



Regular Meeting of the Board of Education

Date	Time	Location
September 18, 2019	7:00 PM	Media Center, Berlin Community School

Board of Education

Mrs. Jocelyn Lewis, President	Mrs. Jenine Del Palazzo	Mr. Dennis Quinn
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
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Dan Long, Esq	Dr. Joseph Campisi	Cande Kristoff
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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 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

TIME: 7:00 pm

A. Meeting Called to Order – Jocelyn Lewis, President

B. Statement of Open Meeting Compliance

The New Jersey Open Public Meetings Act was enacted to insure 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.

C. Flag Salute



D. Roll Call

Member	Present	Absent
Lisa Asare	X	
Jenine Del Palazzo	X	
Jeffrey Greenberg	X	
Lisa Kehoe	X	
Dennis Quinn		X
Brandy Titus	X	
Francine Viscome	X	
Rebecca Holland - Vice President	X	
Jocelyn Lewis - President	X	

Anyone who wishes to speak during the public comment portion of the meeting is reminded to sign in at the podium at this time. The sign in sheet will be collected at the end of the finance portion of the meeting.

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!

- Students of the Month:

5th Grade	6th Grade	7th Grade	8th Grade
Begins in October	Begins in October	Begins in October	Begins in October

- Superintendent's Award: Begins in October
- Student Government Report

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

Representatives from Student Government reported various upcoming events planned during the school year.



F. PRESENTATIONS

1. NJSLA Preliminary Data Dr. Joseph Campisi, Superintendent

G. APPROVAL OF MINUTES

Motion: Francine Viscome seconded by Lisa Kehoe to approve the Minutes of the Regular Meeting of June 20, 2019, Special Meeting July 18, 2019, Regular Meeting, August 14, 2019, and Executive Sessions of 4/25, 5/6, 5/8, 5/13, 5/29 and 8/14/ 2019

Roll Call: 6/20, 7/18, 8/14, 5/6, 5/8, 5/13, 5/29 Unanimous Yes-Motion Passed; 4/25 4-Yes, 3 Abstain-Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		X 4/25
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn			
Brandy Titus	X		
Francine Viscome	X		X 4/25
Rebecca Holland - Vice President	X		X 4/25
Jocelyn Lewis - President	X		

Motion for the Berlin Borough Board of Education to approve the minutes of the following meeting(s):

#	Meeting Date	Type of Minutes	Attach
1.	6/20/2019	Regular Meeting (open session)	M-1
2.	7/18/2019	Special Meeting (open session)	M-2
3.	8/14/2019	Regular Meeting (open session) Executive Session (closed session)	M-3
4.	4/25/2019 5/6/2019 5/8/2019 5/13/2019 5/29/2019	Executive Session (closed session) Executive Session (closed session) Executive Session (closed session) Executive Session (closed session) Executive Session (closed session)	

H. CORRESPONDENCE

1. None at this time.



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Motion: Brandy Titus seconded by Lisa Asare to approve Superintendent's Report Items 1 through 11.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn			
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

II. SUPERINTENDENT'S REPORT

A. Motion to approve the following reports upon the recommendation of the Superintendent:

#	Report	Attach
1.	Enrollment Report	SR-1
2.	Student Attendance Report (September Report will be given in October)	
3.	Staff Attendance Report (September Report will be given in October)	
4.	Code of Conduct Report (September Report will be given in October)	
5.	Affirm, Modify, or Reject the monthly HIB Report (September Report will be given in October)	
6.	Elementary Principal's Report	SR-5
7.	Middle School Principal's Report	SR-6
8.	Special Education Report	SR-8
9.	PALS/CER Report (September Report will be given in October)	SR-9
10.	Health Office Report (September Report given in October)	
11.	NutriServe Food Service Report (September Report will be given in October)	



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

Motion: Jenine Del Palazzo seconded by Rebecca Holland to approve the Facilities Actions

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn			
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

III. FACILITIES

A. Motion to approve the following Facilities actions items upon the recommendation of the Superintendent:

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

Motion: Rebecca Holland seconded by Lisa Kehoe to approve the Finance Items 1 through 12.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn			
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		



