



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

**Date:** November 17, 2016  
**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.org](http://www.bcsberlin.org)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

Lisa Asare	Michelle Goshaw
Nick Guerere	Kristine Height
Rebecca Holland	Dennis Quinn
Linda Welte	Vacancy
Fran Viscome	

**Others in attendance:**

Superintendent - Kristen Martello, Business Administrator - Frank Domin, - Board Solicitor - Allan Dzwilewski, Assistant Principal, Frank Locantora

**E. Student Recognition**

*A Student of the Month is an active listener and member of the community who continually strives for personal excellence and respects all staff, students, and community members by supporting the Six Pillars of Character. Students of the Month contribute to an overall positive school environment. Grade level teachers work together to nomination just one student from grades five through eight each month throughout the academic school year. Those selected as Student of the Month serve as role models to their peers and should be extremely proud of their efforts and recognition!*

**Mrs. Martello introduced each of the students and presented them with a certificate of recognition.**





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**H. Approval of Minutes**

**Motion:** Mr. Guerere, seconded by Mrs. Goshaw to approve the minutes for:

1. [October 20, 2016 Regular Meeting and Executive Session](#)

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

**I. Correspondence**

**Motion:** Mrs. Viscome seconded by Mrs. Goshaw to accept correspondence items 1-3.

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

1. Retirement Letter – Mr. Domin effective 6-30-2017
2. Retirement Letter – Mr. Roth effective 6-30-2017
3. SJBCC Thank You Letter

**J. Facilities**

**(FYI)**

1. [Business Administrator's Report](#): Frank Domin
2. Drills: Fire Drill October 6, 2016 9:06 am  
Evacuation to Mausoleum (staff only) October 7, 2016 11:00 am

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

**Motion:** Mrs. Viscome, seconded by Mrs. Goshaw to approve Finance items 1 through 11.

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

1. Reconciliation Report. Ratify and affirm Reconciliation 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**

Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board Secretary certifies that as of October 31, 2016, 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, 2016, 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.



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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 2016 as follows:

Increased/Decreased state aid: (\$0.00)

- 4. Transfers. Motion to approve transfers for N/A
- 5. Cafeteria Report. Ratify and affirm Cafeteria Report for period ending N/A
- 6. Approval of Bills. [Recommend bills to be paid as of November 17, 2016 in the amount of \\$299,602.96.](#)
- 7. Student Activity Report. Motion to approve Student Activity Report for N/A
- 8. Budget Calendar. [Motion to accept the 2017-2018 budget calendar](#)
- 9. Transportation of Foster Student. Motion to approve the transportation of Foster Student per the Fostering Connections to Success & Increasing Adoptions Act of 2008, & N.J.S.A. 30:4C-26b, by T&L Transportation at \$125.00 per diem for 136 days. Total \$17,000.00.
- 10. CAFR Audit Report. Motion to accept the FY 2016 Audit Report (as presented by Robert Inverso, CPA) with the attached [Corrective Action Plan](#).
  - A. Move that the Board accept the 2015-2016 Comprehensive Annual Financial Report as presented and move that the Audit Summary be received as read in accordance with NJSA 18A:23-4 and 5, and further move that the Secretary be instructed to comply with all state and federal reporting requirements.
- 11. Boys Soccer Championship Apparel. Motion to approve the purchase of Boys Soccer Championship apparel for the 2016 Boys Soccer team and two coaches, not to exceed \$25.00 per student.
- 12. Donations. Motion to accept the following donations, as of N/A:

Donation	Group Offering	Amount/Value

**II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello**

**A. For Your Information**

- 1. Tansboro Road Apartment Project
- 2. [Veteran’s Brunch](#)
- 3. Parent Teacher Conferences

**B. Program Reports**

- 1. Principal’s Report: Dr. Ward Richards
- 2. Special Education Report: Mrs. Lindsay
- 3. Instruction, Achievement & Student Activities Report: Mrs. Groark
- 4. Health Office Report: Mrs. Shallow
- 5. NutriServe Food Service Update

**C. Superintendent’s Monthly Report**

**Motion:** Mr. Quinn, seconded by Mrs. Viscome to approve items A through D.

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



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**D. Policy**

**Motion:** Mr. Guerere, seconded by Mrs. Holland to adopt the following eight policies for first reading.

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

1. First Reading.  
[2415.30 Policy Guide \(NEW\)](#)  
[1140 Policy Guide](#)  
[1310 Policy Guide](#)  
[1523 Policy Guide](#)  
[1530 Policy Guide](#)  
[2260 Policy Guide](#)  
[2411 Policy Guide](#)  
[3111 Policy Guide](#)

**Policy Second Reading/Public Hearing**      **N/A**

2. Second Reading/Public Hearing.

**E. Administration**

**Motion:** Mr. Quinn, seconded by Mrs. Goshaw to approve Administration items 1 through 4.

**Roll Call** – 8 yes, except Mr. Guerere No to #2 only - 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. Strategic Planning. [Motion to approve strategic planning with NJSBA.](#)
3. School Counseling. [Motion to approve Comprehensive Guidance Program Manual](#)
4. Interactive Kids Contract. [Motion to approve addition of ABA therapist services at \\$50.00/hour to our Interactive Kids Contract.](#) This will be used for special education student from 11/14-11/23 (8 days, 2 hours per day) @ initial cost of \$800.00 for first two weeks of program, along with any additional weeks from November 28, 2016 on as needed: 5 days per week, 2.5 hours per day = \$625 per week.

**F. Personnel**

**Motion:** Mrs. Viscome, seconded by Mrs. Goshaw to approve Personnel Report item 1.

**Roll Call** – Unanimous yes (except Mrs. Goshaw No to #1) - Motion passed

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

**G. Public Participation – All Issues**

**Motion:** Mr. Guerere, seconded by Mrs. Viscome to open the meeting to the public.

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

No One Came Forward



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**III. NONPUBLIC EXECUTIVE SESSION – 8:49**

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 20 minutes.

**Roll Call**

Lisa Asare	
Nick Guerere	Michelle Goshaw
Rebecca Holland	Kristine Height
Linda Welte	Dennis Quinn
Fran Viscome	Vacancy

**Motion:** Mrs. Viscome, seconded by Mr. Quinn to approve Resolution #1,11-16

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

**Resolution #1, 11-16 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

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

Superintendent Martello reviewed two pending HIB investigations.

**Motion:** Mrs. Goshaw, seconded by Mrs. Viscome to return to public session.

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

**IV. RETURN TO PUBLIC SESSION – 8:56 pm**

**V. NEW BUSINESS - None**

**VI. OLD BUSINESS**

1. [Brass Bench Donation](#) – Request for school to place a memorial bench in the school. Facilities review was conducted but due to the size of the bench a safe or appropriate location could not be found. The Board hoped that an acceptable court yard or school grounds location could be found.



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**VII. MEETING ADJOURNED - 9:26 pm**

**Motion:** Mrs. Viscome, seconded by Mrs. Goshaw to adjourn meeting.

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

Next Meeting: January 5, 2017  
Location: Media Center  
Time: 7:00 p.m. (Reorganization at 6:30 p.m.)