



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

**Date:** November 19, 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**

**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**

Karen Costanzo  
Nick Guerere  
Rebecca Holland  
Kristine Height  
Dennis Quinn

Susan Bobb  
Kristin Braidwood  
Linda Welte  
Fran Viscome

**Others in attendance:** Interim Superintendent – Kristen Martello  
Business Administrator – Frank Domin  
Board Solicitor – Allen Dzwilewski

**E. Student Recognition**

**The Superintendent, Mrs. Martello, introduced each of the students and invited the students to say a few words that they had prepared.**

- |  |          |                    |
|--|----------|--------------------|
| 1. October 2015 Students of the month: | Grade 8: | Shane Gallagher    |
|  | Grade 7: | Daniel Francesconi |
|  | Grade 6: | Chukwuemeka Ugorji |
|  | Grade 5: | Joseph Scocca      |



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2. Student report – student body representative: Angelina Cavallaro

Reported on students supporting Ronald McDonald House

December theme: Helping families in need.

Dance – Students will bring wrapping paper.

- Candy grams will be sold to buy gift cards for needy families.

**F. Presentations**

**G. Public Participation – Agenda Items Only**

No One came forward

**H. Approval of Minutes**

**Motion:** Mr. Quinn, seconded by Mrs. Holland to approve the minutes for:

**Roll Call** – 4 yes, 1 abstention (Mr. Costanzo) - Motion passed

1. October 15, 2015 Regular Meeting and Executive Session

**I. Correspondence**

1. County Office of Education letter of approval for Superintendent’s Contract.

**J. Facilities**

**(FYI)**

1. Business Administrator’s Report: Frank Domin
2. Drills: Active Shooter: October 5, 2015 at 1:51 p.m.  
Fire: October 23, 2015 at 1:58 p.m.  
Fire: November 4, 2015 at 10:55 a.m.  
Bomb Threat: November 16, 2015 at 9:55 a.m.

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

**Motion:** Mrs. Costanzo, seconded by Mrs. Holland to approve Finance items 1 through 10.

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

1. Reconciliation Report.  
Ratify and affirm Reconciliation Report for September 30, 2015.  
Ratify and affirm Reconciliation Report for August 31, 2015.
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for September 30, 2015.  
Ratify and affirm Board Secretary Report for August 31, 2015.



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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 September 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 September 30, 2015 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 October 2015 as follows:

Increased/Decreased state aid: (\$0.00)

4. Transfers.

Motion to approve transfers for the month of August 31, 2015.

Motion to approve transfers for the month of September 30, 2015.

5. Cafeteria Report.

Ratify and affirm Cafeteria Report for October 31, 2015.

6. Approval of Bills.

Recommend bills to be paid as of November 19, 2015, in the amount of \$513,984.65.

7. Student Activity Report.

Motion to approve Student Activity Report for September 30, 2015.

8. Donations:

Motion to accept the following donations, as of (N/A):

Donation	Group Offering	Amount/Value

9. Budget Calendar. Motion to accept the 2015-2016 budget calendar.

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

**A. For Your Information**

1. PARCC Update
2. Apple 1:1 Initiative
3. Steered Straight
4. Acts of Kindness
5. Coat Drive



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**B. Program Reports**

**Motion:** Mr. Quinn, seconded by Mrs. Holland to approve Administration items 1 through 5.

**Call Vote** - Unanimous yes - Motion Passed

1. Principal's Report: (N/A)
2. Special Education Report: Mrs. Lindsay
3. CER Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update

**C. Superintendent's Monthly Report**

**Motion:** Mr. Guerere, seconded by Mrs. Costanzo to approve Superintendents report.

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

**D. Policy - none for this meeting**

1. First Reading.

**Policy Second Reading/Public Hearing**

2. Second Reading/Public Hearing.

**E. Administration**

**Motion:** Mr. Quinn, seconded by Mrs. Holland to approve Administration items 1 through 8.

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

1. Interim Hiring Authorizations. Motion to authorize the Superintendent to hire in the interim (no December meeting,) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the January Board of Education meeting.
2. PLC Handbook. Motion to approve the PLC Handbook, as attached.
3. PLC Guidelines. Motion to approve the PLC Guidelines, as attached.
4. Superintendent Goals. Motion to approve and accept the Interim Superintendent Goals.
5. School Goals. Motion to approve the School Goals, as attached.
6. Wrestling Schedule. Motion to approve the 2015 winter Wrestling schedule.
7. Gibbsboro Student Wrestlers. Motion to approve allowing Gibbsboro students to participate in the BCS Wrestling program.
8. PARCC: Motion to approve the PARCC Procedure for the 2016 PARCC Assessment.

**F. Personnel**



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**Motion:** Mrs. Constanzo, seconded by Mrs. Holland to approve the attached Personnel items 1-3.

**Roll Call** – 4 yes, 1 abstention (Mr. Guerere) - Motion passed

1. Personnel Report.  
Motion to approve the attached Personnel Report.
2. Motion to approve Superintendent’s Contract, as attached.
3. Motion to approve the Assistant Principal Contract, as attached.

**H. Public Participation – All Issues**

**No one came forward**

**III. NONPUBLIC EXECUTIVE SESSION – 7:34 pm**

**Motion:** Mr. Guerere, seconded by Mr. Quinn to enter into Executive Session for approximately 10 minutes to discuss a HIB. No action to be taken as a result.

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

**Roll Call**

Karen Costanzo	Susan Bobb
Nick Guerere	Kristin Braidwood
Rebecca Holland	Linda Welte
Kristine Height	Fran Viscome
Dennis Quinn	

**Resolution #1, (11-15) 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 (student discipline) HIB Hearing, and/or negotiations,

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

The Superintendent reviewed one reported HIB, Harassment.



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Intimidation and Bullying case. Timelines for reporting, events leading up to the report, discipline and follow up measures that are being conducted.

**IV. RETURN TO PUBLIC SESSION – 7:58 pm**

**VI. NEW BUSINESS –**

**Motion:** Mrs. Costanzo, seconded by Mrs. Holland to advertise change of January meeting date from January 14, 2014 to January 7, 2016 to comply with the Reorganization meeting times lines. (During first work week of the New Year).

**VII. MEETING ADJOURNED**

**MOTION:** Mrs. Constanzo, seconded by Mrs. Holland to Adjourn Meeting at 8:02.

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

Next Meeting: January 14, 2016  
Location: Media Center  
Time: 6:30 p.m. (Reorganization)  
7:00 p.m. (Regular)