



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



To ensure that the public retains the ability to attend this meeting and provide comments, the remote meeting will be streamed in realtime on Zoom. You can access the feed by clicking [here](#). The purpose of utilizing this method of meeting is to ensure the continuity of school district operations while maintaining the necessary social distance to avoid the spread of COVID-19. Anyone who wishes to comment during the public portion of the meeting should email the Superintendent, Dr. Joseph Campisi, via [campisij@bcsberlin.org](mailto:campisij@bcsberlin.org). As per [Bylaw 0167](#), anyone wishing to comment to the Board shall include their full name and address within the email or it will not be read.

Date	Time	Location
August 26, 2020	7:00 PM	Virtual/Remote

Board of Education		
Mrs. Jocelyn Lewis, President	Mrs. Jenine Del Palazzo	Mrs. Kristen Simone
Mrs. Rebecca Holland, Vice-President	Mr. Jeffrey Greenberg	Mrs. Brandy Titus
Mrs. Lisa Asare	Mrs. Lisa Kehoe	Mrs. Francine Viscome

Board Solicitor	Superintendent	Interim Business Administrator
Daniel Long, Esq	Dr. Joseph Campisi	Mr. John Scavelli

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

**REGULAR MEETING AGENDA/MINUTES**

**I. PUBLIC SESSION**

- A. Meeting Called to Order at 7:05 p.m.**
- B. Flag Salute**
- C. 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.

**D. Roll Call**

Board Member	Present	Absent
Lisa Asare	x	
Jenine Del Palazzo	x	
Jeffrey Greenberg	x	
Lisa Kehoe	x	
Kristen Simone	x	
Brandy Titus	x	
Francine Viscome	x	
Rebecca Holland, VP	x	
Jocelyn Lewis, President	x	



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**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. Will resume in September

President	Vice President	Secretary	Treasurer
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Elections will be held in September

**F. PRESENTATIONS - None**

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

<b>Motion to open Public Participation - There were no public comments to be heard</b>				
Motion	Second	All in Favor	All Opposed	Result of Motion
N/A	N/A			

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 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.

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



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**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.	July 22, 2020	Public	<a href="#">M-1</a>
2.	July 22, 2020	Executive (Closed)	

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			<b>X</b>		
Jenine Del Palazzo			<b>X</b>		
Jeffrey Greenberg			<b>X</b>		
Lisa Kehoe	<b>X</b>		<b>X</b>		
Kristen Simone			<b>X</b>		
Brandy Titus			<b>X</b>		
Francine Viscome			<b>X</b>		
Rebecca Holland		<b>X</b>	<b>X</b>		
Jocelyn Lewis			<b>X</b>		
Result of Motion			<b>Passed 9-0</b>		

**III. CORRESPONDENCE**

1. none

**IV. SUPERINTENDENT'S REPORT**

- A. Superintendent Report
- B. Motion to approve reports # 1-10 upon the recommendation of the Superintendent:

#	Action Items	Attach
1	Enrollment Report	<a href="#">SR-1</a>
2	Student Attendance Report	N/A
3	Staff Attendance Report	<a href="#">SR-3</a>
4	Code of Conduct Report	N/A
5	Accept the monthly HIB Report	N/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	N/A



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Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare (briefly left the mtg)					
Jenine Del Palazzo	<b>X</b>		<b>X</b>		
Jeffrey Greenberg			<b>X</b>		
Lisa Kehoe			<b>X</b>		
Kristen Simone		<b>X</b>	<b>X</b>		
Brandy Titus			<b>X</b>		
Francine Viscome			<b>X</b>		
Rebecca Holland			<b>X</b>		
Jocelyn Lewis			<b>X</b>		
Result of Motion			<b>Passed 8-0</b>		

**V. FACILITIES**

- A. Facilities Report: Ms. Brandy Titus, Chair
- B. Motion to approve Facilities action item #1 upon the recommendation of the Superintendent:

#	Action Items	Attach
1.	2020-21 Architect of Record Agreement and authorize Garrison Architects to update the Berlin Borough School District Long Range Facilities Plan in the amount \$1,500 (11-000-230-334-00-00)	<a href="#">FA-1</a>

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare (briefly left the mtg)					
Jenine Del Palazzo	<b>X</b>		<b>X</b>		
Jeffrey Greenberg			<b>X</b>		
Lisa Kehoe			<b>X</b>		
Kristen Simone			<b>X</b>		
Brandy Titus			<b>X</b>		
Francine Viscome			<b>X</b>		
Rebecca Holland		<b>X</b>	<b>X</b>		
Jocelyn Lewis			<b>X</b>		
Result of Motion			<b>Passed 8-0</b>		

