



## **Regular Board of Education Meeting**

<b>Date</b>	<b>Time</b>	<b>Location</b>
January 25, 2023	7:00 PM	Media Center, Berlin Community School
<b>Board of Education</b>		
Mrs. Jocelyn Lewis, President	Mrs. Jeannine Foster	Dr. Jeremy Cohen
Mrs. Rebecca Holland, Vice-President	Mrs. Lisa Kehoe	Mrs. Brandy Titus
Mrs. Susan Embrey	Mrs. Alison Moyer	Mr. Joshua Zagorski
<b>Board Solicitor</b>	<b>Superintendent</b>	<b>Interim Business Administrator</b>
Dan Long, Esq	Dr. Joseph Campisi	Mrs. Donna DiLapo

### **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 lifelong learning while achieving proficiency in the New Jersey Student Learning Standards and meet the challenges of an evolving global society.

## **REGULAR MEETING MINUTES**

### **I. PUBLIC SESSION**

#### **A. Meeting Called to Order by President Jocelyn Lewis at 7:02 p.m.**

#### **B. Statement of Open Meeting Compliance**

The New Jersey Open Public Meetings Act was enacted to ensure 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**



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**D. Roll Call**

Board Member	Present	Absent
Dr. Jeremy Cohen	X	
Mrs. Susan Embrey	X	
Ms. Jeannine Foster	X	
Mrs. Lisa Kehoe	X	
Mrs. Alison Moyer		X
Mrs. Brandy Titus	X	
Mr. Joshua Zagorski	X	
VP :Mrs. Rebecca Holland	X	
Pres: Mrs. Jocelyn Lewis	X	

Anyone who wishes to speak during the public comment portion of the meeting was reminded to sign in at the podium.

**E. STUDENT RECOGNITION presented by Middle School Principal, Therese Bonmati**

1. Students of the Month:

5th Grade	6th Grade	7th Grade	8th Grade
Rahlan Landry	John “Jackie” Hall	Vaughn Fitzpatrick	Millard Cameron Wilkinson

2. Superintendent’s Award: Jaelyn White

3. Student Government Report:

President	Vice President	Secretary	Treasurer
Samantha Haughey	Kit Hildebrand	Joseph Field	Julian Dubray

The Sign-In sheet for participation in the public comment portion of the meeting was collected.

Motion to open Public Participation - The sign-in sheet for participation in the public comment portion was collected and there were none listed for action items.

Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Holland	Mrs. Kehoe	8	0	Passed

**F. PUBLIC PARTICIPATION (Action Items Only)**

This meeting will now be open to the public. If your questions or comments pertaining 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



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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 presentations section of the meeting and will be recognized by the presiding officer when it is 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.

All public participation is governed by [District Bylaw 0167](#).

Motion to close Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Embrey	Mrs. Titus	8	0	Passed

## II. APPROVAL OF MINUTES

#	Meeting Date	Type of Minutes	Attach
1.	December 21, 2022	Public	<a href="#">M-1</a>
2.	December 21, 2022	Executive (Closed) Session	Emailed to BOE
3.	January 4, 2023	Public - Reorganization Meeting	<a href="#">M-2</a>

Motion to approve the board meeting minutes #1-3

Board Member	Motion	Second	Yes	No	Abstain
Dr. Jeremy Cohen			#3		#1 & #2
Mrs. Susan Embrey			X		
Ms. Jeannine Foster			X		
Mrs. Lisa Kehoe	X		X		
Mrs. Alison Moyer (absent)					
Mrs. Brandy Titus			X		
Mr. Joshua Zagorski			X		
VP: Mrs. Rebecca Holland		X	X		
Pres: Mrs. Jocelyn Lewis			X		
Result of Motion			Passed 8-0-0 (#3); Passed 7-0-1 (#1 & 2)		

## III. PRESENTATION(S)

Character Education Committee  
January 13, 2023, In-Service Debrief

Mrs. Kelly Suarez & Ms. Daria Fiorentino  
Mrs. Therese Bonmati & Mrs. Kellilyn Mawson



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**IV. CORRESPONDENCE - None**

**V. SUPERINTENDENT'S [REPORT](#) presented by Dr. Joseph Campisi**

#	Action Items	Attach
1.	Enrollment Report	<a href="#">SR-1</a>
2.	Student Attendance Report	<a href="#">SR-2</a>
3.	Staff Attendance Report	<a href="#">SR-3</a>
4.	Code of Conduct Report	<a href="#">SR-4</a>
5.	Accept the monthly HIB Report	<a href="#">SR-5</a>
6.	Elementary Principal's Report	<a href="#">SR-6</a>
7.	Middle School Principal's Report	<a href="#">SR-7</a>
8.	Special Education Report	<a href="#">SR-8</a>
9.	PALS/CER Report	<a href="#">SR-9</a>
10.	Health Office Report	<a href="#">SR-10</a>

