



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

**Date:** February 28, 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 – Board Solicitor Allen Dzwilewski**

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 Re-elected Board Member:**

**Kristine Height**

**Roll Call**

**Present**

Kristin Braidwood  
Eileen German  
Kristine Height  
Juan Perez  
Dennis Quinn  
Fran Viscome  
Linda Welte

**Absentee**

Nick Guerere  
Joe Mammarella – resignation submitted

**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:

Robert Dwyer, Grade 5  
Alyssa Manuola, Grade 6  
Ashley Norkus, Grade 7  
Abigail Varner, Grade 8



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

2. Student report – student body representative: Kayla Somers

The girl's basketball team made it to the final round in the playoffs for their division. They came in second place, the best they have done in a long time, losing against an undefeated team by only 5 points.

The boy's basketball team made it to the first round in playoffs, losing against Gloucester in a tough battle. They had a winning season and fought hard until the very end.

And, for wrestling, two eighth grade boys placed in the South Jersey Middle School Wrestling tournament. Devon Eddis in third, and Jack Francesconi in 1<sup>st</sup>.

That's it for sports until spring.

Our juice box collection has been a success, raising over \$40 in our first collection. Continue to support your children in recycling.

3. Congratulations - All South Jersey Junior High Concert Band Selection: Amanda Spratt (Clarinet)  
Deklin Parker (Clarinet)

**F. Presentations**

- |                                                       |              |
|-------------------------------------------------------|--------------|
| 1. Recognition of Board Member Service:               | T. Trongone  |
| 1. Portrait Drawing and Musical Theatre Presentation: | CER Students |
| 2. Internal Needs Assessment:                         | M. DiBella   |
| 3. Preliminary Budget Presentation                    | T. Trongone  |

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

**No One Came Forward**

**H. Approval of Minutes**

**Motion:** Mr. Perez, seconded by Mrs. Welte to approve minutes.

**Roll Call - 5 yes, 2 abstentions (Mrs. German, Mrs. Height) - Motion passed**

1. January 10, 2013 Regular Meeting and Executive Session



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

**I. Correspondence**

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to approve the following correspondence.

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

1. C. Davis
2. I. Cooper
3. F. Barrett

**J. Facilities**

**Motion:** Mrs. German, seconded by Mrs. Viscome to accept the following Facilities items.

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

1. Business Administrator's Report: Frank Domin
  - a. Attachment 1: Bid Sheet
  - b. Attachment 2: Board Member Survey/NutriServe

**Motion:** Mr. Perez, seconded by Mrs. Height to table item #11 (award Roof Bid) until a future meeting to see if School Development Authority Aid is made available.

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

**Motion:** Mr. Perez, seconded by Mrs. Height to approve Finance items 1 through 10 and 12.

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

1. Reconciliation Report.  
Ratify and affirm Reconciliation (previously "Treasurer's") Report for December 31, 2012.
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for December 31, 2012.
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.



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

- 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 December, 2012.

5. Cafeteria Report.

Ratify and affirm Cafeteria Report for December 31, 2012.

6. Approval of Bills.

Recommend bills to be paid as of February 29, 2013, in the amount of \$319,859.94.

7. Student Activity Report.

Motion to approve Student Activity Report for December 31, 2012.

8. Donations:

Motion to accept the following donations, as of December 31, 2012:

| Donation | Group Offering | Amount/Value |
|----------|----------------|--------------|
|          |                |              |
|          |                |              |

- 9. Food Service Management Company Renewal. Motion to renew (in accordance with bids opened 03/13/2009,) Nutri-Serve Food Management Company to provide food service management for the 2013-2014 school year with an annual management fee of \$14,575.00 (\$206.25 increase). The FSMC guarantees a profit/guaranteed return of no less than \$324.00, including the administrative management fee. In the event that program costs exceed total revenues (from all sources,) the FSMC shall be responsible for any losses (shortfalls,) only up to one hundred percent (100%) of the FSMC fee.

- 10. 2013-2014 Tentative Budget Submission. Motion to approve Resolution 1, 2-13, resolution for Submission of the Tentative 2013-2014 Budget to the County Office: Approval of the tentative 2013-2014 district budget based on a 2% Tax Levy Cap increase of \$126,727.  
BE IT RESOLVED that the Berlin Borough School District Board of Education does hereby approve the 2013-2014 budget for submission to the Executive County Superintendent of Schools in the grand total amount of \$12,041,046 which includes a General Fund total of \$10,774,056, a Special Revenue Fund total of \$504,477., and a Debt Service Total of \$762,063; and also includes a General Fund local tax levy of \$6,463,068; and a Debt Service local tax levy of \$589,954; and  
BE IT RESOLVED that this budget will include a Withdrawal from Capital Reserve of \$369,000 for partial roof replacement.

