



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 Facebook Live. You do not need a Facebook account and 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. Responses will be provided as soon as possible.

Date	Time	Location
May 20, 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	Acting Business Administrator
Daniel Long, Esq	Dr. Joseph Campisi	Ms. Patricia Palmieri

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 at 7:22 pm by Joceplyn Lewis
- 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.) Borough Hall.

D. Roll Call

Lisa Asare	Present	Kristen Simone	Present
Jenine Del Palazzo	Present	Brandy Titus	Present
Jeffrey Greenberg	Present	Francine Viscome	Present
Rebecca Holland	Present	Jocelyn Lewis	Present
Lisa Kehoe	Present		



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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 Students of the Month:

5th Grade	6th Grade	7th Grade	8th Grade
Kat Hildebrand	Eve D'Orazio	Sergen Damci	Michaela Kaelin

- 2 Superintendent's Award: Morgan Morais

- 3 Student Government Report: Dr. Campisi reporting out from the virtual meeting

President	Vice President	Secretary	Treasurer
Jeremiah Robles Blackwell	Eli Kelly	Allison Snock	Ariel Schwartz

F. PRESENTATIONS

1. none

G. PUBLIC PARTICIPATION (Action Items Only)

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.

Open Public Session	7:28 pm
Motion	Second
J DelPalazzo	L Kehoe



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Motion Passed by a unanimous voice vote 9-0-0

No public comment

Close Public Session	7:28 pm
Motion	Second
J DelPalazzo	L Kehoe

Motion Passed by a unanimous voice vote 9-0-0

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.	April 29, 2020	Public	M-1

Motion	J DelPalazzo	Second	L Kehoe
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Motion Passed by a unanimous voice vote 9-0-0

III. CORRESPONDENCE

1. none

IV. SUPERINTENDENT'S REPORT

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

#	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



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Motion	J DelPalazzo	Second	L Kehoe
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Motion Passed by a unanimous voice vote 9-0-0

V. FACILITIES

- A. Facilities Report: Brandy Titus, Chair
- B. No Action Items

VI. FINANCE

- A. Finance Report: Lisa Kehoe, Chair
- B. Motion to approve Finance action items #1-9 upon the recommendation of the Superintendent:

#	Action Items	Attach
1.	Business Administrator's Report	FI-1
2.	Reconciliation Report	FI-2
3.	Report of the Board Secretary	FI-3
4.	Monthly Budgetary Certifications	
	a. Certification of Board Secretary	FI-4.a
	b. Certification of Board of Education	FI-4.b
	c. Certification of Anticipated Revenue	FI-4.c
5.	Transfers	FI-5
6.	Cafeteria Report	FI-6
7.	Approval of Bills	FI-7
8.	Student Activity Report	FI-8
9.	2020-2021 contract with Bayada Home Health Care - Fee - \$55.00 per hour for RN	FI-9
10.	Food Service Contract Renewal with Nurti-Serve	FI-10

Motion	J Del Palazzo	Second	Lisa Kehoe
Lisa Asare	Yes	Kristen Simone	Yes
Jenine Del Palazzo	Yes	Brandy Titus	Yes
Jeffrey Greenberg	Yes	Francine Viscome	Yes
Rebecca Holland	Yes	Jocelyn Lewis	Yes
Lisa Kehoe	Yes		



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Resolution 1-05-20-20

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Berlin Borough Board of Education, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT RESOLVED that:

- 1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2020 fiscal year in the amount of \$2,000 for the purposes set forth in their safety grant application, which is attached hereto; and,
- 2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

Motion	J Del Palazzo	Second	Lisa Kehoe
Lisa Asare	Yes	Kristen Simone	Yes
Jenine Del Palazzo	Yes	Brandy Titus	Yes
Jeffrey Greenberg	Yes	Francine Viscome	Yes
Rebecca Holland	Yes	Jocelyn Lewis	Yes
Lisa Kehoe	Yes		

VII. CURRICULUM

- A. Curriculum Report: Lisa Asare, Chair
- B. No Action Items

VIII. POLICY

- A. Policy Report: Jeffrey Greenberg, Chair
- B. Motion to approve Policy action items #1-10 upon the recommendation of the Superintendent:

Policies & Regulations

#	No.	Title	Pol	Reg	1st	2nd	Rev	Ab
1.	1581	Domestic Violence	x			x	x	
2.	1581	Domestic Violence		x		x		
3.	2422	Health and Physical Education	x			x	x	
4.	5330	Administration of Medication	x			x	x	
5.	5330	Administration of Medication		x		x		
6.	7243	Supervision of Construction	x			x	x	



