



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

Date: August 16, 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

Time: 7:01 p.m.

A. Meeting Called to Order – Linda Welte, President

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	
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. 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: N/A
2. Superintendent’s Award: N/A
3. Student report – student body representative: N/A

F. Presentations

1. Revised Grading Policy for Grades 6-8: Dr. Shelly Ward Richards

G. Approval of Minutes

1. June 21, 2018 Regular Meeting Minutes

Motion: Kristine Height, seconded by Francine Viscome to approve the June 21, 2018 meeting minutes.

Roll Call: 8 Yes, 1 Abstain – Motion Passed

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



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

H. Correspondence

FMLA

I. Facilities

1. Business Administrator’s Report: Cande Kristoff
2. Drills: Evacuation Drill June 18, 2018 8:45 AM
 Lockdown June 30, 2018 2:43 PM
 Fire Drill June 31, 2018 8:50 AM

J. Finance: Cande Kristoff

Motion: Dennis Quinn seconded by Jocelyn Lewis to approve Finance items 1 through 20.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
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		

1. Reconciliation Report. Ratify and affirm the following Reconciliation Reports:
May 2018
2. Report of the Board Secretary. Ratify and affirm the following Board Secretary Reports:
May 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 May 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 May 31, 2018. The Reconciliation Report and Secretary’s Report are in agreement for the month of: May 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 May 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 May 31, 2018 as follows: Increased/Decreased state aid: (\$0.00)
4. Transfers. Motion to approve the following transfers:



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May 2018

5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending June 30, 2018.
6. Approval of Bills. Recommend bills to be paid as of: June 30, 2018 \$339,145.82
August 15, 2018 \$113,255.35
7. Student Activity Report. Motion to approve the following Student Activity Reports:

May 2018

8. Donations:

Donation	Group Offering	Amount/Value

9. **Appointment of Attendance Officer:**

Motion to appoint Kristin Groark of the Berlin Borough School District as the Student Attendance Officer for the 2018-2019 school year.

10. **Appointment of Homeless Liaison:**

Motion to appoint Kristin Groark of the Berlin Borough School District as the McKinney-Vento Homeless Liaison for the 2018-2019 school year.

11. Special Education Extraordinary Aid. Motion to approve the 2017-18 Special Education Extraordinary Aid for Appropriation into the 2018-2019 Budget Out of District Tuition in the amount of \$27,224.

12. Board Solicitor Contract. Motion to approve the 2018-2019 Board Solicitor Contract with the firm Wade, Long, Wood, & Long, LLC as presented.

13. Newsela PRO School License. Motion to approve the 2018-2019 Newsela License Agreement in the amount of \$6,100.

14. BAYADA Home Health Care, inc. Motion to approve the 2018-2019 BAYADA School Nursing Services BAYADA shall provide an RN to the school district on a substitute basis at an hourly rate of \$55.

15. Out of District Tuition 2018-2019. Motion to approve tuition and related services for students to attend Extended and Regular School Year Programs:

Y.A.L.E School \$76,074.60
Y.A.L.E School \$66,555.30
First Children Services \$38,685

16. IDEA Grant Approved. Motion to approve the 2018-2019 IDEA Entitlement Grant Funds as follows:

IDEA Basic \$157,717
IDEA Basic Nonpublic \$38,903
IDEA Preschool \$8,757

17. Nonpublic School Entitlement Funds. Motion to approve the 2018-2019 the nonpublic school entitlement funds as follows:

Nonpublic Security Aid Entitlement \$13,800
Nonpublic Nursing Service Aid Entitlement \$17,848
Nonpublic Technology Aid Entitlement \$6,624
Nonpublic Textbook Aid Entitlement \$9,826

18. Resolution #1 8-18 NJSIG Safety Grant. Motion to approve the 2018-2019 New Jersey Schools Insurance Group Safety Grant in the amount of \$4,903.35

19. Apple Lease Agreement. Motion to approve 3 year lease agreement for the purchase of 210 IPADS, Cases, and Apple Care in the amount of \$85,669.50 as presented.

