



**Regular Meeting of the Board of Education**

<b>Date</b>	<b>Time</b>	<b>Location</b>
October 16, 2019	7:00 PM	Media Center, Berlin Community School

**Board of Education**

Mrs. Jocelyn Lewis, President	Mrs. Jenine Del Palazzo	Mr. Dennis Quinn
Mrs. Rebecca Holland, Vice-President	Mr. Jeffrey Greenberg	Mrs. Brandy Titus
Mrs. Lisa Asare	Mrs. Lisa Kehoe	Mrs. Francine Viscome

<b>Board Solicitor</b>	<b>Superintendent</b>	<b>Business Administrator</b>
Dan Long, Esq	Dr. Joseph Campisi	Patricia Palmieri

**Mission Statement**

The mission of the Berlin Community School, in an active partnership between school and community, is to provide effective and comprehensive educational opportunities in a nurturing environment designed to challenge all students to strive for personal excellence and responsible citizenship. This will foster the pursuit of life-long learning while achieving proficiency in the New Jersey Student Learning Standards and meet the challenges of an evolving global society.

**MINUTES**

**I. PUBLIC SESSION**

**Time: 7:00 pm**

- A. Meeting Called to Order – Jocelyn Lewis, 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](http://www.bcsberlin.org)), Borough Hall.

- C. Flag Salute**



**D. Roll Call**

Lisa Asare	Absent	Brandy Titus	Present
Jenine Del Palazzo	Present	Francis Viscome	Present
Jeffrey Greenberg	Present	Rebecca Holland	Present
Lisa Kehoe	Present	Jocelyn Lewis	Present
Dennis Quinn	Present		

**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!

Dr. Campisi and Mr. Silva presented the following awards:

- 1 Students of the Month:

5th Grade	6th Grade	7th Grade	8th Grade
Christopher Minerva	Emeric Lewis	Maisy Mosier	Victoria Harris

- 2 Superintendent’s Award: Ariel Schwartz
- 3 Student Government Report: Ariel Schwartz

President	Vice President	Secretary	Treasurer
Jeremiah Robles Blackwell	Eli Kelly	Allison Snock	Ariel Schwartz

**F. PRESENTATIONS**

- 1 SSDS Presentation Dr. Joseph Campisi, Superintendent

**G. APPROVAL OF MINUTES**



**Berlin Borough School District**  
**215 South Franklin Ave**  
**Berlin, NJ 08009**



Motion for the Berlin Borough Board of Education to approve the minutes of the following meeting(s):

#	Meeting Date	Type of Minutes	Attach
1	9/18/2019	Regular Meeting (open/public session)	<u>M-1</u>
2	9/18/2019	Executive Session (closed session)	
3	10/5/2019	Special Meeting/Board Retreat (open/public session)	<u>M-2</u>

Motion	J Del Palazzo	Second	R Holland
Lisa Asare	Absent	Brandy Titus	Yes
Jenine Del Palazzo	Yes	Francis Viscome	Yes
Jeffrey Greenberg	Yes	Rebecca Holland	Yes
Lisa Kehoe	Yes	Jocelyn Lewis	Yes
Dennis Quinn	Yes		

**H. CORRESPONDENCE**

1. None at this time.

**II. SUPERINTENDENT'S REPORT**

**A. Superintendent's Report: Dr. Joseph Campisi**

1. Welcome to the new BA
2. Superintendent goals were reviewed
3. Back to School Nights were held and very successful
4. Attended Movie Night
5. Attended various sporting events and impressed with our students sportsmanship
6. The district is in the midst of Boosterthon
7. PALS program is now open on days the district is closed
8. Attended Fall Festival with family

**B. Motion to approve the following reports upon the recommendation of the Superintendent:**

#	Report	Attach
1	Enrollment Report	<u>SR-1</u>
2	Student Attendance Report	<u>SR-2</u>
3	Staff Attendance Report	<u>SR-3</u>



**Berlin Borough School District**  
**215 South Franklin Ave**  
**Berlin, NJ 08009**



4	Code of Conduct Report	<u>SR-4</u>
5	Affirm, Modify, or Reject the monthly HIB Report	<u>SR-5</u>
6	Elementary Principal's Report	<u>SR-5</u>
7	Middle School Principal's Report	<u>SR-6</u>
8	Special Education Report	<u>SR-8</u>
9	PALS/CER Report	<u>SR-9</u>
10	Health Office Report	<u>SR-10</u>
11	NutriServe Food Service Report	<u>SR-11</u>

<b>Motion</b>	<b>D Quinn</b>	<b>Second</b>	<b>L Kehoe</b>
Lisa Asare	Absent	Brandy Titus	Yes
Jenine Del Palazzo	Yes	Francis Viscome	Yes
Jeffrey Greenberg	Yes	Rebecca Holland	Yes
Lisa Kehoe	Yes	Jocelyn Lewis	Yes
Dennis Quinn	Yes		

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

**III. FACILITIES**

**A. Committee Report: Mrs. Brandy Titus (Chair)**

**B. Motion to approve the following Facilities actions items upon the recommendation of the Superintendent:**

<b>#</b>	<b>Action Items</b>	<b>Attach</b>
1	Fire and Emergency Drill Report	<u>FA-1</u>
2	Use of Facilities	<u>FA-2</u>



**Berlin Borough School District**  
**215 South Franklin Ave**  
**Berlin, NJ 08009**



<b>Motion</b>	<b>L Kehoe</b>	<b>Second</b>	<b>J Del Palazzo</b>
Lisa Asare	Absent	Brandy Titus	Yes
Jenine Del Palazzo	Yes	Francis Viscome	Yes
Jeffrey Greenberg	Yes	Rebecca Holland	Yes
Lisa Kehoe	Yes	Jocelyn Lewis	Yes
Dennis Quinn	Yes		

<b>#</b>	<b>Resolution</b>	<b>Attach</b>
3	<b>Resolution #1 19-20-10-16:</b> BE IT RESOLVED, the Berlin Borough Board of Education approves the Comprehensive Maintenance Plan for submission to the Camden County Office of Education and the New Jersey Departments of Education.	<u>FA-3</u>

<b>Motion</b>	<b>D Quinn</b>	<b>Second</b>	<b>L Kehoe</b>
Lisa Asare	Absent	Brandy Titus	Yes
Jenine Del Palazzo	Yes	Francis Viscome	Yes
Jeffrey Greenberg	Yes	Rebecca Holland	Yes
Lisa Kehoe	Yes	Jocelyn Lewis	Yes
Dennis Quinn	Yes		

**IV. FINANCE**

A. Committee Report: Mr. Dennis Quinn (Chair)

B. Motion to approve the following Finance action items upon the recommendation of the Superintendent:

<b>#</b>	<b>Action Items</b>	<b>Attach</b>
1	Business Administrator's Report	<u>FI-1</u>
2	Reconciliation Report	<u>FI-2</u>
3	Report of the Board Secretary	<u>FI-3</u>
4	Monthly Budgetary Certifications	
	a. Certification of Board Secretary	<u>FI-4</u>



**Berlin Borough School District**  
**215 South Franklin Ave**  
**Berlin, NJ 08009**



	b. Certification of Board of Education	<u>FI-5</u>
	c. Certified of Anticipated Revenue	<u>FI-6</u>
5	Transfers	<u>FI-7</u>
6	Cafeteria Report (deferred until the November meeting)	<u>FI-8</u>
7	Approval of Bills	<u>FI-9</u>
8	Student Activity Report	<u>FI-10</u>
9	Donations	<u>FI-11</u>

Motion	B Titus	Second	L Kehoe
Lisa Asare	Absent	Brandy Titus	Yes
Jenine Del Palazzo	Yes	Francis Viscome	Yes
Jeffrey Greenberg	Yes	Rebecca Holland	Yes
Lisa Kehoe	Yes	Jocelyn Lewis	Yes
Dennis Quinn	Yes		

**CURRICULUM**

A. Committee Report: Mrs. Lisa Asare (Chair)

B. Motion to approve the following Curriculum action items upon the recommendation of the Superintendent:

#	Action Items	Attach
1	Field Trips	<u>CI-1</u>
2	18-19 HIB Self-Assessment (for submission to the NJDOE)	<u>CI-2</u>

Out-of-District Placements					
#	Student	Placement	Type	Cost	Effective Dates



**Berlin Borough School District**  
**215 South Franklin Ave**  
**Berlin, NJ 08009**



3	1866287596	First Children Services	Cherry Hill, NJ	\$198/day (not to exceed \$36,432)	9/1/2019 - 6/30/2019
4	3425290662	First Children Services	Cherry Hill, NJ	\$198/day (not to exceed \$36,432)	9/1/2019 - 6/30/2019
5	4037587940	Gloucester County Special Services School District	Sewell, NJ	\$81,090 (includes 1:1 aide)	9/1/2019 - 6/30/2019

Program					
#	Type	Type	Cost	Effective Date	Attach
6	Student Information System	All-in-One	Year 1: \$38,057 Year 2: \$28,757	7/1/2020	<u>CI-3</u>

Motion	J Del Palazzo	Second	F Viscome
Lisa Asare	Absent	Brandy Titus	Yes
Jenine Del Palazzo	Yes	Francis Viscome	Yes
Jeffrey Greenberg	Yes	Rebecca Holland	Yes
Lisa Kehoe	Yes	Jocelyn Lewis	Yes
Dennis Quinn	Yes		

**VI. POLICY - Policies & Regulations recommended for Board Approval**

A. Committee Report: Mr. Jeffrey Greenberg (Chair)

B. Motion to approve the following Policy action items upon the recommendation of the Superintendent:

#	No.	Title	Pol	Reg	1st	2nd*	Rev	Ab
1	1643	Earned Sick Leave Law (M) (New)	x			x		
2	1643	Earned Sick Leave Law (M) (New)		x		x		
3	3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)	x			x		
4	3218	Use, Possession, or Distribution of Substances (M) (Revised)	x			x	x	



**Berlin Borough School District**  
**215 South Franklin Ave**  
**Berlin, NJ 08009**



5	3218	Use, Possession, or Distribution of Substances (M) (Revised)		x		x	x	
6	4218	Use, Possession, or Distribution of Substances (M) (Revised)	x			x	x	
7	4218	Use, Possession, or Distribution of Substances (M) (Revised)		x		x	x	
8	4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)	x			x	x	
9	6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)	x			x	x	
10	6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)		x		x	x	
11	7440	School District Security (M) (Revised)	x			x	x	
12	7440	School District Security (M) (Revised)		x		x	x	
13	8600	Student Transportation (M) (Revised)	x			x	x	
14	8600	Student Transportation (M) (Revised)		x		x	x	
15	8630	Bus Driver/Bus Aide Responsibility (M) (Revised)	x			x	x	
16	8630	Emergency School Bus Procedures (M) (Revised)		x			x	
17	8670	Transportation of Special Needs Students (M) (Revised)	x			x	x	
18	9400	Media Relations (Revised)	x			x	x	

*\*2nd reading is the official adoption of the policy/regulation*

<b>Motion</b>	<b>L Kehoe</b>	<b>Second</b>	<b>J Greenberg</b>
Lisa Asare	Absent	Brandy Titus	Yes
Jenine Del Palazzo	Yes	Francis Viscome	Yes
Jeffrey Greenberg	Yes	Rebecca Holland	Yes
Lisa Kehoe	Yes	Jocelyn Lewis	Yes
Dennis Quinn	Yes		





**Berlin Borough School District**  
**215 South Franklin Ave**  
**Berlin, NJ 08009**



**VII. PERSONNEL**

**A. Committee Report: Mrs. Fran Viscome (Chair)**

**B. Motion to approve the following Personnel action items upon the recommendation of the Superintendent\*:**

\*All salary, hourly, and per diem wages all reflect the current Agreement between the Berlin Borough Board of Education and the Berlin Borough Education Association. All final salaries are subject to the negotiated terms of the successor agreement between both parties.

<b>Professional Development</b>					
<b>#</b>	<b>Program</b>	<b>Location</b>	<b>Dates</b>	<b>Attendee</b>	<b>Cost (Not to Exceed)</b>
1	2019 ASHA Convention	Orlando, FL	11/21-11/23	Lisa Neptune	\$430
2	Community Wide Resource Fair	Voorhees Town Center Voorhees, NJ	10/17/2019	Marissa Furnari	\$0
3	Atlanticare Healthy Schools, Healthy Children - Energizing P.E.	Atlantic City, NJ	10/10/2019	Barbara Shelton Caruso	\$50
4	Restorative Discipline Conference	Voorhees, NJ	12/3/19	Lisa Dorris	\$289
5	What Schools Need to Know About 504 Plans	Stockton University	10/25/19	Marissa Furnari	\$106
6	Special Education Litigation Certification Program	Monroe Township, NJ	10/23/19 11/12/19 12/17/19	Joseph Campisi	\$450

