



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

Date: October 15, 2015
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), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

Present

Susan Bobb
Kristin Braidwood
Nick Guerere
Rebecca Holland
Kristine Height
Dennis Quinn
Linda Welte
Fran Viscome

Absent

Karen Costanzo

Others in attendance: Interim Superintendent – Kristin Martello
Business Administrator - Frank Domin
Board Solicitor – Allen Dzwilewski

E. Student Recognition

The Superintendent, Mrs. Martello, introduced each of the students and invited the students to say a few words that they had prepared.

- 1. Students of the month:
 - Grade 5: Ryan Angelone
 - Grade 6: Luke Santangelo
 - Grade 7: Adam Swider
 - Grade 8: Robert Dwyer



Berlin Borough School District Regular Meeting of the Board of Education

2. Student body representative: Shivam Patel

Like last year, Berlin Community School is now participating to collect breakfast items for the Ronald McDonald house in Camden and Philadelphia. At first, we were deciding to only have the middle school participate in the Breakfast Buddies program, but after hearing that the house has had only cheerios to eat for about two months, the student government made the program a school-wide cause. The program will run one week starting next Monday. Some of the donation items that we will be collecting include cereal, granola bars, juice boxes and pop tarts. Our goal is to add a diverse collection of options for the Ronald McDonald house to make the stay for its residents a more pleasant one.

Additionally, tomorrow is our first Student Government sponsored dance. We are hoping that the revenue from this dance can fund other future programs that the school will hold on behalf of the student government. We are collaborating the Breakfast Buddies program into the dance by reducing the fee for the students that bring in A Breakfast Buddies item. Also we will have the collection bags set up in the corner of the cafeteria, so that whatever the students bring will count towards their homeroom. Our theme for the dance is a Halloween dance. We hope to get the student body more involved by holding a costume contest. Some of the categories include group contest poses, scariest costumes, and also the funniest costumes. We will make sure that the costumes are school appropriate. Those are our exciting plans for tomorrow and the following week.

F. Presentations

1. Itunes U: Deborah Ciala gave the Board an overview of the interactive curriculum that the staff have built on line and is currently in use by the students.
2. Introduction of New Staff members – Long-Term Substitute Deborah Lubelski and Special Education Long-Term Substitute Darlene Laubenstein.

G. Public Participation – Agenda Items Only

No One Came Forward

Mrs. Viscome left the meeting

H. Approval of Minutes

Motion: Mrs. Welte, seconded by Mrs. Bobb to approve the minutes for

1. September 17, 2015 Regular Meeting and Executive Session.

Roll Call - 7 Yes, - Motion passed

Mrs. Viscome returned to meeting.

I. Correspondence – none for this meeting



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

J. Facilities

(FYI)

1. Business Administrator’s Report: Frank Domin
2. Drills: September 15th Fire Drill 9:05 am
September 18th Shelter In Place 9:07 am

K. Finance: Mr. Frank Domin

Motion: Mrs. Holland, seconded by Mrs. Viscome to approve Finance items 3,5,6, 9 and item L.

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 August 31, 2015, 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 August 15, 2015, 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 September 30, 2015 as follows: Increased/Decreased state aid:($\$0.00$)
4. Transfers.
Motion to approve transfers for the month of N/A.
5. Cafeteria Report.
Ratify and affirm Cafeteria Report for September 30, 2015.
6. Approval of Bills.
Recommend bills to be paid as of October 15, 2015, in the amount of $\$306,837.22$.
7. Student Activity Report.
Motion to approve Student Activity Report for N/A.
8. Donations:
Motion to accept the following donations, as of N/A:

| Donation | Group Offering | Amount/Value |
|----------|----------------|--------------|
| | | |
| | | |
9. Three Year Facility Plan. Motion to approve the Three Year Facility Plan and M-1 (attached).



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

L. Appointment of Affirmative Action Officer:

Consider a motion to appoint Frank Domin, Board Secretary/Business Administrator, of the Berlin Borough School District as the Affirmative Action Officer for the remainder of the 2015-2016 school year.