IV. FINANCE

A. Motion to approve the following Finance action items 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.	<p>Monthly Budgetary Certification</p> <p>a. Certification of Board Secretary Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board Secretary certifies that as of July 31, 2019, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Berlin Borough Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23A-16.10(a) 1. The Monthly Reconciliation Report is in accordance with 18A:17-36 and 18A:17-9 for the month(s) of July 31, 2019. The Reconciliation Report and Secretary's Report are in agreement for the month of: July 31, 2019</p> <p>b. Certification of Board of Education Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Berlin Borough Board of Education certifies that as of July 31, 2019, and after review of the Secretary's Monthly Financial Report and the Monthly Reconciliation Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.</p> <p>c. In accordance with N.J.A.C. 6A:23A-16.10(c) 2, it is certified that anticipated revenue has changed for the month ending July 31, 2019 as follows: Increased/Decreased state aid: (\$0.00)</p>	
5.	Transfers. Motion to approve the following transfers: July 2019	FI-4
6.	Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending: N/A	
7.	Approval of Bills. Recommend bills to be paid as of: September 18, 2019	FI-6
8.	Student Activity Report. Motion to approve the following Student Activity Reports: July 2019	FI-7



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9.	Donations: N/A													
10.	<u>Berlin Borough School District Tuition Rates for the 2019-2020 year.</u> Motion to approve the annual tuition rates for the 2019-2020 year. <table style="margin-left: 20px;"> <tr><td>PreK/K</td><td>\$11,685</td></tr> <tr><td>Grades 1-5</td><td>\$11,721</td></tr> <tr><td>Grades 6-8</td><td>\$11,778</td></tr> <tr><td>L.L.D</td><td>\$33,349</td></tr> <tr><td>M.D.</td><td>\$12,599</td></tr> <tr><td>PreK Full Day</td><td>\$13,303</td></tr> </table>	PreK/K	\$11,685	Grades 1-5	\$11,721	Grades 6-8	\$11,778	L.L.D	\$33,349	M.D.	\$12,599	PreK Full Day	\$13,303	
PreK/K	\$11,685													
Grades 1-5	\$11,721													
Grades 6-8	\$11,778													
L.L.D	\$33,349													
M.D.	\$12,599													
PreK Full Day	\$13,303													
11.	<u>Camden County Cooperative Pricing System.</u> Motion to approve purchasing of copy paper, computer paper, and envelopes on an “as needed” basis through the CCCPS bids for the 2019-2020 year.													
12.	<u>Resolution #1 9-19 Corporate Certification (TD Bank).</u> Motion to approve bank signatures for the Berlin Borough Board of Education: Business Administrator - Patricia Palmieri													

V. CURRICULUM

A. Motion to approve the following Curriculum action items upon the recommendation of the Superintendent:

#	Action Items	Attach
1.	None at this time.	N/A



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Motion: Jenine Del Palazzo seconded by Jeffrey Greenberg to approve Policies and Regulations 1 through 18
Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn			
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

VI. POLICY - [Policies](#) & [Regulations](#) recommended for Board Approval

A. Motion to approve the following Policy action items upon the recommendation of the Superintendent:

#	No.	Title	Pol	Reg	1st	2nd	Rev	Ab
1.	1643	Earned Sick Leave Law (M) (New)	x		x			
2.	1643	Earned Sick Leave Law (M) (New)		x	x			
3.	3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)	x		x			
4.	3218	Use, Possession, or Distribution of Substances (M) (Revised)	x		x		x	
5.	3218	Use, Possession, or Distribution of Substances (M) (Revised)		x	x		x	
6.	4218	Use, Possession, or Distribution of Substances (M) (Revised)	x		x		x	
7.	4218	Use, Possession, or Distribution of Substances (M) (Revised)		x	x		x	
8.	4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)	x		x		x	
9.	6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)	x		x		x	
10.	6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)		x	x		x	
11.	7440	School District Security (M) (Revised)	x		x		x	



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12.	7440	School District Security (M) (Revised)		x	x		x	
13.	8600	Student Transportation (M) (Revised)	x		x		x	
14.	8600	Student Transportation (M) (Revised)		x	x		x	
15.	8630	Bus Driver/Bus Aide Responsibility (M) (Revised)	x		x		x	
16.	8630	Emergency School Bus Procedures (M) (Revised)		x			x	
17.	8670	Transportation of Special Needs Students (M) (Revised)	x		x		x	
18.	9400	Media Relations (Revised)	x		x		x	

Motion: Francine Viscome seconded by Jenine Del Palazzo to approve the Personnel items 1 through 15

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn			
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

VII. PERSONNEL

- A. Motion to approve the following Personnel action items upon the recommendation of the Superintendent*:

*All salary, hourly, and per diem wages all reflect the current Agreement between the Berlin Borough Board of Education and the Berlin Borough Education Association. All final salaries are subject to the negotiated terms of the successor agreement between both parties.

