



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

Date: August 23, 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 – Mr. Domin, Board Secretary

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

Present

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

Absent

Joe Mammarella
Nick Guerere

E. Student Recognition

1. Students of the month (N/A).
2. Student report – student body representative (N/A).

In the absences of the Board President and Vice President the Secretary asked for a motion to appoint a Chair person for the meeting.

Motion: Mrs. Welte, seconded Mrs. Viscome to appoint Mr. Quinn to chair the meeting.

Voice Vote – unanimous yes. Motion passed



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Mr. Quinn assumed the chair.

F. Presentations

1. Mrs. Martello presented an Analysis of MAP for the 2011-12 school year.

Board Discussion followed.

G. Public Participation –Agenda Items Only

Mrs. Dibella introduced five new teaching staff.

H. Approval of Minutes

Motion: Mr. Perez, seconded by Mr. Welte to approve the following minutes;

1. June 21, 2012 Regular Meeting as amended and Executive Session.

Roll Call – 7 yes, 2 absent - Motion passed

H. Correspondence

Motion: Mr. Perez, seconded by Mrs. Welte to accept the following Correspondence:

1. NJSBA Delegate Assembly – November 17, 2012. – Mrs. Welte & Mr. Quinn will be attending
2. NJSBA Annual Conference Notice.

Voice Vote – unanimous yes. Motion passed

J. Facilities

1. Business Administrator’s Report: Frank Domin.

Motion: Mrs. Welte, seconded by Mrs. Viscome to accept Business Administrators Report.

Voice Vote – unanimous yes. Motion passed

K. Finance: Mr. Frank Domin

Motion: Mrs. Welte, seconded by Mrs. Viscome to approve Finance items 1 through 21.

Roll Call – unanimous yes. Motion passed



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1. Treasurer's Report.

Ratify and affirm Treasurer's Report for May 31, 2012.
Ratify and affirm Treasurer's Report for June 30, 2012.
Ratify and affirm Treasurer's Report for July 31, 2012.

2. Report of the Board Secretary.

Ratify and affirm Board Secretary Report for May 31, 2012.
Ratify and affirm Board Secretary Report for June 30, 2012.
Ratify and affirm Board Secretary Report for July 31, 2012.

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 May 31, 2012.
Motion to approve transfers for the month of June 30, 2012.
Motion to approve transfers for the month of July 31, 2012.

5. Cafeteria Report.

Ratify and affirm Cafeteria Report for month of June 30, 2012.

6. Approval of Bills.

Attachment A: Recommend bills to be paid as of June 28, 2012, in the amount of \$175,635.54.
Attachment B: Recommend bills to be paid as of June 30, 2012, in the amount of \$240,906.06.
Attachment C: Recommend bills to be paid as of August 23, 2012, in the amount of \$666,731.20.

7. Student Activity Report.

Motion to approve Student Activity Report for month of May 31, 2012.
Motion to approve Student Activity Report for month of June 30, 2012.
Motion to approve Student Activity Report for month of July 31, 2012.

8. F31 Capital Roof Project Bills. Motion to approve F31 Capitol Roof Project bills as listed:

| | | | |
|----------|----------|---|------------------|
| Ck# 0098 | 8/17/11 | Alper Enterprises Roofing & Sheet Metal | \$ 251,451.00 |
| Ck# 1001 | 9/23/11 | Berlin Borough BOE General Acct | 553.80 |
| Ck# 1002 | 9/23/11 | Garrison Architects | 1,841.68 |
| Ck# 1003 | 11/17/11 | Alper Enterprises Roofing & Sheet Metal | 104,728.00 |
| Ck# 1004 | 11/30/11 | Alper Enterprises Roofing & Sheet Metal | 26,671.25 |
| Ck#1005 | 3/23/12 | Alper Enterprises Roofing & Sheet Metal | <u>28,103.20</u> |
| | | | \$ 413,348.93 |

9. F32 Capital Roof Project Bills. Motion to approve F32 Capital Roof Project bills as listed:

| | | | |
|----------|-----------|-----------------------|-----------------|
| CK#1007 | 7/23/2012 | Garrison Architects: | \$5,850.00 |
| CK#1008 | 7/23/2012 | Patriot Roofing | \$232,322.50 |
| Ck# 1009 | 8/13/2012 | Siemens Industry Inc. | \$1,765.75 |
| Ck# 1011 | 8/13/2012 | Garrison Architects | <u>2,302.00</u> |
| | | | \$242,240.25 |

10. Long Term Substitute Rates. Motion to approve 2012-2013 long term substitute rates as attached.

11. EIRC Consortia Agreement. Motion to approve consortia agreement between Berlin Borough Board



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- Of Education and EIRC for 2012-2013 technology services.
- 12. Insurance Group Renewals. Motion to approve Resolutions #1 and #2, 8-12:
 #1: New Jersey School Board Insurance Group – Resolution Indemnity and Trust Renewal Agreement.
 #2: Resolution to join BACCEIC – New Jersey School Boards Association Insurance Group Burlington and Camden County Educators Insurance Consortium (Renew 3 Year Term).
- 13. Licensing and Maintenance Agreement. Motion to approve Licensing and Maintenance Agreement With Ed-Data Services, Incorporated for automated supply purchase order system for bulk supply Purchases for 2012-2013 school year. Annual licensing fee for the New Jersey Cooperative Bid \$3,000.00 (with guarantee \$3,000.00 cost savings).
- 14. Computer Hardware Lease Purchase. Motion to approve three year lease purchase agreement with Dell Financial Services (\$159,979.09).
- 15. Authorization to sign warrants. Motion to approve authorization to sign warrants as follows:
 CER Account (TD Bank): Maureen DiBella, Curriculum Supervisor/CER Director
 Frank Domin, Business Administrator
- 16. Capital Reserve Transfer. Motion to approve Resolution #3, 8-12 to transfer \$320,000.00 from Capital reserve to Fund 30-1 (summer 2012 roof project).
- 17. Request for Qualifications for Professional Services. Motion to accept and approve the RFQ Requirements proposal from Danielson/Teachscape (teacher evaluation system).
- 18. NCLB allocation. Motion to accept allocation of \$84,688.00 from No Child Left Behind Act Consolidated formula subgrant.
- 19. IDEA allocation. Motion to accept allocation of \$209,996.00 from IDEA fund.
- 20. Transportation. Motion to approve transportation for 2 Special Education students for 3 (three) 1-hour days for school orientation at \$95.00 per diem with T & L Transportation.
- 21. Transportation. Motion to approve transportation of McKinney-Vento student by T & L Transportation at \$95.00 per diem for the 2012-2013 school year.

II. SUPERINTENDENT’S REPORT: Mr. Tony Trongone

Motion: Mrs. Viscome, seconded by Mr. Schneider to accept Information items 1-6.

Call Vote – unanimous yes. Motion passed

A. For Your Information

- 1. Danielson Group Professional Development Session (October 5, 2012).
- 2. EE4NJ update.
- 3. PLC Conference (Baltimore) Update.
- 4. Preliminary NJ ASK results.
- 5. Healthy Changes (NutriServe).
- 6. Gifts, Grants, and Donations (Finance).

B. Program Reports



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Motion: Mrs. German, seconded by Mr. Schneider 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. Curriculum/CER Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow (N/A)
5. NutriServe Food Service Update

C. Superintendent's Monthly Report

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

Call Vote – unanimous yes. Motion passed

D. Policy

Motion: Mrs. Viscome, seconded by Mrs. Height to approve the following Policy items 1 & 2:

Roll Call – unanimous yes. Motion passed

1. First Reading.
 - Policy 0151: Revised Organization Meeting
 - Policy 0153: Revised Annual Appointments
 - Policy 0167: Revised Public Participation in Board Meetings
 - Policy 2431.4: Revised Prevention and Treatment of Sports-Related Concussions and Head Injuries
 - Policy 2622: Revised Pupil Assessment
 - Policy 3282: Use of Social Networking Sites
 - Policy 4282: Use of Social Networking Sites
 - Policy 6470: Payment of Claims

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing.
 - Policy 2361: Acceptable Use of Computer Networks/ Computers and Resources



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E. Administration

Motion: Mrs. German, seconded by Mr. Schneider to approve Superintendent's item E-1 through 3.

Roll Call – unanimous yes. Motion passed

1. Parent/Student Handbook. Motion to approve the 2012-2013 Parent/Student Handbook.
2. Staff Handbook. Motion to approve the 2012-2013 Staff Handbook.
3. Security Drill Record.

F. Personnel

Motion: Mrs. Viscome, seconded by Mrs. German to approve Personnel item 1 through 2:

Roll Call – unanimous yes - Motion passed

1. Personnel Report.
Motion to approve the attached personnel report.
2. Perfect Attendance. The following are congratulated on their perfect attendance for the 2011-2012 School year:

Milissa Oltman

G. Public Participation – No One Came Forward

9:05 pm

Motion: Mrs. Welte, seconded by Mr. Perez to enter into Non Public Executive Session for approximately 30 minutes to discuss student matters.

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.

Present

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

Absent

**Joe Mammarella
Nick Guerere**



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Board Solicitor updated the Board on two Special Education Due process hearings; both will go before an Administrative Law Judge.

IV. RETURN TO PUBLIC SESSION

Motion: Mr. Perez, seconded by Mrs. Welte to return to Public Session at 9:35 pm.

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

V. NEW BUSINESS – Mrs. Height spoke about Home & School Newsletter survey increasing participation.

VI. OLD BUSINESS – Board has approved \$3,500 to be spent as sharing cost of Lighting Alarm System with Berlin Borough, which the Borough is in the process of completing. Mr, Domin will contact the Borough clerk.

VII. MEETING ADJOURNED

Motion: Mr. Perez, seconded by Mrs. Welte to adjourn meeting at 9:42pm.

Call Vote – unanimous yes. Motion passed

Next Meeting: September 20, 2012
Location: Media Center
Time: 7:00 p.m.