



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

Date: August 22, 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

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), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

<u>Present</u>	<u>Absent</u>
Kristin Braidwood	(VACANCY)
Karen Costanzo	
Nick Guerere	
Kristine Height	
Juan Perez	
Dennis Quinn	
Fran Viscome	
Linda Welte	

E. Student Recognition

1. Students of the month (N/A)
2. Student report – student body representative (N/A) – none for this meeting

F. Presentations (None for this meeting)

G. Public Participation – Agenda Items Only – (no one came forward)



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H. Approval of Minutes

Motion: Mrs. Viscome, seconded by Mr. Quinn to approve the Regular Meeting.

1. June 20, 2013 Regular Meeting and Executive Session

Roll Call – 7 yes, 1 abstention (Mr. Perez) - Motion passed

I. Correspondence

Motion: Mr. Quinn, seconded by Mrs. Viscome to approve the following Correspondence.

Roll Call - Unanimous Yes - Motion passed

1. Barnes and Noble Appreciation; Barbara Rote
2. Commendation: Ms. Sara Browne
3. Letter of Resignation: J. Winkelspecht
4. Letter of Appreciation from Mary Lynn Hodges
5. Letter of Resignation: Martha Cox
6. OSEP Determination

J. Facilities

1. Business Administrator's Report: Frank Domin

Discussion: Mr. Domin commended the summer staff on their accomplishments in getting the building ready this summer during roof construction, classroom renovations and technology upgrades.

K. Finance: Mr. Frank Domin

Motion: Mrs. Height, seconded by Mrs. Constanzo to approve the following Finance items 1 - 18.

Roll Call - Unanimous Yes - Motion passed

1. Reconciliation Report.
Ratify and affirm Reconciliation Report for May 31, 2013.
Ratify and affirm Reconciliation Report for June 30, 2013.
Ratify and affirm Reconciliation Report for July 31, 2013.
2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for May 31, 2013.
Ratify and affirm Board Secretary Report for June 30, 2013.
Ratify and affirm Board Secretary Report for July 31, 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 June 30, 2013,



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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, 2013 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 June 30, 2013 as follows:

Increased/Decreased state aid: (\$0.00)

4. Transfers.

Motion to approve transfers for the month of May 31, 2013.
Motion to approve transfers for the month of June 30, 2013.
Motion to approve transfers for the month of July 31, 2013.

5. Cafeteria Report.

Ratify and affirm Cafeteria Report for June 30, 2013.

6. Approval of Bills.

Recommend bills to be paid as of August 22, 2013, in the amount of \$670,389.35.
Recommend bills to be paid as of July 25, 2013, in the amount of \$168,095.30
Recommend bills to be paid as of June 30, 2013, in the amount of \$67,351.03.
Recommend bills to be paid as of June 28, 2013, in the amount of \$121,342.99.

7. Student Activity Report.

Motion to approve Student Activity Report for May 31, 2013.
Motion to approve Student Activity Report for June 30, 2013.
Motion to approve Student Activity Report for July 31, 2013.

8. Donations:

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

Table with 3 columns: Donation, Group Offering, Amount/Value

9. Grant Transfer.

Motion to approve submission of budget modification for IDEA-B as follows:
Transfer Out: Workshop/Travel 1-20-250-200-500-02-00 \$823.07
Transfer In: Postage 1-20-250-200-500-01-00 \$823.07

10. Vendor Services Contract.

Motion to approve a Vendor Services Contract between the Berlin Borough School District and Maureen Lynch (vendor,) to provide counseling services to Berlin Community School 'at risk' population. Contract term September 1, 2013 through June 30, 2014; not to exceed a total of eight (8) hours per week for thirty-nine (39) weeks of service, and for sixteen (16) Fridays at four (4) hours per day (coverage for Amanda Gauntt,) at \$57.00 per hour, issued on a monthly basis, not to exceed \$21,432.00.



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11. Long Term Substitute Rates
Motion to approve the attached Long Term Substitute Rates, to be effective September 1, 2013.
12. Eden Autism Services. Motion to approve contract with Eden Autism services for the 2013-2014 School year, not to exceed \$13,320.00.
13. Increasing Bid Threshold for Qualifying Purchasing Agent. Motion to approve Resolution #1, 8-13, For Increasing Bid threshold and appointing a qualified purchasing agent in a Board of education.
14. F32 Capital Roof Project Bills. Motion to approve F32 Capital Roof Project bills as listed:

DA Nolte Roofing:	\$ 59,557.82
	\$105,398.70
	\$251,284.08
Siemens Industry Inc.:	\$ 7,476.00
15. Insurance Group Renewals. Motion to approve Resolutions #2, 8-13:
Southern New Jersey Regional Employee Benefits Fund – Resolution Indemnity and Trust Renewal Agreement.
16. Natural Gas Services Purchase. Motion to approve Resolution #3, 8-13 To Purchase Natural Gas Services, and #4, 8-13 Electric Services Through the Alliance For Competitive Energy Services (ACES) Bid Cooperative pricing System ID #E8801-ACESCPS.
17. NCLB allocation and submission. Motion to accept allocation of \$82,078.00 from No Child Left Behind Act Consolidated formula subgrant and to authorize submission of the application for the 2013-2014 school year as follows:

Title I -	\$62,935
Title IIA -	\$18,373
Title III -	\$ 771
18. IDEA allocation and submission. Motion to accept allocation of \$206,478.00 in IDEA funds and authorize submission of the application for the 2013-2014 school year for Pre-School at \$ 8,378, and Basic at \$198,100.

II. SUPERINTENDENT’S REPORT: Mr. Tony Trongone

A. For Your Information

1. AchieveNJ - New Teacher Evaluation Update
2. Preliminary NJASK Scores
3. New Reading Series in Kindergarten
4. New Writing Program in Grades 3-5
4. New Math Series in Grades 7 & 8
5. Opening of School
6. School Security and Safety
7. 2013-2014 School Level Calendar

B. Program Reports

Motion: Mrs. Viscome, seconded by Mr. Quinn to accept Program Reports 1 – 5.

Call Vote - unanimous yes - Motion passed



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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: Mrs. Viscome, seconded by Mrs. Height, to approve Superintendents Report.

Roll Call - Unanimous Yes - Motion passed

D. Policy

Motion: Mrs. Braidwood, seconded by Mrs. Welte to approve the following policies for:

Roll Call - Unanimous Yes - Motion passed

1. First Reading.
 - P1240 Evaluation of Superintendent
 - P3221 Evaluation of Teaching Staff Members
 - P3224 Evaluation of Principals Asst Principals and Vice Principals
 - P 2362 Privacy Policy concerning use of Biometric Fingertip Identification

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing.
 - P5120: Assignment of Pupils
 - P5300: Automated External
 - P5533: Pupil Smoking
 - P7434: Smoking in School Buildings and Grounds
 - P7522: School District Provided Technology Devices to Staff Members
 - P7523: School District Provided Technology Devices to Pupils

E. Administration

Motion: Mr. Perez, seconded by Mrs. Welte to approve Administration item 1 – 11.

Roll Call - Unanimous Yes - Motion passed

1. District Technology Plan
Motion to approve the 2013-2016 District Technology Plan, as attached.
2. ELA Curriculum
Motion to approve the attached English Language Arts Curriculum.
3. 2013-2014 Athletic Fees



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- Motion to approve the attached Athletic Fees schedule.
4. Staff Handbook
Motion to approve the attached 2013-2014 Staff Handbook.
 5. Student Handbook
Motion to approve the attached 2013-2014 Student Handbook.
 6. Field Hockey Schedule
Motion to approve the attached 2013 Field Hockey Schedule.
 7. Law Enforcement MOA
Motion to approve the attached Memorandum of Agreement between Berlin Borough School District and local law enforcement.
 8. Spanish K-5 Curriculum
Motion to approve the attached Spanish Curriculum (K-5)
 9. Spanish 6-8 Curriculum
Motion to approve the attached Spanish Curriculum (6-8)
 10. Boys' Soccer Schedule
Motion to approve the 2013 Boys' Soccer Schedule.
 11. Girls' Soccer Schedule
Motion to approve the 2013 Girls' Soccer Schedule.

F. Personnel

Motion: Mrs. Costanzo , seconded by Mrs. Welte to approve Personnel Report items 1 & 2.

Roll Call - Unanimous Yes - Motion passed

1. Personnel Report.
Motion to approve the attached Personnel Report.
2. Perfect Attendance:
The following staff members are to be recognized for attaining perfect attendance for the 2012-2013 school year: Mr. Wesley Hill
Mr. Jack Walker
Mr. Brent Woods

G. Facilities

1. Drills – None

H. Public Participation – No one came forward



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III. NONPUBLIC EXECUTIVE SESSION

8:30 PM

MOTION: Mrs. Viscome, seconded by Mr. Quinn 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 litigation. 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
Kristine Height
Juan Perez
Dennis Quinn
Fran Viscome
Linda Welte

Absent

(vacancy)

Board Solicitor outlined current court litigation that the Board prevailed on; providing a Free and Appropriate Education. The individual has now filed another complaint in Camden Federal Court. Four trial dates are scheduled, one in October, two in November and one in December.

MOTION: Mrs. Height seconded by Mr. Quinn to close Executive Session at **9:03 pm**.

Call Vote – unanimous yes - Motion passed

IV. RETURN TO PUBLIC SESSION

V. NEW BUSINESS

MOTION: Mrs. Viscome, seconded by Mrs. Welte to approve New Business items A & B.

Discussion – 2013-2015 Teachers contract



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Call Vote – unanimous yes - Motion passed

- A. Motion to ratify the 2013-2016 BTA Contract between the Berlin Teacher’s Association and the Berlin Borough Board of Education.
- B. Motion: Change September Board Meeting from Thursday, September 19th to Wednesday, September 18th. due to a conflict with Back to School Night.

Call Vote – unanimous yes - Motion passed

VI. MEETING ADJOURNED 9:38 PM

Motion: Mr. Perez, seconded Mrs. Welte to adjourn meeting at 9:38 pm.

Next Meeting: September 19, 2013
Location: Media Center
Time: 7:00 p.m.

Attest: