



Berlin Borough School District
Regular Meeting of the Board of Education

Date: April 26, 2018
Time: 6:30 p.m.
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

Minutes – Public Budget Hearing

I. PUBLIC SESSION

- A. Meeting Called to Order: President, Linda Welte Time: 6:30 p.m.
B. Swearing in K. Height as Board Member: Board Solicitor, Joshua Savitz Esq.

C. 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.

- D. Flag Salute
E. Roll Call

Table with 3 columns: Member, Present, Absent. Rows include Lisa Asare, Nicholas Guerere, Lisa Kehoe, Jocelyn Lewis, Dennis Quinn, Francine Viscome, Vacancy, Rebecca Holland – Vice President, Linda Welte – President.

Other in attendance: Superintendent Kristen Martello, Business Administrator Cande Kristoff, Board Solicitor, Joshua Savitz

- F. Presentation:
2018-2019 Public Budget Presentation: Mrs. Kristen Martello, Superintendent

G. Public Participation – Agenda Items Only
Approval of the 2018-2019 Budget.
Motion to approve Resolution #1, 4-18, Approval of the 2018-2019 district budget based on a 2.82% Tax Levy Cap increase of \$201,126.
Fund 10 \$11,527,844
Fund 20 \$ 473,213
Fund 40 \$ 594,625
Total \$12,595,682
Approval for the use of Banked Cap for the 2018-2019 Budget.
Motion to approve Resolution #2, 4-18, approve to use banked cap in the amount of \$31,345. Purpose of use is to fund the new position of School Resource Officer.

BE IT RESOLVED that the Berlin Borough School District Board of Education does hereby approve the 2018-2019 budget in the grand total amount of \$12,595,682 which includes a General Fund total of \$11,527,844, a Special Revenue Fund total of



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\$473,213, and a Debt Service Total of \$594,625; and also includes a General Fund local tax levy of \$7,334,466; and a Debt Service local tax levy of \$592,721; and

BE IT RESOLVED that this budget will include a Withdrawal from Maintenance Reserve of \$39,900 for roof maintenance.

Motion: Dennis Quinn, seconded by Lisa Kehoe to approve the 2018-2019 as presented.

Roll Call: Unanimous Yes – Motion Passed

Roll Call

Member	Yes	No	Abstain
Lisa Asare			
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

II. PUBLIC HEARING ADJOURNED

A. Motion to move into regular meeting.

Motion: Francine Viscome, seconded by Kristine Height to move into the regular meeting.

Call Vote: Unanimous Yes – Motion Passed

Minutes - Regular Meeting

I. PUBLIC SESSION

Time: 6:45 p.m.

A. Roll Call

Member	Present	Absent
Lisa Asare		X
Nicholas Guerere	X	
Kristine Height	X	
Lisa Kehoe	X	
Jocelyn Lewis	X	
Dennis Quinn	X	
Francine Viscome	X	
Rebecca Holland – Vice President	X	
Linda Welte - President	X	

B. 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!

1. Students of the month:
 - Grade 5: James Embrey
 - Grade 6: Jaiden Amoriello
 - Grade 7: Michael Pechlivanoglou
 - Grade 8: Catarina Paolini
2. Superintendent’s Award:
 - Grade 5: Madison Graham
3. Student report – student body representative: Catarina Paolini, Vice President
 Vice President, Catarina Paolini, presented a video that the students created for Call it Out Day.

F. Introduction



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- 1. Class III SRO
 - a. Robert H. Brunges III
 - b. Harold J. Talbot III

G. Presentations

- 1. Dr. Shelly Ward-Richards-Review of Strategic Plan
- 2. Blackboard: Community Engagement Video; Mobile APP; ALLY

H. Approval of Minutes

- 1. March 14, 2018 Regular Meeting Minutes
- 2. March 24, 2018 Workshop Meeting Minutes
- 3. March 27, 2018 Special Meeting Minutes

Motion: Dennis Quinn, seconded by Francine Viscome to approve meeting minutes as presented.

Call Vote: 7 Yes – 1 Abstain – Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Nicholas Guerere	X		
Kristine Height			X
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

I. Correspondence

- 1. Thank you
- 2. FMLA

J. Facilities

- 1. Business Administrator’s Report: Cande Kristoff
- 2. Drills: Shelter in Place March 26, 2018 10:05 am
Fire Drill March 28, 2018 8:56 am

K. Finance: Cande Kristoff

- 1. Reconciliation Report.
Ratify and affirm Reconciliation Report for month ending February 2018.
- 2. Report of the Board Secretary.
Ratify and affirm Board Secretary Report for February 2018.
- 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 February 28, 2018, 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. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month(s) of February 28, 2018. The Reconciliation Report and Secretary’s Report are in agreement for the month(s) of: February 28, 2018.
 - 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 February 28, 2018, and after review of the Secretary’s Monthly Financial Report and the Monthly Reconciliation 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-



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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 February 28 2018 as follows: Increased/Decreased state aid: (\$0.00)

4. Transfers.

Motion to approve transfers for the month of February 2018.

5. Cafeteria Report.

Ratify and affirm Cafeteria Report for period ending February 2018.

6. Approval of Bills.

Recommend bills to be paid as of April 26, 2018 in the amount of \$786,130.48

7. Student Activity Report.

Motion to approve Student Activity Report for the month ending February 2018.

8. Donations:

Donation	Group Offering	Amount/Value
HSA Donation	Purchase of Fiction Books	\$1,250
HSA Donation	Book Fair	\$645.21
HSA Donation	Flexible Seating	\$1,000
8th Grade Dinner Dance	TRUE Salon	\$1,000

9. Blackboard Community Engagement.

Motion to approve the attached contract with Blackboard.

10. School Resource Officer.

Motion to approve the Shared Service Agreement between the Borough of Berlin and the Borough of Berlin Board of Education (agreement attached).

11. Interactive Kids.

Motion to approve the revised agreement from \$15,000 to not to exceed \$20,000 for the 2017-2018 school year.

12. Travel Limitation for the 2018-2019 school year.

Consider a motion to establish travel limitations as set forth in district policy and with P.L.2007 c.53 for the 2018-2019 school year, not to exceed \$20,000.

13. Motion to approve the removal and installation of four new outdoor basketball posts to support the new backboards and rims; cost \$6,766.

14. Motion to purchase an exterior 12x20 storage shed; shed \$5,500; grey driveway stone foundation \$203.

Motion: Francine Viscome, seconded by Rebecca Holland to approve Finance items 1 through 14.

Call Vote: Unanimous Yes – Motion Passed

Roll Call

Member	Yes	No	Abstain
Lisa Asare			
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

II. SUPERINTENDENT’S OFFICE: Mrs. Kristen Martello

A. For Your Information

1. *Save the Date!* People’s Choice Awards: May 3



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Run for Sue: May 10
 Senior Citizens Luncheon: May 18
 Abilities Awareness Week: May 21-25

- 2. Kaleidoscope Club Proposal
- 3. Berlin Police Week: May 14-May 18, 2018

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: Mrs. Shallow
- 5. NutriServe Food Service Update

C. Superintendent’s Monthly Report

Motion: Francine Viscome, seconded by Nicholas Guerere to approve the Superintendents Monthly Report.
Call Vote: Unanimous Yes – Motion Passed

Roll Call

Member	Yes	No	Abstain
Lisa Asare			
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

D. Policy

- 1. First Reading.
 - P0167 Public Participation in Board Meetings
 - P9242 Use of Electronic Signatures
 - P0169.02 Board Member Use of Social Networks
 - P8507 Breakfast Offer Versus Serve (OVS)
 - P9202 Civility

Motion: Francine Viscome, seconded by Rebecca Holland to approve policies 1 through 5 First Reading.
Call Vote: Unanimous Yes – Motion Passed

Roll Call

Member	Yes	No	Abstain
Lisa Asare			
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

Policy Second Reading/Public Hearing

- 2. Second Reading/Public Hearing.
 - P3437 Military Leave
 - P4437 Military Leave



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- P5330.01 Administration of Medical Marijuana
- P7425 Lead Testing of Water in Schools
- P7440 School Security
- R7440 School District Security
- P7441 Electronic Surveillance in School Buildings and on School Grounds
- R7441 Electronic Surveillance in School Buildings and on School Grounds
- P8630 Bus Driver/Bus Aide Responsibility
- R8630 Bus Driver/Bus Aide Responsibility
- R7101 Educational Adequacy of Capital Projects

Motion: Dennis Quinn, seconded by Nicholas Guerere to approve policies 1 through 11 Second Reading.

Call Vote: Unanimous Yes – Motion Passed

Roll Call

Member	Yes	No	Abstain
Lisa Asare			
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

E. Administration

1. BCS Mentoring Plan. Motion to approve 2018-19 BCS Mentoring Plan
2. ESY. Motion to approve ESY Cost Projections for Summer 2018
3. Use of Facilities Rates. Motion to approve 2018-2019 Use of Facilities Rates
4. Special Education. Motion to Establish a Program/Service
5. Special Education. Motion to Pull/Out, Replacement of a Program/Service
6. Special Education. Motion to Eliminate a Program/Service
7. Summer Hours. Motion to approve the 2018 summer hours as attached
8. Maintenance Calendar. Motion to approve the 2018-2019 Maintenance Calendar
9. BOE Meeting Dates. Motion to approve the BOE meeting dates for 2018-2019

Motion: Dennis Quinn, seconded by Lisa Kehoe to approve Administration items 1 through 9.

Call Vote: Unanimous Yes – Motion Passed

Roll Call

Member	Yes	No	Abstain
Lisa Asare			
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

F. Personnel

1. Personnel Report. Motion to approve the attached Personnel Report

Motion: Francine Viscome, seconded by Jocelyn Lewis to approve Personnel Report as presented.



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Call Vote: 6 -Yes 2-No – Motion Passed

Roll Call

Member	Yes	No	Abstain
Lisa Asare			
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe		X	
Jocelyn Lewis		X	
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

G. Public Participation – All Issues

Motion: Nicholas Guerere, seconded by Lisa Kehoe to open meeting to the public.

Call Vote: Unanimous Yes – Motion Passed

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.

Beth Snyder – Spoke on behalf of the BCS NJHS Faculty Council and BCS Teaching Staff Members regarding the stringent criteria set forth for the induction of students.

Tracy Salvator – Suggest better public communication with the Board of Education.

Rick Miller – Suggest changing the reporting of minutes format during public comment to be person specific.

Jennifer Adair-LaFontaine – Commented on the lack of communication with school administration regarding her student’s needs.

III. NONPUBLIC EXECUTIVE SESSION

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 after which the public meeting of the Board will reconvene and proceed with business.

Resolution #3, 4-18 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

Motion: Dennis Quinn, seconded by Kristine Height to move into Executive Session.

Call Vote: Unanimous Yes – Motion Passed

IV. RETURN TO PUBLIC SESSION

Motion: Dennis Quinn, seconded by Francine Viscome to return to public session.

Call Vote: Unanimous Yes – Motion Passed

WHEREAS, the parent of Student #12583 requested a hearing before the Berlin Borough of Education (“Board”) in



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regard to Berlin Community School’s Harassment, Intimidation and/or Bullying (“HIB”) Incident Report #55; and WHEREAS, on April 26, 2018 a HIB hearing was held before the Board; and WHEREAS, at that time, the parent of said student did attend the hearing and presented testimony on her and her child’s behalf; and

NOW, THEREFORE, BE IT RESOLVED, that the Board, after having considered all of the testimony and evidence presented before it, hereby affirms the Superintendent of Schools recommendation on HIB Incident Report #55 that this was not an act of HIB: and

BE IT FURTHER RESOLVED, that the Superintendent of Schools is to provide written notification of this decision to the parent(s) within five (5) days.

Motion: Francine Viscome, seconded by Jocelyn Lewis to affirm Superintendent of Schools recommendation on HIB Incident #55.

Call Vote: Unanimous Yes – Motion Passed

Roll Call

Member	Yes	No	Abstain
Lisa Asare			
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

V. NEW BUSINESS

1. Flow Charts: Public complaints and grievances 1; Public complaints and grievances 2
2. Agenda Statement: Opening of public comment
3. National Junior Honor Society: Component of subjectivity to be reevaluated

Motion: Francine Viscome, seconded by Jocelyn Lewis to approve the agenda statement: Opening of Public Comment.

Call Vote: Unanimous Yes – Motion Passed

Roll Call

Member	Yes	No	Abstain
Lisa Asare			
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

VI. OLD BUSINESS

VII. MEETING ADJOURNED

Motion: Nicholas Guerere, seconded by Dennis Quinn to adjourn the meeting.

Call Vote: Unanimous Yes – Motion Passed

Next Meeting: May 10, 2018
Location: Media Center
Time: 7:00 p.m.

Time: 9:00 p.m.