



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

Date: September 18, 2013
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. Guerere 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) Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

Present
Kristin Braidwood
Karen Costanzo
Nick Guerere
Kristine Height
Juan Perez
Dennis Quinn
Fran Viscome
Linda Welte

Absent
(VACANCY)

E. Student Recognition

1. 2013 BCS Championship Baseball Team: Mr. Brent Woods, thanked his assistant Matt Jenkins and congratulated the team.



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II. NONPUBLIC EXECUTIVE SESSION

7:05 PM

MOTION: Mrs. Welte, seconded by Mrs. Braidwood to approve Resolution #1, 9-2013 to enter into Executive Session.

Voice Vote – unanimous yes - Motion passed

Resolution #1, 9-2013 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

Secretary

Roll Call

Present

**Kristin Braidwood
Karen Costanzo
Nick Guerere
Kristine Height
Juan Perez
Dennis Quinn
Fran Viscome
Linda Welte**

Absent

(vacancy)

Parents of Community School child came before the Board to dispute (Harassment, Intimidation and Anti Bullying) violation as not being within the schools code of conduct and misapplication of the law.

RETURN TO PUBLIC SESSION

MOTION: Mrs. Welte, seconded by Mrs. Braidwood to return to regular session at **7:57 pm**.

Call Vote – unanimous yes - Motion passed



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III. A. Presentations

1. EVVRS, HIB-ITP and ABR: Kristen Martello
2. ELA Update – BCS Expectations: Maureen DiBella

B. Public Participation — No one came forward

C. Approval of Minutes – Motion Mrs. Costanzo, seconded by Mrs. Welte to approve the minutes for:

1. [August 22, 2013 Regular Meeting and Executive Session](#)

Roll Call - Unanimous Yes - Motion passed

D. Correspondence - None for this meeting

E. Facilities - Motion Mrs. Constanzo, seconded by Mrs. Welte to approve Business Administrator’s Report:

Call Vote - unanimous yes - Motion passed

1. [Business Administrator’s Report: Frank Domin](#)

F. Finance: Mr. Frank Domin

Motion Mr. Perez, seconded by Mrs. Welte to approve finance items 1 through 13.

Roll Call - 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**
Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board Secretary certifies that as of August 31, 2013, 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 31, 2013, 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 September 30, 2013 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 N/A.

6. Approval of Bills.

Recommend bills to be paid as of September 18, 2013 in the amount of \$347,652.76.

7. Student Activity Report.

Motion to approve Student Activity Report for N/A.

8. Donations:

Motion to accept the following donations, as of August 31, 2013:

Donation	Group Offering	Amount/Value
N/A		

9. NJ School Boards Annual Convention.

Motion to approve Board Member attendance and travel to the NJ School Boards annual convention in Atlantic City.

10. Non-Public Textbook Funds.

Motion to approve Non-Public Textbook Funds in the amount of \$14,590.00.

11. Non-Public Nursing Aid.

Motion to approve Non-Public Nursing Aid in the amount of \$20,535.00.

12. Non-Public Technology Aid.

Motion to approve Non-Public Technology Aid in the amount of \$5,320.00.

13. Motion to approve Board Designee. In accordance with NJSA 18A: 17-9 to appoint Kim Banks

As the Board Designee to prepare the monthly reconciliation of bank account statements and as Signatory on such reports (monthly Treasurer’s Report).

IV. SUPERINTENDENT’S REPORT: Mr. Tony Trongone

A. For Your Information

1. NJASK Data
2. AchieveNJ - New Teacher Evaluation Update
3. Performance Plus
4. Technology in Classrooms
5. **NJAC 6A:9-9.1 (a) 1i Elementary School Teacher** – the Department of Education has amended the authorization for Elementary School Teacher to now include grades kindergarten through grade six. The Department also amends the authorization elementary school teacher to allow current holders of the elementary school teacher K-5 endorsement to teach in grades kindergarten through grade six.
6. Annual Fashion Show: March 13, 2014.



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7. **Harassment, Intimidation, and Bullying Reports.** N.J.S.A. 18A:37-15b(6)e requires Boards of Education (BOE) to issue a decision, in writing, to affirm, reject or modify the chief school administrator's (CSA) decision on each reported incident of HIB. The BOE is not permitted to hear only cases found to be HIB as a result of an investigation. The CSA must report to the BOE and the BOE must make a decision on the CSA's report of each reported HIB incident, irrespective of the findings from an HIB investigation.
8. **State has changed security drills.** District is holding with original descriptions until State issues clarification in October.

B. Program Reports

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

Call Vote - Unanimous Yes - Motion passed

1. [Elementary School Report: Mr. Havers](#)
2. [Special Education Report: Mrs. Hall](#)
 - A. [Instructional Supports and Scaffolds Project](#)
3. [CER Report: Mrs. DiBella](#)
4. [Health Office Report: Mrs. Shallow](#)
5. NutriServe Food Service Update

C. Superintendent's Monthly Report

Motion Mr. Perez, seconded by Mrs. Braidwood to approve:

Roll Call - Unanimous Yes - Motion passed

D. Policy

1. First Reading. None for this meeting

Policy Second Reading/Public Hearing

Motion Mrs. Welte, seconded by Mr. Quinn to approve the following 4 policies as read.

Roll Call - Unanimous Yes - Motion passed

2. Second Reading/Public Hearing.
 - P1240 [Evaluation of Superintendent](#)
 - P3221 [Evaluation of Teaching Staff Members](#)
 - P3224 [Evaluation of Principals Asst Principals and Vice Principals](#)
 - P 2362 [Privacy Policy concerning use of Biometric Fingerprint Identification](#)

E. Administration

Motion: Mrs. Viscome, seconded by Mrs. Welte to approve Administration E.

Roll Call - Unanimous Yes - Motion passed



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F. Personnel

Motion: Mrs. Viscome, seconded by Mrs. Welte to approve Personnel Report.

Roll Call – 7 Yes (Mrs. Welte abstaining item E)- Motion passed

1. [Personnel Report](#).

Motion to approve the attached Personnel Report.

G. Facilities

Motion: Mrs. Constanzo, seconded by Mr. Perez to approve Facilities item 1.

Roll Call - Unanimous Yes - Motion passed

1. Drills:

Lockdown, September 13, 2013, 9:10 a.m.

H. Public Participation – No One Came Forward

V. NEW BUSINESS

Camden County Park Grant (\$25,000) update. Playground resurfaced Game Stenciling Discussed.

VI. MEETING ADJOURNED

Motion: Mrs. Viscome, seconded Mr. Quinn to adjourn meeting at 9:24 pm.

Next Meeting: October 17, 2013

Location: Media Center

Time: 7:00 p.m.

Attest: