



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



Regular Board of Education Meeting

Date	Time	Location
March 15, 2023	7:00 PM	Cafeteria, Berlin Community School
Board of Education		
Mrs. Jocelyn Lewis, President	Mrs. Jeannine Foster	Dr. Jeremy Cohen
Mrs. Rebecca Holland, Vice-President	Mrs. Lisa Kehoe	Ms. Brandy Titus
Mrs. Susan Embrey	Mrs. Alison Moyer	Mr. Joshua Zagorski
Board Solicitor	Superintendent	Business Administrator/Board Secretary
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 Mrs. Jocelyn Lewis, President at 7:00 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) Borough Hall.

C. Flag Salute



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



D. Roll Call

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

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

E. STUDENT RECOGNITION

- Superintendent's Award: Luke Vazquez
- Students of the Month: Ms. Bonmati, Middle School Principal presented awards to the following:

5th Grade	6th Grade	7th Grade	8th Grade
Ella Cohen	Laila Harper	Vanessa Owusu-Mensah	Connie Dong

- Student Government Report: Julian Dubray

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

Motion to open Public Participation - The sign-in sheet for participation in the public comment portion was collected.				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Kehoe	Mrs. Moyer	✓	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 opportunity for you to share your opinions and remarks with the Board, and it is not a question and



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



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 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.

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

Ms. Kristen Gutelius relayed her concerns to the Board regarding the resignation of Mrs. Mawson.

Motion to close Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Titus	Ms. Holland	✓	0	passed

II. APPROVAL OF MINUTES

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

#	Meeting Date	Type of Minutes	Attach
1.	February 22, 2023	Public	M-1
2.	February 22, 2023	Closed (Executive)	emailed to Board members

Motion to approve the board meeting minutes #1 & 2					
Board Member	Motion	Second	Yes	No	Abstain
Dr. Jeremy Cohen			✓		
Mrs. Susan Embrey			✓		
Mrs. Jeannine Foster			✓		
Mrs. Lisa Kehoe	✓		✓		
Mrs. Alison Moyer		✓	✓		
Mrs. Brandy Titus			✓		
Mr. Joshua Zagorski			✓		
VP: Mrs. Rebecca Holland			✓		
Pres: Mrs. Jocelyn Lewis			✓		
Result of Motion			Passed 9-0		



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215 South Franklin Ave
Berlin, NJ 08009



III. PRESENTATION(S)

Donna DiLap, Business Administrator presented the Tentative Preliminary Budget FY 2023-2024

IV. CORRESPONDENCE (none)

V. SUPERINTENDENT'S REPORT presented by Dr. Joseph Campisi

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

Motion to approve reports # 1-10 as recommended by the Superintendent				
Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Titus	Mrs. Kehoe	✓	0	passed

VI. FACILITIES - report presented by Chairperson - Lisa Kehoe

Drills						
#	Type	Date	Time	Duration	Temp	Police
1.	Drills to be approved on the April 2023 Board Meeting (due to timing on drills)					



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



#	Action Items	
2.	Use of Facilities	FA-1 FA-2
3.	Summer 2023 PALS Program	FA-4.a FA-4.b
4.	Berlin AA Facilities Use	FA-5

Motion to approve Facilities Drills and Action Items # 1-4 as recommended by the Superintendent				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Embry	Ms. Titus	✓	0	passed

VII. FINANCE report presented by Chairperson, Lisa Kehoe

#	Action Items	Attach
1.	Business Administrator's Report	FI-1
2.	Cash Reconciliation Report for February 2023	FI-2
3.	Report of the Board Secretary for February 2023 In accordance with 18A:17-9 the cash reconciliation report and Secretary's reports are in agreement for the month of February 2023.	FI-3
4.	Monthly Certifications of the Board Secretary and Board of Education for February 2023	FI-4
5.	Appropriation Transfers for February 2023	FI-5.a FI-5.b
6.	Cafeteria Report for February 2023	FI-6
7.	Approval of Bills for March 2023	FI-7
8.	Student Activity Report for February 2023	FI-8
9.	Designation of depositories and petty funds to include the Capital Projects fund	FI-9
10.	Submission of Amendment #1 to the CRRSA ESSER II grant	FI-10
11.	Revise the Invitation to Bids (IFB) for roof and window replacements at the Berlin Community School at a cost not to exceed <u>\$1,443,350</u> . The Board certifies funds are available as part of the Bond Referendum Projects approved by voters on December 13, 2022, State Project approval # 0330-020-23-1000.	



