



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

Date: October 18, 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 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) and the Borough Hall.

C. Flag Salute

D. Roll Call

Member	Present	Absent
Lisa Asare	Arrived 7:09 p.m.	
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: Morgan Crawford
 - Grade 6: Catie Krug
 - Grade 7: Evan Aubry
 - Grade 8: Jack Clark – did not attend
2. Student report – student body representative: Laura Conner, President – N/A

F. Presentations

1. HIB/Restorative Practices: Kristin Groark – 7:06 p.m. – 7:34 p.m.



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

G. Approval of Minutes

1. September 20, 2018 Regular Meeting Minutes

Motion: Francine Viscome, seconded by Rebecca Holland to approve the September 20, 2018 meeting minutes.

Roll Call: 7 – Yes, 1 – Abstain – Motion Passed

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

H. Correspondence – No Comments

- Maternity Leave
- Maternity Leave
- Maternity Leave
- Field Hockey

I. Facilities

1. Business Administrator’s Report: Cande Kristoff
2. Drills: Fire Drill October 5, 2018 8:40 AM
 Bus Evacuation Drill Middle School October 2, 2018 7:40 AM
 Bus Evacuation Drill Elementary October 2, 2018 8:20 AM

J. Finance: Cande Kristoff

Motion: Kristine Height, seconded by Lisa Kehoe to approve the Finance items 1 through 15.

Roll Call: 8 – Yes, 1 – Abstain (Item#12) – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		Item 12
Linda Welte - President	X		

1. Reconciliation Report. Ratify and affirm the following Reconciliation Reports: July 2018
2. Report of the Board Secretary. Ratify and affirm the following Board Secretary Reports: July 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 July 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 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 July 31, 2018. The Reconciliation Report and Secretary’s Report are in agreement for the month of: July 31, 2018.



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

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, 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 July 31, 2018 as follows: Increased/Decreased state aid: (\$0.00)

4. Transfers. Motion to approve the following transfers: July 2018
5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending: N/A
6. Approval of Bills. Recommend bills to be paid as of: October 18, 2018 \$350,029.59
7. Student Activity Report. Motion to approve the following Student Activity Reports: July 31, 2018
8. Donations:

Donation	Group Offering	Amount/Value
Rebuild Class Library	Home and School	\$2,500
Red Ribbon Week Items	Home and School	\$158.74

9. Budget Calendar 2019-2020. Motion to accept the 2019-2020 Budget Calendar as presented.
10. NJSIG Safety Grant. Motion to accept the New Jersey Schools Insurance Group Safety Grant in the amount of \$4,903.35.
11. Edmunds & Associates, Inc. Motion to approve the Annual 2019 Accounting/Payroll Software Maintenance and Support agreement in the amount of \$5,624.00.
12. Camden County Educational Services Commission. Motion to approve the 2018-2019 IDEA Service Contract as presented.
13. Contract Service. Motion to approve Mary Bakey to prepare cash reconciliation reports for July, August and September at an hourly rate of \$30 with a maximum cost of \$120 a month.
14. Parental Transportation Contract 2018-2019. Motion to approve parental transportation agreement to transport student out of district at the Federal mileage rate of 54 1/2 cents per mile.
15. Tuition Student. Motion to establish a tuition rate for the 2018-2019 school year for the full day MD program at 26,250.00.

****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. Air Quality Testing
2. District APP
3. Sustainable Jersey
4. Booster Thon

B. Program Reports

1. Principal’s Report: Dr. Ward Richards
2. Special Education Report: Mrs. Lindsay
3. Instruction, Achievement & Student Activities Report: Mrs. Steinen
4. Health Office Report: Mrs. Shallow
5. NutriServe Food Service Update: September

C. Superintendent’s Monthly Report

Motion: Francine Viscome, seconded by Kristine Height to approve the superintendent’s monthly report.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		



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

Nicholas Guerere			
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.

Policy Second Reading/Public Hearing

2. Second Reading/Public Hearing.

Abolishment/Public Hearing

3. Abolish.

E. Administration

Motion: Kristine Height, seconded by Lisa Asare to approve administration items 1 through 7.

Roll Call: Unanimous Yes – Motion Passed

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

1. Organizational Chart. Motion to approve the attached Berlin Borough Organizational Chart.
2. Sustainable Jersey for Schools. Resolution to pursue Sustainable Jersey for Schools certification and designate a person to be the formal liaison to the Sustainable Jersey for Schools program as attached.
3. CER Winter Classes. Motion to approve the Winter 2018 classes and clubs, as attached.
4. Wrestling. Motion to approve 2018 Wrestling Schedule, as attached.
5. Boys Basketball. Motion to approve 2018 Boys Basketball schedule, as attached.
6. Girls Basketball. Motion to approve 2018 Girls Basketball schedule, as attached.
7. Language Arts. Motion to approve Grade 2 Language Arts curriculum, as attached.

F. Personnel

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

2. Motion to approve an amendment, as attached, to the Superintendent’s current contract for submission to the County Superintendent for approval.

Motion: Francine Viscome, seconded by Lisa Kehoe to approve personnel reports items 1 through 2.

Roll Call: 7 – Yes, 1 – Abstain – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere			
Kristine Height	X		
Lisa Kehoe	X		



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

Jocelyn Lewis			X
Dennis Quinn	X		
Francine Viscome	X		
Rebecca Holland – Vice President	X		
Linda Welte - President	X		

G. Public Participation – All Issues

Motion: Francine Viscome, seconded by Lisa Kehoe to open meeting to the public.

Call Vote: Unanimous Yes – Motion Passed

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.

BBEA President, Dali Kilpatrick – Seeking clarity on resent legislature regarding school superintendent contracts

III. NONPUBLIC EXECUTIVE SESSION – N/A

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

Secretary

IV. RETURN TO PUBLIC SESSION

Motion: Kristine Height, seconded by Lisa Asare to return to public session

Call Vote: Unanimous Yes – Motion Passed

V. NEW BUSINESS

1. Book Discussion: Better Than Carrots or Sticks (Chapters 1 & 2).

- Dr. Kristen Martello – changing mindset



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- Kristine Height – good for overall relationship building
- Linda Welte – very detailed
- Dennis Quinn – shows accountability

VI. OLD BUSINESS

Linda Welte reminded everyone about the Board Workshop/Conference

VII. MEETING ADJOURNED

Motion: Kristine Height, seconded by Francine Viscome to adjourn the meeting.

8:02 p.m.

Call Vote: Unanimous Yes – Motion Passed

Next Meeting: November 15, 2018

Location: Media Center

Time: 7:00 p.m.