Motion to approve reports # 1-10 as recommended by the Superintendent				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Holland	Mrs. Embrey	8	0	Passed

**VI. FACILITIES – report presented by Chairperson, Lisa Kehoe**

Drills						
#	Type	Date	Time	Duration	Temp	Police
1.	MS Bus Evacuation	9/29/2022	7:45 am	7 minutes	70 degrees	Yes
2.	ES Bus Evacuation	9/29/2022	8:25 am	10 minutes	70 degrees	Yes
3.	Fire Drill	1/5/2023	1:45 pm	4 minutes	61 degrees	Yes



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Drills						
#	Type	Date	Time	Duration	Temp	Police
4.	Shelter-in-Place	1/19/2023	9:08 am	7 minutes	n/a	Yes

#	Action Items
5.	Use of Facilities <a href="#">FA-4</a>

Motion to approve Facilities Drills and Action Items # 1-5 as recommended by the Superintendent				
Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Foster	Mrs. Embrey	8	0	Passed

**VII. FINANCE – report presented by Chairperson, Lisa Kehoe**

#	Action Items	Attach
1.	Business Administrator's Report	<a href="#">FI-1</a>
2.	Cash Reconciliation Report for December 2022	<a href="#">FI-2</a>
3.	Report of the Board Secretary for December 2022	<a href="#">FI-3</a>
4.	Monthly Certifications of the Board Secretary and Board of Education for December 2022	<a href="#">FI-4</a>
5.	Appropriation Transfers for December 2022	<a href="#">FI-5.a</a> <a href="#">FI-5.b</a>
6.	Cafeteria Report for December 2022	<a href="#">FI-6</a>
7.	Approval of Bills for January 2023	<a href="#">FI-7</a>
8.	Student Activity Report for December 2022	<a href="#">FI-8</a>
9.	Waiver request to the New Jersey Department of Education seeking exemption from the 2023-2024 Special Education Medicaid Initiative Program since the district has less than forty (40) Medicaid eligible students	
10.	Authorize the Business Administrator to use competitive contracting, RFP, to acquire Construction Management Services and Environmental Services for the upcoming Projects per N.J.S.A. 18A:18a-4.3 (a)	<a href="#">FI-09a</a> <a href="#">FI-09b</a>
11.	Establish the maximum travel expenditure amount for the 2023-24 school year	<a href="#">FI-10</a>
12.	2022-23 Speech and Language Pathologist, Melissa Phillips, to provide services to students who are deaf or hard of hearing. Evaluation service not to exceed \$900, additional consultations at a rate of \$100/hour.	



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<b>Motion to approve Finance Action Items # 1-12 as recommended by the Superintendent</b>					
<b>Board Member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Dr. Jeremy Cohen			X		
Mrs. Susan Embrey			X		
Ms. Jeannine Foster		X	X		
Mrs. Lisa Kehoe			X		
Mrs. Alison Moyer (absent)					
Mrs. Brandy Titus	X		X		
Mr. Joshua Zagorski			X		
VP : Mrs. Rebecca Holland			X		
Pres: Mrs. Jocelyn Lewis			X		
Result of Motion			Passed 8-0-0		

**Resolution 1-25-2023-1**

Approve Bond Issuance Resolution – resolution determining the form and other details of \$19,699,000 aggregate principal amount of school bonds, series 2023 of the Board of Education of the Borough of Berlin in the county of Camden, New Jersey, providing for their sale and determining other matters in connection therewith.

<b>Motion to approve Finance Resolution 1-25-2023-1 as recommended by the Superintendent</b>					
<b>Board Member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Dr. Jeremy Cohen				X	
Mrs. Susan Embrey			X		
Ms. Jeannine Foster			X		
Mrs. Lisa Kehoe		X	X		
Mrs. Alison Moyer (absent)					
Mrs. Brandy Titus	X		X		
Mr. Joshua Zagorski			X		
VP : Mrs. Rebecca Holland			X		
Pres: Mrs. Jocelyn Lewis			X		
Result of Motion			Passed 7-1-0		

