



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

**Date:** November 15, 2018  
**Time:** 7:00 p.m. Regular Meeting  
**Location:** Media Center  
 Berlin Community School  
 215 South Franklin Avenue  
 Berlin, NJ 08009

**MINUTES**

**I. PUBLIC SESSION**

**A. Meeting Called to Order:** Linda Welte, President

**Time:** 7:04 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](http://www.bcsberlin.org)) and Borough Hall.

**C. Flag Salute**

**D. Roll Call**

Member	Present	Absent
Lisa Asare	Arrived 7:10	
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	

*Anyone who wishes to speak during the public comment portion of the meeting is reminded to sign in at the podium at this time. The sign in sheet will be collected at the end of the finance portion of the meeting.*

**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!*

1. Students of the month
  - Grade 5: Olivia Cardamone
  - Grade 6: Joanna Davis - present
  - Grade 7: Franco Leehive
  - Grade 8: Olivia Inman - present
- Superintendent’s Award
  - Grade 6: Emma Martin - present
2. Student report – student body representative: Laura Conner, President – Family Movie Night/Veteran’s March

**F. Presentations**

Kristine Height, Linda Welte & Nick Guerere: Thank you for your service!  
 CAFR Audit: Robert Inverso, CPA – No Audit Findings or Recommendations 2017-2018



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**G. Approval of Minutes**

1. October 18, 2018 Minutes
2. February 15, 2018 Executive Session Minutes
3. March 14, 2018 Executive Session Minutes
4. April 26, 2018 Executive Session Minutes
5. May 10, 2018 Executive Session Minutes
6. June 21, 2018 Executive Session Minutes
7. August 16, 2018 Executive Session Minutes

**Motion:** Dennis Quinn, seconded by Rebecca Holland to approve Board Minutes items 1 through 7.

**Roll Call:** Unanimous Yes – Motion Passed

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

**H. Correspondence**

1. Maternity
2. Resignation

**I. Facilities**

1. Business Administrator’s Report: Cande Kristoff
2. Drills:            Fire Drill                            October 5, 2018  
                         Bomb Threat                            October 26, 2018

**J. Finance:** Cande Kristoff

**Motion:** Jocelyn Lewis seconded by Dennis Quinn to approve the Finance items 1 through 17.

**Roll Call:** 6 – Yes, 1- Abstain Items 10 & 15 – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height			
Lisa Kehoe	X		
Jocelyn Lewis	X		Items 10 & 15
Dennis Quinn	X		
Francine Viscome			
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

1. Reconciliation Report. Ratify and affirm the following Reconciliation Reports: August 2018
2. Report of the Board Secretary. Ratify and affirm the following Board Secretary Reports: August 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 August 31, 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



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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 August 31, 2018. The Reconciliation Report and Secretary’s Report are in agreement for the month of: August 31, 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 August 31, 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-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, 2018 as follows: Increased/Decreased state aid: (\$0.00)

4. Transfers. Motion to approve the following transfers: August 2018
5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending: September 2018
6. Approval of Bills. Recommend bills to be paid as of: November 15, 2018 \$541,600.96
7. Student Activity Report. Motion to approve the following Student Activity Reports: August 31, 2018
8. Donations:

Donation	Group Offering	Amount/Value
N/A		

9. Stewart A Xerox Company. Motion to approve new copier lease agreement 60 months term: Item Xerox C8045H; consumable supplies included for all prints; pricing fixed for term
10. Voorhees Pediatric Rehabilitation Services. Motion to approve student specific contract related services at a rate of \$375 evaluation
11. Camden County Education Services Commission. Motion to approve the 2018-2019 Nursing Services contract in the amount of \$17,848
12. Gloucester County Special Services School District. Motion to approve special education tuition contract agreement for the 2018-2019 school year tentative tuition charges in the amount of \$38,700 and sending district non-resident fee of \$3,000 at a per diem rate of \$16.66
13. Parental Contract for Student Transportation. Motion to approve submittal of contract to the Camden County Superintendent for approval at the Federal mileage rate of 54 ½ cents
14. **Resolution #1 11-18** School Health Insurance Fund. Motion to approve/renew the Indemnity & Trust Agreement with the School Health Insurance Fund as presented
15. Virtua Health Inc. Motion to approve therapy services agreement for the 2018-2019 school year, as presented
16. Contract Service. Motion to approve Mary Bakey to prepare monthly cash reconciliations for the remainder of the 2018-2019 fiscal year at an hourly rate of \$30 for approximately 4 hours monthly.
17. Out of District Tuition 2018-2019. Motion to approve tuition and related services for student to attend Regular School Year Programs: Regional Enrichment & Learning Center: Projected annual cost \$85,095 Tuition 183 days at \$195 per day and Behavior Technician 183 days at \$270 per day

**\*\*The Sign-In sheet for participation in the public comment portion of the meeting will be collected now.\*\***

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

**A. For Your Information**

1. Boosterthon
2. Veterans Lunch
3. Parent/Teacher Conferences

**B. Program Reports**

1. Principal’s Report: Dr. Ward Richards
2. Special Education Report: Mrs. Lindsay



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3. Instruction, Achievement & Student Activities Report: Mrs. Steinen
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update: October 2018

