



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

Date: April 25, 2019  
Time: 7:00 p.m.  
Public Budget Hearing  
Regular Meeting  
Location: Media Center  
Berlin Community School  
215 South Franklin Avenue  
Berlin, NJ 08009

### MINUTES - PUBLIC BUDGET HEARING

**I. PUBLIC SESSION**

- A. Meeting Called to Order** Board President, Jocelyn Lewis
- 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**
- D. Roll Call**

Member	Present	Absent
Lisa Asare		X
Jenine Del Palazzo	X	
Jeffrey Greenberg	X	
Lisa Kehoe	X	
Dennis Quinn	X	
Brandy Titus	X	
Francine Viscome		X
Rebecca Holland - Vice President		X
Jocelyn Lewis - 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. Presentation:**  
2019-2020 Public Budget Presentation: Dr. Joseph Campisi, Acting Superintendent
- F. Public Participation – Agenda Items Only**

Approval of the 2019-2020 Budget.

Motion to approve **Resolution #1, 4-19**, Approval of the 2019-2020 district budget based on a 2.14% Tax Levy Cap increase of \$156,689.

Fund 10 \$11,754,764  
Fund 20 \$ 481,197  
Fund 40 \$ 572,500  
Total \$12,808,461

Approval for the use of Banked Cap for the 2019-2020 Budget.

Motion to approve **Resolution #2, 4-19**, approval to use banked cap in the amount of \$10,000. The use of banked cap will be utilized in funding the out of district tuition and transportation needs in the 2019-2020 budget and its use cannot be deferred or incrementally completed over a longer period of time.



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**BE IT RESOLVED** that the Berlin Borough School District Board of Education does hereby approve the 2019-2020 budget in the grand total amount of \$12,808,461 which includes a General Fund total of \$11,754,764, a Special Revenue Fund total of \$481,197 and a Debt Service Total of \$572,500; and also includes a General Fund local tax levy of \$7,491,155; and a Debt Service local tax levy of \$572,500.

**No public comment**

**Motion:** Dennis Quinn seconded by Jeffrey Greenberg to approve the 2019-2020 Budget as presented.

**Roll Call** - Unanimous Yes - Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome			
Rebecca Holland - Vice President			
Jocelyn Lewis - President	X		

**II. PUBLIC HEARING ADJOURNED**

Motion to move into regular meeting.

**Motion:** Dennis Quinn seconded by Jeffrey Greenberg to move into the regular meeting.

**Call Vote:** Unanimous Yes – Motion Passed

**Minutes - Regular Meeting**

**I. PUBLIC SESSION**

**A. Roll Call**

Member	Present	Absent
Lisa Asare		X
Jenine Del Palazzo	X	
Jeffrey Greenberg	X	
Lisa Kehoe	X	
Dennis Quinn	X	
Brandy Titus	X	
Francine Viscome		X
Rebecca Holland - Vice President		X
Jocelyn Lewis - 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.*

**B. 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 & Superintendent’s Awards: Will be recognized at our May 9, 2019 Board Meeting



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**C. Presentations**

1. None

**D. Approval of Minutes**

**Motion:** Dennis Quinn seconded by Jeffrey Greenberg to approve the Minutes of the Regular Meeting of March 20, 2019 and Executive Session March 20, 2019

**Roll Call:** Unanimous Yes - Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome			
Rebecca Holland - Vice President			
Jocelyn Lewis - President	X		

1. March 20, 2019 Regular Meeting Minutes
2. March 20, 2019 Executive Session Minutes

**E. Facilities**

1. Drills:
 

Fire Drill	April 8, 2019	9:15 AM
Bus Evacuation Drill Middle School	April 17, 2019	7:40 AM
Bus Evacuation Drill Elementary	April 17, 2019	8:20 AM
Lockdown	April 29, 2019	1:30 PM

**F. Finance:** Business Administrator Report, Cande Kristoff

**Motion:** Lisa Kehoe seconded by Brandy Titus to approve finance items 1 through 11.

**Roll Call:** Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome			
Rebecca Holland - Vice President			
Jocelyn Lewis - President	X		

1. Reconciliation Report. Ratify and affirm the following Reconciliation Reports:
2. Report of the Board Secretary. Ratify and affirm the following Board Secretary Reports:
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 February 28, 2019, 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 February 28, 2019. The Reconciliation Report and Secretary’s Report are in agreement for the month of: February 28, 2019.



