



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



Regular Meeting of the Board of Education

Date	Time	Location
October 28, 2020	7:00 PM	Cafeteria
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	Interim Business Administrator
Daniel 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 learnings while achieving proficiency in the New Jersey Student Learning Standards and meet the challenges of an evolving global society.

REGULAR MEETING AGENDA/MINUTES

I. PUBLIC SESSION

- A. Meeting Called to Order at 7:04 p.m.**
- 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

Board Member	Present	Absent
Lisa Asare		x (arrived 7:07 p.m.)
Jenine Del Palazzo	x	
Jeffrey Greenberg	x	
Lisa Kehoe	x	
Kristen Simone	x	
Brandy Titus	x	
Francine Viscome	x	
Rebecca Holland, VP	x	



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



Jocelyn Lewis, President	x	
--------------------------	---	--

E. STUDENT RECOGNITION

1 Students of the Month:

5th Grade	6th Grade	7th Grade	8th Grade
Cara Chojnacki	Edore Pela	Alexander Weingartner	Gianna Ezeiruaku

2 Superintendent’s Award: [Brielle Garcia](#)

3 Student Government Report: (update will be provided at the meeting)

President	Vice President	Secretary	Treasurer

(Note: Mrs. Asare arrived)

F. PRESENTATIONS - none

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

Motion to open Public Participation - There were no participants signed in for action items.				
Motion	Second	All in Favor	All Opposed	Result of Motion
N/A	N/A			

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. All public participation is governed by [District Bylaw 0167](#).

Motion to close Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion



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



N/A	N/A			
-----	-----	--	--	--

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.	September 23, 2020	Public	M-1

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo			X		
Jeffrey Greenberg					X
Lisa Kehoe			X		
Kristen Simone			X		
Brandy Titus			X		
Francine Viscome		X	X		
Rebecca Holland	X		X		
Jocelyn Lewis			X		
Result of Motion			Passed 8-0-1		

III. CORRESPONDENCE

1. none

IV. SUPERINTENDENT'S REPORT

- A. Superintendent 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



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



Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo			X		
Jeffrey Greenberg			X		
Lisa Kehoe			X		
Kristen Simone	X		X		
Brandy Titus			X		
Francine Viscome			X		
Rebecca Holland		X	X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

V. FACILITIES

- A. Facilities Report: Ms. Brandy Titus, Chair
- B. Motion to approve Facilities action items #1-3 upon the recommendation of the Superintendent:

Drills						
	Type	Date	Time	Duration	Temp	Police
1.	Fire Drill	Unable to complete due to transition to all remote instruction on 10/27/2020.				
2.	Shelter-in-Place	10/23/2020	10:18 am	4 mins	n/a	yes

**Using the guidance set forth by the NJDOE Office of School Preparedness & Emergency Planning*

Use of Facilities					
	Date(s)	Time	Event/Purpose	Location	Group
3.	11/16/2020 11/17/2020 11/18/2020 11/19/2020 11/20/2020 11/23/2020 11/24/2020 11/25/2020	3:30 - 5:30 pm	Book Fair	MS & ES Parking Lots	BCHSA

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare		X	X		
Jenine Del Palazzo			X		
Jeffrey Greenberg			X		
Lisa Kehoe			X		
Kristen Simone			X		



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



Brandy Titus			X		
Francine Viscome	X		X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

<p><u>Resolution 10-28-2020-1</u></p> <p>BE IT RESOLVED, the Berlin Borough Board of Education approves resolution for the 2019-22 Comprehensive Maintenance Plan for submission to the Camden County Office of Education and the New Jersey Department of Education.</p>

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo	X		X		
Jeffrey Greenberg			X		
Lisa Kehoe		X	X		
Kristen Simone			X		
Brandy Titus			X		
Francine Viscome			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

VI. FINANCE

- A. Finance Report: Mrs. Lisa Kehoe, Chair
- B. Motion to approve Finance action items #1-18 upon the recommendation of the Superintendent:

#	Action Items	Attach
1.	Business Administrator's Report	<u>FI-1</u>
2.	Cash Reconciliation Report for August 2020 and September 2020	<u>FI-2.a</u> <u>FI-2.b</u>
3.	Report of the Board Secretary for August 2020 and September 2020	<u>FI-3.a</u> <u>FI-3.b</u>
4.	Monthly Certifications of the Board Secretary and Board of Education for August 2020 and September 2020	<u>FI-4.a</u> <u>FI-4.b</u>
5.	Appropriation Transfers for September 2020	<u>FI-5.a</u> <u>FI-5.b</u>
6.	Cafeteria Report for September 2020	<u>FI-6</u>



