



**Regular Board of Education Meeting**

<b>Date</b>	<b>Time</b>	<b>Location</b>
August 24, 2022	7:00 PM	Cafeteria, Berlin Community School

**Board of Education**

Mrs. Jocelyn Lewis, President	Mrs. Jeannine Foster	Mrs. Kristen Simone
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	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 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 Board President Jocelyn Lewis 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**
- D. **Roll Call**

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Susan Embrey	<b>X</b>	
Jeannine Foster	<b>X</b>	



Rebecca Holland	<b>X</b>	
Lisa Kehoe	<b>X</b>	
Jocelyn Lewis	<b>X</b>	
Alison Moyer	<b>X</b>	
Kristen Simone	<b>X</b>	
Brandy Titus	<b>X</b>	
Joshua Zagorski	<b>X</b>	

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

**E. STUDENT RECOGNITION**

- Students of the Month: *Will return in September*

<b>5th Grade</b>	<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
------------------	------------------	------------------	------------------

- Superintendent’s Award: *Will resume in September*
- Student Government Report: *Will resume after 2022-2023 Student Government Elections*

<b>President</b>	<b>Vice President</b>	<b>Secretary</b>	<b>Treasurer</b>
------------------	-----------------------	------------------	------------------

*Will resume after 2022-2023 Student Government Elections*

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. Embrey	Ms. Kehoe	9	0	Passed

**F. PUBLIC PARTICIPATION (Action Items Only) - None**

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.



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



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	Mr. Kehoe	9	0	Passed

**II. APPROVAL OF MINUTES**

#	Meeting Date	Type of Minutes	Attach
1.	July 20, 2022	Public Session	<a href="#">M-1</a>
2.	N/A	Executive (Closed) Session	N/A

Motion to approve the board meeting minutes #1 of July 20, 2022					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey					<b>X</b>
Jeannine Foster			<b>X</b>		
Lisa Kehoe		<b>X</b>	<b>X</b>		
Alison Moyer			<b>X</b>		
Kristen Simone					<b>X</b>
Brandy Titus	<b>X</b>				<b>X</b>
Joshua Zagorski			<b>X</b>		
Rebecca Holland			<b>X</b>		
Jocelyn Lewis			<b>X</b>		
Result of Motion			<b>Passed 6-0-3</b>		

**III. PRESENTATION(S) - None**

**IV. CORRESPONDENCE - None**

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

#	Action Items	Attach
1.	Enrollment Report	<a href="#">SR-1</a>



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



2.	Student Attendance Report <i>(will resume in October 2022)</i>	N/A
3.	Staff Attendance Report	<a href="#">SR-3</a>
4.	Code of Conduct Report <i>(will resume in October 2022)</i>	<a href="#">SR-4</a>
5.	Accept the monthly HIB Report <i>(will resume in October 2022)</i>	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 <i>(will resume in October of 2022)</i>	N/A

Motion to approve reports #1-10 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe		X	X		
Alison Moyer			X		
Kristen Simone			X		
Brandy Titus	X		X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

**VI. FACILITIES - report presented by Chairperson, Brandy Titus**

Drills						
#	Type	Date	Time	Duration	Temp	Police
<i>None - Drills Resume in September 2022</i>						

#	Action Items				
1.	Use of Facilities				
					<a href="#">FA-1</a>



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



2.	Facility Use Agreement	<a href="#">FA-2</a>
3.	Updated LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i)	<a href="#">FA-3</a>
4.	PALS Family Handbook	<a href="#">FA-4</a>

Motion to approve Facilities Action Items #1-4 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster		X	X		
Lisa Kehoe			X		
Alison Moyer			X		
Kristen Simone	X		X		
Brandy Titus			X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 9-0</b>		

**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 July 2022	<a href="#">FI-2</a>
3.	Report of the Board Secretary for July 2022	<a href="#">FI-3</a>
4.	Monthly Certifications of the Board Secretary and Board of Education for July 2022	<a href="#">FI-4</a>
5.	Appropriation Transfers for July 2022	<a href="#">FI-5.a</a> <a href="#">FI-5.b</a>
6.	Cafeteria Report for July 2022 - none	N/A
7.	Approval of Bills for August 2022	<a href="#">FI-7</a>
8.	Student Activity Report for July 2022	<a href="#">FI-8</a>
9.	Retirement of equipment/textbooks 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>



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



	<ul style="list-style-type: none"> <li>• Technology equipment</li> <li>• Math/Science and other textbooks</li> </ul>	
10.	Change order for the BCS Summer 2022 Interior Renovations Project in the amount of (\$17,282.00) reducing the overall cost from \$217,900.00 to \$200,618.00	<a href="#">FI-10</a>
11.	Payment in the amount of \$37,808.00 to W.J. Gross, Inc. as certified by Garrison Architects according to Payment Application #2 - Final (12-000-400-450-00-10)	<a href="#">FI-11</a>
12.	ARP ESSER Evidence Based Summer Learning/Enrichment Grant Amendment	<a href="#">FI-12</a>
13.	Affirm 2021-22 Cooperative Pricing System purchases that exceed the non-QPA bid threshold of \$32,000	<a href="#">FI-13</a>
14.	Affirm 2022-23 Cooperative Pricing System purchases that exceed the non-QPA bid threshold of \$32,000	<a href="#">FI-14</a>
15.	2022-23 special education extraordinary services contract agreement with Brookfield Elementary for one student in the amount of \$30,060 which includes 180 days @ \$167.00/day (11-000-217-320-00-30 and/or 20-250-200-300-01-00)	N/A

Motion to approve Finance Action Items #1-15 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey		<b>X</b>	<b>X</b>		
Jeannine Foster			<b>X</b>		
Lisa Kehoe			<b>X</b>		
Alison Moyer			<b>X</b>		
Kristen Simone			<b>X</b>		
Brandy Titus			<b>X</b>		
Joshua Zagorski			<b>X</b>		
Rebecca Holland	<b>X</b>		<b>X</b>		
Jocelyn Lewis			<b>X</b>		
Result of Motion			<b>Passed 9-0</b>		

**VIII. CURRICULUM - report presented by Chairperson, Joshua Zagorski**

#	Action Items	Attach
1.	Student/Parent Handbook	<a href="#">CI-1</a>

Motion to approve Curriculum Action Item #1 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			<b>X</b>		
Jeannine Foster			<b>X</b>		



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



Lisa Kehoe			X		
Alison Moyer			X		
Kristen Simone	X		X		
Brandy Titus		X	X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 9-0</b>		

**IX. POLICY - report presented by Chairperson, Sue Embrey**

Action Items								
<a href="#">Summary of Policies &amp; Regulations</a>								
<a href="#">Policies &amp; Regulations</a>								
#	No.	Title	Pol	Reg	1st	2nd	Rev	Ab
1.	P 5722	Student Journalism (M)	x			x		
2.	R 7510	Use of School Facilities (M)		x			x	

Motion to approve Policy Action Items #1-2 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe			X		
Alison Moyer			X		
Kristen Simone		X	X		
Brandy Titus	X		X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 9-0</b>		

**X. AD HOC COMMITTEE - CULTURAL PROFICIENCY & EQUITY STAKEHOLDER GROUP - meetings will resume in September 2022**



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



**XI. PERSONNEL - report presented by Chairperson, Kristen Simone**

Step/Column Increase				
#	Name	Position	Current Step & Salary	New Step & Salary
1.	Scott Nalick	Teacher	Step 7, BA+30 - \$61,852	Step 7, MA - \$63,060
2.	Kellie O'Brien	Teacher	Step 8, BA+15 - \$61,943	Step 8, MA - \$64,360
3.	Stephanie Way	Teacher	Step 11A, BA+30 - \$69,759	Step 11A, MA - \$70,967
4.	Lindsay Wolf	Teacher	Step 5-6, BA+30 - \$60,652	Step 5-6, MA - \$61,860

*In accordance with the CBA, step increases are given each August regarding college credits*

Professional Development					
#	Program	Location	Date(s)	Attendee	Cost (Not to Exceed)
5.	Trauma Sensitive Schools	NJBA	8/16/2022	Therese Bonmati	\$0
6.	Addressing Staff Mental Health Issues	Online	8/11/2022	Therese Bonmati	\$100
7.	SEL for students at risk and students with special needs	Online	Fall 2022	Therese Bonmati	\$75
8.	Culturally Responsive Practices and Leadership	Online	Fall 2022	Therese Bonmati	\$125
9.	Legal One: Understanding & Addressing Student Behavior	Online	Fall 2022	Therese Bonmati	\$125
10.	Leadership Essentials that Build and Support Co-Teaching	Online	8/1/2022	Therese Bomati	\$75
11.	NJSBA's Labor & Employment Summit	Online	9/28/2022	Joseph Campisi	\$99

Evaluation Frameworks		
#	Position	Program
12.	Certificated Staff	Danielson Evaluation Framework
13.	Principals	New Jersey Principal Evaluation for Professional Learning (NJPEPL)