**TABLED**

- 11. Partial Roof Replacement. Motion to award Summer 2013 Partial Roof Replacement per bids received February 12, 2013.
- 12. Resolution 1, 2-13 to Approve Settlement. Berlin Borough Board of Education.  
Be it resolved, that upon recommendation of the Superintendent of Schools, the Berlin Borough Board of Education hereby approves the Settlement Agreement and Release in The matter docketed before the Office of Administrative Law as K.L. o/b/o R.L. and K.L. v. Berlin Borough Bd. Of Educ., OAL Dkt. No.: EDS 12919-2012S; Agency Ref. No.: 2012-18811, And authorizes the Board President or Board Vice President and Business Administrator/ Board Secretary to sign same on behalf of the Board, and the Administration to take all necessary and appropriate steps to implement the aforesaid Settlement Agreement.



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

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

**A. For Your Information**

1. School Targets and Performance
2. EE4NJ Update

**B. Program Reports**

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to accept program reports items 1 through 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
  - A. Annual Immunization Status Report
5. NutriServe Food Service Update

**C. Superintendent's Monthly Report**

**Motion:** Mrs. Viscome, seconded by Mrs. German to accept the Superintendent's Monthly Report.

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

**D. Policy**

1. First Reading.

**Motion:** Mrs. Perez, seconded by Mrs. Viscome to approve the following eight policies for second reading.

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

**Policy Second Reading/Public Hearing**

2. Second Reading/Public Hearing.
  - 0132: Executive Authority
  - 2415: No Child Left Behind Programs
  - 2468: Independent Educational Evaluations
  - 3230: Outside Activities
  - 4230: Outside Activities
  - 3281: Inappropriate Staff Conduct
  - 4281: Inappropriate Staff Conduct
  - 8505: School Nutrition



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

**E. Administration**

**Motion:** Mrs. German, seconded by Mrs. Height to approve Administration items 1 through 5.

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

1. 2013-2014 Calendar.  
Motion to approve the 2013-2014 school Calendar.
2. School Bus Emergency Evacuation Drill Report.  
Motion to approve the School Bus Emergency Evacuation Drill Report.
3. School Security Drill Form.  
Motion to accept the bi-annual (December 31, 2012) School Security Drill Form.
4. Girls Softball Schedule.  
Motion to approve the 2013 Girls Softball Schedule.
5. Boys Baseball Schedule.  
Motion to approve the 2013 Boys Baseball Schedule.

**F. Personnel**

**Motion:** Mrs. Viscome, seconded by Mr. Perez to approve the attached Personnel Report.

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

1. Personnel Report.  
Motion to approve the attached Personnel Report.

**G. Facility**

**Motion:** Mrs. Braidwood, seconded by Mrs. German to approve the attached Facility items.

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

1. Drills:  
Security Lockdown, Tier III: February 13, 2013 9:51 a.m.  
Fire: February 25, 2013 1:44 p.m.

**H. Public Participation – All Issues**

**No One Came Forward**

- I. **New Business – Mrs. Height, seconded by Mrs. Welte to accept Board Member Resignation. Letter from Mr. Mammarella .**

Board will advertise to fill the balance of the term through December 2013.

The Board would like to interview candidates at the March 21, 2013 meeting.



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

**8:25 PM**

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

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

**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.

**Roll Call**

**Present**

**Kristin Braidwood  
Eileen German  
Kristine Height  
Juan Perez  
Dennis Quinn  
Fran Viscome  
Linda Welte**

**Absentee**

**Nick Guerere  
(Vacant Position)**

**Others in attendance:**

**Superintendent T. Trongone  
Board Secretary F. Domin  
Solicitor A. Dzwilewski**

Board Attorney Allan Dzwilewski updated the board on Legal Issue:  
Settlement agreement and supporting documentation that was submitted.

**IV. RETURN TO PUBLIC SESSION**

**MOTION:** Mr. Perez, seconded by Mrs. Welte to close Executive Session and adjourn meeting at 8:52pm.

**V. MEETING ADJOURNED**

**MOTION:** Mr. Perez, seconded by Mrs. Welte to adjourn the meeting at 8:52 pm.

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

Next Meeting: March 21, 2013  
Location: Cafeteria  
Time: 6:30 p.m.: Budget Hearing  
7:00 p.m.: Regular Meeting

ATTEST: