



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



To ensure that the public retains the ability to attend this meeting and provide comments, the remote meeting will be streamed in realtime on Zoom. You can access the feed by clicking [here](#). The purpose of utilizing this method of meeting is to ensure the continuity of school district operations while maintaining the necessary social distance to avoid the spread of COVID-19. Anyone who wishes to comment during the public portion of the meeting should submit their comment public923@bcsberlin.org. As per [Bylaw 0167](#), anyone wishing to comment to the Board shall include their full name and address within the email or it will not be read.

| Date | Time | Location |
|--------------------|---------|--|
| September 23, 2020 | 7:00 PM | only BoE onsite, live stream to public |

| 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 7:07 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.

D. Roll Call

| Board Member | Present | Absent |
|--------------------------|---------|--------|
| Lisa Asare | x | |
| Jenine Del Palazzo | x | |
| Jeffrey Greenberg | | x |
| Lisa Kehoe | x | |
| Kristen Simone | x | |
| Brandy Titus | x | |
| Francine Viscome | x | |
| Rebecca Holland, VP | x | |
| Jocelyn Lewis, President | x | |



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E. STUDENT RECOGNITION

1 Students of the Month:

| 5th Grade | 6th Grade | 7th Grade | 8th Grade |
|----------------|-------------|-------------------|---------------|
| Delaney Lawyer | Ruby Durney | Braeden Cipparone | Paul Genovese |

2 Superintendent's Award: Cianna Bigwood & Isabella Natale

3 Student Government Report: *Formation still in progress*

| President | Vice President | Secretary | Treasurer |
|------------------------------------|----------------|-----------|-----------|
| <i>Formation still in progress</i> | | | |

F. PRESENTATIONS - none

G. PUBLIC PARTICIPATION (Action Items Only)

| Motion to open Public Participation - There was one email from a current employee regarding her contract. Dr. Campisi will contact her directly. | | | | |
|---|--------|--------------|-------------|------------------|
| Motion | Second | All in Favor | All Opposed | Result of Motion |
| N/A | N/A | | | |

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 submit their comment via public923@bcsberlin.org. Your full name and address must be included for the record, or your comment will not be read. 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 to close Public Participation | | | | |
|--------------------------------------|--------|--------------|-------------|------------------|
| Motion | Second | All in Favor | All Opposed | Result of Motion |
| N/A | N/A | | | |



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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. | August 26, 2020 | Public | M-1 |
| 2. | August 26, 2020 | Executive (Closed) | |

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

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 (<i>as of 9/16/2020</i>) | SR-1 |
| 2 | Student Attendance Report (<i>September to be reported in October</i>) | N/A |
| 3 | Staff Attendance Report (<i>September to be reported in October</i>) | N/A |
| 4 | Code of Conduct Report (<i>September to be reported in October</i>) | N/A |
| 5 | Accept the monthly HIB Report (<i>September to be reported in October</i>) | N/A |
| 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 (<i>September to be reported in October</i>) | n/a |



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

V. FACILITIES

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

| Drills | | | | | | |
|--------|-----------------------|-----------|-------------------|----------|---------|--------|
| | Type | Date | Time | Duration | Temp | Police |
| 1. | Fire Drill* | 9/22/2020 | 8:15 am - 2:15 pm | various | various | onsite |
| 2. | Communications Drill* | 9/21/2020 | 3:30 pm | 5 mins | n/a | onsite |

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

| Use of Facilities | | | | |
|-------------------|-----------|--------------|---------------|----------------------|
| | Date | Time | Event/Purpose | Location |
| 3. | 9/20/2020 | 8 am - 12 pm | Lea's Legacy | Exterior path for 5K |

| Board Member | Motion | Second | Yes | No | Abstain |
|----------------------------|--------|--------|-------------------|----|---------|
| Lisa Asare | | | X | | |
| Jenine Del Palazzo | | | X | | |
| Jeffrey Greenberg (Absent) | | | | | |
| 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 | | |



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VI. FINANCE

A. Finance Report: Mrs. Lisa Kehoe, Chair

B. Motion to approve Finance action items #1-11 upon the recommendation of the Superintendent:

| # | Action Items | Attach |
|-----|--|----------------------|
| 1. | Business Administrator's Report | FI-1 |
| 2. | Cash Reconciliation Report for July 2020 | FI-2 |
| 3. | Report of the Board Secretary for July 2020 | FI-3 |
| 4. | Monthly Certifications of the Board Secretary and Board of Education for July 2020 | FI-4 |
| 5. | Appropriation Transfers for August 2020 | FI-5 |
| 6. | Cafeteria Report (None) | N/A |
| 7. | Approval of Bills for September 2020 | FI-7 |
| 8. | Student Activity Report for July 2020 | FI-8 |
| 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. | 2020-21 special education tuition contract agreement with Gloucester County Special Services School District for one student sent in the amount of \$40,320 (11-000-100-565-00-00) | N/A |
| 11. | 2020-21 agreement with Gloucester County Special Services School District for a one-on-one teacher assistant for one student sent in the amount of \$41,580 (11-000-219-320-00-00) | N/A |
| 12. | Amend the agreement set forth by resolution #2-3-18-20 to provide the Berlin Borough Athletic Association funding from fiscal year 2019-2020 that were not used due to the shut down by the COVID-19 pandemic. | FI-9 |

| Board Member | Motion | Second | Yes | No | Abstain |
|-------------------------------------|----------|----------|-------------------------|----|------------|
| Lisa Asare | X | | X | | |
| Jenine Del Palazzo | | | X | | |
| Jeffrey Greenberg (Absent) | | | | | |
| Lisa Kehoe | | | X | | |
| Kristen Simone | | | X | | #12 |
| Brandy Titus | | X | X | | |
| Francine Viscome | | | X | | |
| Rebecca Holland | | | X | | |
| Jocelyn Lewis | | | X | | |
| Result of Motion | | | Passed 8-0/7-0-1 | | |



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VII. CURRICULUM

- A. Curriculum Report: Mrs. Lisa Asare, Chair
- B. Motion to approve Curriculum action item #1-2 upon the recommendation of the Superintendent:

| Material Approval | | |
|-------------------|--|----------------------|
| 1. | Stamped: Racism, Antiracism, and You by Jason Reynolds, Ibram X. Kendi | CI-1 |

| Calendar Change (Due to Executive Order 177) | | | | |
|--|----------------------------------|---------------|-------------------------------------|----------------------|
| 2. | November 3, 2020 | June 18, 2021 | November 10, 2020 | CI-2 |
| | School Closed (Students & Staff) | Make Up Day | Early Dismissal, Parent Conferences | |

| Board Member | Motion | Second | Yes | No | Abstain |
|-------------------------------------|----------|----------|-------------------------|----|-----------|
| Lisa Asare | | | X | | |
| Jenine Del Palazzo | | | X | | #1 |
| Jeffrey Greenberg (Absent) | | | | | |
| Lisa Kehoe | | | X | | |
| Kristen Simone | | | X | | |
| Brandy Titus | | X | X | | |
| Francine Viscome | X | | X | | |
| Rebecca Holland | | | X | | |
| Jocelyn Lewis | | | X | | |
| Result of Motion | | | Passed 7-0-1/8-0 | | |

VIII. POLICY

- A. Policy Report: Jeffrey Greenberg, Chair
- B. Motion to approve Policy action item #1-7 upon the recommendation of the Superintendent:

[Policies](#)

| # | No. | Title | Pol | Reg | 1st | 2nd | Rev | Ab |
|----|---------|--|-----|-----|-----|-----|-----|----|
| 1. | 2622 | Student Assessment | x | | | | x | |
| 2. | 5111 | Eligibility of Resident/Nonresident Students | x | | | | x | |
| 3. | 5200 | Attendance | x | | | | x | |
| 4. | 5320 | Immunization | x | | | | x | |
| 5. | 5330.04 | Administering an Opioid Antidote | x | | x | | | |
| 6. | 5610 | Suspension | x | | | | x | |



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| | | | | | | | | |
|----|------|-----------|---|--|--|--|---|--|
| 7. | 5620 | Expulsion | 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 | | |
| Jeffrey Greenberg (Absent) | | | | | |
| Lisa Kehoe | X | | X | | |
| Kristen Simone | | | X | | |
| Brandy Titus | | | X | | |
| Francine Viscome | | | X | | |
| Rebecca Holland | | X | X | | |
| Jocelyn Lewis | | | X | | |
| Result of Motion | | | Passed 8-0 | | |

IX. PERSONNEL

- A. Personnel Report: Mrs. Fran Viscome, Chair
- B. Motion to approve Personnel action items #1-23 upon the recommendation of the Superintendent:

| Resignations/Retirements/Leaves of Absence | | | | | |
|--|------------------|------------------------------|------------|-------------|--------------------|
| | Name | Position | Salary | Reason | Effective Date |
| 1. | Donna Porcellini | Lunch/Recess Aide | \$11.10/hr | Resignation | 9/6/2020 |
| 2. | Brigid Domin | Elementary Teacher | \$62,001 | Maternity | 9/1/2020-2/1/2021* |
| 3. | Denise Weintraut | MS ELA Teacher | \$62,525 | Resignation | 11/16/2020 |
| 4. | Alyssa Wortelman | MS Special Education Teacher | \$62,001 | Maternity | 2/1/2021-6/1/2021 |

