



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

**Date:** September 15, 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** – Rebecca Holland (VP) 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.org](http://www.bcsberlin.org)), Borough Hall, and Channels 19 and 38.

**C. Flag Salute**

**D. Roll Call**

Lisa Asare – arrived 7:07pm	
Nick Guerere - absent	Michelle Goshaw
Rebecca Holland	Kristine Height - absent
Linda Welte	Dennis Quinn
Fran Viscome	Vacancy

**Others in attendance:**

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

**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!*



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

1. Student of the Month (N/A)
2. Student body representatives for the 2016-17 school year.  
Caden Haldeman, President  
Rachel Carbone, Vice President  
Lauren Baldosaro, Treasurer  
Gina Bogardus, Secretary
3. Student reports will begin in October

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

**G. Public Participation – All Issues**

Jennifer Adair delivered a letter requesting the Board Policy for Home Schooling.

**H. Approval of Minutes**

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

1. [August 18, 2016 Regular Meeting and Executive Session](#)

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

**I. Correspondence - None for this meeting.**

**J. Facilities**

1. [Business Administrator's Report](#): Frank Domin
2. Drills: N/A

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

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to approve Finance items 1 through 10.

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

1. [Reconciliation Report](#).  
Ratify and affirm Reconciliation Report for the month ending July 2016.
2. [Report of the Board Secretary](#).  
Ratify and affirm Board Secretary Report for July 31, 2016.
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, 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



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

- 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.
- 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 August 2016 as follows:  
Increased/Decreased state aid: (\$0.00)
- 4. Transfers.  
Motion to approve transfers for the month of July 2016.
- 5. Cafeteria Report. (N/A)
- 6. Approval of Bills.  
Recommend bills to be paid as of September 1, 2016, in the amount of \$578,347.76.
- 7. Student Activity Report.  
Motion to approve Student Activity Report for July 2016.
- 8. Motion to authorize the Business Administrator to prepare a Request for Proposal (RFP) for a Solar Power Purchase Agreement.
- 9. Motion to make the following changes to June 16, 2016 motions:
  - a. Grant Funded Positions. Motion to approve the following 2016 -2017 grant-funded positions:  
Denise Weintraut 20-231-100-101 \$ 46,539.  
Kaitlin O’Toole (Reading Specialist) 20-231-100-179 \$ 26,311.  
Kerri Deron 20-251-100-106 \$ 8,648  
Remove Linda Jurski 20-251-100-106 \$ 8,602  
Remove Coleen Viereck and Tracy Kalberer 20-250-100-106 \$ 43,536.
  - b. NCLB allocation and submission. Motion to accept the 2016-2017 allocation of \$101,850 from No Child Left Behind Act Consolidated formula sub grant and to authorize submission of the application for the 2016-2017 school year as follows:  
Title I: \$84,950.  
Title IIA: \$16,900.  
Title III: \$ 943.
  - c. IDEA allocation and submission . Motion to accept allocation of \$200,982 in IDEA funds and authorize submission of the application for the 2016 -2017 school year for Pre-School at \$8,648.00 and Basic at \$209,630.
- 10. Motion to approve 2016-17 Parent Contract for Student Transportation with RC to Yale School @ \$30 per run am/pm, not to exceed \$10,560.
- 11. Donations:

Donation	Group Offering	Amount/Value
N/A		



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

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

**A. For Your Information**

**(FYI)**

1. [Character Education Service Learning](#)
2. [PARCC District Summary Report](#) – Superintendent Martello presented with Board discussion.
3. [Social Media Safety for Parents](#)
4. Google Update: BOE members to update emails
5. Opening of School

**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. NutriServe Food Service Update (N/A)

**C. Superintendent's Monthly Report**

**Motion:** Mrs. Viscome, seconded by Mrs. Welte to approve items A through G.

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

**D. Policy**

**Motion:** Mrs. Welte, seconded by Mrs. Viscome to approve Policy;

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

1. [First Reading.](#)  
[3432.2: Sick Leave Bank](#)

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

**Policy Second Reading/Public Hearing**

2. [Second Reading/Public Hearing.](#) **N/A**

**E. Administration**

**Motion:** Mrs. Welte, seconded by Mrs. Viscome to approve Administration items 1 through 6.

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

1. PALS Staff Handbook: Motion to approve [PALS 2016-17 Staff Handbook](#)
2. PLC Guidelines: Motion to approve [BCS 2016-17 PLC Guidelines](#)
3. Board Goals: Motion to approve [Board of Education 2016-17 Goals](#)
4. Superintendent Job Targets: Motion to approve [Superintendent Martello 2016-17 Job Targets](#)
5. Field Hockey Schedule: Motion to approve [Fall 2016 Girls Field Hockey Schedule](#)
6. The CER/PALS office has been utilizing a trial version of Boomr, an automated payroll system. The system checks staff in and out of their shifts through personal devices or the PALS iPad. The program

1.



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

then generates a payroll report at the end of the pay period. This program saves us hours of work each pay period. Motion to approve purchasing a subscription to the service at \$566.40 for the 2016-2017 school year.

**F. Personnel**

**Motion:** Mrs. Welte , seconded by Mrs. Viscome to approve Personnel Report, items 1 and 2.

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

1. Personnel Report.  
Motion to approve the attached Personnel Report.
2. [Schedule B](#). Motion to approve the 2016-2017 Schedule B positions as attached.

**G. Public Participation – All Issues**

Frank Ballick, lives on 13 Tansgate, children are in Kindergarten and 3<sup>rd</sup> grade questioned bus seating policy requesting instituting sibling priority to allow his two daughters to sit together.

Questioned policy not allowing parents to come in and sing Happy Birthday to their children.

**III. NONPUBLIC EXECUTIVE SESSION – 7:46**

**Motion:** Mr. Quinn, seconded by Mrs. Welte to approve Resolution #1, 9-16

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

**Roll Call**

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

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.

**Resolution #1, 9 - 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



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

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

Board Solicitor updated Board on current status of Teacher Contract negotiations. A memorandum of agreement has been signed. The BTA is preparing salary guides to be mutually agreed on by the BEA and the School Board.

**IV. RETURN TO PUBLIC SESSION – 7:55 pm**

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

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

**VI. NEW BUSINESS**

**Class Parties** - discussion on what is allowed at class parties.

**Long Range Facility Discussion:** Mrs. Welte expressed concern about the Board being prepared for any future enrollment increases that may come when the proposed 472 apartments begin construction. Mrs. Martello let the Board know that the Mayor was at the school this week and is keeping us informed of the construction approval process. At the present, approvals can be had as early as December or January which could have construction starting as early as the spring. With possible student enrollments coming later in the 2017-2018 school year. The proposed plan would be for a gradual build, possibly 30 units at a time as demand dictates. The school could absorb 100 students. We are looking at all options. Including expansion.

**VII. MEETING ADJOURNED**

Mrs. Viscome, seconded by Mrs. Goshaw to adjourn meeting at 8:27 pm.

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

Next Meeting:      October 20, 2016  
Location:           Media Center  
Time:                7:00 p.m.