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7.	8210	School Year	x			x	x	
8.	8220	School Day	x			x	x	
9.	8220	School Closings		x		x	x	
10.	8462	Reporting Potentially Missing or Abused Children	x			x	x	

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



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Motion	J Del Palazzo	Second	Lisa Kehoe
Lisa Asare	Yes	Kristen Simone	Yes
Jenine Del Palazzo	Yes	Brandy Titus	Yes
Jeffrey Greenberg	Yes	Francine Viscome	Yes
Rebecca Holland	Yes	Jocelyn Lewis	Yes
Lisa Kehoe	Yes		

IX. PERSONNEL

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

1.	Staff Renewal List (Revised/Corrected)
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	FTE	Position	Last Name	First Name	DOH	Step/ Year	20-21 Hourly	20-21 Wages
1	1	Classroom Instructional Aide	Bain	Deborah	10/26/99	22	19.92	22,410.00
2	0.75	Classroom Instructional Aide	Baugh	Samantha	09/01/16	2	14.11	14,603.85
3	0.75	Classroom Instructional Aide	Caruso	Allison	09/01/16	5	15.41	15,949.35
4	0.75	Classroom Instructional Aide	Hess	Teresa	09/01/19	2	14.11	14,603.85
5	0.75	Classroom Instructional Aide	Jurski	Linda	09/01/05	16	19.92	20,617.20
6	0.75	Classroom Instructional Aide	Kalberer	Therese	09/30/10	11	17.79	18,412.65
7	0.75	Classroom Instructional Aide	Keller	Amy	09/01/14	7	16.20	16,767.00

8	0.75	Classroom Instructional Aide	Leps	Zina	03/21/16	3	14.58	15,090.30
9	0.75	Classroom Instructional Aide	Lutz	Peter	09/01/19	2	14.11	14,603.85



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10	0.75	Classroom Instructional Aide	Mardikian	Janice	01/04/10	12	18.00	18,630.00
11	0.75	Classroom Instructional Aide	Martin	Janice	02/05/18	3	14.58	15,090.30
12	0.75	Classroom Instructional Aide	McGettigan	Barbara	09/01/14	7	16.20	16,767.00
13	0.75	Classroom Instructional Aide	Murphy	Courtney	09/01/19	2	14.11	14,603.85
14	0.75	Classroom Instructional Aide	Sama-Miller	Sandy	09/01/11	10	17.45	18,060.75
15	0.75	Classroom Instructional Aide	Slater-Dawson	Stephanie	02/24/16	6	15.80	16,353.00
16	0.75	Classroom Instructional Aide	Squillace	Gianna	09/01/19	2	14.11	14,603.85
17	0.75	Classroom Instructional Aide	Stepler	JoAnn	9/1/10	10	17.45	18,060.75
18	0.75	Classroom Instructional Aide	Stuart - Mackerchar	Janet	10/17/19	2	14.11	14,603.85
19	0.75	Classroom Instructional Aide	Sweeney	Anna	03/06/17	4	14.94	15,462.90
20	0.75	Classroom Instructional Aide	Viereck	Colleen	09/19/11	10	17.45	18,060.75
21	1	Classroom Instructional Aide	Wahl	Kathleen	09/28/01	20	19.92	22,410.00
22	0.75	Classroom Instructional Aide	Wakelee	Benjamin	09/01/19	2	14.11	14,603.85
23	0.75	Classroom Instructional Aide	Harris	Michelle	01/30/17	5	15.41	15,949.35

Certificated Tenured Staff								
	FTE	Position	Last Name	First Name	DOH	20-21 Column	20-21 Step/Year	20-21 Wages



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24	1.0	Teacher - Special Education	Eckert	Kristen	09/01/14	BA	5	56,175.00
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25	1.0	Teacher - Elementary School	Miller-McGrail	Jeffrey	09/01/13	BA +30	8	62,093.00
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	FTE	Position	Last Name	First Name	DOH	Step/ Year	20-21 Hourly	20-21 Wages
26	0.25	Lunch/Recess Aide	Fabiano	Carol	09/10/12	8	12.29	7,190.24
27	0.25	Lunch/Recess Aide	Gabriel	Heather	09/01/18	3	11.22	6,563.70
28	0.25	Lunch/Recess Aide	Klienback	Kim	09/01/13	7	12.06	7,052.99
29	0.25	Lunch/Recess Aide	Porcellini	Donna	09/01/16	3	11.55	6,754.64
30	0.25	Lunch/Recess Aide	Sauer	Franque	10/09/17	4	11.22	6,563.70
31	0.25	Lunch/Recess Aide	Volpe	Caroline	01/01/20	2	11.22	6,563.70

Shared Service Agreement						
#	Home District	Shared District	Staff Member	Berlin Cost	Effective Dates	Attach
2.	Gibbsboro (30%)	Berlin (70%)	Michelle Sabia	\$71,705	7/1/2020 - 6/30/2021	PR-1

Purchased Professional Service					
#	Vendor	Service	Cost	Effective Dates	Attach
3.	Camden County Ed. Services	Media Specialist/Basic Skills	\$71,705	7/1/2020 - 6/30/2021	PR-2

Substitute Services Report				
#	Service	Time Frame	Fill Rate	Attach
4.	Kelly Educational Staffing	4/1/2020-4/30/2020	100%	PR-3

Administrative/Supervisor/Manager Contracts				
#	Name	Position	Effective Dates	Attach
5.	Phil Silva	Elementary School Principal (PreK-4)	7/1/2020 - 6/30/2021	PR-4
6.	Kellilyn Mawson	Middle School Principal (5-8)	7/1/2020 - 6/30/2021	PR-5
7.	Tom Pratt	Supervisor of Facilities	7/1/2020 - 6/30/2021	PR-6
8.	Joseph Hemphill	Supervisor of Technology	7/1/2020 - 6/30/2021	PR-7
9.	Christina Weber	CER/PALS Manager	7/1/2020 - 6/30/2021	PR-8

Resignations/Retirements/Leaves of Absence					
#	Name	Position	Salary	Reason	Effective Date
10.	William Pape	Maintenance Mechanic/Custodial Supervisor	48,690.72	New Position	6/30/2020

Job Description Revision



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#		Effective Date	Attach
11.	Accounts Payable/Receivable Clerk	7/1/2020	PR-9

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Lisa Asare	Yes	Kristen Simone	Yes Abstain #3
Jenine Del Palazzo	Yes	Brandy Titus	Yes
Jeffrey Greenberg	Yes	Francine Viscome	Yes
Rebecca Holland	Yes	Jocelyn Lewis	Yes
Lisa Kehoe	Yes		

Resolution 2-5-20-2020	Attach
BE IT RESOLVED , the Berlin Borough Board of Education approves the submission of the contract for Ms. Patricia Palmieri, Business Administrator/Board Secretary for the period of July 1, 2020, through June 30, 2021, at a salary of \$97,920 to the Camden County Office of Education for approval.	PR-10

Motion	J Del Palazzo	Second	Lisa Kehoe
Lisa Asare	Yes	Kristen Simone	Yes
Jenine Del Palazzo	Yes	Brandy Titus	Yes
Jeffrey Greenberg	Yes	Francine Viscome	Yes
Rebecca Holland	Yes	Jocelyn Lewis	Yes
Lisa Kehoe	Yes		

X. BBEA-BOE LIAISON

- A. Committee Report: - Jocelyn Lewis reported impromptu virtual meeting held on May 18th to discuss the live teaching memo issued by Dr. Campisi.

XI. PUBLIC PARTICIPATION

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



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answer session.

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Any person wishing to participate in the public Board meeting must register prior to the conclusion of the presentation 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.

Open Public Session	7:36 pm
Motion	Second
J DelPalazzo	L Kehoe

Motion Passed by a unanimous voice vote 9-0-0

Mrs. Kilpatrick asked for clarification in regards to vacation time on the Administrators contracts.

Close Public Session	7:39pm
Motion	Second
J DelPalazzo	L Kehoe

Motion Passed by a unanimous voice vote 9-0-0

XII. NEW BUSINESS

1. Anti-Bullying App - the various forms for students to report an HIB were discussed.
2. Grant Money for Summer ELA/Math CARES Application is in process
3. Regional Taskforce Coordination for when school reopens - Jocelyn Lewis appointed to Tri County Committee to plan for the opening of schools.
4. Parent Survey regarding remote learning

XIII. OLD BUSINESS

1. CSA and Board Self-Evaluation

XIV. NON-PUBLIC EXECUTIVE SESSION

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 15 minutes.



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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 Personnel (1) Legal 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.

Open Executive Session	7:56 pm
Motion	Second
J Del Palazzo	L Kehoe

Motion Passed by a unanimous voice vote 9-0-0

Open Reg Meeting	8:40 pm
Motion	Second
J Del Palazzo	L Kehoe

Motion Passed by a unanimous voice vote 9-0-0

XV. MEETING ADJOURNED

Adjourn Meeting	8:41 pm
Motion	Second
J Del Palazzo	L Kehoe

Motion Passed by a unanimous voice vote 9-0-0

BERLIN BOROUGH BOARD OF EDUCATION

Board Secretary

Next Regular Meeting of the Board of Education

Date	Time	Location
June 24, 2020 (Regular Meeting)	7:00 PM	Remote/Virtual