II. SUPERINTENDENT'S OFFICE: Mrs. Kristen Martello (Interim)

A. For Your Information

1. BCS Instrumental "Energy for the Arts" Grant
2. Achieve NJ
3. Administrative Positions
4. PARCC
5. Apple 1:1 Initiative
6. Courtesy Bussing
7. Playground

B. Administration

Motion: Mr. Guerere, seconded by Mrs. Viscome to approve Administration items 1, 2 and 3.

Roll Call - Unanimous yes - Motion Passed

1. Girls Soccer Schedule. Motion to approve the revised Girls' Soccer Schedule, as attached.
2. QSAC Statement of Assurance. Motion to accept the attached QSAC SOA.

C. Program Reports

Motion: Mrs. Viscome, seconded by Mrs. Holland to approve program reports 1 through 5.

Roll Call - Unanimous yes - Motion Passed

1. Principal's Report: Mr. Havers
2. Special Education Report: Mrs. Lindsay
3. CER Report: Mrs. DiBella
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update

D. Superintendent's Monthly Report

Motion: Mrs. Viscome, seconded by Mrs. Bobb to approve Superintendents report.

Roll Call - Unanimous yes - Motion Passed

E. Policy

1. First Reading. – None for this meeting

2. Second Reading/Public Hearing

Motion: Mr. Guerere, seconded by Mrs. Holland to approve Policy items 1 to 7.



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

(Policy continued)

Roll Call - Unanimous Yes - Motion passed

- Policy 3322: Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices
- Policy 4322: Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices
- Policy 5330: Administration of Medication
- Policy 5339: Screening for Dyslexia
- Policy 8540: School Nutrition Programs
- Policy 8550: Outstanding Food Service Charges
- Policy 8820: Opening Exercises/Ceremonies

F. Personnel

Motion: Mrs. Viscome, seconded by Mrs. Holland to approve the attached Personnel Report.

Roll Call – Unanimous yes - Motion passed

G. Public Participation – All Issues

No One Came Forward

III. NONPUBLIC EXECUTIVE SESSION 8:25 PM

Resolution #1, 10-15 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, personnel, and negotiations.

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

Secretary

Motion: Mr. Guerere, seconded by Mrs. Viscome to enter into Executive Session for approximately 10 minutes to talk about personnel, student matter and negotiations.

Call Vote – Unanimous yes - Motion passed



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

Roll Call

Present

Susan Bobb
Kristin Braidwood
Nick Guerere
Rebecca Holland
Kristine Height
Dennis Quinn
Linda Welte
Fran Viscome

Absent

Karen Costanzo

- 2 HIBS reviewed
- Negotiation discussion –2016 -2019 contract and appointment of negotiator
- Personnel – Superintendent and Principal interview update

Motion: Mr. Quinn, seconded by Mrs. Welte to return to regular session.

Call Vote – unanimous yes - Motion passed

IV. RETURN TO PUBLIC SESSION – 8:59 PM

VI. NEW BUSINESS

Motion: Mrs. Viscome, seconded by Mr. Guerere to approve New Business items 1, 2 & 3.

Roll Call – 7 yes, 1 abstention (Mrs. Bobb) - Motion passed

1. Appointment of Contract Negotiator. Motion to appoint Allen Dzwilewski, Schwartz Simon Edelstein & Celso as negotiator at an amount not to exceed \$10,000.
2. Approval of School Principal. Motion to approve Shelly Ward Richards for the position of School Principal, at an annual salary of \$ 107,000 (prorated) effective January 1, 2016, as per attached contract.
3. Motion to send Superintendent Contract to Executive County Superintendent for review and approval.

VII. MEETING ADJOURNED 9:07 PM

MOTION: Mr. Guerere, seconded by Mrs. Viscome to Adjourn Meeting.

Call Vote – unanimous yes - Motion passed

Next Meeting: November 19, 2015
Location: Media Center
Time: 7:00 p.m.

Attest: