



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



Regular Meeting of the Board of Education

Date	Time	Location
March 18, 2020	6:00 PM	Cafeteria, Berlin Community School

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	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 life long learning while achieving proficiency in the New Jersey Student Learning Standards and meet the challenges of an evolving global society.

MINUTES

I. PUBLIC SESSION

- A. Meeting Called to Order by Jocelyn Lewis at 6:00 pm**
- 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.

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

- D. Roll Call**



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Lisa Asare	Arrive 6:04	Jocelyn Lewis	Present
Jenine Del Palazzo	Present	Kristen Simone	Present
Jeffrey Greenberg	Present	Brandy Titus	Present
Rebecca Holland	Present	Francine Viscome	Absent
Lisa Kehoe	Present		

F. Presentations

Berlin Borough Athletic Association - John DiMasi discussed a partnership with the district in relation to the baseball and softball fields.

The Sign-In sheet for participation in the public comment portion of the meeting will be collected at this time.

II. 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.

None

G. 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.	February 19, 2020	Public	M-1
2.	February 19, 2020	Executive Session (closed session)	



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

H. CORRESPONDENCE

- None at this time.

III. SUPERINTENDENT'S REPORT

- A. Verbal Report: Dr. Joseph Campisi, Superintendent
None

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

#	Report	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

Motion	R Holland	Second	L Kehoe
Lisa Asare	Yes	Kristen Simone	Yes
Jenine Del Palazzo	Yes	Brandy Titus	Yes



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Jeffrey Greenberg	Yes	Francine Viscome	Absent
Rebecca Holland	Yes	Jocelyn Lewis	Yes
Lisa Kehoe	Yes		

IV. 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 30 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 Personnel Legal Individual Privacy
 Security Student Matters Litigation Investment/Property Acquisition (2)

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	6:17 pm
Motion	Second
J Del Palazzo	J Greenberg

Close Executive Session	7:12 pm
Motion	Second
J Del Palazzo	R Holland

Open Public Meeting	7:13 pm
Motion	Second
R Holland	J Del Palazzo

V. FACILITIES

- A. Committee Report: Mrs. Brandy Titus
None



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B. Motion to approve Facilities actions items #1-2 upon the recommendation of the Superintendent:

	Action Items	Attach
1.	Fire and Emergency Drill Report	FA-1
2.	Use of Facilities	FA-2

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

Mrs. Del Palazzo and Chief Wilkison had a discussion about safety protocols for the district.

VI. FINANCE

A. Committee Report: Mrs. Lisa Kehoe
None

B. Motion to approve Finance action items #1-26 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
	b. Certification of Board of Education	FI-5
	c. Certified of Anticipated Revenue	FI-6
5.	Transfers	FI-7
6.	Cafeteria Report	FI-8
7.	Approval of Bills	FI-9



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8.	Student Activity Report	FI-10
9.	The sale of 2005 F250 Truck on Gov.deals.	FI-11
10.	The purchase of software for the PALS/CER program from Capturepoint.com in the amount of \$9,325 which includes one time implementation costs of \$2,750	FI-12
11.	School Health Insurance Fund - Accept the 2019-2020 health insurance fund dividend in the amount of \$96,123 to be deferred for use in 2020-2021.	FI-13
12.	Appoint T.C. Irons Agency /Timothy Irons as the Property, Casualty and Worker's Compensation Insurance Consultant/Broker for the 2020-2021 year	FI-14
13.	Awarding of the contract (Bid A-41/2019) between County of Camden and various approved vendors for the provision of copy paper, computer paper and envelopes for various Camden County Cooperative members for a period of March 1, 2020 through August 31, 2020.	FI-15
14.	2020-2021 KLT Sales and Service Inc annual maintenance service for the gymnasiums at a cost of \$1,525 - Wall, bleachers and backstops	FI-16
15.	2020- 2021 FAST Fire Alarm Inspections and Alarm Monitoring with Cellular Dialer in the amount of \$1,745.	FI-17
16.	2020- 2021 FAST fire extinguisher inspections in the amount of \$250	FI-18
17.	2020-2021 service agreement with Honeywell Building Solutions in the amount of \$17,152.	FI-19
18.	2020-2021 pest elimination agreement with Western Pest Services in the amount of \$ 1,260 (105.00 per visit) Monthly Interior	FI-20
19.	2020-2021 pest elimination agreement with Western Pest Services in the amount of \$336 Exterior - 3 times per year	FI-21
20.	2020 -2021 TruGreen service agreement for fertilizer, weed control in the amount of \$860.	FI-22
21.	2020-2021 GCSI Security Group for annual monitoring costs in the amount of \$550.80.	FI-23
22.	2020-2021 agreement with SaniGLAZE for bathroom floor resurfacing in the amount of \$7,579.04.	FI-24
23.	2020-2021 agreements with Capital Floors for the following: Board Replacements as needed in the amount of \$90 per board Gym A - Recoat flooring at \$1,795 Gym B - Recoat flooring at \$1,995	FI-25
24.	2020-2021 General Services Contract with Camden County Educational Services Commission.	FI-26
25.	2020-2021 Agreement for Professional Services with Burlington County Special Services.	FI-28
26.	2020-2021 Agreement of Colocation with First Children Services.	FI-29

Motion	B Titus	Second	L Kehoe
Lisa Asare	Yes	Kristen Simone	Yes - Abstain # 24 & 26



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Jenine Del Palazzo	Yes	Brandy Titus	Yes
Jeffrey Greenberg	Yes	Francine Viscome	Absent
Rebecca Holland	Yes	Jocelyn Lewis	Yes
Lisa Kehoe	Yes		

#	BUDGET RESOLUTION #1-3-18-20 Resolution #1-3-18-20								
27.	<p>BE IT RESOLVED, that the Berlin Borough Board of Education, in the County of Camden, State of New Jersey, hereby approves the 2020-2021 school district budget for submission to the Camden County Office of Education;</p> <table> <tr> <td>Fund 10</td> <td>\$12,116,097</td> </tr> <tr> <td>Fund 20</td> <td>\$517,438</td> </tr> <tr> <td>Fund 40</td> <td>\$558,750</td> </tr> <tr> <td>Total</td> <td>\$13,192,285</td> </tr> </table> <p>BE IT FURTHER RESOLVED to acknowledge that the 2020-2021 budget, as described above, results in a General Fund tax levy of \$7,640,987 and a Debt Service Fund tax levy of \$558,750.</p> <p>BE IT FURTHER RESOLVED to acknowledge that the 2020-2021 budget, as described above, includes the use of the banked cap in the amount of \$0.</p> <p>BE IT FURTHER RESOLVED to acknowledge that the 2020-2021 budget, as described above, includes the use of the adjustment for health care costs in the amount of \$0 and the enrollment adjustment in the amount of \$0.</p> <p>BE IT FURTHER RESOLVED to acknowledge that the 2020-2021 budget, as described above, includes the transfer of \$35,000 from Maintenance Reserve to the General Fund to support Required Maintenance.</p> <p>BE IT FURTHER RESOLVED that the Berlin Borough Board of Education establish a maximum of \$20,000 in the general fund 2020-2021 budget for travel and travel related expenditures.</p> <p>BE IT FURTHER RESOLVED that maximum dollar amounts for public relations and professional services have been established and are detailed in the appropriations section of the 2020-2021 budget.</p>	Fund 10	\$12,116,097	Fund 20	\$517,438	Fund 40	\$558,750	Total	\$13,192,285
Fund 10	\$12,116,097								
Fund 20	\$517,438								
Fund 40	\$558,750								
Total	\$13,192,285								

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

#	Resolution #2-3-18-20
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28	<p>BE IT RESOLVED, the Berlin Borough Board of Education agrees to enter into a lease agreement with the Berlin Athletic Association for a period of through 3/19/2020 - 6/30/2023. The foundation of the lease is based on exhibit A. The final stipulations will be stated in a formal lease between the Berlin Borough Board of Education and the Berlin Athletic Association. The Berlin Athletic Association will not rely solely on the Berlin Borough Board of Education.</p>	<p><u>EL-30</u></p>
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Motion	J Greenberg	Second	B Titus
Lisa Asare	Yes	Kristen Simone	Abstain
Jenine Del Palazzo	Yes	Brandy Titus	Yes
Jeffrey Greenberg	Yes	Francine Viscome	Absent
Rebecca Holland	Yes	Jocelyn Lewis	Yes
Lisa Kehoe	Yes		

VI. CURRICULUM

- A. Committee Report: Mrs. Lisa Asare
None
- B. No action items at this time.