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



12.	Authorize the Business Administrator to use competitive contracting, RFP, to acquire Architectural Services and Engineering Services per N.J.S.A. 18A:18a-4.3 (a)	
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Motion approved Finance Action Items # 1-12 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Dr. Jeremy Cohen			✓		
Mrs. Susan Embrey			✓		
Mrs. Jeannine Foster			✓		
Mrs. Lisa Kehoe	✓		✓		
Mrs. Alison Moyer			✓		
Ms. Brandy Titus		✓	✓		
Mr. Joshua Zagorski			✓		
VP : Mrs. Rebecca Holland			✓		
Pres: Mrs. Jocelyn Lewis			✓		
Result of Motion			Passed 9-0		

BUDGET RESOLUTION 3-15-2023-1

BE IT RESOLVED, that the Berlin Borough Board of Education (Board), in the County of Camden, State of New Jersey, hereby approves the 2023-2024 school district budget for submission to the New Jersey Department of Education, Camden County Office, as follows:

Fund 10	\$14,688,442	Operating Budget (General Fund)
Fund 20	\$ 437,266	Grants and Entitlements (Special Revenue Fund)
Fund 40	\$ 720,031	Repayment of Debt (Debt Service Fund)
Total	\$15,845,739	

BE IT FURTHER RESOLVED to acknowledge that the 2023-2024 budget, as described above, results in a General Fund tax levy of \$7,980,397 and a Debt Service Fund tax levy of \$720,031; and

BE IT FURTHER RESOLVED to acknowledge that the 2023-2024 budget, as described above, does not include the use of Banked Cap which includes \$69,473 from the prior year and adds \$411,566 for a total of \$481,039 which will be available for the 24-25 school year; and

BE IT FURTHER RESOLVED to acknowledge that the 2023-2024 budget, as described above, includes the transfer of \$75,000 from Maintenance Reserve to the General Fund to support Required Maintenance activities; and

BE IT FURTHER RESOLVED that the Board establish a maximum of \$30,000 in the overall 2023-2024 budget for travel and travel related expenditures supported by local, state, and federal funds (prior budget year maximum is \$23,300, the amount spent to date is \$7,729); and

BE IT FURTHER RESOLVED that the Board establish a maximum of \$1,070,000 in the general fund 2022-23



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



budget for professional services expenditures excluding the referendum project services.

Motion approved Resolution 3-15-2023-1 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Dr. Jeremy Cohen			✓		
Mrs. Susan Embrey			✓		
Mrs. Jeannine Foster			✓		
Mrs. Lisa Kehoe	✓		✓		
Mrs. Alison Moyer (absent)			✓		
Ms. Brandy Titus			✓		
Mr. Joshua Zagorski			✓		
VP : Mrs. Rebecca Holland		✓	✓		
Pres: Mrs. Jocelyn Lewis			✓		
Result of Motion			Passed 9-0		

VIII. CURRICULUM report presented by Chairperson, Jason Zagorski

Field Trips/Learning Experience					
#	Grade/Group	Date	Time	Destination	Cost to District
1.	Battle of the Books 5-6	6/6/2023	9:00 am - 1:30 pm	Yellin School, Stratford NJ	\$90
2.	Battle of the Books 7-8	6/8/2023	9:00 am - 1:30 pm	R.W. Kershaw School	\$90

Community Service Project				
#	Grade/Group	Program	Dates	Beneficiary
3.	NJHS	Pennies for Puppies	3/20/2023 - 4/3/2023	The Seeing Eye



Berlin Borough School District
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Berlin, NJ 08009



Volunteer Hours					
#	Name	Program	Dates	Hours	Department
4.	Chloe Keller	Eastern High School - PE Project	3/15/2023 - 3/23/2023	6	PE/Health Teachers
5.	Peyton Keller	Eastern High School - PE Project	3/15/2023 - 3/23/2023	6	PE/Health Teachers

Motion to approve Action Items # 1-5 as recommended by the Superintendent				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Kehoe	Mrs. Moyer	✓	0	passed

IX. POLICY report presented by Chairperson, Jason Zagorski

Policies									
#	No.	Title	Pol	Reg	1st	2nd	Rev	Ab	
1.	3221	Evaluation of Teachers (M)	x				x		

Motion to approve Action Items # 1 as recommended by the Superintendent				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Kehoe	Mrs. Holland	✓	0	passed

