



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

**Date:** August 14, 2019  
**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:** 7:00 p.m.

**A. Meeting Called to Order** – Jocelyn Lewis, President

**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**

	<b>Present</b>	<b>Absent</b>
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	

**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 (Begins in October)
2. Superintendent’s Award: N/A (Begins in October)
3. Student report – student body representative: N/A (Begins in October)

**F. Presentations** - None

**G. Approval of Minutes**

**Motion** Brandy Titus seconded Rebecca Holland to approve the Minutes of the Special Meetings of May 6, 2019, May 8, 2019, May 13, 2019, May 29, 2019, and the Regular Meeting Minutes of May 9, 2019

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

<b>Member</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn			



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

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

1. Special Meeting May 6, 2019
- Special Meeting May 8, 2019
- Special Meeting May 13, 2019
- Regular Meeting May 9, 2019
- Special Meeting May 29, 2019

**H. Correspondence - None**

**I. Facilities**

**Motion** Lisa Kehoe seconded Jenine Del Palazzo to approve the Mandatory Monthly Drills

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

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

1. Drills

Type	Date	Time	Duration	Police Present
Fire Drill	7/22/2019	10:30 AM	5 minutes	no
Shelter in Place	7/29/2019	11:05 AM	6 minutes	no

**J. Finance: Cande Kristoff**

**Motion:** Rebecca Holland seconded by Brandy Titus to approve finance items 1 through 18.

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

Member	Yes	No	Abstain
Lisa Asare			
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn			
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		#14 & #15

1. Reconciliation Report. Ratify and affirm the following Reconciliation Reports:
  - May 2019
  - June 2019
2. Report of the Board Secretary. Ratify and affirm the following Board Secretary Reports:
  - May 2019
  - June 2019



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

- 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 June 30, 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 June 30, 2019. The Reconciliation Report and Secretary’s Report are in agreement for the month of: June 30, 2019.
  - 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 June 30, 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 June 30, 2019 as follows: Increased/Decreased state aid: (\$0.00)

- 4. Transfers. Motion to approve the following transfers:  
May 2019  
June 2019
- 5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending:  
May 31, 2019  
June 30, 2019

- 6. Approval of Bills. Recommend bills to be paid as of:  
2018-2019 July 15, 2019                   \$298,169.69  
2019-2020 August 14, 2019               \$223,422.80

- 7. Student Activity Report. Motion to approve the following Student Activity Reports:  
May 2019  
June 2019

- 8. Donations:

Donation	Group Offering	Amount/Value
None		

- 9. Appointment of Attendance Officer:  
Motion to appoint Phil Silva and Kellilyn Mawson of the Berlin Borough School District as the Student Attendance Officer for the 2019-2020 school year.
- 10. Appointment of Homeless Liaison:  
Motion to appoint Phil Silva and Kellilyn Mawson of the Berlin Borough School District as the McKinney-Vento Homeless Liaison for the 2019-2020 school year.
- 11. Employee Mileage Reimbursement. Motion to approve the reimbursement for mileage allowed for employees traveling by personal automobile on official school business from \$.31 to \$.35 effective July 1, 2019 as per OMB Circular.
- 12. Inverso & Stewart, LLC. Motion to approve auditing service in the amount of \$19,900 for 2019-2020 year.
- 13. Oncourse Systems For Education. Motion to approve lesson planner/website hosting, technical support, curriculum builder, student growth module, evaluate prime module, Oncourse analytics module at an annual rate of \$15,920.43
- 14. Virtua Health, Inc. Motion to approve services to provide Occupational/Physical Therapy Services at an hourly rate of \$82.00 for the 2019-2020 year.



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

15. Out of District Tuition 2019-2020. Motion to approve tuition and related services for students to attend Extended and Regular School Year Programs:

Y.A.L.E School	\$79,587.90
First Children Services	\$42,132.00
Bancroft	\$61,738.64
GCSSSD/ESY	\$ 4,320.00
GCSSSD	\$38,700.00

16. IDEA Grant Approved. Motion to approve the 2019-2020 IDEA Entitlement Grant Funds as follows:

IDEA Basic	\$153,877
IDEA Basic Nonpublic	\$36,694
IDEA Preschool	\$8,760

17. Nonpublic School Entitlement Funds. Motion to approve the 2019-2020 the nonpublic school entitlement funds as follows:

Nonpublic Security Aid Entitlement	\$23,850
Nonpublic Nursing Service Aid Entitlement	\$15,423
Nonpublic Technology Aid Entitlement	\$5,724
Nonpublic Textbook Aid Entitlement	\$8,381

18. Amazing Transformations. Motion to approve contract for Autism and Behavioral Consultative Services on an as needed basis for the 2019-20 School Year.

- \$90.00 per hour (reduced rate) - Behavior Analyst (BCBA, BCaBA) services indicated above such as:
- Consultation / Assessments / Program Development and/or Oversight
- \$175.00 per hour – Professional Development Workshops / Trainings
- \$40.00 per hour (reduced rate) – Full-Time 1:1 ABA Therapist / Registered Behavior Technician (6 or more hours per day)
- \$70.00 per hour – ABA Trainer – School Consultation and Program Support (this professional has extensive experience in the field of ABA and is in the process of completing the requirements for national certification).
- \$50.00 per hour – In-Home ABA Therapist / Registered Behavior Technician

**Motion:** Jeffrey Greenberg seconded by Francine Viscome to approve finance item 19.

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

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

19. **Resolution #1 8-19 F.A.S.T** Motion to approve replacing the current discontinued proprietary Siemens MXL fire alarm system with a new Non-Proprietary Honeywell Silent Knight Addressable System. BE IT RESOLVED that this budget expenditure will include a Withdrawal from Maintenance Reserve Fund in the amount of \$35,953.00 in the year of 2019-2020.

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



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

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

**A. For Your Information**

New Student Orientation	Monday, August 26, 2019	9:30 AM & 6:30 PM	Media Center
New Staff Orientation	Tuesday, August 27, 2019	8:30 AM - 3:15 PM	Media Center
Teacher In-Service	Tuesday, September 3, 2019	Full Day	BCS
Teacher In-Service	Wednesday, September 4, 2019	Full Day	BCS
1st Day of School (Grades 1-8)	Thursday, September 5, 2019	Full Day	BCS
Kindergarten Orientation	Thursday, September 5, 2019	9:00 - 10:00 AM	BCS
Kindergarten Back to School Night	Tuesday, September 10, 2019	6:30 - 8:00 PM	Classrooms
Grades 1-5 Back to School Night	Thursday, September 19, 2019	6:30 - 8:00 PM	Classrooms
Grades 6-8 Back to School Night	Tuesday, September 26, 2019	6:30 - 8:00 PM	Classrooms

**B. Program Reports**

1.	Elementary School Principal's Report	Mr. Phil Silva
2.	Middle School Principal's Report	Mrs. Kellilyn Mawson
3.	Special Education Report	Dr. Joseph Campisi
4.	PALS/CER Report	Mrs. Christina Weber
5.	NutriServe Food Service Update	N/A

**C. Superintendent's Monthly Report**

**Motion:** Francine Viscome seconded by Brandy Titus to approve 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			
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

**D. Policy**

1. First Reading – None

**Policy Second Reading/Public Hearing**

2. Second Reading/Public Hearing.

**Motion:** Francine Viscome seconded by Jeffrey Greenberg to approve Second Readings of Policies 1 through 9

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



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

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

a.	2415.06 Unsafe School Choice Option
b.	4219 Commercial Driver's License Controlled Substance and Alcohol Use Testing
c.	5337 Service Animals
d.	5600 Student Discipline/Code Of Conduct
e.	5611 Removal Of Students For Firearms Offenses
f.	5612 Assaults On District Board Of Education Members Or Employees
g.	5613 Removal Of Students For Assaults With Weapons Offenses
h.	7440 School District Security
i.	8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, And Other Drug Offenses

3. Calendar

Change	From	To	Reason
Early Dismissal/Inservice	Wednesday, 3/4/2020	Friday, 3/6/2020	Inservice on Friday (PM) instead of Wednesday
Early Dismissal/Conferences	Friday, 3/6/2020	Wednesday, 3/4/2020	Conferences on Wednesday (PM) instead of Friday

*Upon approval the revision will be sent to the County Office*

**E. Administration**

**Motion:** Francine Viscome seconded by Lisa Kehoe to approve Administration items 1 through 11

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



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

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

1.	Parent/Student Handbook. Motion to approve 2019-2020 Parent/Student Handbook
2.	Code of Conduct. Motion to approve the 2019-2020 Student Code of Conduct.
3.	Staff Handbook. Motion to approve 2019-2020 Staff Handbook
4.	Technology Handbook. Motion to approve 2019-2020 Technology Handbook.
5.	CER Parent Handbook. Motion to approve 2019-2020 CER Family Handbook.
6.	PALS Handbook. Motion to approve 2019-2020 PALS Family Handbook.
7.	Athletic Fees. Motion to approve the 2019-2020 Athletic Participation Fees.
8.	CER 2019 Fall Brochure. Motion to approve the CER 2019 Fall Brochure.
9.	District Professional Development Plan. Motion to approve the 2019-2020 District Professional Development Plan.
10.	Affirmative Action Needs Assessment. Motion to authorize the Affirmative Action Team to develop a Needs Assessment and a Comprehensive Equity Plan, implement the plan over a three-year period of time, and submit an annual Statement of Assurance of its implementation and progress. This is authorization is retroactive to the 2018-2019 school year in compliance with the Every Child Succeeds Act (ESSA).
11.	Approve Special Education Tuition Contract. Motion to approve a tuition contract in the amount of \$12,131 with the Winslow School District for student 8141920 to attend the Berlin Community School in a Special Education classroom for the period of July 8, 2019 through June 16, 2019. Berlin Borough is not responsible to pay or provide any transportation services.

**F. Personnel**

**Motion:** Francine Viscome seconded by Brandy Titus to approve Personnel items 1 through 3

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

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



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

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

1.	Personnel Report. Motion to ratify, affirm, and approve the August Personnel Report.
2.	Organizational Chart. Motion to approve the 2019-2020 District Organizational Chart.
3.	Administrative Roles & Responsibilities. Motion to approve 2019-2020 Administrative Roles & Responsibilities.
4.	<b>Resolution #2 8-19.</b> Motion to approve Mrs. Patricia Palmieri as the Business Administrator/Board Secretary for the period of on or about October 14, 2019, through June 30, 2020, at a salary of \$96,000 (prorated) pending approval by the Executive County Superintendent.

**Motion:** Lisa Kehoe seconded by Jenine Del Palazzo to approve Personnel items 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			
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

**G. Public Participation – All Issues**

**Call Vote:** Unanimous Yes

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.





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

Parent Heather Thomas requested a change in transportation policy  
Board Solicitor Daniel Long speaks on public school transportation regulations

**Motion:** Lisa Kehoe seconded by Rebecca Holland to close public session.

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

**III. NONPUBLIC EXECUTIVE SESSION**

**Time:** 7:20 p.m.

**Motion:** Francine Viscome 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 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 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

**Motion:** Francine Viscome seconded by Brandy Titus to close executive session

**Time:** 8:00 p.m.

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

**IV. RETURN TO PUBLIC SESSION**

**Motion:** Francine Viscome seconded by Lisa Kehoe to return to public session

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

**V. NEW BUSINESS**

**Motion:** Jeffrey Greenberg seconded by Jenine Del Palazzo to approve New Business items 1 through 3

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

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

1. **Resolution #3 8-19:** Resolution of the Berlin Borough Board of Education approving settlement agreement in Martello v. Berlin Borough Board of Education
2. Board of Education meeting will be held on the third Wednesday of the month unless otherwise noted.
3. Overview of 2019-2020 Superintendent Goals

**VI. OLD BUSINESS**

1. Board of Education Retreat Saturday, October 5, 2019

**VII. MEETING ADJOURNED**

**Time:** 8:05 p.m.

**Motion:** Francine Viscome seconded by Rebecca Holland to adjourn the meeting.



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

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

Next Meeting: Wednesday, September 18, 2019

Location: Media Center

Time: 7:00 p.m.