#	Action Items	Attach
1.	n/a	

VII. POLICY

- A. Committee Report: Mr. Jeffrey Greenberg, Chair
None
- B. Motion to approve Policy action item #1 upon the recommendation of the Superintendent:

#	No.	Title	Pol	Reg	1st	2nd*	Rev	Ab
1.	2431	<u>Athletic Competition</u>	x			x	x	

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

Motion	B Titus	Second	R Holland
Lisa Asare	Yes	Kristen Simone	Yes
Jenine Del Palazzo	Yes	Brandy Titus	Yes



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Jeffrey Greenberg	Yes	Francine Viscome	Absent
Rebecca Holland	Yes	Jocelyn Lewis	Yes
Lisa Kehoe	Yes		

VIII. PERSONNEL

A. Committee Report: Mrs. Fran Viscome
None

B. Motion to approve Personnel action items #1-13 upon the recommendation of the Superintendent:

Professional Development					
#	Program	Location	Dates	Attendee	Cost (Not to Exceed)
1.	3 part self study SMHP webinar	Online	Pending Boe Approval	Kristina Mulcahy	\$199.
2.	Dealing with Difficult Students	Camden County College, Blackwood, NJ	3/25/2020	Amanda Gauntt	\$149.
3.	NJABA Annual Conference	The Palace at Somerset Park, Somerset, NJ	4/3/2020	Marissa Furnari	\$0.
4.	Co-Teaching & Collaboration	Camden County College, Blackwood, NJ	4/3/2020	Kellie O'Brien	\$149.
5.	Co-Teaching & Collaboration	Camden County College, Blackwood, NJ	4/3/2020	Julie Conca	\$149.
6.	Yoga and Mindfulness in the Classroom	Mt. Laurel, NJ	4/29/2020	Julie Conca	\$169.99
7.	Yoga and Mindfulness in the Classroom	Mt. Laurel, NJ	4/29/2020	Lisa Dorris	\$169.99

Resignations/Retirements/Leaves of Absence					
#	Name	Position	Salary	Reason	Effective Date
8.	Carol Fabiano	Lunch/Recess Aide	\$12.05/hour	Medical	March 11- March 20, 2020
9.	Nicole Thomas	5th Grade Special Education Teacher	\$60,975.00	Medical	March 12, 2020-April 9, 2020



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9a.	Patricia Palmieri	Business Administrator	\$96,000	Medical	April 1, 2020 - June 24, 2020
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Student Teaching					
#	Student Teacher	Subject	Cooperating Teacher	Institution	Dates
10..	Marcella DelVecchio (observation hours)	Elementary Education	Erin Woods	Camden County College	4 weeks (approximately 3/23/2020 - 4/2/2020)
11..	Jamie Sullivan (observation hours) 20	Elementary Education	Lori Benchoff	Rowan University	Starting March 23, 2020
12.	Elena DiBlasio (observation hours) 20	Elementary Education	Lori Benchoff	Rowan University	Starting March 23, 2020

Substitute Services Report				
#	Service	Time Frame	Fill Rate	Attach
13.	Kelly Educational Staffing	2/1/2020 - 2/29/2020	96.92%	PR-1

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

#	Resolution #3-3-18-20
14.	BE IT RESOLVED , the Berlin Borough Board of Education grants Ms. Patricia Palmieri, School Business Administrator/Board Secretary, a medical leave of absence starting 4/1/2020 through 6/24/2020. This leave of absence will be unpaid after Mrs. Palmieri exhausted all of her paid time off and sick days.

Motion	R Holland	Second	L Asare



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

IX. BBEA-BOE LIAISON

A. Committee Report: Mrs. Brandy Titus
None

X. 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 answer session.

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None.

XI. NEW BUSINESS

Adjust the Board of Education Meeting in April due to Public Hearing timelines.

Motion to change the April 15, 2020 Board meeting to April 29, 2020 at 6:30pm

Motion	B Titus	Second	R Holland
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Motion passed by a unanimous voice vote.



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XII. OLD BUSINESS
None

XIII. MEETING ADJOURNED

Adjourn Meeting	7:43pm
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BERLIN BOROUGH BOARD OF EDUCATION



Board Secretary

Next Regular Meeting of the Board of Education

Date	Time	Location
April, 2020 (Public Budget Hearing)	6:00 PM	Media Center, Berlin Community School
April, 2020 (Regular Meeting)	7:00 PM	Media Center, Berlin Community School