X. AD HOC COMMITTEE - CULTURAL PROFICIENCY & EQUITY STAKEHOLDER GROUP report presented by Chairperson, Jason Zagorski (no report this month)

XI. PERSONNEL- presented by Chairperson, Brandy Titus

Salary Adjustments					
#	Name	Position	Current Step/Salary	Corrected Step/Salary	Effective Date
1.	Margaret Gibson	School Nurse	BA,13 - \$75,117	BA,13 - \$75,177	9/1/2022
2.	Heather Pach	School Nurse	BA,13 - \$75,117	BA,13 - \$75,177	9/1/2022
3.	Elizabeth Law	Special Education Teacher	BA+15,4-5 - \$57,384	BA+15,3-4 - \$58,943	1/1/2023



Berlin Borough School District
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New Hires (Non-Certificated)

#	Name	Position	Salary	Effective Date*
4.	Rochelle Meyers-Elliot	Middle School Secretary	\$40,000 (pro-rated)	4/3/3023

**Pending completion of all requirements mandated by the NJDOE*

Professional Development

#	Program	Location	Date(s)	Attendee	Cost (Not to Exceed)
5.	Building Thinking Classrooms in Mathematics (Dr. Peter Liljedhal)	Virtual via Camden County Curriculum Consortium	3/17/2023	Jennifer Basner	\$0
6.	Building Thinking Classrooms in Mathematics (Dr. Peter Liljedhal)	Virtual via Camden County Curriculum Consortium	3/17/2023	John Meo	\$0
7.	NJASBO 100th Anniversary Conference	Atlantic City	6/6 - 6/9 2023	Donna DiLapo	\$906

Leave of Absence

#	Name	Position	Type	Reason	Effective Date
8.	Timothy Trout	Teacher	Unpaid	Intermittent FMLA	3/24/2023 - 4/28/2023

Field Experience/Practicum

#	Student Name	Teacher	Organization	Days Per Week	Term
9.	Eloise Keller, RN	Margaret Gibson	Thomas Edison State University	2-3	3/16/2023 - 5/1/2023
10.	Victoria Staas	Anne Kessler and Tim Trout	University of the Arts, Philadelphia	3	3/16/2023 - 6/9/2023

Resignations/Retirements/Leaves of Absence

#	Name	Position	Salary	Reason	Effective Date
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Berlin Borough School District
215 South Franklin Ave
Berlin, NJ 08009



11.	Kellilyn Mawson	Elementary Principal	\$101,313	Resignation	5/12/2023
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Substitute Services Report				
#	Service	Time Frame	Fill Rate	Attach
12.	Kelly Educational Staffing	2/1/2023 - 2/28/2023	87.93%	PR-1

Motion to approve Personnel Action Items # 1-12 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Dr. Jeremy Cohen			✓		
Mrs. Susan Embrey			✓		
Mrs. Jeannine Foster			✓		
Mrs. Lisa Kehoe		✓	✓		
Mrs. Alison Moyer			✓		#11
Ms. Brandy Titus			✓		
Mr. Joshua Zagorski			✓		
VP: Mrs. Rebecca Holland	✓		✓		
Pres: Mrs. Jocelyn Lewis			✓		
Result of Motion			Passed 9-0		

Motion to open Public Participation - no participation requested				
Motion	Second	All in Favor	All Opposed	Result of Motion
N/A				

XII. PUBLIC PARTICIPATION

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Berlin Borough School District
215 South Franklin Ave
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extended by a vote of the majority of the Board members present at the meeting.

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

XIII. NEW BUSINESS

Mrs. Lewis informed the Board that Ethics Training will occur on May 4, 2023, led by Jesse Adams from NJSBA, and a Special Board Meeting will be advertised.

Mrs. Lewis discussed the Home and School Spring Fundraiser

XIV. OLD BUSINESS - none

XV. NON-PUBLIC EXECUTIVE SESSION - none

XVI. MEETING ADJOURNED

Motion to adjourn the meeting				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Foster	Mrs. Moyer	✓	0	Passed

BERLIN BOROUGH BOARD OF EDUCATION

Donna DiLapo

Donna DiLapo, Board Secretary

The next Board of Education Meeting is scheduled for April 26, 2023 (Public Budget Hearing) at 6:30 p.m.
The Regular meeting will be held immediately following in the Media Center of the Berlin Community School