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**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 February 28, 2019, 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 February 28, 2019 as follows: Increased/Decreased state aid: (\$0.00)

4. Transfers. Motion to approve the following transfers: February 28, 2019
5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending: February 28, 2019
6. Approval of Bills. Recommend bills to be paid as of: April 25, 2019 \$1,127,631.72
7. Student Activity Report. Motion to approve the following Student Activity Reports: February 28, 2019
8. Donations:

Donation	Group Offering	Amount/Value
24 Optic Strapless Heart Rate Systems	HSA	\$2,649
Ink, Flexible Seating, and Student Storage	HSA	\$1,250
Lions Pride Night(20% of Proceeds to BCS)	Kona Ice	TBD

9. Western Pest Services. Motion to approve pest elimination services at the premises of the District for a monthly fee of \$84.00 for the remainder of the 2018-2019 year.
10. Xtel Communications. Motion to approve voice and internet services for the 2019-2020 year for a Monthly fee of \$2,223.14 and a one-time charge of \$15.00 beginning July 2019.
11. Bowman & Company LLP. Motion to approve cash reconciliation service at an hourly rate of \$145 Per hour for the remainder of 2018-2019 year.

**II. SUPERINTENDENT’S OFFICE: Dr. Joseph Campisi**

Students and teachers return from Spring Break this upcoming Monday the 29th.

We are in the midst of our NJSLA state-testing which has been going smoothly.

I had the opportunity to attend the HSA Bunny Hop.

I attended a County Meeting regarding the Equity in Education initiative that has been underway over the past 2 years.

We recently had some very nice articles in the Berlin Sun about our STEAM program and Music Program.

I had a chance to stop by the Book Fair during the last week in March. Another thank you to the HSA.

We had excellent Flat Stanley play performances by students in grades 2-5.

I had the pleasure of attending the People’s Choice Awards which was a very special event and brought many tears of joy.

I also attended the National Junior Honor Society Induction Ceremony which was done with such elegance and grace by the students and staff involved.

Our Middle School Dance was held at the beginning of the month with a very nice turnout.

The Principal Honor Roll assemblies were held on April 15.

Mrs. Weintraut took several students to the Battle of the Books competitions and they did very well.

Yesterday was National Administrative Assistant’s Day, I’d like to get a huge thank you to all the Administrative Assistants in the District for their hard work every day.

**A. For Your Information**

1. *Save the Date!*
  - Teacher Appreciation Week: May 6-10
  - Run for Sue: May 23
  - Senior Citizens Luncheon: May 17
  - Abilities Awareness Week: May 20-24
2. Berlin Police Week: May 13-17

**B. Program Reports**



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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: March 2019

**C. Superintendent's Monthly Report.**

**Motion:** Brandy Titus seconded by Lisa Kehoe to approve the Superintendent's Monthly Report

**Roll Call:** Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome			
Rebecca Holland - Vice President			
Jocelyn Lewis - President	X		

**D. Policy**

**Motion:** Jenine Del Palazzo seconded by Lisa Kehoe to approve Policies 1 through 4 First Reading

**Roll Call:** Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome			
Rebecca Holland - Vice President			
Jocelyn Lewis - President	X		

1. First Reading.

- P2422 Health and Physical Education
- P2622 Student Assessment
- P5111 Eligibility of Resident/Non-Resident Students
- R5111 Eligibility of Resident/Non-Resident Students

**Policy Second Reading/Public Hearing**

**Motion:** Jenine Del Palazzo seconded by Lisa Kehoe to approve Policies 1 and 2 Second Reading

**Roll Call:** Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn	X		
Brandy Titus	X		



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Francine Viscome			
Rebecca Holland - Vice President			
Jocelyn Lewis - President	X		

2. Second Reading/Public Hearing.  
     P7510      Use of School Facilities  
     R7510      Use of School Facilities

**Abolishment/Public Hearing**

3. None

**E. Administration**

**Motion:** Dennis Quinn seconded by Brandy Titus to approve Administration items 1 through 4

**Roll Call:** Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome			
Rebecca Holland - Vice President			
Jocelyn Lewis - President	X		

1. Preschool Closing. Motion to approve Preschool closing dates for 2019-2020 school year.
2. BCS Mentoring Plan. Motion to approve the 2019-2020 BCS Mentoring Plan.
3. Kindergarten Camp. Motion to approve Kindergarten Camp Flyer 2019.
4. ESY Projections. Motion to approve the ESY Projections.

**F. Personnel**

**Motion:** Dennis Quinn seconded by Lisa Kehoe to approve Personnel Report item 1 through 3

**Roll Call:** Unanimous Yes Items 1 & 3 Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome			
Rebecca Holland - Vice President			
Jocelyn Lewis - President	X		

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

**Motion:** Jocelyn Lewis seconded by Dennis Quinn to Table Item 2 of Personnel

**Roll Call:** Unanimous Yes - Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		



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Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome			
Rebecca Holland - Vice President			
Jocelyn Lewis - President	X		

2. Motion to approve Kristin Groark as the Middle School Principal for the period July 1, 2019 through June 30, 2020 with a total annual salary of \$97,000.
  
