



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

Date: September 14, 2017
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, President **Time:** 7:03 p.m.

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 Courier Post and posted in the Berlin Community School, the Berlin Community School Website, (www.bcsberlin.org), Borough Hall, and Channels 19 and 38.

C. Flag Salute

D. Roll Call

Member	Present	Absent
Lisa Asare	Arrived 7:12	
Fran Ballak	X	
Michelle Goshaw	X	
Nicholas Guerere		X
Lisa Kehoe	X	
Dennis Quinn	X	
Fran Viscome		X
Linda Welte – Vice President		X
Rebecca Holland - President	X	

Others in attendance: Superintendent-Kristen Martello, Business Administrator-Cande Kristoff, 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 nominate 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!



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- 1. Students of the month (N/A)
2. Superintendent's Award (N/A)
3. Student body representatives (Student reports will begin in October):
Nick Vitale, President
Catie Paolini, Vice President
Nate Donnelly, Treasurer
Julie Bogardus, Secretary

F. Presentations

- 1. PARCC: Mrs. Kristin Groark
2. Adventures of Barb and Beth(Dig School): Mrs. Barbara Rote and Mrs. Beth Snyder
3. Strauss Esmay: Mrs. Kristen Martello

G. Public Participation – Agenda Items Only

This is the time when anyone from the public who wishes to speak to the Board may do so. Please state your name, address, and phone number for the record. The Board will hear your concerns. The Board may or may not take action this evening. You will be notified either at this meeting, by letter, or telephone, of any action the Board does take.

Motion: Lisa Kehoe seconded by Lisa Asare to open the meeting to the public for agenda items only

Call Vote – Unanimous Yes - Motion Passed

No public participation for agenda items only

H. Approval of Minutes

Motion: Dennis Quinn seconded by Michelle Goshaw to approve the minutes for June 22, 2017 and August 17, 2017

Roll Call: Majority of present - Motion Passed

Table with 4 columns: Member, Yes, No, Abstain. Rows include Lisa Asare, Fran Ballak, Michelle Goshaw, Nicholas Guerere, Lisa Kehoe, Dennis Quinn, Fran Viscome, Linda Welte – Vice President, and Rebecca Holland - President.

- 1. June 22, 2017 Regular Meeting and Executive Session
2. August 17, 2017 Regular Meeting and Executive Session

I. Correspondence

- 1. Thank You Letter
2. Retirement Letter



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- 3. Resignation Letter

J. Facilities

- 1. Business Administrator’s Report: Cande Kristoff
- 2. Drills: (N/A)

K. Finance: Cande Kristoff

Motion: Fran Ballak seconded by Michelle Goshaw to approve finance items 1 through 9:

Call Vote – Unanimous Yes - Michelle Goshaw abstained item 9 - Motion Passed

- 1. Reconciliation Report. Ratify and affirm Reconciliation Report for month ending (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, 2017, 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, 2017, 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 31, 2017 as follows:
Increased/Decreased state aid: (\$0.00)
- 4. Transfers: Motion to approve transfers for the month of July, 2017.
- 5. Cafeteria Report: Ratify and affirm Cafeteria Report for period ending: (N/A)
- 6. Approval of Bills: Recommend bills to be paid as of September 4, 2017, in the amount of \$549,552.79.
- 7. Student Activity Report: Motion to approve Student Activity Report for the month of July 2017.
- 8. Donations:

Donation	Group Offering	Amount/Value
Breakfast, staff t-shirts and gift cards at staff in-service on 09/05/17	BCSHA	

- 9. IDEA Service Contract: Motion to approve contract from Camden County Educational Services Commission for IDEA services in the amount of \$42,004, for the 2017-2018 school year, as attached.