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



Resignations/Retirements/Leaves of Absence					
#	Name	Position	Salary	Reason	Effective Date
14.	Cynthia Behnke	Elementary School Secretary	\$42,947	Retirement	11/1/2022
15.	Anna Sweeney	Instructional Aide	\$17,450.10	Resignation	9/1/2022

Field Experience/Practicum					
#	Student Name	Teacher	Organization	Days Per Week	Term
16.	Veronica Maldonado	Eleanore Carrara	Grand Canyon University	5	8/2022 - 10/2022

Summer Work						
#	Name	Position	Hours Per Day	Days per Week	Hourly Rate	Effective Dates
17.	Kathryn Becker	CST	As needed	As needed	\$52.91	6/20/2022 - 8/31/2022
18.	Andrew Snyder	Special Education Teacher - Read 180 Organization	3 (total)	n/a	\$49	7/1/2022 - 8/31/2022
19.	Heather Pach	Substitute Nurse	As needed	As needed	\$50	7/5/2022 - 8/4/2022

Schedule B				
#	Name	Position	Stipend	Effective Dates
20.	Trey Jaworski	ESPORTS Head Coach	\$3,575	9/1/2022 - 6/30/2023
21.	Andrew Viereck	ESPORTS Assistant Coach	\$2,348	9/1/2022 - 6/30/2023

2022-2023 Mentors		
#	Name	Effective Dates
22.	Christina McMenamin	9/1/2022 - 6/30/2023
23.	Jennifer Basner	9/1/2022 - 6/30/2023
24.	Luke Weichmann	9/1/2022 - 6/30/2023



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



25.	Susanne Ruhf	9/1/2022 - 6/30/2023
26.	Stephanie Stiles	9/1/2022 - 6/30/2023

Shared Position Creation				
#	Shared Position (50%)	Shared District	Effective Dates	Attach
27.	Board Certified Behavior Analyst (BCBA)	Berlin Township School District	9/1/2022 - 6/30/2023	<a href="#">PR-1</a>

Long Term Substitute*					
#	Name	Position	Step	Salary	Effective Dates
28.	*Rylee Jacobs	Art Teacher (Part-Time)	BA, 1 (50%)	\$28,617	9/1/2022 - 6/30/2023

*\*Due to certification delays at the NJDOE*

Office/Clerical					
#	Name	Hours per Day	Days per Week	Pay Rate	Effective Dates
29.	Amber Yoder (Office/Clerical)	As needed	As needed	\$15/hour	8/22/2022 - 10/31/2022

New Hires				
#	Name	Position	Salary	Effective Date
30.	Bill McSorley	Computer/Network Technician	\$40,000 prorated	9/19/2022

Leave Coverage/Substitute					
#	Name	Position	Pay Rate	Reason	Effective Dates
31.	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	9/1/22 - 12/31/22
32.	Denise Nissley	Substitute Teacher	\$115/day prorated	Absence Coverage	9/1/22 - 6/30/22
33.	Christina Ladik	Substitute Nurse	\$250/ day	Absence Coverage	9/1/22 - 6/30/23

*\*pay differential for existing staff member (amount to be paid in addition to regular daily pay)*



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



**Leave of Absence Revision**

#	Staff Member	Original Return	Revised Return Date
34.	Kristen Eckert	10/11/2022	9/1/2022

**No Pay Days**

#	Staff Member	Start Date	End Date	Total Work Days
35.	Kristen Eckert	9/20/2022	9/27/2022	6

**Substitute Services Report**

#	Service	Time Frame	Fill Rate	Attach
36.	Kelly Educational Staffing	<i>Report resumes in October 2022</i>		

Motion to approve Personnel Action Items #1-36 as recommended by the Superintendent

Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe		X	X		
Alison Moyer			X		
Kristen Simone			X		
Brandy Titus	X		X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 9-0</b>		

Motion to open Public Participation

Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Holland	Mrs. Titus	9	0	Passed

**XII. PUBLIC PARTICIPATION - None**

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



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



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.

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. Holland	Mrs. Titus	9	0	Passed

**XIII. NEW BUSINESS - Mrs. Simone mentioned that she will be participating in the NJSBA Labor Summit on 9/28/22**

**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

**XVI. MEETING ADJOURNED at 7:18 p.m.**

Motion to adjourn the meeting				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Titus	Mrs. Embrey	9	0	Passed



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



---

BERLIN BOROUGH BOARD OF EDUCATION

*John Scavelli*

---

John Scavelli, Board Secretary

**The next Board of Education Meeting is scheduled for September 28, 2022 at 7:00 p.m.**