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



7.	Approval of Bills for October 2020	FI-7
8.	Student Activity Report for August 2020 and September 2020	FI-8.a FI-8.b
9.	Retirement of equipment and authorize the Business Administrator to determine its final disposition in accordance with N.J.S.A. 18A:18A-45 (None)	N/A
10.	60-month lease purchase for two Ricoh PRO8300S digital copiers from Ricoh USA in the amount of \$1,187.68/month effective January 2021 (NJ State Contract #A40467, SIN #51-58A and #51-57) (11-190-100-500-00-00). Note: This reflects a savings of \$123.21/month	N/A
11.	Affirm the CARES Funding Amendment	FI-12
12.	Affirm the purchase of 200 Samsung Tablets from CDW in the amount of \$30,503.70 (20-478-100-600-00-00)	N/A
13.	Affirm the purchase of 600 Belkin Secure Wired iPad Keyboards from Apple Inc. in the amount of \$29,997.00. (Bid #ESCNJ 18/19-67, 20-477-100-600-00-01, 11-190-100-610-27-00, 20-231-100-610-01-00)	N/A
14.	Salaries paid from Federal Funds during the 2020-21 school year	FI-15
15.	2020-21 Legal Services Agreement for Conflict Counsel with Capehart Scatchard, P.A. in an amount not to exceed \$175.00/hour (11-000-230-331-00-00)	FI-16
16.	2020-21 IDEA Service Contract with the Camden County Educational Services Commission for nonpublic services in the amount of \$33,102.00 (20-250-200-300-02-00)	FI-17
17.	Accept the Coronavirus Relief Fund Grant in the amount of \$32,772.00	N/A
18.	Revised 2020-21 Services Agreement with Delta-T Group North Jersey, Inc. for Substitute Custodian Services in the amount of \$20.25 /hour to be used as needed (ECNJ Coop #ESCNJ 20/21-30, Non-Certified Staffing Services) (11-000-262-420-00-00) (Originally approved on 8/26/20)	N/A

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo		X	X		
Jeffrey Greenberg			X		
Lisa Kehoe			X		
Kristen Simone			X		#15,16
Brandy Titus			X		
Francine Viscome			X		
Rebecca Holland	X		X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0 or 8-0-1		



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



[Resolution 10-28-2020-2](#)

BE IT RESOLVED, the Berlin Borough Board of Education approves the Resolution for Member Participation with Camden County Cooperative Pricing System (57-CCCPS) for the provision of copy paper, computer paper, and envelopes (Bid A-48/2020).

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo			X		
Jeffrey Greenberg			X		
Lisa Kehoe			X		
Kristen Simone	X		X		
Brandy Titus			X		
Francine Viscome		X	X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

VII. CURRICULUM

- A. Curriculum Report: Mrs. Lisa Asare, Chair
- B. Motion to approve Curriculum action item #1 upon the recommendation of the Superintendent:

Schedule Revision		
1	Revised Middle School Full Day Schedule (Middle School Only)	CI-1

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo			X		
Jeffrey Greenberg			X		
Lisa Kehoe		X	X		
Kristen Simone	X		X		
Brandy Titus			X		
Francine Viscome			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		



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



VIII. POLICY

- A. Policy Report: Jeffrey Greenberg, Chair
- B. Motion to approve Policy actions item #1-13 upon the recommendation of the Superintendent:

<u>Policies</u>								
#	No.	Title	Pol	Reg	1st	2nd	Rev	Ab
1.	5330.04	Administering an Opioid Antidote	x			x		
2.	1620	Administrative Employment Contracts	x				x	
3.	2431	Athletic Competition	x				x	
4.	2464	Gifted and Talented Students	x				x	
5.	5330.05	Seizure Action Plan	x		x			
6.	6440	Cooperative Purchasing	x		x			
7.	6470.01	Electronic Funds Transfer and Claimant Certification	x		x			
8.	7440	School District Security	x		x			
9.	7450	Property Inventory	x		x			
10.	7510	Use of School Facilities	x		x			
11.	8420	Emergency and Crisis Situations	x		x			
12.	8561	Procurement Procedures for School Nutrition Programs	x		x			
13.	5310.1	Student Health Screening During Public Health Crisis	x				x	

