



**Regular Board of Education Meeting**

<b>Date</b>	<b>Time</b>	<b>Location</b>
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March 23, 2022	6:00 PM	Media Center, Berlin Community School
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**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>
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Dan Long, Esq.	Dr. Joseph Campisi	Mr. John Scavelli
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**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 6:06 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>	



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Lisa Kehoe		X
Jocelyn Lewis	X	
Alison Moyer	X	
Kristen Simone		X*
Brandy Titus	X	
Joshua Zagorski		X

\*Mrs. Simone was absent at roll call but arrived just before the first presentation at 6:08 p.m.

**PRESENTATION**

<b>Title</b>	<b>Presenter</b>
Cultural Responsiveness & Equity	Dr. Walter Greason (via Zoom)

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>Leah Whitecar</b>	<b>Adam Hassan</b>	<b>Jinxin Johnny Liu</b>	<b>Samyra Maratha</b>

- Superintendent's Award: **Maxwell Scabarozzi**
- Student Government Report: **Tommy Caruso**

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 - <b>The sign-in sheet for participation in the public comment portion was collected and there were none listed for action items.</b>				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Titus	Mrs. Embrey	7	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



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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. Simone	Mrs. Embrey	7	0	Passed

**II. APPROVAL OF MINUTES**

#	Meeting Date	Type of Minutes	Attach
1.	February 23, 2022	Public Session	<a href="#">M-1</a>
2.	February 23, 2022	Executive (Closed) Session	emailed to BoE members

Motion to approve the board meeting minutes #1-2 of February 23, 2022					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe					
Alison Moyer			X		
Kristen Simone			X		
Brandy Titus	X		X		
Joshua Zagorski					
Rebecca Holland		X	X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 7-0</b>		

**III. PRESENTATION(S)**

Title	Presenter
Honoring Girls Soccer Team Championship	Mrs. Therese Bonmati, Middle School Principal
Honoring Boys Basketball Team Championship	Mrs. Therese Bonmati, Middle School Principal



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[2022-2023 Tentative Budget](#)

Mr. John Scavelli, Interim Business Administrator/Board Secretary

**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					
Alison Moyer			X		
Kristen Simone		X	X		
Brandy Titus	X		X		
Joshua Zagorski					
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 7-0</b>		



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

Drills						
#	Type	Date	Time	Duration	Temp	Police
1.	Fire Drill	3/11/2022	10:02 AM	3 minutes	50	Yes
2.	Evacuation (Non-Fire)	3/14/2022	1:33 PM	12 Minutes	57	Yes

#	Action Items	
3.	Use of Facilities	<a href="#">FA-1</a>
4.	Summer 2022 PALS Program	<a href="#">FA-4.a</a> <a href="#">FA-4.b</a>
5.	W.J. Gross, Inc. General Contracting to complete cafeteria/kitchen resinous flooring replacement, selected classroom flooring replacement, and courtyard drain inlet videoscope investigation in the amount of \$217,900 which includes a \$20,000 allowance for pipe repair pending results of scope examination (Camden County Educational Services Commission Co-op #66CEPS) (12-000-400-450-00-10)	N/A

Motion to affirm Drills #1-2 and approve Facilities Action Items #3-5 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe					
Alison Moyer			X		
Kristen Simone		X	X		
Brandy Titus			X		
Joshua Zagorski					
Rebecca Holland	X		X		
Jocelyn Lewis			X		
Result of Motion			Passed 7-0		

**VII. FINANCE - report presented by Interim Business Administrator, John Scavelli**

#	Action Items	Attach
1.	Business Administrator's Report	<a href="#">FI-1</a>
2.	Cash Reconciliation Report for February 2022	<a href="#">FI-2</a>



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3.	Report of the Board Secretary for February 2022	<a href="#">FI-3</a>
4.	Monthly Certifications of the Board Secretary and Board of Education for February 2022	<a href="#">FI-4</a>
5.	Appropriation Transfers for February 2022	<a href="#">FI-5.a</a> <a href="#">FI-5.b</a>
6.	Cafeteria Report for February 2022	<a href="#">FI-6</a>
7.	Approval of Bills for March 2022	<a href="#">FI-7</a>
8.	Student Activity Report for February 2022	<a href="#">FI-8</a>
9.	60-month lease agreement for one Ricoh MP4055SPG digital copier with Ricoh USA, Inc. in the amount of \$143.35/month effective July 2022 (NJ State Contract #A40467, SIN #333316CPC and SIN #532420LC) (11-190-100-500-00-10). This replaces the copier lease in the elementary school office which expires in June 2022.	N/A
10.	60-month lease agreement for one Ricoh MP5055SPG digital copier with Ricoh USA, Inc. in the amount of \$170.70/month effective July 2022 (NJ State Contract #A40467, SIN #333316CPC and SIN #532420LC) (11-190-100-500-00-10). This replaces the copier lease in the middle school office which expires in June 2022.	N/A
11.	60-month lease agreement for one IX5AF Mailing System - Postage Meter with Quadient Inc. in the amount of \$150.24/month effective May 2022 (11-000-230-530-00-10). This replaces the current lease which expires in April 2022.	N/A
12.	Purchase of Security CCTV equipment and related materials including installation from Pro Video Engineering in the amount of \$53,696.00 (OMNIA Co-op Purchasing Contract #4400008468, Public Safety and Emergency Preparedness) (20-432-200-600-00-00, 20-802-330-610-00-00, and 12-000-266-730-00-00)	N/A
13.	Acceptance of the 2021-22 SHIF (School Health Insurance Fund) dividend and request that the April 2022 bill is reduced by \$27,493.92	N/A
14.	2022-23 Agreement for Professional Services, to be used as needed, with the Burlington County Special Services School District/Educational Services Unit	<a href="#">FI-14</a>
15.	Acceptance of a Rainbow Library Grant from the Gay, Lesbian & Straight Education Network (The district will receive a Rainbow Library Book Set and virtual Professional Development for two staff members)	N/A
16.	Designation of John Scavelli, Interim School Business Administrator/Board Secretary, as the Public Agency Compliance Officer (P.A.C.O.) for the 2021-22 school year	N/A

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					
Alison Moyer		X	X		
Kristen Simone			X		



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Brandy Titus	<b>X</b>		<b>X</b>		
Joshua Zagorski					
Rebecca Holland			<b>X</b>		
Jocelyn Lewis			<b>X</b>		
Result of Motion			<b>Passed 7-0</b>		

**BUDGET RESOLUTION 3-23-2022-1**

**BE IT RESOLVED**, that the Berlin Borough Board of Education (Board), in the County of Camden, State of New Jersey, hereby approves the 2022-2023 school district budget for submission to the New Jersey Department of Education, Camden County Office, as follows:

Fund 10	\$13,549,313	Operating Budget (General Fund)
Fund 20	\$ 1,147,982	Grants and Entitlements (Special Revenue Fund)
Fund 40	\$ 519,750	Repayment of Debt (Debt Service Fund)
Total	\$15,217,045	

**BE IT FURTHER RESOLVED** to acknowledge that the 2022-2023 budget, as described above, results in a General Fund tax levy of \$7,919,997 and a Debt Service Fund tax levy of \$519,750; and

**BE IT FURTHER RESOLVED** to acknowledge that the 2022-2023 budget, as described above, includes the transfer of \$75,000 from Maintenance Reserve to the General Fund to support Required Maintenance activities; and

**BE IT FURTHER RESOLVED** that the Board establish a maximum of \$23,300 in the overall 2022-2023 budget for travel and travel related expenditures supported by local, state, and federal funds (pre budget year maximum is \$20,000 with \$4,719 expended to date); and

**BE IT FURTHER RESOLVED** that the Board establish a maximum of \$967,419 in the general fund 2022-23 budget for professional services expenditures.

Motion to approve Budget Resolution 3-23-2022-1 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					
Alison Moyer			<b>X</b>		
Kristen Simone			<b>X</b>		
Brandy Titus	<b>X</b>		<b>X</b>		
Joshua Zagorski					
Rebecca Holland			<b>X</b>		
Jocelyn Lewis			<b>X</b>		
Result of Motion			<b>Passed 7-0</b>		



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**RESOLUTION 3-23-2022-2**

**BE IT RESOLVED**, the Berlin Borough Board of Education approves the Resolution authorizing the use of contracts with approved OMNIA Partners Government Purchasing Alliance National Coop Vendors.

Motion to approve Budget Resolution 3-23-2022-2 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe					
Alison Moyer			X		
Kristen Simone		X	X		
Brandy Titus			X		
Joshua Zagorski					
Rebecca Holland	X		X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 7-0</b>		

**RESOLUTION 3-23-2022-3**

**BE IT RESOLVED**, the Berlin Borough Board of Education approves the Resolution for the award of the sale of surplus property through an online auction.

Motion to approve Budget Resolution 3-23-2022-3 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe					
Alison Moyer			X		
Kristen Simone			X		
Brandy Titus		X	X		
Joshua Zagorski					
Rebecca Holland	X		X		
Jocelyn Lewis			X		
Result of Motion			<b>Passed 7-0</b>		





**VIII. CURRICULUM - report presented by Kristen Simone**

Action Items		
Curriculum		
1.	Dance Curriculum	<a href="#">CI-1</a>

Resources/Programs	
2.	ELA Program - HMH Into Reading (K-6)

Calendar	
3.	S.Y. 2022-2023 School Calendar

Gifted & Talented Trip					
	Grade/Group	Date	Time	Destination	Cost to District
4.	7th & 8th Grade	5/4/2022	9:00am - 1:00pm	Camden Catholic HS	\$372

Motion to approve Curriculum Action Items #1-4 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey		X	X		
Jeannine Foster			X		
Lisa Kehoe					
Alison Moyer			X		
Kristen Simone			X		
Brandy Titus			X		
Joshua Zagorski					
Rebecca Holland	X		X		
Jocelyn Lewis			X		
Result of Motion			Passed 7-0		

**IX. AD HOC COMMITTEE - CULTURAL PROFICIENCY & EQUITY STAKEHOLDER GROUP - report presented by Chairperson, Kristen Simone. The group will meet again on March 29, 2022.**



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

Summary of Policies & Regulations								
Policies & Regulations								
#	No.	Title	Pol	Reg	1st	2nd	Rev	Ab
1.	5541	Anti-Hazing (M)	x			x		

Motion to approve Policy Action Item #1 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe					
Alison Moyer		X	X		
Kristen Simone	X		X		
Brandy Titus			X		
Joshua Zagorski					
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 7-0		

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

New Hires					
#	Name	Position	Salary	Reason	Effective Date
1.	Joseph Velardi	Full Time Custodian	\$32,000	Transfer	3/24/2022

Professional Development						
#	Staff Member	Program	Date	Time	Location	Cost (Not to Exceed)
2.	Marissa Furnari	School Climate and Anti-Bullying Conference	5/25/2022	Full Day	Virtual	\$129.00
3.	Marissa Furnari	HIB Law Update	Pre-recording	6 hrs.	Virtual	\$150.00



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				(Self Pace)		
4.	Scott Nalick	Implementing the Middle School Civics Mandate	5/4/2022	9:00-3:00	Rowan University	\$0

Leave Coverage					
#	Name	Position	Pay Rate	Reason	Effective Date
5.	Courtney Murphy	Kindergarten Long Term Substitute	* Tier I (days 1-19), \$38.29/day Tier II (days 20-39), \$74.29/day Tier III (days 40+), \$206.10/day	Leave of Absence	4/4/2022

*\*pay differential for existing staff member (amount to be paid in addition to regular daily pay of \$86.71)*

Schedule "B" Position				
#	Name	Position	Stipend	Effective Date
6.	Amber Yoder	Assistant Softball Coach*	\$2,275	3/14/2022
7.	Julian Fuller	Head Wrestling Coach*	\$3,852	11/18/2021
8.	Scott Nalick	Assistant Wrestling Coach*	\$2,482	11/18/2021

*\*Ratify and affirm*

Substitute Services Report				
#	Service	Time Frame	Fill Rate	Attach
9.	Kelly Educational Staffing	2/1/2022 - 2/28/2022	95.49%	<a href="#">PR-1</a>

Motion to approve Personnel Action Items #1-9 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe					
Alison Moyer			X		
Kristen Simone			X		
Brandy Titus		X	X		
Joshua Zagorski					
Rebecca Holland	X		X		
Jocelyn Lewis			X		
Result of Motion			Passed 7-0		



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Motion to open Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Embrey	Mrs. Titus	7	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 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. Titus	Mrs. Embrey	7	0	Passed

**XIII. NEW BUSINESS - Mrs. Lewis mentioned that Eastern HS has band programs for anyone that is interested.**

**XIV. OLD BUSINESS - None**

Motion to enter into executive session at 8:11 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	7	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



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NOW THEREFORE BE IT RESOLVED that the Berlin Borough School District Board of Education will enter into closed session for approximately 20 minutes for said purposes pertaining to:

	Negotiations		Personnel	X	Legal (1)		Individual Privacy
	Security	X	Student Matters (1)		Litigation		Investment/Property Acquisition

Motion to return to open session at 8:25 p.m.				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Holland	Mrs. Moyer	7	0	Passed

**XVI. MEETING ADJOURNED at 8:26 p.m.**

Motion to adjourn the meeting				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Holland	Mrs. Titus	7	0	Passed

BERLIN BOROUGH BOARD OF EDUCATION

*John Scavelli*

John Scavelli, Board Secretary

The next Board of Education Meeting is scheduled for April 27, 2022 with the Budget Public Hearing beginning at 6:30, immediately followed by the regular meeting.