



**Regular Board of Education Meeting**

<b>Date</b>	<b>Time</b>	<b>Location</b>
February 23, 2022	7:00 PM	Media Center, Berlin Community School

**Board of Education**

Mrs. Jocelyn Lewis, President	Ms. 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](http://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: Presented by Mrs. Therese Bonmati, Middle School Principal

5th Grade	6th Grade	7th Grade	8th Grade
<b>Carter Mehaffey</b>	<b>Emma Faith</b>	<b>Nahla Widgeon</b>	<b>Sean Karbach</b>

- Superintendent's Award: **Teddy Hansen**

- Student Government Report: **Cienna Bright**

President	Vice President	Secretary	Treasurer
<b>Tommy Caruso</b>	<b>Kaitlyn Bunting</b>	<b>Cienna Bright</b>	<b>Dylan McMullen</b>

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. Titus	Mrs. Embrey	9	0	Passed

**F. 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



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



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. Titus	Mrs. Simone	9	0	Passed

**II. APPROVAL OF MINUTES**

#	Meeting Date	Type of Minutes	Attach
1.	January 26, 2022	Public Session	<a href="#">M-1</a>
2.	January 26, 2022	Executive (Closed) Session	emailed to board members

Motion to approve the board meeting minutes #1-2 of January 26, 2022					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe		X	X		
Alison Moyer			X, #1		X, #2
Kristen Simone	X		X		
Brandy Titus			X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0 or 8-0-1		

**III. PRESENTATION(S)**

**Title**

[2020-2021 Fiscal Year Audit](#)

[Strategic Plan Update](#)

**Presenter**

Mr. Rob Inverso, Inverso & Stewart, LLC

Dr. Joseph Campisi, Superintendent



**IV. CORRESPONDENCE - None**

**V. SUPERINTENDENT'S REPORT by Dr. Joseph Campisi**

#	Action Items	Attach
1.	Enrollment Report	<a href="#">SR-1</a>
2.	Student Attendance Report	<a href="#">SR-2</a>
3.	Staff Attendance Report	<a href="#">SR-3</a>
4.	Code of Conduct Report	<a href="#">SR-4</a>
5.	Accept the monthly HIB Report	<a href="#">SR-5</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	<a href="#">SR-10</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		
Alison Moyer			X		
Kristen Simone		X	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
1.	Fire Drill	2/10/2022	9:33 am	7 minutes	47 degrees	yes
2.	Active Shooter	2/16/2022	9:35 am	9 minutes	NA	yes

#	Action Items	
3.	Use of Facilities	<a href="#">FA-1</a>
4.	Garrison Architects to provide professional services for the Berlin Community School Summer 2022 Capital Projects in an amount not to exceed \$20,000 (11-000-230-334-00-00 and 30-000-400-334-00-00).  The proposed projects will be paid using capital reserve funds and are as follows with estimated cost: <ul style="list-style-type: none"> <li>• Videoscope investigation of courtyard storm piping and replace damaged areas - \$35,000</li> <li>• Replace VCT in classrooms 64, 66, and 68 (with concrete moisture sealer) - \$22,400</li> <li>• Replace carpet in music classroom - (with concrete moisture sealer) - \$9,380</li> <li>• Provide new poured epoxy flooring in Cafeteria (over existing flooring) - \$93,870</li> <li>• Provide new poured epoxy flooring in Kitchen (remove VCT flooring) - \$14,400</li> </ul>	N/A

Motion to affirm Drills #1-2 and approve Facilities Action Items #3-4 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey		X	X		
Jeannine Foster			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			Passed 9-0		



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



**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 January 2022	<a href="#">FI-2</a>
3.	Report of the Board Secretary for January 2022	<a href="#">FI-3</a>
4.	Monthly Certifications of the Board Secretary and Board of Education for January 2022	<a href="#">FI-4</a>
5.	Appropriation Transfers for January 2022	<a href="#">FI-5.a</a> <a href="#">FI-5.b</a>
6.	Cafeteria Report for January 2022	<a href="#">FI-6</a>
7.	Approval of Bills for February 2022	<a href="#">FI-7</a>
8.	Student Activity Report for January 2022	<a href="#">FI-8</a>
9.	Payment in the amount of \$37,988.15 to Duga Construction, LLC as certified by Garrison Architects according to Payment Application #5 - Final (30-000-400-450-00-00)	<a href="#">FI-9</a>
10.	Agreement with the Camden County Educational Services Commission to coordinate the renewal and/or bid of special education transportation routes for the 2022-23 school year	<a href="#">FI-10</a>
11.	Acceptance of a \$1,500 grant from the Social Emotional Learning Alliance for New Jersey	<a href="#">FI-11</a>
12.	2021-22 tuition contract agreement with Jackson Township Board of Education for one student sent from September 1, 2021 through December 22, 2021 in the amount of \$5,708.50 (11-000-100-561-00-00)	N/A
13.	Corrective Action Plan for the New Jersey Department of Agriculture, Division of Food and Nutrition Procurement Review of the Berlin Borough School District's School Nutrition Program for the Fiscal Year 2019-2020	<a href="#">FI-13</a>
14.	Acceptance of the Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report (AMR) on Administrative Findings Financial Compliance and Performance for the fiscal year ending June 30, 2021 submitted by Inverso & Stewart LLC. There are no audit findings/recommendations. The Board acknowledges receipt and review of the peer review report for Inverso & Stewart, LLC as performed by Capaldi, Reynolds, & Pelosi, PA.	<a href="#">FI-14.a</a> <a href="#">FI-14.b</a> <a href="#">FI-14.c</a> <a href="#">FI-14.d</a>
15.	2021-22 Agreement with the Camden County Educational Services Commission to provide Occupational Therapy Services from April 15, 2022 - June 30, 2022 in the amount of \$24,500 (11-000-216-320-00-00)	N/A
16.	2022-23 Agreement with the Camden County Educational Services Commission to provide Occupational Therapy Services from September 1, 2022 - March 31, 2023 in the amount of \$61,470 (11-000-216-320-00-00)	N/A



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



Motion to approve Finance Action Items #1-16 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		

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

Action Items		
Curriculum & Resources/Materials		
1.	Theater Curriculum	<a href="#">CI-1</a>

Statements of Assurance		
2.	School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act	<a href="#">CI-2</a>
3.	English Language Learner Three-Year Program Plan (2021-2024)	<a href="#">CI-3</a>

Field Trips					
#	Grade/Group	Date	Time	Destination	Cost to District
4.	Grade 7	3/29/2022	8:45 am - 1:20 pm	CCTS	\$0
5.	Kindergarten	5/26/2022	9:00 am - 2:00 pm	Storybook Land	\$0
6.	Grade 1*	5/20/2022	8:45 am - 2:00 pm	Philadelphia Zoo	\$0
7.	Grade 2	5/19/2022	9:00 am - 2:00 pm	Adventure Aquarium	\$0
8.	Grade 3	5/18/2022	9:00 am - 2:00 pm	Cedar Run Wildlife Refuge	\$0



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



9.	Grade 4	5/4/2022	8:45 am - 2:00 pm	Adventure Aquarium	\$0
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\*As per the Philadelphia Zoo:

*While inside any building and in designated exhibits, all guests ages 2+ must wear a mask for the safety of our guests, staff and animals. Guests who are fully vaccinated will be permitted to remove their masks while outdoors.*

Professional Development Services					
#	Name	Topic	Date	Cost	
10.	Dr. Walter Greason	Cultural Responsiveness & Equity	3/4/2022 (in-service)	\$3,550	<a href="#">CI-4</a>

Motion to approve Curriculum Action Items #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	X		
Brandy Titus			X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

**IX. AD HOC COMMITTEE - CULTURAL PROFICIENCY & EQUITY STAKEHOLDER GROUP - report presented by Chairperson, Kristen Simone. The group met on February 22, 2022 and discussed job fairs, Dr. Greason, summer artist, virtual town hall, and the district website.**

**X. POLICY - report presented by Chairperson, Susan Embrey.**

Summary of Policies & Regulations									
Policies & Regulations									
#	No.	Title	Pol	Reg	1st	2nd	Rev	Ab	
1.	2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M)	x				x		
2.	2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	x				x		





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



3.	2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)		x			x	
4.	2622	Student Assessment (M)	x				x	
5.	2622	Student Assessment (M)		x			x	
6.	3233	Political Activities (R)	x				x	
7.	5541	Anti-Hazing (M)	x		x			
8.	8465	Bias Crimes and Bias-Related Acts (M)	x				x	
9.	8465	Bias Crimes and Bias-Related Acts (M)		x			x	
10.	9560	Administration of School Surveys (M)	x				x	

(M) indicates the policy is Mandatory

(R) indicates the policy is Recommended

Motion to approve Policy Action Items #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	X		
Brandy Titus			X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

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

New Hires					
#	Name	Position	Salary	Reason	Effective Date
1.	Kelly Devine	Part Time Custodian/as needed	\$13/hr	Substitute	3/1/2022*
2.	Victoria Burr	Middle School Secretary	\$40,000	Transfer	3/1/2022*

*\*Or after all mandatory NJDOE requirements are completed*



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



Professional Development						
#	Staff Member	Program	Date	Time	Location	Cost (Not to Exceed)
3.	Jennifer Parks	Classroom Management for CI Teacher	1/15/2022 - 2/5/2022	12:00 pm weekly	Online	\$100
4.	Thomas Pratt	NJSBGA Expo/Conference	3/20/22 - 3/23/22	All Day	Harrah's Conference Center	\$100
5.	Jennifer Parks	SEL 101	4/18/2022 - 6/25/2022	Web based	Online	\$290*

*\* Paid for by SEL4NJ Grant*

Substitute				
#	Name	Position	Compensation	Effective Date
6.	Chris Ladik	School Nurse	\$250/day	3/1/2022*

*\*Or after all mandatory NJDOE requirements are completed*

Long Term Substitute				
#	Name	Position	Compensation	Effective Date
7.	Allison Caruso	Middle School Counselor	\$317/day	2/28/2022*

*\*Or after all mandatory NJDOE requirements are completed*

Resignation				
#	Name	Position	Stipend	Effective Date
8.	Amber Snyder	Softball Assistant Coach	\$2,275	2/24/2022

Substitute Services Report				
#	Service	Time Frame	Fill Rate	Attach
9.	Kelly Educational Staffing	1/1/2022 - 1/31/2022	93.41%	<a href="#">PR-1</a>

Field Experience/Practicum					
#	Name	Level	Total Hours	Effective Date	Institution
10.	Cally Danielle Justice	Middle School Science	15	3/1/2022	Camden County College



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



Motion to approve Personnel Action Items #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			<b>Passed 9-0</b>		

Motion to open Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Titus	Mrs. Embrey	9	0	Passed

**XII. PUBLIC PARTICIPATION**

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 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](#).

**Two members of the public addressed the Board regarding the community Memorial Day Service and requested the involvement of the Berlin Community School students and staff.**



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



**XIII. NEW BUSINESS**

<b><u>Resolution 2-23-22-01</u></b>
Sidebar Agreement to the Collective Negotiations Agreement between the Berlin Borough Board of Education and Berlin Borough Education Association

Motion to approve New Business Resolution 2-23-22-01 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 8-0-1</b>		

**XIV. OLD BUSINESS - Mrs. Simone reminded the Board of the NJSBA Spring Symposium on April 26 and 27, 2022 and requested to be registered for the event. Mrs. Lewis, Mrs. Titus, and Mrs. Kehoe also requested to be registered.**

Motion to enter into executive session at 7:50 p.m. (it was noted that action will not be taken afterwards)				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Titus	Mrs. Embrey	9	0	Passed

**XV. NON-PUBLIC EXECUTIVE SESSION**

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 15 minutes for said purposes pertaining to:

	Negotiations		Personnel		Legal		Individual Privacy
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**Berlin Borough School District**  
**215 South Franklin Ave**  
**Berlin, NJ 08009**



	Security	X	Student Matters		Litigation		Investment/Property Acquisition
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Motion to return to open session at 8:14 p.m.				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Titus	Mrs. Embrey	9	0	Passed

**XVI. MEETING ADJOURNED at 8:15 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 BOARD OF EDUCATION

*John Scavelli*

John Scavelli, Board Secretary

The next Board of Education Meeting is scheduled for March 23, 2022