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II. SUPERINTENDENT'S OFFICE: Mrs. Kristen Martello

A. For Your Information

1. Tansboro Road Project
2. Insight Update
3. Review of Opening of School Year
4. Ordinary hero recognition
5. Meeting with Mrs. Martello: Wednesday, October 4, 2017 at 6:00 pm

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: N/A
5. NutriServe Food Service Update: N/A

C. Superintendent's Monthly Report

Motion: Dennis Quinn seconded by Michelle Goshaw to approve Superintendents monthly report:
Roll Call - Unanimous Yes - Motion Passed

D. Policy

Motion: Michelle Goshaw seconded by Dennis Quinn to approve the following 12 policies after first reading:
Roll Call - Unanimous Yes - Motion Passed

1. First Reading.

- PG2700 Services to Nonpublic School Students
- PG7100 Long-Range Facilities Planning
- RG7100 Long-Range Facilities Planning
- PG7101 Educational Adequacy of Capital Projects
- RG7101 Educational Adequacy of Capital Projects
- PG7102 Site Selection and Acquisition
- RG7102 Site Selection and Acquisition (New)
- PG7130 School Closing
- PG7300 Disposition of Property
- RG7300.2 Disposition of Land
- RG7300.3 Disposition of Personal Property
- RG7300.4 Disposition of Federal Property

Policy Second Reading/Public Hearing

Motion: Michelle Goshaw seconded by Dennis Quinn to approve the following 12 policies after second reading:
Roll Call - Unanimous Yes - Motion Passed

2. Second Reading/Public Hearing.

- P5339 Screening for Dyslexia



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P5620	Expulsion
P5750	Equal Educational Opportunity
P5755	Equity in Educational Programs and Services
P6480	Purchase of Food Supplies
P8505	Wellness Policy/Nutrient Standards
P8630	Bus Driver/Bus Aide Responsibility
P3160	Physical Examination for Teaching Staff
R3160	Physical Examination for Teaching Staff
P4160	Physical Examination for Support Staff
R4160	Physical Examination for Support Staff
P8601	Pupil Supervision After School Dismissal

Policy Abolishment/Public Hearing

Motion: Michelle Goshaw seconded by Dennis Quinn to abolish the following Regulation:

Roll Call - Unanimous Yes - Motion Passed

3. Abolish.

R7300.1 Disposition of Instructional Property

Motion to abolish Regulation 7300.1 Disposition of Instructional Property.

E. Administration

Motion: Dennis Quinn seconded by Lisa Kehoe to approve administration items 1 through 9:

Roll Call - Unanimous Yes - Motion Passed

1. Paraprofessional SOA: Motion to approve 2017-2018 Paraprofessional SOA, as attached.
2. Lead Testing SOA: Motion to approve 2016-2017 Lead Testing SOA, as attached.
3. PD Plan SOA: Motion to approve 2017-2018 Professional Development Plan SOA, as attached.
4. Revised Girls Soccer Schedule: Motion to approve Revised 2017 Girls Soccer Schedule.
5. Boys Soccer Schedule: Motion to approve 2017 Boys Soccer Schedule.
6. PLC Guidelines: Motion to approve 2017-2018 PLC Guidelines, as attached.
7. PLC Handbook: Motion to approve 2017-2018 PLC Handbook, as attached.
8. CEP SOA: Motion to approve 2017-2018 Comprehensive Equity Plan SOA, as attached.
9. Waiver Application: Motion to approve submission of New Jersey Department of Education Waiver Application N.J.A.C. 6A:5 to Camden County Superintendent and NJ Department of Education, as attached.

F. Personnel

Motion: Fran Ballak seconded by Lisa Kehoe 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. Director of Instruction. Motion to approve Resolution # 1, 09-17 appointing Mrs. Kristin Groark as Director of Instruction, Achievement, and Student Activities.



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- 3. Principal Position SOA: Motion to approve Principal position SOA, as attached.
- 4. Schedule B. Motion to approve 2017-2018 Schedule B positions, as attached.

G. Public Participation – All Issues

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Motion: Dennis Quinn seconded by Fran Ballak to open meeting to the public all issues:

Roll Call - Unanimous Yes - Motion Passed

Nicole Beale thanked the Board for reinstating Wrestling

Tracy Salvatore asked the Board if the food policy applies to parent bringing in treats for parties

III. NONPUBLIC EXECUTIVE SESSION - None

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 #2, 09-17 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: 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

Secretary

IV. RETURN TO PUBLIC SESSION - N/A

V. NEW BUSINESS

- 1. Appointment of Committee Chairs - Moved to meeting of October 19, 2017

VI. OLD BUSINESS - None

VII. MEETING ADJOURNED - 8:35 p.m.

Motion: Dennis Quinn seconded by Lisa Kehoe to adjourn the meeting

Roll Call - Unanimous Yes - Motion Passed



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Next Meeting: October 19, 2017
Location: Media Center
Time: 7:00 p.m.