**VI. FINANCE**

- A. Finance Report: Mrs. Lisa Kehoe, Chair
- B. Motion to approve Finance action items #1-23 upon the recommendation of the Superintendent:

#	Action Items	Attach
1.	Business Administrator's Report	<a href="#">FI-1</a>



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2.	Cash Reconciliation Report	<a href="#">FI-2</a>
3.	Report of the Board Secretary	<a href="#">FI-3</a>
4.	Monthly Certifications of the Board Secretary and Board of Education	<a href="#">FI-4</a>
5.	Appropriation Transfers	<a href="#">FI-5.a</a> <a href="#">FI-5.b</a>
6.	Cafeteria Report ( <b>No Report</b> )	N/A
7.	Approval of Bills	<a href="#">FI-7.a</a> <a href="#">FI-7.b</a> <a href="#">FI-7.c</a>
8.	Student Activity Report	<a href="#">FI-8</a>
9.	Retirement of equipment and authorize the Business Administrator to determine its final disposition in accordance with N.J.S.A. 18A:18A-45.	<a href="#">FI-9</a>
10.	2020-21 special education tuition contract agreement with Winslow Township Board of Education for one student received in the amount of \$14,760 (10-1320-000)	N/A
11.	2020-21 agreement for homebound instruction with REAL Regional Enrichment & Learning Center in the amount of \$70/hour from July 1, 2020 - August 31, 2020 (11-000-216-320-00-00)	N/A
12.	2020-21 agreement for in-home support services with REAL Regional Enrichment & Learning Center in the amount of \$50/hour for no more than 20 hours from July 1, 2020 - September 4, 2020 (11-000-216-320-00-00)	N/A
13.	2020-21 special education extended school year (7/6/20 - 8/6/20) tuition contract agreement with Gloucester County Special Services School District for one student sent in the amount of \$4,410 (11-000-100-565-00-00)	N/A
14.	Cancellation of outstanding checks dated prior to 12/31/19	<a href="#">FI-14</a>
15.	Distribution of payments to monthly vendors as of the 1st of every month with subsequent ratification at the following board meeting	<a href="#">FI-15</a>
16.	2020-21 Tuition Rates (for students received)	<a href="#">FI-16</a>
17.	2020-21 School Lunch Program Prices	<a href="#">FI-17</a>
18.	2020-21 Special Education Service Providers	<a href="#">FI-18</a>
19.	2020-21 Services Agreement with Delta-T Group North Jersey, Inc. for Substitute Custodian Services in the amount of \$21.30/hour to be used as needed (ECNJ Coop #65MCECCPS, Staffing Services) (11-000-262-420-00-00)	<a href="#">FI-19</a>
20.	2020-21 agreements for educational services (Transitions Program) with REAL Regional Enrichment & Learning Center in the amount of \$15,555/student for two students (total cost \$31,110) from September 8, 2020 - June 30, 2021 (11-000-100-569-00-00)	N/A



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21.	2020-21 agreement with the Camden County Educational Services Commission for Student Transportation Services to be used as needed (11-000-270-514-00-00)	<a href="#">FI-21</a>
22.	Digital Divide Grant Acceptance - to accept the Digital Divide grant in the amount of \$32,912 and to submit the grant application to add devices and other digital learning supports	N/A
23.	Request to the New Jersey Department of Education for alternate toilet room facilities for kindergarten room #7 in accordance with N.J.A.C. 26-6.3	<a href="#">FI-23</a>

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo		X	X		
Jeffrey Greenberg			X		
Lisa Kehoe	X		X		
Kristen Simone			X		#18 and 21
Brandy Titus			X		
Francine Viscome			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 9-0 or 8-0-1</b>		

Motion to approve Finance Resolutions #1-4 upon the recommendation of the Superintendent:

<a href="#">Resolution 8-26-2020-1</a>
BE IT RESOLVED, the Berlin Borough Board of Education approves the Resolution to adopt the reduction plan due to the decrease in state aid for the 2020-21 school year.

<a href="#">Resolution 8-26-2020-2</a>
BE IT RESOLVED, the Berlin Borough Board of Education appoints John Scavelli as the School Alliance Insurance Fund Commissioner effective July 1, 2020.

<a href="#">Resolution 8-26-2020-3</a>
BE IT RESOLVED, the Berlin Borough Board of Education approves the Resolution for Member Participation in a Cooperative Pricing System with Hunterdon County Educational Services Commission (34HUNCCP) and the corresponding participation agreement.

<a href="#">Resolution 8-26-2020-4</a>
BE IT RESOLVED, the Berlin Borough Board of Education approves the Resolution authorizing the sale of surplus property through an online auction.



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Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo			X		
Jeffrey Greenberg			X		
Lisa Kehoe			X		
Kristen Simone			X		
Brandy Titus		X	X		
Francine Viscome	X		X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 9-0</b>		

**VII. CURRICULUM**

- A. Curriculum Report: Mrs. Lisa Asare, Chair
- B. Motion to approve Curriculum action item #1-5 upon the recommendation of the Superintendent:

1.	Partnerships for Educational Equity & Research (PEER) at Rowan University (Dr. Shelley Zion)	<a href="#">CI-1</a>
2.	District Professional Development Plan S.Y. 2020-2021	<a href="#">CI-2</a>
3.	Berlin Borough School District Staff Handbook <i>(subject to change/adjustment due to the public health emergency)</i>	<a href="#">CI-3</a>
4.	Berlin Borough School District Parent/Student Handbook <i>(subject to change/adjustment due to the public health emergency)</i>	<a href="#">CI-4</a>
5.	Berlin Borough School District Mentoring Plan <i>(subject to change/adjustment due to the public health emergency)</i>	<a href="#">CI-5</a>
6.	Reimagine Education Group for Zoom and SEL training on September 1, 2, and 3	<a href="#">CI-6</a>

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo			X		
Jeffrey Greenberg			X		
Lisa Kehoe		X	X		
Kristen Simone	X		X		
Brandy Titus			X		
Francine Viscome			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 9-0</b>		



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**VIII. POLICY**

- A. Policy Report: Jeffrey Greenberg, Chair
- B. Motion to approve Policy action item #1-7 upon the recommendation of the Superintendent:

Policies & Regulations

#	No.	Title	Pol	Reg	1st	2nd	Rev	Ab
1.	1649	<a href="#">Families First Coronavirus Response Act (FFCRA)</a>	x			x		
2.	8600.1	<a href="#">Bus Stop and Transportation Health Screening</a>	x			x		
3.	5310.1	<a href="#">Student Health Screening During Public Health Crisis</a>	x			x		
4.	4160.1	<a href="#">Support Staff Health Screening During Public Health Crisis</a>	x			x		
5.	3160.1	<a href="#">Teacher Health Screening During Public Health Crisis</a>	x			x		
6.	8441.1	<a href="#">Response to Students and Staff Presenting Symptoms of a Pandemic</a>	x			x		
7.	5755.1	<a href="#">Equity in Educational Programs and Services During a Pandemic (E-FAPE)</a>	x			x		

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

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			<b>X</b>		
Jenine Del Palazzo		<b>X</b>	<b>X</b>		
Jeffrey Greenberg			<b>X</b>		
Lisa Kehoe	<b>X</b>		<b>X</b>		
Kristen Simone			<b>X</b>		
Brandy Titus			<b>X</b>		
Francine Viscome			<b>X</b>		
Rebecca Holland			<b>X</b>		
Jocelyn Lewis			<b>X</b>		
Result of Motion			<b>Passed 9-0</b>		

**IX. PERSONNEL**

- A. Personnel Report: Mrs. Fran Viscome, Chair
- B. Motion to approve Personnel action items #1- 12 upon the recommendation of the Superintendent:

New Hire						
#	Name	Position	Step/Year	Salary	Reason	Effective Date
1.	Nicholas Duvall	Maintenance Mechanic /Custodial Supervisor	1	\$45,000 (prorated)	resignation	8/26/2020*





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*\*Pending all requirements as per the NJDOE*

<b>Internal Transfer</b>						
#	Name	Current Position	New Position	Salary	Reason	Effective Date
2.	Christina Weber	PALS/CER Manager	Middle School Secretary	\$40,000 (prorated)	Resignation	9/17/2020

<b>Home Instruction Teachers</b>				
#	Name	Position	Salary	Effective Date
3.	All District Certificated Staff	Home Instruction (as necessary)	\$50/hour (as per CBA)	9/1/2020 - 6/30/2021

<b>Rescind Offer of Employment</b>			
#	Name	Position	Effective Date
4.	Gregory Molnar	Maintenance Mechanic/Custodial Supervisor	8/3/2020

<b>Resignations/Retirements/Leaves of Absence</b>					
	Name	Position	Salary	Reason	Effective Date
5.	Benjamin Wakelee	Classroom Instructional Aide	14.11/hour	Resignation	8/26/2020
6.	Samantha Baugh	Classroom Instructional Aide	14.11/hour	Resignation	8/26/2020
7.	Allison Caruso	Classroom Instructional Aide	15.41/hour	Resignation	8/26/2020
8.	Janet Stuart-MacKerchar	Classroom Instructional Aide	14.11/hour	Resignation	8/26/2020
9.	Elizabeth Snuffin	Middle School Secretary	40,800.00	Resignation	9/17/2020
10.	Brigid Domin	Elementary Teacher	62,001.00	Maternity	9/22/2020 - 1/22/2021
11.	Brielle Macaluso	Elementary School Special Education Teacher	58,351.00	Maternity	10/29/2020 - 12/16/2020
12.	Patricia Jacobi	Middle School Special Education Teacher	64,282.00	Maternity*	8/28/2020 - 6/30/2021

*\*Revised*

<b>Step Increase</b>
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	Name	Position	Current Step & Salary		New Step & Salary	
13.	Kelly Jo Stroemel	Elementary Teacher	Step 6, MA	60,801	Step 6, MA+15	62,009
14.	Jeffrey Miller-McGrail	Elementary Teacher	Step 8, BA+30	62,093	Step 8, MA	63,301

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo	X		X		
Jeffrey Greenberg		X	X		
Lisa Kehoe			X		
Kristen Simone			X		
Brandy Titus			X		
Francine Viscome			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 9-0</b>		

Motion to approve Personnel Resolutions #5-6 upon the recommendation of the Superintendent:

<b>Resolution 8-26-2020-5</b>
<b>BE IT RESOLVED</b> , the Berlin Borough Board of Education gives the Superintendent the authority to hire staff for the PALS program from the list of current PALS staff members as needed. Superintendent may increase or decrease the number of staff as needed. The ratification of those hired will occur at the next regular Board of Education Meeting.

<b>Resolution 8-26-2020-6</b>
<b>BE IT RESOLVED</b> , the Berlin Borough Board of Education amends the agreement with Mr. John Scavelli as the Interim Business Administrator/Board Secretary for the Berlin Borough School District to increase to 5 days per week, at the same per diem rate of \$450 and terminating no later than June 30, 2021 pending the approval of the Executive County Superintendent.

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo			X		
Jeffrey Greenberg			X		
Lisa Kehoe			X		
Kristen Simone			X		
Brandy Titus			X		



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Francine Viscome	<b>X</b>		<b>X</b>		
Rebecca Holland		<b>X</b>	<b>X</b>		
Jocelyn Lewis			<b>X</b>		
Result of Motion			<b>Passed 9-0</b>		

**X. PUBLIC PARTICIPATION**

Motion to open Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Lisa Kehoe	Jenine Del Palazzo	9	0	Passed 9-0

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**Mrs. Lewis read a prepared statement regarding the school reopening. Several members of the public emailed questions/comments regarding the reopening of school. Dr. Campisi and Mr. Scavelli read the questions/comments. Dr. Campisi and Mrs. Lewis provided responses as needed.**

Motion to extend Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Francine Viscome	Jeffrey Greenberg	9	0	Passed 9-0

Motion to close Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Kristen Simone	Jenine Del Palazzo	9	0	Passed 9-0

**XI. NEW BUSINESS - None**



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**XII. OLD BUSINESS - None**

**XIII. NON-PUBLIC EXECUTIVE SESSION**

Motion to enter Non-Public Executive Session at 8:24 p.m.				
Motion	Second	All in Favor	All Opposed	Result of Motion
Francine Viscome	Brandy Titus	9	0	Passed 9-0

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 approximately 75 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 | x | Personnel (1)   | x | Legal (2)  | Individual Privacy              |
| Security     |   | Student Matters |   | Litigation | Investment/Property Acquisition |

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. No action will be taken following the executive session.

Motion to close Non-Public Executive Session and return to Open Session at 9:23 p.m.				
Motion	Second	All in Favor	All Opposed	Result of Motion
Francine Viscome	Rebecca Holland	9	0	Passed 9-0

**XIV. MEETING ADJOURNED**

Motion to adjourn at 9:26 p.m.				
Motion	Second	All in Favor	All Opposed	Result of Motion
Brandy Titus	Jenine Del Palazzo	9	0	Passed 9-0

BERLIN BOROUGH BOARD OF EDUCATION

John Scavelli, Board Secretary

**The next regular meeting is scheduled for September 23, 2020 at 7:00 p.m. (location TBD).**