**Revised*

| CER (ratify and affirm) | | | | |
|-------------------------|-----------------|----------------------------------|--------------|----------------|
| # | Name | Position | Compensation | Effective Date |
| 5. | Jessica McGowan | CER PreK Teacher | \$23,971* | 9/1/2020 |
| 6. | Tracey Celkos | CER PreK Instructional Assistant | \$15.27* | 9/1/2020 |
| 7. | Kathy Layer | CER PreK Instructional Assistant | \$13.71* | 9/1/2020 |

**Prorated as needed based on student enrollment and actual number of working days*



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| PALS (ratify and affirm) | | | | |
|---------------------------------|--------------------|-----------------|---------------------|-----------------------|
| # | Name | Position | Compensation | Effective Date |
| 8. | Amber Yoder | PALS | \$12.00/\$15.00* | 9/1/2020 |
| 9. | Janice Martin | PALS | \$12.00/\$15.00* | 9/1/2020 |
| 10. | Anna Sweeney | PALS | \$12.00 | 9/1/2020 |
| 11. | Barbara McGettigan | PALS | \$12.00 | 9/1/2020 |
| 12. | Carol Fabiano | PALS | \$12.00 | 9/1/2020 |
| 13. | Debbie Bain | PALS | \$12.00 | 9/1/2020 |
| 14. | Haley Allsebrook | PALS | \$12.00 | 9/1/2020 |
| 15. | Heather Gabriel | PALS | \$12.00 | 9/1/2020 |
| 16. | Kayla Shannon | PALS | \$12.00 | 9/1/2020 |

**When serving as the shift lead.*

| Summer Tutoring (ratify and affirm) | | | | | | |
|--|-------------------|----------------------|-------------|--------------|--------------|-----------------------|
| # | Name | Grade/Subject | Rate | Hours | Total | Effective Date |
| 17. | Lori Benchoff | K-1 ELA & Math | \$50/hour | 6 per week | \$2,400 | 7/1/2020 - 8/30/2020 |
| 18. | Erin Rodriguez | 2-3 ELA & Math | \$50/hour | 6 per week | \$2,350 | 7/1/2020 - 8/30/2020 |
| 19. | Kelly Jo Stroemel | 4 Math & ELA | \$50/hour | 6 per week | \$2,500 | 7/1/2020 - 8/30/2020 |
| 20. | Jennifer Basner | 5 Math & ELA | \$50/hour | 6 per week | \$2,500 | 7/1/2020 - 8/30/2020 |
| 21. | Stephanie McClain | 6,7,8 Math | \$50/hour | 6 per week | \$2,500 | 7/1/2020 - 8/30/2020 |
| 22. | John Meo | 6,7,8 Math | \$50/hour | 6 per week | \$2,500 | 7/1/2020 - 8/30/2020 |
| 23. | Kelly Gray | 6,7,8 ELA | \$50/hour | 6 per week | \$2,500 | 7/1/2020 - 8/30/2020 |



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| Substitute Services Report - Report to begin in October | | | | |
|---|----------------------------|---|-----------|--------|
| # | Service | Time Frame | Fill Rate | Attach |
| 24. | Kelly Educational Staffing | N/A (September will be reported in October) | | |

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

X. PUBLIC PARTICIPATION

| Motion to open Public Participation | | | | |
|-------------------------------------|------------|--------------|-------------|------------------|
| Motion | Second | All in Favor | All Opposed | Result of Motion |
| Francine Viscome | Lisa Kehoe | 8 | 0 | Passed 8-0 |

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.

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Dr. Campisi read a comment from a parent regarding student mask breaks.



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| Motion to close Public Participation | | | | |
|--------------------------------------|------------------|--------------|-------------|------------------|
| Motion | Second | All in Favor | All Opposed | Result of Motion |
| Kristen Simone | Francine Viscome | 8 | 0 | Passed 8-0 |

XI. NEW BUSINESS

- New Jersey School Boards Virtual Conference 2020, October 20-22, 2020.

XII. OLD BUSINESS

- Mrs. Del Palazzo requested that Policy 2530 be considered for review and revision. Dr. Campisi indicated that it will be included on the next committee meeting agenda.

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 7:30 p.m. | | | | |
|--------------------------------|------------|--------------|-------------|------------------|
| Motion | Second | All in Favor | All Opposed | Result of Motion |
| Rebecca Holland | Lisa Kehoe | 8 | 0 | Passed 8-0 |

BERLIN BOROUGH BOARD OF EDUCATION

John Scavelli, Board Secretary

The next regular meeting is scheduled for October 28, 2020 at 7:00 p.m.