



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

**Date:** June 21, 2012  
**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**

**Present**

Eileen German  
Nick Guerere  
Kristine Height  
Juan Perez  
Dennis Quinn  
Steve Schneider  
Fran Viscome  
Linda Welte

**Absent**

Joe Mammarella

**E. Student Recognition**

1. Students of the month May, 2012:

Grade 5: Amanda Missigman  
Grade 6: Kayla Smith  
Grade 7: Anthony Murphy  
Grade 8: Carli Coppola



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Students of the month June, 2012:

Grade 5: Nicholas Dill  
Grade 6: Katelyn Brown-McGee  
Grade 7: Bridget Benfield  
Grade 8: Brianna Strassle

2. Announcement of student body representatives (new officers):

President: Kayla Somers  
Vice-President: Shannon McElroy  
Secretary: Anthony O'Connell  
Treasurer: Jack Francesconi

3. Dorney Park High Note Festival:

Concert Band and Jazz Band:	Superior rating (highest awarded).
Concert Band:	Scored 90 of 100
Jazz Band:	Scored 94.5 of 100

4. BCS Baseball Team Championship Season: Coaches Mr. Brent Woods and Matt Jenkins recognized the students first as a team of Character noting that their success was earned through hard work. Before recognizing each of the students they noted that this team was the first to reach the championship undefeated.

### F. Presentations

### G. Public Participation – Agenda Items Only

No-one came forward

### H. Approval of Minutes

**Motion: Mr. Perez, seconded by Mr. Quinn to approve Minutes for:**

**Roll Call – 7 yes, Mr. Schneider abstained. Motion passed**

1. May 24, 2012 Regular Meeting and Executive Session

### I. Correspondence

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

1. Marianne Bieniakowski
2. Taryn Fisher
3. Lenora Reilly

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



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**J. Facilities**

**Motion: Mrs. German, seconded by Mr. Perez to accept Business Administrators Report.**

1. Business Administrator's Report: Frank Domin
2. All pest management activities in 2011-2012 were conducted by Western Pest Services in accordance with all applicable regulations. There are no recommendations at this time. This report is in accordance with the Board's policy on Integrated Pest Management.

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

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

**Motion:** Mrs. German, seconded by Mr. Schneider to approve Finance items 1 through 24.

**Roll Call – 8 members' present, unanimous yes. Motion passed**

1. Treasurer's Report.  
Ratify and affirm Treasurer's Report for N/A.
2. Report of the Board Secretary.  
Ratify and affirm Board Secretary Report for N/A.
3. Monthly Budgetary Certification.  
Motion to approve monthly budgetary certification.
  - a. Certification of Board Secretary
  - b. Certification of Board of Education
4. Transfers.  
Motion to approve transfers for the month of N/A.
5. Cafeteria Report.  
Ratify and affirm Cafeteria Report for May 31, 2012.
6. Approval of Bills.  
Recommend bills to be paid as of June 21, 2012, in the amount of \$242,754.34.
7. Student Activity Report.  
Motion to approve Student Activity Report for N/A.
8. End of Year Summer Bills. Motion to authorize the Business Administrator to make transfers and pay bills to close out the school year and to pay summer bills, in conjunction with the Finance committee. All interim authorizations will be formally confirmed at the August 23, 2012 Board of Education meeting.
9. Summer Capital Outlay Project.  
Motion to approve award of contract for summer facility improvements per quotes received: Grande Floor Covering, \$10,803.00 to remove rungs and install tile in rooms 3, 4, and 10.
10. Annual Transportation Approval with EHS and CCVTS. Motion to approve Eastern Regional School District and Camden County Vocational/Technical School District to provide transportation for high school age students.
11. Annual Transportation Approval with OLMC. Motion to approve transporting Our Lady Of Mount Carmel students on the Berlin Community School's regular bus routes.



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12. Student Athletic Fee. Motion to renew the student athletic fee program.
13. Motion to approve non-requirement of meal payment.  
Be it resolved that the Berlin Borough Board of Education does not require the Archway Schools To charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulations.
14. Security Monitoring Contract.  
Motion to approve the annual contract for building security central station monitoring with GCSI of Williamstown in the amount of \$443.00.
15. Gym Floor Maintenance.  
Motion to approve the gym floor maintenance and refinishing contract, per quote received, to Traditional Floors. (Gym A: \$2,025.00; Gym B: \$2,045.00.)
16. Lawn Fertilization.  
Motion to approve the annual contract for lawn fertilization with Trugreen Chemlawn at \$900.00.
17. 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, 2012 through June 30, 2013, in the amount of \$13,406.00.
18. Western Pest Control. Motion to approve the annual contract with Western Pest Control at \$979.20.
19. Inverso and Stewart Peer/Quality Report.  
Motion to acknowledge the receipt, review, and evaluation of the auditors' (Inverso & Stewart,) Current external peer/quality report.
20. Fire Alarm Service.  
Motion to approve Siemen's Industry, Inc. Bronze Service Contract for fire alarms annual maintenance July 1, 2012 to June 30, 2013, at \$2,000.00.
21. Environmental Design Inc.  
Motion to approve annual AHERA (asbestos) compliance services with Environmental Design Incorporated (annual and 6 month inspection reports) at \$1,300.00.
22. Transfer of Current Year Surplus to Reserve.  
Motion to approve Resolution #1, 6-12 to transfer current year anticipated surplus into a maintenance Reserve account up to \$300,000.
23. 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, 2012 through June 30, 2013; not to exceed a total of 264 (two hundred sixty four) hours of service at payment of \$57.00 per hour issued on a monthly basis, not to exceed \$15,048.00.
24. Medical Benefit Renewals.  
Motion to approve the medical benefit renewals for medical, prescription, and dental per quotes Received:  
Aetna: 10.6%  
Bolinger: 1.5%  
Delta: 6.1%



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**Appointments/Items L through DD:**

**Motion:** Mr. Schneider, seconded by Mrs. Height to accept Appointments/Items L through DD:

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

**L. Appointment of Board Secretary and Custodian of Records (OPRA):**

Consider a motion to appoint Frank J. Domin, Jr. as Board Secretary and Custodian of Records for the 2012-2013 school year.

**M. Appointment of Affirmative Action Officer:**

Consider a motion to appoint Jeffrey Havers of the Berlin Borough School District as the Affirmative Action Officer for the 2012-2013 school year.

**N. Appointment of Right To Know Officer:**

Consider a motion to appoint the Jack Walker of the Berlin Borough School District as the Right To Know Officer for the 2012-2013 school year.

**O. Appointment of Attendance Officer:**

Consider a motion to appoint the Donna Madara of the Berlin Borough School District as the Student Attendance Officer for the 2012-2013 school year.

**P. Appointment of Homeless Liaison:**

Consider a motion to appoint Kristen Martello of the Berlin Borough School District as the McKinney-Vento Homeless Liaison for the 2012-2013 school year.

**Q. Appointment of Integrated Pest Management Coordinator/Asbestos Management and PEOSA Officer/  
Indoor Air Quality Designee:**

Consider a motion to appoint Jack Walker as the Integrated Pest Management Coordinator/ Asbestos Management and PEOSA Officer/Indoor Air Quality Designee for the 2012-2013 school year.

**R. Appointments until reorganization in 2013:**

Consider a motion to approve the following professional services\*:

- |                      |   |
|----------------------|---|
| 1. Medical Officer   | Julian Maressa, D.O.                                |
| 2. Treasurer         | Frank Domin<br>Richard Hardenbergh Insurance Agency |
| 4. Insurance Brokers | Conner Strong<br>AFLAC<br>Public Risk Group         |

**S. Depository:**

Consider a motion to designate the following depositories for the 2012-2013 school year.

TD Bank North  
New Jersey Arm  
New Jersey Cash Management  
Any other depository more beneficial to the district

**T. Tax Shelter Annuity Company's/Brokers**

Consider a motion to designate the following Tax Shelter Annuity Company's/Brokers for the 2012-2013 school year.

AXA Equitable  
Lincoln Financial  
Any other Tax Shelter Annuity Company's/Brokers more beneficial to the district



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**U. Annual Tuition Rates for the 2012-2013 school year.**

Consider a motion to establish the following tuition rates for the 2012-2013 school year.

School Year

Half Day PSD	\$22,662.
Full Day LLD/BD/MD	\$21,578.
Grade K	\$ 8,074.
Grades 1-5	\$ 8,185.
Grades 6-8	\$ 8,758
Resource Center	\$12,000

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Extended School Year (ESY)

Teacher	\$ 2,730
Aide	\$ 910
Speech	\$ 650
OT/PT	\$ 650
ESY Total	\$ 4,940

**V. Travel Limitations for the 2012-2013 school year.**

Consider a motion to establish travel limitations as set forth in district policy and with P.L. 2007 c. 53 for the 2012-2013 school year.

**W. Authorization to Award Contracts for the 2012-2013 school year.**

Consider a motion to authorize the business administrator as the certified purchasing agent to award contracts in accordance with N.J. Statutes for the 2012-2013 school year, to set the quote threshold at 15% of the bid threshold, and to approve procurement of goods and services through state agencies (state contract).

**X. Authorization to Sign Warrants (Checks) for the 2012-2013 school year.**

Consider a motion to authorize the following personnel to sign checks for the 2012-2013 school year.

1. President of the Board of Education
2. Business Administrator/Board Secretary/Treasurer
3. Superintendent
4. Coordinator of Business Operations
5. Middle School Principal – Student Activities
6. Administrative Assistant - Student Activities, Petty Cash, Cafeteria
7. Secretary to the Business Administrator – Cafeteria

**Y. Authorization of Payment of Bills between BOE Meetings for the 2012-2013 school year.**

Consider a motion to authorize the payment of bills between Board of Education Meetings for the 2012-2013 school year.

**Z. Authorization to Establish Petty Cash Funds for the 2012-2013 school year.**

Consider a motion to authorize establishment of individual petty cash funds in the amount not to exceed \$250 for the 2012-2013 school year.

