



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



**Regular Board of Education Meeting**

<b>Date</b>	<b>Time</b>	<b>Location</b>
February 22, 2023	7:00 PM	Media Center, Berlin Community School
<b>Board of Education</b>		
Mrs. Jocelyn Lewis, President	Mrs. Jeannine Foster	Dr. Jeremy Cohen
Mrs. Rebecca Holland, Vice-President	Mrs. Lisa Kehoe	Ms. Brandy Titus
Mrs. Susan Embrey	Mrs. Alison Moyer	Mr. Joshua Zagorski
<b>Board Solicitor</b>	<b>Superintendent</b>	<b>Business Administrator/Board Secretary</b>
Dan Long, Esq	Dr. Joseph Campisi	Mrs. Donna DiLapo

**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 Mrs. Jocelyn Lewis, President 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](http://www.bcsberlin.org)) Borough Hall.

**C. Flag Salute**



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**D. Roll Call**

Board Member	Present	Absent
Dr. Jeremy Cohen	✓	
Mrs. Susan Embrey	✓	
Mrs. Jeannine Foster	✓	
Mrs. Lisa Kehoe	✓	
Mrs. Alison Moyer	✓	
Ms. Brandy Titus	✓	
Mr. Joshua Zagorski	✓	
VP: Mrs. Rebecca Holland	✓	
Pres: Mrs. Jocelyn Lewis	✓	

Anyone who wished to speak during the public comment portion of the meeting was reminded to sign in at the podium.

**E. STUDENT RECOGNITION**

1. Students of the Month: Ms. Bonmati, Middle School Principal presented awards to the following:

5th Grade	6th Grade	7th Grade	8th Grade
Michaiah Ross	Zachary Fugarino	Briella Peters	Bella “Bee” Alcoba

2. Superintendent’s Award: Lyla Szagala
3. Student Government Report: Kit Hildebrand presented

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.

Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Titus	Ms. Foster	✓	0	passed



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**F. PUBLIC PARTICIPATION (Action Items Only)**

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 to 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 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](#).

No comments on agenda items.

Motion to close Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Ms Titus	Mrs. Embry	✓	0	passed

**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.	January 25, 2023	Public	<a href="#">M-1</a>

Motion to approve the board meeting minutes #1					
Board Member	Motion	Second	Yes	No	Abstain
Dr. Jeremy Cohen			✓		
Mrs. Susan Embrey	✓		✓		
Mrs. Jeannine Foster			✓		
Mrs. Lisa Kehoe		✓	✓		
Mrs. Alison Moyer (absent)			✓		
Mrs. Brandy Titus			✓		
Mr. Joshua Zagorski			✓		
VP: Mrs. Rebecca Holland			✓		
Pres: Mrs. Jocelyn Lewis			✓		
Result of Motion			Passed 9-0		



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**III. PRESENTATION(S)**

Mr. Robert Inverso, Inverso & Stewart, LLC, presented the FY 2021-2022 Audit Report

**IV. CORRESPONDENCE - None**

**V. SUPERINTENDENT'S REPORT presented 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				
Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Titus	Mrs. Kehoe	✓	0	passed

**VI. FACILITIES - report presented by Chairperson - Lisa Kehoe**

Drills						
#	Type	Date	Time	Duration	Temp	Police
1.	Fire Drill	2/6/2023	1:40 pm	4 minutes	50 degrees	yes
2.	Lockdown	2/16/2023	9:35 pm	12 minutes	n/a	yes



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#	Action Items	
3.	Use of Facilities	<a href="#">FA-1</a> <a href="#">FA-1a</a>
4.	Berlin AA Facilities Use	<a href="#">FA-2</a>

Motion to approve Facilities Drills and Action Items # 1-5 as recommended by the Superintendent				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Kehoe	Mrs. Embry	✓	0	passed

**VII. FINANCE - report presented by Chairperson, Lisa Kehoe**

#	Action Items	Attach
1.	Business Administrator's Report	<a href="#">FI-1</a>
2.	Cash Reconciliation Report for January 2023	<a href="#">FI-2</a>
3.	Report of the Board Secretary Report for January 2023 In accordance with 18A:17-9 the cash reconciliation report and Secretary's reports are in agreement for the month of January 2023.	<a href="#">FI-3</a>
4.	Monthly Certifications of the Board Secretary and Board of Education for January 2023	<a href="#">FI-4</a>
5.	Approve the following general fund appropriation transfers for the month of January 2023	<a href="#">FI-5.a</a> <a href="#">FI-5.b</a>
6.	Cafeteria Report for January 2023	<a href="#">FI-6</a>
7.	Approval of Bills for February 2023	<a href="#">FI-7</a>
8.	Student Activity Report for January 2023	<a href="#">FI-8</a>
9.	Appoint the School Business Administrator as Fund Commissioner to the Schools Health Insurance Fund.	<a href="#">FI-09</a>
10.	Approve 2022-2023 Purchasing Manual	<a href="#">FI-10</a>
11.	Acceptance of the Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report (AMR) on Administrative Findings, Financial, and Performance for the fiscal year ending June 30, 2022, submitted by Inverso & Stewart LLC.	<a href="#">FI-11</a> <a href="#">FI-11A</a> <a href="#">FI-11B</a>
12.	Extraordinary Unspecifiable Service (EUS) declaration for Construction Management Services Award of contract for RFP 23-01 Construction Management Services (EUS)	<a href="#">FI-12</a> <a href="#">FI-12A</a>



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#	Action Items	Attach
13	Extraordinary Unspecifiable Service (EUS) declaration for Environmental Management Services Award of contract for RFP 23-02 Environmental Management Services (EUS)	<a href="#">FI-13</a> <a href="#">FI-13A</a>
14.	Agreement with the Camden County Educational Services Commission to coordinate the renewal and/or bid of special education transportation routes for the 2023-24 school year at a fee of 6%.	<a href="#">F14</a>
15.	Approved the State certified tuition rates of the 2021-22 School Year.	<a href="#">F15</a>
16.	Authorize the issuance of a Request for Proposals for Substitute Services and Registered Behavioral Technician Services	N/A
17.	2022-23 special education extraordinary services contract agreement with Brookfield Elementary for one student in the amount of \$16,199 which includes 97 days @ \$167.00/day (11-000-217-320-00-30 and/or 20-250-200-300-01-00)	N/A
18.	Authorize an Invitation to Bids (IFB) for Roof and window replacements at the Berlin Community School at a cost not to exceed \$1,659,852. The Board certifies funds are available as part of the Bond Referendum Projects approved by voters on December 13, 2022, State Project approval # 0330-020-23-1000.	N/A
19.	Acceptance of a donation to the Jazz Band in the amount of \$500 from Lori Hunt	N/A
20.	Acceptance of a donation to the Jazz Band in the amount of \$540 from Bonnie Bhasin	N/A

Motion to approve Finance Action Items # 1-20 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Dr. Jeremy Cohen			✓		
Mrs. Susan Embrey			✓		
Mrs. Jeannine Foster			✓		
Mrs. Lisa Kehoe		✓	✓		
Mrs. Alison Moyer (absent)			✓		
Ms. Brandy Titus	✓		✓		
Mr. Joshua Zagorski			✓		
VP : Mrs. Rebecca Holland			✓		
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Result of Motion			Passed 9-0		



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**VIII. CURRICULUM - report presented by Chairperson, Jason Zagorski**

#	Action Items	Attach
1.	2023-2024 SY Calendar	<a href="#">CI-1</a>

Learning Experience Visit					
#	Grade/Group	Date	Time	Destination	Cost to District
2.	Grade 7	3/1/2023	8:45 am - 2:00 pm	Camden County Technical School	\$0

Motion to approve Curriculum items # 1-2 as recommended by the Superintendent				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Foster	Mrs. Embry	✓	0	passed

**IX. POLICY- No action items.**

**X. AD HOC COMMITTEE - CULTURAL PROFICIENCY & EQUITY STAKEHOLDER GROUP- No action items.**

**XI. PERSONNEL - presented by Chairperson, Brandy Titus**

New Hires					
#	Name	Position	Salary	Reason for Vacancy	Effective Date*
1.	Wendy Wheeler	Elementary BSI Teacher	\$57,234	Resignation	March 8, 2023
*Pending completion of all requirements mandated by the NJDOE					

PALS (Non-Certificated)				
#	Name	Position	Hourly Rate	Effective Date*
2.	Carol Fabiano	PALS Manager	\$16.00	2/23/2023
*Hourly rate occurs when working as manager only				