<b>Resignations/Retirements/Leaves of Absence</b>					
<b>#</b>	<b>Name</b>	<b>Position</b>	<b>Type</b>	<b>Reason</b>	<b>Effective Date</b>
7	Grace Nasto	Computer Teacher	Leave of Absence	Medical	10/2/2019



**Berlin Borough School District  
215 South Franklin Ave  
Berlin, NJ 08009**



New Hires					
#	Name	Position	Salary/Hourly*	Reason	Effective Date
8	Janet Stuart-Mackerchar	Classroom Instructional Assistant	\$13.65/hour	IEP Driven	10/17/2019
9	Arthur Descamps	Substitute Custodian	\$12/hour	Medical Leave	10/17/2019
10	Nicole Crosby	LTS - School Psychologist	\$312/day	Maternity Leave	9/1/2019-12/30/2019

Extra-Curricular/Co-Curricular/Schedule "B"					
#	Name	Sport/Club	Position	Stipend	Effective Date
11	Sara Snuffin	Cheerleading	Assistant Coach	\$2,400	October 17, 2019

PAL/CER Staff New Hire					
#	Name	Position	Salary	Reason	Effective Date
12	Mary Mitsos	PALS	\$11.00/hour	Increased student participation	October 17, 2019

Substitute Services Report		
#	Service	Time Frame
13	Kelly Educational Staffing	9/5/2019 - 9/30/2019

Motion	F Viscome	Second	J Greenberg
Lisa Asare	Absent	Brandy Titus	Yes
Jenine Del Palazzo	Yes	Francis Viscome	Yes
Jeffrey Greenberg	Yes	Rebecca Holland	Yes
Lisa Kehoe	Yes	Jocelyn Lewis	Yes
Dennis Quinn	Yes		



## **VIII. BBEA-BOE LIAISON**

### **A. Committee Report: Mrs. Jocelyn Lewis (Chair)**

Mrs. Lewis reported that she extended an invitation to the Berlin Borough Education Association in both June and September to meet. The BBEA declined the invitations and would continue to do so until negotiations were concluded on the contract. Mrs. Lewis will continue to reach out.

## **IX. 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.

None

## **X. NEW BUSINESS**

Mrs. Lewis addressed the following:

1. Thank you to the teachers for Clancy's Corner
2. The Board members should have received an email from Strauss Esmay with logins
3. Two Board goals discussed at the retreat on Oct 5<sup>th</sup> were Planning and Student Achievement.
4. Planning – revisit the Strategic Plan in 2020-2021 with the assistance of NJSBA. Also review Mission Statement
5. Student Achievement - align to Superintendent goals/equity and access/partnerships for learning outside the classroom/cultural proficiency training for staff
6. Additional NJSBA Training – ask Jesse Adams to present the ethics training on site in January so to include the new Board members

Mr. Quinn discussed the current research into purchasing a new truck for snow removal.



**XI. NON-PUBLIC EXECUTIVE SESSION 7:47 pm**

**Motion:** J Del Palazzo seconded by B Titus 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 20 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:

- Negotiations
- Personnel
- Legal
- Individual Privacy
- Security
- Investment/Property Acquisition
- Litigation
- Student Matters

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.

**Motion:** Brandy Titus seconded by Jenine Del Palazzo to move into executive session  
**Call Vote:** Unanimous Yes – Motion Passed

**XII. RETURN TO PUBLIC SESSION 8:27 pm**

**Motion:** Rebecca Holland seconded by Lisa Kehoe to move into executive session  
**Call Vote:** Unanimous Yes – Motion Passed

**IV. MEETING ADJOURNED 8:27 pm**

**Motion:** Jenine Del Palazzo seconded by Rebecca Holland to move into executive session  
**Call Vote:** Unanimous Yes – Motion Passed



Berlin Borough School District  
215 South Franklin Ave  
Berlin, NJ 08009



---

BERLIN BOROUGH BOARD OF EDUCATION

Board Secretary

**Next Regular Meeting of the Board of Education**

Date	Time	Location
November 20, 2019	7:00 PM	Media Center, Berlin Community School