**AA. Approval of Parliamentary Procedure for the 2012-2013 school year.**

Consider a motion to adopt parliamentary procedure as described by Robert's Rules of Order to govern the order of business of the Board of Education for the 2012-2013 school year.



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**BB. Consider the adoption of the following resolution:**

(Required under the Sunshine Law)

WHEREAS, the “Open Public Meetings Act” requires that advance written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephoned, telegraphed, faxed or hand delivered to one local newspaper designated by resolution, and mailed to all persons requesting a copy of same upon payment of an established fee.

NOW THEREFORE, Be It Resolved by the Board of Education of the Borough of Berlin Borough as follows:

1. All advance written notices of Board meetings shall be posted by the Board Secretary: on the bulletin board located in the Berlin Borough School Elementary and Middle School Offices, on the school website, and on the bulletin board located in the Berlin Borough Administration Building.
2. All advance written notices of Board meetings shall be given to at least one of the the following newspapers:  
The Record Breeze (primary)  
The Courier Post Newspaper (secondary)
3. All advance written notices of Board meetings and any change throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$15.00. News media shall be exempt from such fee.

**CC. Motion to adopt prior rules and regulations of the Board including school programs and curriculum as follows:**

1. Existing Board Policy Manual, Bylaws and Regulations
2. Art, Computer, Family Life, Life Skills, Physical Education, Language Arts, Library, Mathematics, Music, Science, Social Studies, Health, Guidance Services, Child Study Team Services, and all other programs and curriculum now presently in force.
3. All textbook series currently in use and previously approved library books.

**DD. Motion to approve official school website at [www.bcsberlin.k12.nj.us](http://www.bcsberlin.k12.nj.us)**

**Discussion:** RFQ – RFP Process request for Qualifications or Proposals for professional services and Boards role.

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

**Motion:** Mr. Perez, seconded by Mr. Quinn to accept Information items 1-6.

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

**A. For Your Information**

1. Merchantville Masonic Lodge “Educator of the Year – 2012”
2. Sue Cardamone Scholarship Run Results
3. New Elementary Education Praxis Test
4. Virtual Charter School Testimony
  - A. Princeton Regional Schools



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- B. New Jersey School Boards Association
- 5. Professional Development Plan Approval
- 6. NJ Educator Evaluation Overview

**B. Program Reports**

**Motion:** Mrs. Viscome, seconded by Mrs. German to approve Program reports 1 to 5.

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

- 1. Elementary School Report: Mr. Havers
- 2. Special Education Report: Mrs. Hall
- 3. CER Report: Mr. Louis
- 4. Health Office Report: Mrs. Shallow  
    May 2012  
    June 2012
- 5. NutriServe Food Service Update

**C. Superintendent’s Monthly Report**

**Motion:** Mrs. Welte, seconded by Mrs. Height to approve Superintendent’s Monthly Report.

**Call Vote** – 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:** Mrs. German, seconded by Mrs. Welte to approve Superintendent’s item E-1 through 3

- 1. Marzano Art and Science of Teaching Teacher Evaluation Model *Learning Map*.
- 2. Interim Hiring Authorizations. Motion to authorize the Superintendent to hire in the interim (no July meeting,) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the August 23, 2012 Board of Education meeting.
- 3. Change in 2012-2013 Calendar. Motion to change the 2012-2013 school calendar as follows: June 14, 2013 from full day to early dismissal for students only.

**F. Personnel**

**Motion:** Mr. Quinn, seconded by Mrs. Viscome to approve Personnel item 1 through 3:





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

1. Personnel Report.  
Motion to approve the attached Personnel Report.
2. Annual Substitute Renewal.  
Motion to approve the attached substitute renewal list for the 2012-2013 school year.
3. Schedule B Coaches/Advisors.  
Motion to approve the attached Schedule B list of coaches and advisors for the 2012-2013 school year. All coaches are approved pending completion of the Interscholastic Head Injury Safety Training Program.

**G. Public Participation – All Issues**

**No one came forward**

**8:24 pm**

**Motion: Mr. Schneider, seconded by Mrs. Viscome to enter into Non Public Executive Session for approximately 10 minutes to discuss student discipline.**

**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.

**Present**

**Eileen German  
Nick Guerere  
Kristine Height  
Juan Perez  
Dennis Quinn  
Steve Schneider  
Fran Viscome  
Linda Welte**

**Absent**

**Joe Mammarella**

HIB Report discussed – Specific incident and repeat offense.

**IV. RETURN TO PUBLIC SESSION**

**Motion: Mr. Schneider, seconded by Mrs. Viscome to return to Public Session at 8:30 pm.**

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



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**VI. NEW BUSINESS**

Discussion: Building security, what is lock down process?

**VII. MEETING ADJOURNED**

**Motion: Mrs. Welte, seconded by Mrs. German to adjourn meeting at 8:35pm.**

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

Next Meeting: August 23, 2012  
Location: Media Center  
Time: 7:00 p.m.