| CK# 1012 | Patriot Roofing | \$ 49,012.10     |
| CK# 1013 | Patriot Roofing | <u>30,807.08</u> |
|          |                 | \$ 70,819.18     |

10. Requisition for taxes and debt service. Motion to approve the 2013-2014 T-1 Requisition for Taxes and T-2 Requisition for Debt Service. The following payment schedule is needed to meet the obligations of the Board:

| <b>T - 1 General Fund</b> |                   | <b>T - 2 Debt Service</b> |                   |
|---------------------------|-------------------|---------------------------|-------------------|
| <u>Payment Request</u>    | <u>Amount</u>     | <u>Payment Request</u>    | <u>Amount</u>     |
| 7/14/13                   | \$ 495,000        | 7/14/13                   | \$ 42,556         |
| 8/14/13                   | \$ 525,000        | 8/14/13                   | \$ 68,475         |
| 9/14/13                   | \$ 585,000        |                           |                   |
| 10/14/13                  | \$ 550,000        |                           |                   |
| 11/14/13                  | \$ 550,000        |                           |                   |
| 12/14/13                  | \$ 550,000        |                           |                   |
| 1/14/14                   | \$ 550,000        | 1/14/14                   | \$ 298,000        |
| 2/14/14                   | \$ 550,000        | 2/14/14                   | \$ 180,923        |
| 3/14/14                   | \$ 550,000        |                           |                   |
| 4/14/14                   | \$ 550,000        |                           |                   |
| 5/14/14                   | \$ 540,000        |                           |                   |
| 6/14/14                   | <u>\$ 468,068</u> |                           |                   |
|                           | \$6,463,068       |                           | <u>\$ 589,954</u> |

11. T&L Transportation Contract. Motion to approve the transportation contract with T&L Transportation at the State approved CPI of 2.63% for \$ 170,179.70.

|               |                  |
|---------------|------------------|
| Route 1A & 1B | \$ 34,035.94     |
| Route 2A & 2B | 34,035.94        |
| Route 3A & 3B | 34,035.94        |
| Route 4A & 4B | 34,035.94        |
| Route 5A & 5B | <u>34,035.94</u> |
|               | \$170,179.70     |

12. Sport Transportation. Motion to approve the following per run with T&L Transportation at the State approved CPI of 2.63%.

|                      |           |
|----------------------|-----------|
| Sport Transportation | \$ 156.78 |
|----------------------|-----------|

13. Debt Service Motion to Amend.

Motion to amend May 24, 2012 Finance #15; Requisition for Taxes and Debt Service. Correct typo. Increase request for Debt Service by \$8. (A4F attached).

**II. SUPERINTENDENT'S REPORT: Mr. Tony Trongone**



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**A. For Your Information**

Achieve N.J. – Mr. Trongone updated the board on the New State Teacher evaluations.

**B. Program Reports**

**Motion:** Mrs. Viscome, seconded by Mrs. Welte, to accept Superintendents Program Reports items 1 to 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

**C. Superintendent's Monthly Report**

**Motion:** Mr. Quinn, seconded by Mrs. Braidwood, to approve Superintendents Report.

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

**D. Policy**

**Motion:** Mrs. Costanzo, seconded by Mrs. Height to approve Policy for first reading.

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

1. First Reading.  
Policy 6113: E-Rate  
Policy 6163: Advertising on School Property

**Policy Second Reading/Public Hearing**

2. Second Reading/Public Hearing . none

**E. Administration**

**Motion:** Mrs. Welte, seconded by Mrs. Viscome to approve Administration Items 1-3.

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

1. School Bus Emergency Evacuation Drill Report.  
Motion to accept the School Bus Emergency Evacuation Drill Report.
2. Camden County Elementary League Membership Resolution.  
Motion to adopt the Camden County Elementary League Membership Resolution to enroll Berlin Community School as a member of the Camden County Elementary League to



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participate in the approved interschool athletic program sponsored by the Camden County Elementary League.

3. Federal Work Study

Motion to approve the Berlin Borough School District to enter into an Agreement with Rowan University to become a Federal Work Study Employer to hire University students majoring in Education as Lunchroom-Playground Aides beginning in the 2013-2014 School Year.

### F. Personnel

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

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

1. Personnel Report.

Motion to approve the attached Personnel Report.

### G. Facilities

**Motion:** Mrs. Braidwood, seconded by Mrs. Viscome to approve Facilities item 1.

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

1. Drills

March 15, 2013 - Evacuation Drill - 9:52 am

March 28, 2013 - Fire Drill - 9:55 am

### H. 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.

**No One Came Forward**

## 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.



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**NONE**

**IV. NEW BUSINESS**

**A. Meeting Date Change.**

Motion: Mrs. Viscome, seconded by Mrs. Costanzo, to change the date of the May Board of Education Meeting from Thursday, May 16, 2013 to Wednesday, May 15, 2013.

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

**Board Discussion – RFP request for Proposals and RFQ request for Qualifications.**

**V. MEETING ADJOURNED**

**MOTION:** Mrs. Viscome, seconded by Mrs. Costanzo to adjourn meeting at 8:12pm.

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

Next Meeting: **Wednesday, May 15, 2013**  
Location: Media Center  
Time: 7:00 p.m.

**Attest:**