



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



Regular Board of Education Meeting

Date	Time	Location
December 21, 2022	7:00 PM	Media Center, Berlin Community School

Board of Education		
Mrs. Jocelyn Lewis, President	Mrs. 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

Board Solicitor	Superintendent	Interim Business Administrator
Dan 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 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 7:00 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) Borough Hall.

C. **Flag Salute**

D. **Roll Call**

Board Member	Present	Absent
Susan Embrey	X	
Jeannine Foster	X	



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Rebecca Holland	X	
Lisa Kehoe	X	
Jocelyn Lewis	X	
Alison Moyer	X	
Kristen Simone	X	
Brandy Titus	X	
Joshua Zagorski	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.

E. STUDENT RECOGNITION presented by Middle School Principal, Therese Bonmati

1. Students of the Month:

5th Grade	6th Grade	7th Grade	8th Grade
Tenley Murphy	Julianna Eckels	Anthony Pach	Sean Beirao

2. Superintendent's Award: Amanda Davis

3. Student Government Report: Joseph Field (**presented by Mrs. Bonmati as student was not in attendance**)

President	Vice President	Secretary	Treasurer
Samantha Haughey	Kit Hildebrand	Joseph Field	Julian Dubray

Motion to open Public Participation - **The sign-in sheet for participation in the public comment portion was collected and there were none listed for action items. However, there was one non-agenda item listed and President Lewis allowed that person to address the board at this time.**

Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Simone	Mrs. Embrey	9	0	Passed

F. 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



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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](#).

Samantha Newman addressed the Board regarding the HIB policy and some incidents between her child and another child on the school bus. Dr. Campisi stated that he will follow-up with her first thing in the morning.

Motion to close Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Simone	Mrs. Kehoe	9	0	Passed

II. APPROVAL OF MINUTES

#	Meeting Date	Type of Minutes	Attach
1.	November 16, 2022	Public	M-1
2.	November 16, 2022	Executive (Closed) Session	Emailed to BOE

Motion to approve the board meeting minutes #1-2 of November 16, 2022					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe	X		X		
Alison Moyer			X, #1		X, #2
Kristen Simone			X		
Brandy Titus		X	X		
Joshua Zagorski			X		
Rebecca Holland					X
Jocelyn Lewis			X		
Result of Motion			Passed 8-0-1 or 7-0-2		

III. PRESENTATION(S)

[Start Strong Test Results](#)

Dr. Joseph Campisi, Superintendent

Board Member Recognition - Kristen Simone

Mrs. Jocelyn Lewis, Board President



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IV. CORRESPONDENCE - None

V. SUPERINTENDENT'S REPORT presented by Dr. Joseph Campisi

#	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

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			X		
Alison Moyer			X		
Kristen Simone		X	X		
Brandy Titus			X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis	X		X		
Result of Motion			Passed 9-0		



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VI. FACILITIES - report presented by Chairperson, Brandy Titus

Drills						
#	Type	Date	Time	Duration	Temp	Police
1.	Shelter in Place	11/17/2022	9:50 am	4 mins	n/a	yes
2.	Fire Drill	12/1/2022	1:40 am	5 mins	43 degrees	yes
3.	Lockdown	12/9/2022	9:35 am	8 mins	n/a	yes

#	Action Items	
4.	Use of Facilities	FA-4
5.	Revised LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i)	FA-5

Motion to approve Facilities Drills and Action Items #1-5 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe			X		
Alison Moyer			X		
Kristen Simone		X	X		
Brandy Titus			X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis	X		X		
Result of Motion			Passed 9-0		

Resolution 12-21-2022-1
Resolution Binding the Berlin Borough School District to Purchase Electric Generation Services through the Alliance for Competitive Energy Services ("ACES") Bid, Cooperative Pricing System ID#E8801-ACESCPS

Motion to approve Facilities Resolution #12-21-2022-1 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		



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Jeannine Foster			X		
Lisa Kehoe			X		
Alison Moyer			X		
Kristen Simone	X		X		
Brandy Titus		X	X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

Resolution 12-21-2022-2

Resolution Binding the Berlin Borough School District to Purchase Natural Gas Services through the Alliance for Competitive Energy Services (“ACES”) Bid, Cooperative Pricing System ID#E8801-ACESCPS

Motion to approve Facilities Resolution #12-21-2022-2 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey		X	X		
Jeannine Foster			X		
Lisa Kehoe	X		X		
Alison Moyer			X		
Kristen Simone			X		
Brandy Titus			X		
Joshua Zagorski			X		
Rebecca Holland			X		
Jocelyn Lewis			X		
Result of Motion			Passed 9-0		

VII. FINANCE - report presented by Chairperson, Lisa Kehoe

#	Action Items	Attach
1.	Business Administrator's Report	FI-1
2.	Cash Reconciliation Report for November 2022	FI-2
3.	Report of the Board Secretary for November 2022	FI-3
4.	Monthly Certifications of the Board Secretary and Board of Education for November 2022	FI-4



