



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

Date: February 15, 2018
Time: 7:00 PM
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009

**Minutes
Regular Meeting**

I. PUBLIC SESSION

A. Meeting Called to Order: Linda Welte, Board President **Time:** 7:02 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	X	
Nicholas Guerere		X
Lisa Kehoe		X
Jocelyn Lewis	X	
Dennis Quinn	X	
Francine Viscome	X	
Vacancy		
Rebecca Holland – Vice President	X	
Linda Welte - 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!



Berlin Borough School District
Regular Meeting of the Board of Education

- 1. Students of the month: December: 5th - Alexander Ragone, 6th - Carina Marella, 7th - Trevor Edwards, 8th - Allee McKay; January: 5th - Harrison Fulleylove, 6th - Jake Cunningham, 7th - Dominique Soto, 8th - Joel Inman
2. Art Award Winners: January: 2nd - Carmine Milillo, 4th - Lily Smith, 5th - Melany Mosier, 6th - Elena Bernal, 7th - Faith Knowles, 8th - Zoe Richardson
3. Superintendent's Award: December: 7th - Maggie Mosier; January: 8th - Michael Sorensen
4. Student report - student body representative: Julie Bogardus

F. Presentations

Pasta for Pennies: Mrs. Basner and Mrs. Ruhf
School Performance Report: Dr. Shelly Ward-Richards
Mayor James Bilella spoke on the States affordable housing mandates

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: Dennis Quinn, seconded by Fran Viscome to open the meeting to the public for agenda items only
Call Vote - Unanimous yes - Motion passed

Community member Michael Chuppe spoke to the Board of Education regarding a school resource officer.

H. Approval of Minutes

Motion: Fran Viscome, seconded by Rebecca Holland to approve minutes for:

- 1. December 5, 2017 Executive Session Minutes
2. January 10, 2018 Regular Meeting Minutes
3. January 10, 2018 Executive Session Minutes
4. January 31, 2018 Special Meeting Minutes

Roll Call

Table with 4 columns: Member, Yes, No, Abstain. Rows include Lisa Asare, Nicholas Guerere, and Lisa Kehoe.



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

Jocelyn Lewis	X		12/5/17
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte – President	X		

I. Correspondence

1. Family Leave
2. Retirement
3. Team Request
4. Equivalency Response
5. Family Leave
6. Family Leave
7. Name Change
8. NJ SBA

J. Facilities

1. Business Administrator’s Report: Cande Kristoff
2. Drills: Fire Drill January 24, 2018 1:50 PM
Lock Down January 30, 2018 1:51 PM

K. Finance: Cande Kristoff

1. Reconciliation Report. Ratify and affirm Reconciliation Report for month(s) ending:
November 30, 2017
December 31, 2017
2. Report of the Board Secretary. Ratify and affirm Board Secretary Report as of:
November 30, 2017
December 31, 2017
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 December 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. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month(s) of November 2017 and December 2017. The Reconciliation Report and Secretary’s Report are in agreement for the month(s) of November 2017 and December 2017.
 - 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 November 30, 2017, 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 November 2017, as follows: Increased/Decreased state aid: (\$0.00)



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

4. Transfer Report. Motion to approve transfers for the month(s) of:
November 30, 2017
December 31, 2017
5. Cafeteria Report. Ratify and affirm Cafeteria Report for period ending: December 31, 2017
6. Approval of Bills. Recommend bills to be paid as of February 15, 2018, in the amount of \$435,357.43
7. Student Activity Report. Motion to approve Student Activity Report for the month(s) of:
November 30, 2017
December 31, 2017

8. Donations:

Donation	Group Offering	Amount/Value
HSA Donation	HP Laser Jet Ink	\$1,056.16
HSA Donation	Author Visit	\$700.00

9. SEMI Waiver. Motion to approve Resolution #1, 2-18; Waiver of Special Education Medicare Initiative.
10. Banking Signatures. Motion to approve Resolution #2, 2-18 Corporate Certification-Banking Signatures.
11. Girls Soccer championship sweatshirts. Motion to approve Girls Soccer championship sweatshirts up to \$500.
12. Environmental Design Inc (EDI). Motion to approve professional services assistance in the complete review of Right to Know/Hazard Communication Survey currently in place.

Motion: Dennis Quinn, seconded by Rebecca Holland to approve finance items 1 through 12

Roll Call

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Lisa Kehoe			
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. Tansboro Road Project
2. Sue Cardamone Run: May 10, 2018
3. Seuss-tastic Family Night February 27, 2018
4. Hello Week Update

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. Monica Shallow December 2017 and January 2018
5. NutriServe Food Service Update: Mrs. Christina Weber



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

C. Superintendent’s Monthly Report

Motion: Dennis Quinn, seconded by Rebecca Holland to approve the Superintendents monthly report

Roll Call

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

D. Policy

1. First Reading.

- P5305 Health Services Personnel
- P5615 Suspected Gang Activity
- P6511 Direct Deposit
- R5330 Substance Abuse
- R2431.1 Emergency Procedures for Athletic Practices and Competitions
- R2431.2 Medical Examination Prior to Participation on a School Sponsored Interscholastic or Intramural Team or Squad

Motion: Fran Viscome, seconded by Lisa Asare to approve policies 1 through 6 First Reading

Roll Call

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Lisa Kehoe			
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.

- P3232 Tutoring Services
- P7441 Electronic Surveillance in School Buildings and on School Grounds
- R7441 Electronic Surveillance in School Buildings and on School Grounds
- P1220 Employment of the CSA
- P1240 Evaluation of the Superintendent
- R1240 Evaluation of the Superintendent
- P8630 Bus Driver/Bus Aide Responsibility
- R8630 Emergency School Bus Procedures
- P4159 Support Staff Members/School District Reporting Responsibilities

Motion: Fran Viscome, seconded by Rebecca Holland to approve policies 1 through 9 Second Reading



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

Roll Call

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Lisa Kehoe			
Jocelyn Lewis	X	P3232	
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte – President	X		

Policy Abolishment/Public Hearing

3. Abolish.

E. Administration

1. Motion to approve collaboration with Eastern Regional Future Teachers Placement: Student 1; Student 2; Student 3.

2. Motion to approve attached Job Descriptions:

- Administration
- Child Study Team
- Clerical
- Instructional Assistants
- Instructional
- Schedule B
- Maintenance

3. Boys Baseball Schedule: Motion to approve 2018 Spring Boys Baseball Schedule.

Motion: Fran Viscome, seconded by Lisa Asare to approve Administration items 1 through 3

Roll Call

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Lisa Kehoe			
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: Fran Viscome, seconded by Lisa Asare to approve Personnel Report

Roll Call

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



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

Rebecca Holland – Vice President	X		
Linda Welte – President	X		

G. Public Participation – All Issues

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: Fran Viscome, seconded by Dennis Quinn to open the meeting to the public all issues

Call Vote – Unanimous yes – Motion passed

Community member Jeff Greenburg presented a letter and petition to the Board of Education. Interested Board Member Candidates were interviewed by the Board of Education.

- Cassandra Buchanan
- Louis Lucente
- Kristine Height
- Christopher Iacono
- Karen Mariner
- Shelley Pampanin

H. Board Candidacy Interviews

1. Cassandra Buchanan
2. Louis Lucente
3. Kristine Height
4. Christopher Iacono
5. Karen Mariner
6. Shelley Pampanin

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 #1, 1-18 Non Public Executive Session – deliberation of qualifications of Board member candidates

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: Attorney client privilege; H.I.B.

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



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

Motion: Dennis Quinn, seconded by Fran Viscome to enter into Executive Session

Call Vote – Unanimous yes – Motion passed

IV. RETURN TO PUBLIC SESSION

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

Roll Call

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

Motion: Dennis Quinn, seconded by Rebecca Holland to Affirm H.I.B decision.

Roll Call

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

Motion: Fran Viscome, seconded by Dennis Quinn to nominate Board of Education Member.

Motion did not pass; majority vote of 5 required – per Board policy #0143 Board Member Election and Appointment

Roll Call

Member	Buchanan	Lucente	Height	Iacono	Mariner	Pampanin
Lisa Asare				Y		
Nicholas Guerere						
Lisa Kehoe						
Jocelyn Lewis				Y		
Dennis Quinn			Y			
Francine Viscome			Y			
Rebecca Holland – Vice President			Y			
Linda Welte – President		Y				



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

V. NEW BUSINESS

1. Request for BOE members to utilize microphones at during their meetings – Approved by Board
2. BOE Agenda Format – Change to one public session at the end of meeting for all issues
3. CSA Evaluation Process

VI. OLD BUSINESS

1. Discussion of Athletic Fees for the 2018-2019 school year:
 - a. Current Athletic Fees
 - b. Comparison of Athletic Fees
 - c. Uniform Rotation
2. NJ SBA Workshop-Save the date! March 24th 10 AM- 12 PM

Motion: Fran Viscome, seconded by Rebecca Holland to maintain athletics fees at \$70 for the 2018-2019 school year.

Roll Call

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

Motion: Dennis Quinn, seconded by Fran Viscome to pay \$4,500 annually toward championship jackets

Roll Call

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

VII. MEETING ADJOURNED

Motion: Fran Viscome, seconded by Dennis Quinn to adjourn meeting at 10:05 p.m.

Call Vote – Unanimous yes – Motion passed

Next Meeting: March 14, 2018*

Location: Media Center

Time: Regular Meeting at 7:00 p.m.