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

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo	X		X		
Jeffrey Greenberg			X		
Lisa Kehoe			X		
Kristen Simone		X	X		
Brandy Titus			X		
Francine Viscome			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		



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

**IX. PERSONNEL**

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

New Hire						
#	Name	Position	Step/Year	Salary	Reason	Effective Date
1	Emma Califano	MS ELA Teacher	1/BA	\$54,725	Resignation	1/4/2021*
2	Alexa Bolognese	School Psychologist	1/MA+30	\$60,768	Resignation	1/4/2021*

**Prorated & pending all requirements as per the NJDOE*

Schedule "B"					
#	Name	Position	Stipend	Reason	Effective Date
3	Dali Kilpatrick	Student Government Advisor	\$3,716*	Resignation	10/28/2020

**Prorated due to date of appointment*

Resignations/Retirements/Leaves of Absence					
#	Name	Position	Salary	Reason	Effective Date
4	Erin Woods	Elementary Teacher	\$69,908.00	Maternity leave Extension	4/12/2021
5	Sara Durmala	Elementary Teacher	\$62,282.00	Maternity leave Extension	1/11/2021

Professional Development					
#	Program	Location	Dates	Attendee	Cost (Not to Exceed)
6	Autism NJ Conference	Virtual	October 15 & 16, 2020	Kellilyn Mawson & Marissa Furnari	\$148.00
7	Dyslexia: Best Targeted Interventions	Virtual	November 16, 2020	Kristen Eckert	\$279.00

PALS (ratify and affirm)				
#	Name	Position	Compensation	Effective Date
8	Tracy Celkos	PALS	\$14.78	9/1/2020



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



9	Lorraine Harrison	PALS	\$15.18	9/1/2020
10	Sandy Miller	PALS	\$12.00	9/1/2020

Substitute Hiring				
#	Name	Position	Salary	Effective Date
11	Heather Pach	Substitute Nurse	\$125/day	10/29/2020*

**Pending completion of all NJDOE requirements*

Substitute Services Report				
#	Service	Time Frame	Fill Rate	Attach
12	Kelly Educational Staffing	9/1/2020 - 9/30/2020	72.61%	PR-1

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo		X	X		
Jeffrey Greenberg	X		X		
Lisa Kehoe			X		
Kristen Simone			X		
Brandy Titus			X		
Francine Viscome			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

Resolution 10-28-2020-3	
<p>BE IT RESOLVED, the Berlin Borough Board of Education appoints Mr. Robert O'Brien as the Business Administrator/Board Secretary of the Berlin Borough School District beginning on or before 2/28/2021 through 6/30/2021 with an annual salary of \$95,000, prorated, pending the approval of the Executive County Superintendent.</p>	<p>PR-2</p>

Board Member	Motion	Second	Yes	No	Abstain
Lisa Asare			X		
Jenine Del Palazzo	X		X		
Jeffrey Greenberg		X	X		
Lisa Kehoe			X		
Kristen Simone			X		
Brandy Titus			X		
Francine Viscome			X		



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



Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

X. PUBLIC PARTICIPATION

Motion to open Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Kristen Simone	Lisa Kehoe	9	0	Passed 9-0

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.

All public participation is governed by [District Bylaw 0167](#).

One participant offered comments and opinions related to the school equity program. Dr. Campisi and Mrs. Lewis provided comments on behalf of the school district.

Motion to close Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Kristen Simone	Lisa Kehoe	9	0	Passed 9-0

XI. NEW BUSINESS

- The BBEA Liaison Committee recently met via Zoom and will debrief Dr. Campisi. Another meeting is scheduled as well.



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



XII. OLD BUSINESS

- Mrs. Del Palazzo inquired as to whether or not the Policy Committee discussed making changes to the materials selection policy and requested the committee provide further consideration. Mr. Greenberg replied that the committee didn't feel that changes were warranted but would have the committee discuss again at their next meeting.
- Mrs. Lewis provided comments regarding the recent NJSBA virtual conference.

XIII. NON-PUBLIC EXECUTIVE SESSION - None

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 75 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

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.

XIV. MEETING ADJOURNED

Motion to adjourn at 7:40 p.m.				
Motion	Second	All in Favor	All Opposed	Result of Motion
Kristen Simone	Rebecca Holland	9	0	Passed 9-0

BERLIN BOROUGH BOARD OF EDUCATION

John Scavelli, Board Secretary

The next regular meeting is scheduled for November 18, 2020 at 7:00 p.m.