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5.	Appropriation Transfers for November 2022	FI-5.a FI-5.b
6.	Cafeteria Report for November 2022	FI-6
7.	Approval of Bills for December 2022	FI-7
8.	Student Activity Report for November 2022	FI-8
9.	2022-23 special education tuition contract agreement with Brookfield Schools (Brookfield Elementary) for one student sent in the amount of \$47,479.64 which includes 131 days @ \$362.44/day, effective November 28, 2022 (11-000-100-566-00-30)	N/A
10.	2022-23 tuition contract agreements with Gloucester Township Board of Education for three students sent effective as follows: <ul style="list-style-type: none">• Grade 2, effective September 6, 2022, \$14,041 (11-000-100-561-00-30)• Grade 4, effective September 6, 2022, \$14,041 (11-000-100-561-00-30)• Grade 7, effective September 6, 2022, \$14,496 (11-000-100-561-00-30)	N/A
11.	Accept the following donations: <ul style="list-style-type: none">• Trumpet from Lou Lucente• \$1,000 from Marine Corps League	N/A
12.	Affirm Cooperative Pricing System purchases that exceed the non-QPA bid threshold of \$32,000	FI-12
13.	Base salaries paid from federal funds during the 2022-23 school year (revised)	FI-13
14.	Managerial Responsibilities of Donna DiLapo, Business Administrator, effective January 1, 2023: <ul style="list-style-type: none">• Board Secretary• Purchasing Agent (QPA)• Public Agency Compliance Officer (PACO)• Purchasing Agent Compliance Officer for Affirmative Action• Custodian of Public Records	N/A
15.	Authorize the Business Administrator as the purchasing agent (QPA threshold \$44,000) to make any and all purchases necessary to meet the needs of the school district and to award contracts in accordance with N.J.S.A. 18A:18A during the 2022-23 fiscal year (effective January 1, 2023) and to utilize state contract and cooperative purchasing agreements wherever possible	N/A
16.	2022-23 Federal Work Study Program Agreement with Camden County College	FI-16
17.	Jazz Band Fundraisers	FI-17
18.	2022-23 special education tuition contract agreement with Gloucester County Special Services School District (Bankbridge Regional) for one student sent in the amount of \$26,298.00 which includes 108 days @ \$243.50/day, and an out-of-county surcharge of \$1,944 (\$18 x 108 days), effective January 3, 2023 (11-000-100-565-00-30)	N/A



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Motion to approve Finance Action Items #1-18 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe			X		
Alison Moyer			X		
Kristen Simone			X		
Brandy Titus			X		
Joshua Zagorski			X		
Rebecca Holland		X	X		
Jocelyn Lewis	X		X, #1-15, 18		X, #16-17
Result of Motion			Passed 9-0 or 8-0-1		

VIII. CURRICULUM - report presented by Chairperson, Joshua Zagorski. There are no action items.

IX. POLICY - report presented by Chairperson, Sue Embrey. There are no action items.

X. AD HOC COMMITTEE - CULTURAL PROFICIENCY & EQUITY STAKEHOLDER GROUP - report presented by Chairperson, Kristen Simone. There are no action items.

XI. PERSONNEL - report presented by Chairperson, Kristen Simone

New Hires					
#	Name	Position	Salary	Reason for Vacancy	Effective Date
1.	Donna DiLapo	Business Administrator/Board Secretary	\$105,000 (prorated)	Resignation	1/1/2023

Professional Development					
#	Program	Location	Date(s)	Attendee	Cost (Not to Exceed)
2.	CCTS Admission Workshop	CCTS	12/9/2022	Allison Clark	\$0
3.	Techspo '23	Harrah's Resort, Atlantic City, NJ	1/25/23 - 1/27/23	Joseph Hemphill	\$0



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Schedule "B" Position				
#	Name	Position	Stipend	School Year
4.	Scott Nalick	Dances/Plays Certified Staff - Chaperone	\$160	2022 - 2023
5.	Trey Jaworski	Dances/Plays Certified Staff - Chaperone	\$160	2022 - 2023

Extra Hours				
#	Name	Reason	Hours	Rate
6.	Allison Kaiser	Parent Presentation (1/11/2023)	Not to exceed 10 hours	\$60/hour
7.	Allison Clark	Parent Presentation (1/11/2023)	Not to exceed 10 hours	\$60/hour
8.	Marrisa Furnari	Parent Presentation (1/11/2023)	Not to exceed 10 hours	\$60/hour
9.	Ross Lambersky	Parent Presentation (1/11/2023)	Not to exceed 10 hours	\$60/hour
10.	Trey Jaworski	Parent Presentation (1/11/2023)	Not to exceed 10 hours	\$60/hour

