



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

**Date:** August 20, 2015  
**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** - Kristine Height 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  
Nick Guerere  
Rebecca Holland  
Kristine Height  
Dennis Quinn  
Linda Welte  
Fran Viscome

**Absent**

Susan Bobb  
Karen Costanzo

**Others in attendance:** Superintendent – Kristin Martello  
Business Administrator Frank Domin

**E. Recognitions**

1. Introduction of New Staff – The Interim Superintendent, Kristen Martello introduced and welcomed 3 new staff.
2. Thank you to all Administrative Assistants, Custodians, and Administration for their assistance in preparing for the upcoming school year!

**F. Presentations** – None for this meeting



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**G. Public Participation – Agenda Items Only - No one came forward**

**H. Approval of Minutes**

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to approve the minutes as amended for:  
June 18, 2015 Regular Meeting.

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

**I. Correspondence – none for this meeting**

**J. Facilities**

**(FYI)**

1. Business Administrator's Report: Frank Domin
2. Drills: (N/A)

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

**Motion:** Mrs. Braidwood, seconded by Mrs. Holland to approve Finance items 1 through 21.

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

1. Reconciliation Report.  
Ratify and affirm Reconciliation Report for May 31, 2015  
Ratify and affirm Reconciliation Report for June 30, 2015.
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for May 31, 2015.  
Ratify and affirm Board Secretary Report for June 30, 2015.
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, 2015, 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 June 30, 2016, 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 July, 2015 as follows:  
Increased/Decreased state aid: (\$0.00)
4. Transfers.  
Motion to approve transfers for the month of May 31, 2015.  
Motion to approve transfers for the month of June 30, 2015.
5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for June 30, 2015.



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- 6. Approval of Bills.  
Recommend bills to be paid as of June 30, 2015, in the amount of \$272,707.60.  
Recommend bills to be paid as of August 3, 2015, in the amount of \$282,636.98
- 7. Student Activity Report.  
Motion to approve Student Activity Report for May 31, 2015.  
Motion to approve Student Activity Report for June 30, 2015.
- 8. Donations:  
Motion to accept the following donations, as of July 31, 2015:

Donation	Group Offering	Amount/Value

- 9. REM Audiology. Motion to approve adding REM Audiology to list of Special Education contracted service providers on an as-needed basis.
- 10. Administrative Coverage. Motion to approve Susan Backal for Administrative coverage; not to exceed three days in July 2015 for summer ESY program at \$350.00 per day.
- 11. Transportation. Motion to approve the transportation of 3 Homeless students by T&L Transportation at \$165.00 per diem for 180 days. Total \$29,700.00.
- 12. **Adjustment** of Occupational Therapy Agreement. Motion to approve the Occupational Therapy Agreement with Heartland Rehabilitation Services Incorporation at \$74.90 per hour, (2015-2016 school year,) not to exceed 25 hour per week.
- 13. **Adjustment** to 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, 2015 through June 30, 2016, in the amount of \$15,241.00.
- 14. Nemours DuPont Pediatrics. Motion to approve Nemours DuPont Pediatrics to perform neurological evaluations for the 2015-2016 school year; not to exceed \$491.00 for an evaluation less than 60 minutes and \$621.00 for an evaluation that goes beyond 60 minutes of face to face time with the patient, as per attached proposal.
- 15. Para-Plus Translation Services. Motion to approve Para-Plus for translation services on an as-needed basis, as per attached rate schedule.
- 16. Classroom Consulting Services. Motion to approve 2015-16 Classroom Consulting Services with “Interactive Kids Behavior Consultants” at \$115.00 per hour, not to exceed \$15,000.
- 17. Resolution #1, 8-15. Motion to approve Resolution #1, 8-15 Increasing the Bid Threshold—Qualified Purchasing Agent, as attached.
- 18. Resolution #2, 8-15. Motion: to approve Resolution #2, 8-15 Schools Health Insurance Fund Resolution To Join and Indemnity and Trust Agreement.
- 19. RFP Solutions. Motion to approve proposal to RFP Solutions, Inc. to supply Site Sync IQ Clock Controller and twenty clocks under MRESC Cooperative pricing ; \$6,974.
- 20. Gym Floor Refinishing. Motion to award gym floor re-finishing per proposals received to Traditional Floors Gym A \$ 1,785 and Gym B \$1,855.
- 21. Summer Projects. Motion to approve the following summer projects per quotes received:  
**Barter Agreement** Parking lot painting. – Trade of equipment for services. Graco Line Lazer 3400 paint sprayer, value new \$3,600, for two years of parking lot painting value \$4,200.



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**HVAC maintenance and replacement 3 Roof units:** Up to \$25,940 with three day crane rental. Includes \$2,000 refund per day not used.

**Parking Lot Resurfacing:** Garden State Paving Co. \$15,650.

**Fence Work, Preschool disabled playground:** Berger Fence \$1,950.

**II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello (Interim)**

**A. For Your Information**

1. 2014-2015 Fire Drill Annual Report
2. Kindergarten Families Welcome Letter
3. Grades 1-8 Welcome Letter
4. iPad Initiative Letter
5. Apple 1:1 Initiative
6. NJ ASK Science
7. PLC Update
8. Building Update
9. Opening of School

**B. Program Reports**

**Motion:** Mrs. Viscome, seconded by Mr. Quinn to approve program reports 1 through 5.

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

1. Principal’s Report: Mr. Havers
2. Special Education Report: Mrs. Lindsay
3. CER Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update May 2015
6. NutriServe Food Service Update June 2015

**C. Superintendent’s Monthly Report**

**Motion:** Mrs. Viscome, seconded by Mr. Quinn to approve Superintendents report.

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



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**D. Policy (None for this meeting.)**

1. First Reading.

**Policy Second Reading/Public Hearing**

2. Second Reading/Public Hearing.

**E. Administration**

**Motion:** Mr. Guerere, seconded by Mrs. Braidwood to approve Administration items 1 to 3.

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

1. Boys Soccer Schedule. Motion to approve the Fall 2015 Boys Soccer Schedule.
2. Girls Soccer Schedule. Motion to approve the Fall 2015 Girls Soccer Schedule.
3. Mission Acronym. Motion to accept the new BCS Mission Acronym.
4. Staff Handbook. Motion to approve the 2015-2016 Staff Handbook
5. Student Handbook. Motion to approve the 2015-2016 Parent/Student Handbook.

**F. Personnel**

**Motion:** Mrs. Viscome, seconded by Mr. Quinn to approve Personnel items 1 and 2.

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

1. Personnel Report.  
Motion to approve the attached Personnel Report.
2. Substitute List. Motion to approve the 2015-2016 substitute call list

**H. Public Participation – All Issues**

**III. NONPUBLIC EXECUTIVE SESSION – none for this meeting**

**IV. NEW BUSINESS**

Superintendents Short Term Goals discussed. Apple 1:1 initiative.

Interim Superintendent – NJSBA is being consulted as to doing evaluation.

Transition to Eastern High School – discussion of Advance Placement courses

H. S. Student mentoring

Dennis Quinn & Linda Welte discussed a (BYOD) and teacher Tenure class the attended with NJ School Boards this summer. Bring your own Device. Mrs. Height explained that since we have gone to a 1:1 IPAD initiative we have not put a policy in place. Most notably districts that have a BYOD to school policy have to worry about content that student are downloading with our 1:1 initiative there are internet filters and controls in place.

Discussion on Teacher Tenure changes.



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**V. MEETING ADJOURNED**

**MOTION:** Mr. Guerere, seconded by Mrs. Holland to Adjourn Meeting at 8:12 pm.

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

Next Meeting: September 17, 2015  
Location: Media Center  
Time: 7:00 p.m.