



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

**Date:** August 18, 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** – Board President Kristine Height presiding

**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**

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

**Others in attendance:**

Superintendent - Kristen Martello, Business Administrator - Frank Domin, - Board Solicitor - Allan Dzwilewski.

New Staff in attendance were introduced – Kristin Groark, Kristina Mulcahy, Alison Chin and Marybeth Cuffari.

**E. Correspondence**

1. Parent Request to consider dedication of the school library.
2. Letter of Resignation - Board Member Susan Bobb

**F. Presentations – none for this meeting**



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

**No One Came Forward**

**H. Approval of Minutes**

**Motion:** Mrs. Viscome, seconded by Mrs. Welt to approve the minutes for:

1. June 16, 2016 Regular Meeting and Executive Session

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

**I. Facilities**

**(FYI)**

1. [Business Administrator's Report: Frank Domin](#)
2. Drills: July 26, 2016 Fire 9:25 a.m.

Mr. Domin commended the summer maintenance and custodial staff on what they have accomplished this summer. Beyond the regular cleaning, many rooms received a fresh coat of paint.

**J. Finance: Mr. Frank Domin**

**Motion:** Mr. Quinn, seconded by Mrs. Holland to approve Finance items 1 through 14.

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

1. Reconciliation Report.  
Ratify and affirm [Reconciliation Report for May 31, 2016.](#)
2. Reconciliation Report.  
Ratify and affirm [Reconciliation Report for June 30, 2016.](#)
3. Report of the Board Secretary.  
Ratify and affirm [Board Secretary Report for May 31, 2016.](#)
4. Report of the Board Secretary.  
Ratify and affirm [Board Secretary Report for June 30, 2016.](#)
5. 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 July 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 July 31, 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 July 31, 2016 as follows:

Increased/Decreased state aid: (\$0.00)

6. Transfers.

[Motion to approve Transfers for the month of May 2016.](#)

7. Transfers.

[Motion to approve Transfers for the month of June 2016.](#)

8. Cafeteria Report.

[Ratify and affirm Cafeteria Report for June 30, 2016.](#)

9. Approval of Bills.

[Recommend bills to be paid as of June 22, 2016, in the amount of \\$313,405.55.](#)

10. Approval of Bills.

[Recommend bills to be paid as of June 30, 2016, in the amount of \\$229,290.38.](#)

11. Approval of Bills.

[Recommend bills to be paid as of August 2, 2016, in the amount of \\$243,249.25.](#)

10. Student Activity Report.

Motion to approve [Student Activity Report for May 31, 2016.](#)

11. Student Activity Report.

Motion to approve [Student Activity Report for June 30, 2016.](#)

12. Student Athletic Fee.

[Motion to renew the student athletic fee program.](#)

13. Donations:

Donation	Group Offering	Amount/Value

14. Transportation:

Motion to approve the transportation of 4 Homeless students by T&L Transportation at \$115.00 per diem for 26 days. Total: \$2,990.00

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

**A. For Your Information**

**(FYI)**

- [2016 Beyond Achieve NJ](#)
- [Kindergarten Families Welcome Letter](#)
- PARCC Preliminary Scores 2016
- Technology Update (Google, Email, Website Domain)
- Back to School Nights will be held: 9/13 Kindergarten 5:30-6:30 and MS -6:30 PM with a parent iPad meeting and BTS Night starting at 7 PM. Elementary BTS Night on 9/20
- Facilities/Playground Update

**B. Program Reports**

- [Principal’s Report: Dr. Ward Richards](#)
- [Special Education Report: Mrs. Lindsay](#)
- [PALS/CER Report: Mrs. Groark](#)
- [Health Office Report: Mrs. Shallow](#)
- NutriServe Food Service Update (N/A)



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**C. Superintendent's Monthly Report**

**Motion:** Mrs. Guerere, seconded by Mrs. Holland to approve Superintendents report.

**Roll Call** - 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. Viscome, seconded by Mrs. Welte to approve Administration items 1 through 11.

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

1. [Security Drill Statement of Assurance and Security Drills 2015-2016](#)
2. Technology Handbook: Motion to approve [Technology Handbook 2016-2017](#)
3. Parent/Student Handbook: [Motion to approve Parent/Student Handbook 2016-2017](#)
4. Staff Handbook: Motion to approve Staff Handbook 2016-2017
5. HIB Self-Assessment. Motion to approve [HIB Self-Assessment](#)
6. MOA: Motion to approve [MOA with Local Law Enforcement](#)
7. Curriculum. Motion to approve the [Gifted and Talented Selection Process](#)
8. Boys Soccer Schedule: Motion to approve attached [Fall 2016 Boys Soccer Schedule](#)
9. Girls Soccer Schedule: Motion to approve attached [Fall 2016 Girls Soccer Schedule](#)
10. District Calendar: Motion to approve [2016-2017 Revised District Calendar](#)
11. Appointment of Attendance Officer: Motion to appoint Frank Locantora of the Berlin Borough School District as the Student Attendance Officer for the 2016-2017 school year.

**F. Personnel**

**Motion:** Mrr. Viscome, seconded by Mrs. Welte to approve Personnel Report, items 1 through 4.

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

1. Personnel Report.  
Motion to approve the attached Personnel Report
2. New Contract: Motion to approve Supervisor of Instruction, Achievement & Student Activities Contract
3. Job Responsibilities. Motion to approve attached [2016-2017 Administrative Job Responsibilities](#)
4. Job Descriptions:  
Motion to approve attached [2016 Supervisor of Instruction, Achievement and Student Activities.](#)  
Motion to approve attached [2016 Middle School Secretary Job Description.](#)  
Motion to approve attached [2016 CER PALS Administrative Assistant.](#)

**H. Public Participation – All Issues - No One Came Forward**



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**III. NONPUBLIC EXECUTIVE SESSION**

**Motion:** Mrs. Welte, seconded by Mrs. Goshaw to approve Resolution #1, (8-16) and enter into Executive Session for approximately 30 minutes.

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

**Roll Call**

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

**Resolution #1, (08-16) 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, negotiations and litigation.

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

- Anticipated litigation – Prior Special Education placement.
- Board was updated with teacher contract negotiations are impasse. - Mediator has been assigned. The first mediation meeting is set for August 30, 2016.

**IV. RETURN TO PUBLIC SESSION – 8:15 pm**

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

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



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**VI. NEW BUSINESS**

- District Strategic Plan Discussion – Board will have NJ School Boards facilitate the Boards completion of a three year strategic plan.
- Legislative Update – Mr. Quinn passed out information from recent School Law Forum that he attended about negotiating Health Benefits and information from the Delegate assembly concerning PARCC being used as a graduation requirement.
- Superintendent Evaluation Committee – The Board met as a whole to review the Superintendent goals and evaluation process.

**The Board discussed the following:**

- Board vacancy
- Resource Officer
- Naming Rights of School areas
- Athletic Programs 2017-2018

**VII. MEETING ADJOURNED**

**Motion:** Mrs. Viscome, seconded by Mrs. Goshaw to adjourn meeting at 8:55 pm.

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

Next Meeting: September 15, 2016  
Location: Media Center  
Time: 7:00 p.m.