**C. Superintendent’s Monthly Report**

**Motion:** Dennis Quinn, seconded by Lisa Kehoe to approve the superintendent’s monthly report.

**Roll Call:** Unanimous Yes – Motion Passed

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

**D. Policy**

**Motion:** Dennis Quinn, seconded by Lisa Kehoe to approve Policies 1 through 5 First Reading

**Roll Call:** Unanimous Yes – Motion Passed

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

1. **First Reading.**

- P0142.1 Nepotism (M)
- P0177 Professional Services (M)
- P0174 Legal Services (M)
- P1570 Internal Controls (M)
- P2415.01 Academic Standards, Academic Assessments, and Accountability (M)

**Policy Second Reading/Public Hearing**

2. Second Reading/Public Hearing. NONE

**Abolishment/Public Hearing**

**Motion:** Dennis Quinn, seconded by Lisa Kehoe to approve abolishment of Policy 1

**Roll Call:** Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height			
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome			



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Rebecca Holland – Vice President	X		
Linda Welte - President	X		

3. Abolish.

R8540 Free and Reduced Rate Meals

**E. Administration**

**Motion:** Dennis Quinn, seconded by Lisa Kehoe to approve administration items 1 through 7.

**Roll Call:** Unanimous Yes – Motion Passed

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

1. HIB-Self Assessment. Motion to approve HIB Self-Assessment as attached.
2. Interim Hiring Authorizations . Motion to authorize the Superintendent to hire in the interim (no December meeting) in conjunction with the personnel committee. All interim authorizations will be formally confirmed at the January Board of Education meeting.
3. Cheerleading Schedule. Motion to approve the 2018-2019 Cheerleading Schedule as attached.
4. Cheerleading Fundraiser. Motion to approve Cheerleading Fundraiser proposal.
5. MD Second Grade Curriculum. Motion to approve 2018-2019 Math Curriculum.  
Grade 2  
Upper Grade
6. MD Writing Curriculum. Motion to approve 2018-2019 Writing Curriculum.
7. Social Studies Curriculum. Motion to approve 2018-2019 Social Studies Curriculum  
Kindergarten  
Grade 1  
Grade 2

**F. Personnel**

**Motion:** Dennis Quinn, seconded by Rebecca Holland to approve personnel reports item 1.

**Roll Call:** Unanimous Yes – Motion Passed

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

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Approval from County Superintendent. Motion for final approval of amendment of superintendent's contract, as approved by the County Superintendent.



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**G. Public Participation – No public participation**

This meeting will now be open to the public. If your questions or comments pertain to litigation, students, personnel, or negotiations, we would ask that you establish a time to meet with the Superintendent after the meeting since the board will not discuss these items in public.

Complaints stated or actions requested by the public will be taken under advisement by the Board and referred to the Superintendent for investigation, discussion, action, or disposition at a later date or time. Please keep in mind that the public comment session is an opportunity for you to share your opinions and remarks with the Board, and it is not a question and answer session.

Please be aware that all district employees retain the right of privacy. Please also be reminded that any individuals who may be the subject of public comments, including district employees, shall retain all rights against defamation and slander according to the laws of New Jersey. The Board will not be held liable for comments made by members of the public.

Any person wishing to participate in the public Board meeting must register prior to the conclusion of the finance section of the meeting and will be recognized by the presiding officer when it is their time to speak. Please state your name and address for the record. Comments will be limited to 3 minutes per person. All statements shall be directed to the presiding officer; no participant may address or question Board members individually. If personal or discourteous statements are made, the presiding officer may require the speaker to stop; the presiding officer reserves the right to request a recess. The total comment period will be 30 minutes unless extended by a vote of the majority of the Board members present at the meeting.

**III. NONPUBLIC EXECUTIVE SESSION – No Action Taken**

**Time:** 7:30 p.m.

**Motion:** Dennis Quinn, seconded by Jocelyn Lewis to move into executive session

**Call Vote:** Unanimous Yes – Motion Passed

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.

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 pertaining to personnel issues, student discipline, 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

**IV. RETURN TO PUBLIC SESSION**

**Time:** 8:00 p.m.

**Motion:** Dennis Quinn, seconded by Rebecca Holland to return to public session

**Call Vote:** Unanimous Yes – Motion Passed

**V. NEW BUSINESS**

1. Book Discussion: Better Than Carrots or Sticks (Chapters 3 & 4).
2. Dennis Quinn – Camden & Gloucester County Board Members Dinner – “Schools & Municipalities Working Together” Thursday, November 29, 2018, 5:00 – 6:00 p.m.

**VI. OLD BUSINESS**

1. Linda Welte – Thank you to the Board. Serving has been an honor and a privilege. I liked the idea of helping people’s lives. My wish for the Board is continued success. Thank you



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**VII. MEETING ADJOURNED**

**Time:** 8:22 p.m.

**Motion:** Lisa Kehoe, seconded by Lisa Asare to adjourn the meeting.

**Call Vote:** Unanimous Yes – Motion Passed

Next Meeting: January 3, 2019

Location: Media Center

Time: 5:30 p.m. reorganization followed by NJSBA workshop (6-7:00 pm) on ethics followed by the regular scheduled meeting at approximately 7 pm.