Professional Development					
#	Program	Location	Dates	Attendee	Cost (Not to Exceed)
1.	National Council of Teachers (NCTE) Annual Convention	Baltimore Convention Center Baltimore, MD	11/22/2019 - 11/26/2019	Denise Weintraut MS ELA Teacher	\$1,000



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2.	Association for Counselor Education & Supervision National Conference	Seattle, WA	10/10/2019 10/13/2019	Kristina Weiss	\$0
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Resignations/Retirements/Leaves of Absence					
#	Name	Position	Salary*	Reason	Effective Date
3.	Sharon Horne	Classroom Instructional Assistant	\$13.65	Resignation	9/1/2019

New Hires					
#	Name	Position	Salary/Hourly*	Reason	Effective Date
4.	Jennifer Parks** Long Term Substitute	World Language (Spanish)	\$357.27/day	Termination	9/1/2019
5.	Benjamin Wakelee**	Classroom Instructional Assistant	\$13.65	Resignation	9/10/2019
6.	Samantha Baugh**	Classroom Instructional Assistant	\$13.65	Resignation	9/1/2019
7.	Theresa Hess**	Classroom Instructional Assistant	\$13.65	IEP Driven	9/1/2019
8.	Peter Lutz**	Classroom Instructional Assistant	\$13.65	IEP Driven	9/1/2019
9.	CourtneyMurphy**	Classroom Instructional Assistant	\$13.65	Resignation	9/1/2019
10.	Gianna Squallace	Classroom Instructional Assistant	\$13.65	IEP Driven	9/12/2019
**Ratify and Affirm					

Adjustments/Transfers/Assignment Changes						
#	Name	Current Position	New Position	Salary*	Reason	Effective Date
11.	Sara Snuffin**	FTE 0.8 MS ELA & BSI	FTE 1.0 MS ELA & BSI	BA - 1 \$54,170	Increased student needs &	9/1/2019



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		Teacher	Teacher		enrollment	
**Ratify and Affirm						

Extra-Curricular/Co-Curricular/Schedule "B"					
#	Name	Sport/Club	Position	Stipend	Effective Date
12.	Anthony Mazziotti	Wrestling	Head Coach	\$3,725	10/1/2019
13.	Sean Hartey	Wrestling	Assistant Coach	\$2,400	10/1/2019

Volunteers		
#	Name	Reason
14.	Sara Snuffin	Field Hockey
15.	Brigid Domain	Girls Soccer

Motion: Lisa Kehoe seconded by Brandy Titus to appoint Superintendent as Acting Business Administrator from September 21, 2019 through October 14, 2019

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn			
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

Resolution #2 9-19
Appoint Dr. Joseph Campisi as the Acting Business Administrator from September 21, 2019 through October 14, 2019.



PAL/CER Staff New Hire					
#	Name	Position	Salary	Reason	Effective Date
	None at this time				

PAL/CER Staff Resignation/Termination				
#	Name	Position	Salary	Effective Date
	None at this time			

VIII. PUBLIC PARTICIPATION

Motion: Jeffrey Greenberg seconded by Rebecca Holland to open the meeting to the public
Call Vote: Unanimous Yes – Motion Passed

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 finance 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.

Motion: Francine Viscome seconded by Brandy Titus to close public session
Call Vote: Unanimous Yes – Motion Passed

IX. NON-PUBLIC EXECUTIVE SESSION

TIME: 7:30 pm



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Motion: Rebecca Holland seconded by Jenine Del Palazzo to move into executive session
Call Vote: Unanimous Yes – Motion Passed

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 60 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
- Investment/Property Acquisition
- Litigation
- Student Matters

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.

Motion: Francine Viscome seconded by Brandy Titus to close Executive Session
Roll Call: Unanimous Yes - Motion Passed

TIME: 8:30 pm

X. RETURN TO PUBLIC SESSION

Motion: Brandy Titus seconded by Jenine Del Palazzo to approve an extension of a settlement agreement between CM and PM and the Berlin Borough Board of Education.

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe	X		
Dennis Quinn			
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		



Resolution #3 9-19

Approve an extension of the settlement agreement between C.M. and P.M. and the Berlin Borough Board of Education.

XI. NEW BUSINESS

XII. OLD BUSINESS – Board President Jocelyn Lewis reminds Board that the retreat is October 5, 2019 9:00AM to 12:00PM

XIII. MEETING ADJOURNED

TIME: 8:35pm

Motion: Lisa Kehoe seconded by Rebecca Holland to adjourn the meeting.

Call Vote: Unanimous Yes- Motion Passed

BERLIN BOROUGH BOARD OF EDUCATION



 Board Secretary

Next Regular Meeting of the Board of Education

Date	Time	Location
October 16, 2019	7:00 PM	Media Center, Berlin Community School