Resignations/Retirements/Leaves of Absence					
#	Name	Position	Salary	Reason	Effective Date
11.	Janice Mardikian	Classroom Instructional Aide	\$20,689.65	Retirement	6/16/2023
12.	Erin Woods	ES Teacher	\$72,967	Maternity Leave	4/24/2023
13.	Theresa Hess	Classroom Instructional Aide	16,497.90	Resignation	12/16/2022

Leave(s) of Absence					
#	Staff	Position	Salary	Type	Effective Dates
14.	Christina Weber	Administrative Assistant to the Superintendent	\$42,105	Unpaid	12/3/2022 - 1/3/2023

Minimum Wage Increase					
#	Staff Member	Position	Current Rate	Revised Rate	Effective Date
15.	John Allesbrook	PT Custodian	\$14.00	\$14.13	January 1, 2023



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16.	Joseph Weber	PT Custodian	\$14.00	\$14.13	January 1, 2023
17.	Lorraine Harrison	Lunchroom Aide	\$14.00	\$14.13	January 1, 2023
18.	Caroline Volpe	Lunchroom Aide	\$14.00	\$14.13	January 1, 2023
19.	Christian Davis	PALS Aide	\$14.00	\$14.13	January 1, 2023
20.	Carol Fabiano	PALS/Lunchroom Aide	\$14.00	\$14.13	January 1, 2023
21.	Heather Gabriel	PALS/Lunchroom Aide	\$14.00	\$14.13	January 1, 2023
22.	Kimberly Klienback	PALS/Lunchroom Aide	\$14.00	\$14.13	January 1, 2023
23.	Janice Martin	PALS Aide	\$14.00	\$14.13	January 1, 2023
24.	Barbara McGettigan	PALS Aide	\$14.00	\$14.13	January 1, 2023
25.	Judith Peak	PALS Aide	\$14.00	\$14.13	January 1, 2023
26.	Kayla Santiago	PALS Aide	\$14.00	\$14.13	January 1, 2023
27.	Kayla Shannon	PALS Aide	\$14.00	\$14.13	January 1, 2023
28.	Franque Sauer	PALS/Lunchroom Aide	\$14.00	\$14.13	January 1, 2023

Field Experience/Practicum					
#	Student Name	Teacher	Organization	Days Per Week	Term
29.	Chad Juros	Luke Weichman	Stockton University	5	1/17/2023 - 5/5/2023
30.	Madison Specht	Roseanne Schuenemann	Eastern HS Future Teachers Program	1-2	1/3/2023 - 6/15/2023

Schedule B				
#	Name	Advisor	Stipend	Effective Dates
31.	Christina McMenamin	Homework Club	\$48/hour	12/22/2022 - 6/30/2023



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New Hire					
#	Name	Position	Salary	Reason	Effective Date
32.	Janice Prince	Classroom Instructional Assistant	\$17.29/hour	Resignation	1/3/2023*

**Pending completion of all NJDOE requirements*

Substitute Services Report				
#	Service	Time Frame	Fill Rate	Attach
33.	Kelly Educational Staffing	11/1/2022 - 11/30/2022	72.17%	PR-1

Motion to approve Personnel Action Items #1-33 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Susan Embrey			X		
Jeannine Foster			X		
Lisa Kehoe			X		
Alison Moyer			X		
Kristen Simone			X		
Brandy Titus			X, #1-29, 31-33		X, #30
Joshua Zagorski			X		
Rebecca Holland		X	X		
Jocelyn Lewis	X		X		
Result of Motion			Passed 9-0 or 8-0-1		

Motion to open Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
N/A	N/A			

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.

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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.

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

XIII. NEW BUSINESS - Board members provided positive comments regarding the “Elf” play.

XIV. OLD BUSINESS - Dr. Campisi reported that the Torch Award has been hung and contains all the student names.

Motion to enter into executive session at 7:59 p.m. (it was noted that action will not be taken afterwards)				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Simone	Mrs. Embrey	9	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

NOW THEREFORE BE IT RESOLVED that the Berlin Borough School District Board of Education will enter into closed session for approximately 15 minutes for said purposes pertaining to:

	Negotiations		Personnel	X	Legal (2)		Individual Privacy
	Security		Student Matters		Litigation		Investment/Property Acquisition

Motion to return to open session at 8:13 p.m.				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Simone	Mrs. Embrey	9	0	Passed



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XVI. MEETING ADJOURNED at 8:14 p.m.

Motion to adjourn the meeting				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Titus	Mrs. Embrey	9	0	Passed

BERLIN BOROUGH BOARD OF EDUCATION

John Scavelli

John Scavelli, Board Secretary

The next Board of Education Meeting (Reorganization) is scheduled for January 4, 2023 at 6:30 p.m.