20. Outside Consultants. Motion to approve outside consultants and contractors for 2018-2019.

****[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. Back to School Nights will be held: Monday, September 17, 2018 at 5:00 pm (Kindergarten)
Thursday, September 13, 2018 at 6:30 pm (Grades 1-5)
Tuesday, September 18, 2018 at 6:30 pm (Grades 6-8)



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2. Critical Response Group: School Mapping
3. Air Quality Testing
4. Website Redesign/Integrations

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: June

C. Superintendent’s Monthly Report

Motion: Nicholas Guerere seconded by Lisa Kehoe to approve Superintendents Monthly Report

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
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		

D. Policy

Motion of the Board of Education to suspend Bylaw 0131 requiring two Board readings to adopt a Policy and adopt Policy 5512-Harassment, Intimidation, and Bullying with one reading to have this Policy effective for September 1, 2018

Motion: Dennis Quinn seconded by Francine Viscome to approve Policies 1 through 6 First Reading

Roll Call: 9 Yes – Motion Passed

Member	Yes	No	Abstain
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		

1. First Reading.

- P5512 Harassment, Intimidation, and Bullying (HIB)
- P1613 Disclosure and Review of Applicant’s Employment History
- R1613 Disclosure and Review of Applicant’s Employment History
- P5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- R5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- P8561 Procurement Procedures for School Nutrition Programs

Policy Second Reading/Public Hearing

Motion: Lisa Asare seconded by Rebecca Holland to approve Policies 1 through 8 Second Reading

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		



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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		

2. Second Reading/Public Hearing.

- P1550 Equal Employment/Anti-Discrimination Practices
- R1550 Equal Employment/Anti-Discrimination Practices
- P2431 Athletic Competition
- R2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
- P5350 Student Suicide Prevention
- R5350 Student Suicide Prevention
- P5533 Student Smoking
- P8462 Reporting Potentially Missing or Abused Children

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	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		

3. Abolish.

- R5512 Harassment, Intimidation, or Bullying Investigation Procedure

E. Administration

Motion: Kristine Height seconded by Lisa Kehoe to approve administration items 1 through 11

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Nicholas Guerere	X		
Kristine Height	X		
Lisa Kehoe	X		
Jocelyn Lewis	X		
Dennis Quinn	X		
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Rebecca Holland – Vice President	X		
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1. Comprehensive Equity Plan. Motion to approve the 2018-2019 CEP Statement of Assurance.
2. Technology Handbook. Motion to approve 2018-2019 Technology Handbook, as attached.
3. Parent/Student Handbook. Motion to approve 2018-2019 Parent/Student Handbook, as attached.
4. Staff Handbook. Motion to approve 2018-2019 Staff Handbook, as attached.
5. CER/PALS Handbook. Motion to approve 2018-2019 CER/PALS Family Handbook, as attached.
6. Revised ESY Roster. Motion to approve revised ESY 2018 Employee Roster.
7. Athletic Fees. Motion to approve the Athletic Participation Fees, as attached.
8. Math Curriculum. Motion to approve the following Math Curriculum for Grades 6-8.
9. MD Program ADLS. Motion to approve the MD Program ADLS.
10. MD Social Science. Motion to approve MD Social Science Curriculum Program;
11. MD Program Curriculum Description. Motion to approve MD Curriculum Description.

F. Personnel

Motion: Francine Viscome seconded by Rebecca Holland to approve personnel items 1 through 6

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
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		

1. Personnel Report. Motion to approve the attached Personnel Report.
2. Administrative Roles & Responsibilities. Motion to approve 2018-2019 Administrative Roles & Responsibilities, as attached.
3. Job Descriptions. Motion to approve the revised Job Descriptions: Principal, Assistant Principal, Director of Curriculum, Instruction, and Achievement.
4. Assistant Principal. Motion to approve Assistant Principal 2018-2019 contract, as attached.
5. Director of Curriculum & Instruction. Motion to approve the Director of Curriculum & Instruction contract for the 2018-2019 school year, as attached.
6. Job Targets. Motion to approve the Superintendent’s Job Targets for the 2018-2019 school year, as attached.

G. Public Participation – All Issues

Motion: Nicholas Guerere seconded by Francine Viscome to open meeting to the public

Call Vote: Unanimous – 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.



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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.

No public comment

Motion: Francine Viscome seconded by Lisa Asare to close public session

Call Vote: Unanimous – Motion Passed

III. NONPUBLIC EXECUTIVE SESSION

Motion: Dennis Quinn seconded by Lisa Kehoe to move into executive session

Call Vote: Unanimous – 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.

Resolution #2, 8-18 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 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: Jocelyn Lewis seconded by Kristine Height to return to public session

Call Vote: Unanimous – Motion Passed

V. NEW BUSINESS

1. Motion to establish a liaison Board of Education, Administration and Berlin Borough Education Association Committee

Motion: Kristine Height seconded by Rebecca Holland to approve Liaison Committee

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
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		

VI. OLD BUSINESS

1. President, Linda Welte reminds the Board of the NJSBA Workshop October 22-25, 2018.



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VII. MEETING ADJOURNED

Time: 9:00 p.m.

Motion: Nicholas Guerere seconded by Kristine Height to adjourn the meeting

Call Vote: Unanimous – Motion Passed

Next Meeting: September 20, 2018
Location: Media Center
Time: 7:00 p.m.