3. Motion to approve **Resolution #3, 4-19**, Administrative Reorganization, Reduction-in-Force, and Abolishment of Positions  
 WHEREAS, the Interim Assistant Superintendent/Acting Superintendent has recommended a reorganization of the administrative staff for reasons of efficiency and economy effective July 1, 2019 (hereinafter referred to as "Administrative Reorganization").  
 BE IT RESOLVED, that the Berlin Borough Board of Education hereby approves the Interim Assistant Superintendent/Acting Superintendent's recommended Administrative Reorganization as follows:
  1. The position of School Principal shall be abolished and the administrator currently employed in that position, who is non-tenured, shall be issued a notice of non-renewal for the 2019-2020 school year.
  2. The position of Assistant Principal shall be abolished and the administrator currently possessing bumping rights who is tenured shall be placed on a preferred eligibility list in accordance with tenure and seniority rights.
  3. The position of Supervisor of Instruction, Achievement and Student Activities shall be abolished and the administrator currently employed in that position, who is non-tenured, shall be issued a notice of non-renewal for the 2019-2020 school year.
  4. The position of Supervisor of Special Services shall be abolished and the administrator currently employed in that position who is tenured shall be placed on a preferred eligibility list in accordance with tenure and seniority rights.

**G. Public Participation – All Issues**

**Motion:** Dennis Quinn seconded by Jeffrey Greenberg to open the 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.



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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.

BBEA President Dali Kilpatrick thanked the Board, Dr. Richards, Mrs. Groark, and Dr. Campisi for continued support.

BBEA Member Lori Benchoff thanked Dr. Richard, Mrs. Groark, and Dr. Campisi for continued support.

BCS Teacher Danielle Davies spoke on behalf of the 3<sup>rd</sup> grade in support of Dr. Richards

BCS Teacher Sara Durmala spoke on behalf of the 1<sup>st</sup> grade in support of Dr. Richards, Mrs. Groark, and Dr. Campisi for their support of the staff

Community member Teri Davis spoke of support for the current administration at BCS

**Motion:** Lisa Kehoe seconded by Dennis Quinn to close public session

**Call Vote:** Unanimous Yes – Motion Passed

**III. NONPUBLIC EXECUTIVE SESSION**

**Time:** 7:45 p.m.

**Motion:** Brandy Titus seconded by Lisa Kehoe 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 60 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

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Secretary

**Motion:** Lisa Kehoe seconded by Brandy Titus to close executive session

**Time:** 8:45 p.m.

**Roll Call:** Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome			
Rebecca Holland - Vice President			





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Jocelyn Lewis - President	X		
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**IV. RETURN TO PUBLIC SESSION**

**Motion:** Lisa Kehoe seconded by Brandy Titus to return to public session

**Call Vote:** Unanimous Yes – Motion Passed

**V. NEW BUSINESS**

**Motion:** Dennis Quinn seconded by Jeffrey Greenberg to approve items 1 and 2 of New Business

**Roll Call:** Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome			
Rebecca Holland - Vice President			
Jocelyn Lewis - President	X		

1. Motion to approve **Resolution #4, 4-19**, Motion to Forego Superintendent’s Evaluation for the 2018-2019 school year.

WHEREAS, pursuant to N.J.S.A. 18A:17-20.3(a) and N.J.A.C. 6A:10-8.1, every local board of education having a Superintendent is required to evaluate the performance of the superintendent at least once a year in writing; and

WHEREAS, the Berlin Borough Board of Education voted on February 4, 2019 to provide a notice of non-renewal to its Superintendent; and

WHEREAS, the Berlin Borough Board of Education voted on February 21, 2019 to relieve the Superintendent of her duties.

NOW, THEREFORE, BE IT RESOLVED that the Berlin Borough Board of Education hereby foregoes the Superintendent’s annual evaluation.

2. Restructuring of the Board of Education Committees (Proposal)

**VI. OLD BUSINESS**

1. Board President, Jocelyn Lewis thanked the search committee: Mrs. Basner, Miss Stroemel, Mrs. Behnke, and Mrs. Lindsay as well as the Board members who helped select 6 candidates for interviews.

**VII. MEETING ADJOURNED**

**Time:** 8:56 p.m.

**Motion:** Lisa Kehoe seconded by Brandy Titus to adjourn the meeting.

**Call Vote:** Unanimous Yes – Motion Passed

Next Meeting: May 9, 2019  
 Time: 7:00 p.m.  
 Location: Media Center  
 Berlin Community School  
 215 South Franklin Avenue  
 Berlin, NJ 08009