**VIII. CURRICULUM – report presented by Chairperson, Jason Zagorski.**

<b>Field Trips</b>					
<b>#</b>	<b>Grade/Group</b>	<b>Date</b>	<b>Time</b>	<b>Destination</b>	<b>Cost to District</b>
1.	Kindergarten	6/1/2023	9:00 am - 2:00 pm	Storybook Land	\$0



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Field Trips					
#	Grade/Group	Date	Time	Destination	Cost to District
2.	Grade 1	5/25/2023	8:45 am - 2:00 pm	Philadelphia Zoo	\$0
3.	Grade 2	5/22/2023	9:00 am - 2:00 pm	Adventure Aquarium	\$0
4.	Grade 3	5/19/2023	9:00 am - 2:00 pm	Franklin Institute	\$0
5.	Grade 4	5/3/2023	9:30 am - 2:00 pm	Adventure Aquarium	\$0
6.	Grade 5	6/1/2023	8:30 am - 2:00 pm	Drexel Academy of Natural Sciences	\$0
7.	Grade 6	5/12/2023	8:30 am - 2:00 pm	Camp Dark Waters	\$0
8.	Grade 7	4/4/2023	8:30 am - 2:00 pm	Rowan University Planetarium	\$0
9.	Grade 8	6/9/2023	8:00 am - 6:00 pm	Hershey Park	\$0
10.	Jazz Band	5/19/2023	7:00 am - 7:00 pm	Dorney Park	\$0
11.	Grade 8 Band	2/1/2023	8:30 am - 2:00 pm	Eastern Band Recruitment	\$0

Motion to approve Curriculum items # 1-11 as recommended by the Superintendent				
Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Foster	Mrs. Titus	8	0	Passed

**IX. POLICY- report presented by Chairperson, Jason Zagorski.**

<u>Summary of Policies &amp; Regulations</u>								
<u>Policies &amp; Regulations</u>								
#	No.	Title	Pol	Reg	1st	2nd	Rev	Ab
1.	2423	Bilingual and ESL Education (M)	x				x	
2.	2423	Bilingual and ESL Education (M)		x			x	
3.	2425	Emergency Virtual or Remote Instruction Program (M)	x				x	
4.	2425	Emergency Virtual or Remote Instruction Program (M)		x			x	
5.	5200	Attendance (M)	x				x	
6.	5200	Attendance (M)		x			x	
7.	8140	Student Enrollments (M)	x				x	
8.	8140	Enrollment Accounting (M)		x			x	
9.	8330	Student Records (M)	x				x	
10.	8330	Student Records (M)		x			x	



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11.	8420.2	Bomb Threats (M)		x			x	
12.	8420.7	Lockdown Procedures (M)		x			x	
13.	8420.10	Active Shooter (M)		x			x	

**Motion to approve Policy items # 1- 13 as recommended by the Superintendent**

Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Titus	Mrs. Kehoe	8	0	Passed

**X. AD HOC COMMITTEE - CULTURAL PROFICIENCY & EQUITY STAKEHOLDER GROUP** – presented by Dr. Joseph Campisi, Superintendent

**XI. PERSONNEL** –presented by Chairperson, Brandy Titus

New Hires						
#	Name	Position	Salary	Step	Reason for Vacancy	Effective Date
1.	Courtney Murphy	ES MD Special Education	57,234 (prorated) 11-212-100-101-01-00	Step 1, BA	Transfer	1/18/2023

Transfers				
#	Name	Current Position	Transfer Position	Effective Date
2.	Stephanie Stiles	ES MD Special Education	ES Special Education 11-213-100-101-01-00	1/18/2023

Professional Development					
#	Program	Location	Date(s)	Attendee	Cost (Not to Exceed)
4.	SBA Employment & Benefits Issues	Mount Laurel	1/24/2023	Donna DiLapo	\$125
5.	Capital Projects A-Z	Mount Laurel	2/21/2023	Donna DiLapo	\$125
6.	Purchasing	Mount Laurel	3/23/2023	Donna DiLapo	\$125
7.	Audit Review	Mount Laurel	4/20/2023	Donna DiLapo	\$125
8.	Admin Assistants	Mount Laurel	5/18/2023	Karen Krowicki	\$125
9.	Accounts Payable Overview	Mount Laurel	5/18/2023	Gina Squillace	\$125
10.	NJSBGA Conference Expo	Harrah's Conference Center	3/19-3/22/2023	Thomas Pratt	\$0
11.	Pattern of Strengths and Weaknesses (PSW) Model	Rutgers (Zoom)	3/3/2023 3/10/2023	Amanda Gauntt	\$140
12.	Pattern of Strengths and Weaknesses (PSW) Model	Rutgers (Zoom)	3/3/2023 3/10/2023	Alexa Bolognese	\$140





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Schedule "B" Position				
#	Name	Position	Stipend	School Year
13.	Zina Leps	Chaperone	\$160	2022 - 2023
14.	Carolyn Martino	Level Up (Elem HW Club)	\$48	2022 - 2023
15.	Sydney Opizzi	Level Up (Elem HW Club)	\$48	2022 - 2023
16.	Leslie Banister	Level Up (Elem HW Club)	\$48	2022 - 2023
17.	Kelly Stroemel (Suarez)	Level Up (Elem HW Club)	\$48	2022 - 2023
18.	Christine Winkelspecht	Level Up (Elem HW Club)	\$48	2022 - 2023

Detention Coverage (Saturday and/or After School)				
#	Name	Assignment	Stipend	Effective Dates
19.	Stephen Bierly	Detention Coverage	\$48/hour	9/1/2022 - 6/30/2023

Resignations/Retirements/Leaves of Absence					
#	Name	Position	Salary	Reason	Effective Date
20.	Sonia Francisco	Reading Specialist/BSI Teacher	\$65,660	Resignation	3/6/2023
21.	Christine Jewel-Justice	Classroom Instructional Aide	\$15,297.30	Resignation	1/27/2023

Leave of Absence					
#	Name	Position	Type	Reason	Effective Date
22.	Debra Bain	Classroom Instructional Aide	Unpaid	Intermittent FMLA	1/19/2023 - 6/15/2023

Substitute/Volunteer			
#	Name	Reason	Effective Date
23.	Dr. Harry Friebe	Stock Market Club	1/25/2022

Leave Coverage/Substitute					
#	Name	Position	Pay Rate	Reason	Effective Dates
24.	Courtney Murphy	Elementary School Teacher - Long Term Substitute	*Tier I (days 1-19), \$38.34/day Tier II (days 20-39), \$83.34/day Tier III (days 40+), \$218.34/day	Leave of Absence Extension	1/3/2022 - 1/17/2023

Substitute Services Report					
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#	Service	Time Frame	Fill Rate	Attach
25.	Kelly Educational Staffing	12/1/2022 - 12/31/2022	57.58%	<a href="#">PR-1</a>

Motion to approve Personnel Action Items # 1-25 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Dr. Jeremy Cohen			X		
Mrs. Susan Embrey			X		
Ms. Jeannine Foster		X	X		
Mrs. Lisa Kehoe	X		X		
Mrs. Alison Moyer (absent)					
Mrs. Brandy Titus			X		
Mr. Joshua Zagorski			X		
VP : Mrs. Rebecca Holland			X		
Pres: Mrs. Jocelyn Lewis			X		
Result of Motion			Passed 8-0-0		

Motion to open Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
N/A	N/A			Passed

## **XII. PUBLIC PARTICIPATION**

This meeting will now be open to the public. If your questions or comments pertaining 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.

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Motion to close Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
N/A	N//A			Passed

**XIII. NEW BUSINESS - Appointment of all current Board Members as Acting Board Presidents**

1. Move that the Board of Education appoint all current Board Members as Acting Board Presidents, where appropriate, for the purpose of signing diplomas.

Motion to approve New Business Items # 1 as recommended by the Superintendent				
Motion	Second	All in Favor	All Opposed	Result of Motion
Dr. Cohen	Ms. Foster	8	0	Passed

Board members discussed the computer lab and the need for keyboarding skills.

**XIV. OLD BUSINESS - None**

**XV. NON-PUBLIC EXECUTIVE SESSION - None**

WHEREAS, in accordance with the NJ Open Public Meetings Act, the Berlin Borough School District Board of Education desires to discuss certain matters which are exempted from the public; and

WHEREAS, the Berlin Borough School District Board of Education will disclose the discussion topic of the closed session at a public meeting as soon as permissible; and

NOW THEREFORE BE IT RESOLVED that the Berlin Borough School District Board of Education will enter into closed session for approximately 0 minutes for said purposes pertaining to

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



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**XVI. MEETING ADJOURNED at 8:02 p.m.**

Motion to adjourn the meeting				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Kehoe	Mrs. Embrey	8	0	Passed

BERLIN BOROUGH BOARD OF EDUCATION

*Donna DiLapo*

Donna DiLapo, Board Secretary

**The next Regular Board of Education Meeting is scheduled for February 22, 2023, at 7:00 p.m.**