Rescinding Employment Offer			
#	Name	Position	Effective Date
3.	Janice Prince	Classroom Instructional Aide	2/22/2023



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Professional Development					
#	Program	Location	Date(s)	Attendee	Cost (Not to Exceed)
4.	Orton Gillingham Training	Virtual Training	Self paced	Elizabeth Law	\$1,318.76
5.	Handle w/ Care Instructor Training	Double Tree-Cherry Hill	2/27/23 - 3/1/23	Gabrielle Gordon	\$1,525.00

Resignations/Retirements					
#	Name	Position	Salary	Reason	Effective Date
5.	Stephanie Slater-Dawson	Classroom Instructional Assistant	\$18,330	Resignation	2/3/2023
6.	Victoria Burr	MS Secretary	\$40,000	Resignation	3/9/2023

Leave of Absence				
#	Name	Position	Type	Effective Dates
7.	Laura Behnke	MS Math BSI	Paid	1/17/2023-3/1/2023
8.	Laura Behnke	MS Math BSI	FMLA	3/2/2023-5/25/2023
9.	Laura Behnke	MS Math BSI	Unpaid	5/26/2023-6/15/2023
10.	Laura Behnke	MS Math BSI	Unpaid	SY 2023-2024

Field Experience/Practicum					
#	Student Name	Teacher	Organization	Days Per Week	Term
11.	Cassandra Straub	Mrs. Taylor Polimeni	Eastern High School	4	Spring 2023
12.	Brynna Caruso	Miss Kaitlin O'Toole	Eastern High School	4	Spring 2023
13.	Sean Andjel	Mrs. Amber Snyder	Eastern High School	4	Spring 2023

Substitute Services Report				
#	Service	Time Frame	Fill Rate	Attach
14.	Kelly Educational Staffing	1/1/2023 - 1/31/2023	95.17%	<a href="#">PR-1</a>

Motion to approve Personnel Action Items # 1-14 as recommended by the Superintendent					
Board Member	Motion	Second	Yes	No	Abstain
Dr. Jeremy Cohen	✓		✓		
Mrs. Susan Embrey			✓		
Mrs. Jeannine Foster			✓		
Mrs. Lisa Kehoe		✓	✓		
Mrs. Alison Moyer (absent)			✓		
Ms. Brandy Titus			✓		
Mr. Joshua Zagorski			✓		
VP: Mrs. Rebecca Holland			✓		
Pres: Mrs. Jocelyn Lewis			✓		
Result of Motion			Passed 9-0		





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Motion to open Public Participation				
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Mrs. Embry	Mrs. Moyer	✓	0	Passed

**XII. PUBLIC PARTICIPATION**

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Ms. Michaelann Bird read an email she sent expressing her concerns for the 5th grade class structure and asked for consideration of returning to a homeroom based structure. The board acknowledged her request.

Motion to close Public Participation				
Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Kehoe	Ms. Titus	✓	0	Passed

**XIII. NEW BUSINESS - None**

**XIV. OLD BUSINESS - None**

**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 30 minutes for said purposes pertaining to



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	Negotiations	<b>X</b>	Personnel		Legal		Individual Privacy
	Security		Student Matters		Litigation		Investment/Property Acquisition

Motion to enter into executive session at 7:30 p.m. (it was noted that action will not be taken afterwards)				
<b>Motion</b>	<b>Second</b>	<b>All in Favor</b>	<b>All Opposed</b>	<b>Result of Motion</b>
Mrs. Kehoe	Ms. Titus	✓	0	Passed

Motion to return to open session at 8:58 p.m.				
<b>Motion</b>	<b>Second</b>	<b>All in Favor</b>	<b>All Opposed</b>	<b>Result of Motion</b>
Mrs. Embrey	Ms. Moyer	✓	0	Passed

**XVI. MEETING ADJOURNED**

Motion to adjourn the meeting				
<b>Motion</b>	<b>Second</b>	<b>All in Favor</b>	<b>All Opposed</b>	<b>Result of Motion</b>
Ms. Titus	Mrs. Embry	✓	0	Passed

BERLIN BOROUGH BOARD OF EDUCATION

*Donna DiLapo*

Donna DiLapo, Board Secretary

The next Regular Board of Education Meeting is scheduled for March 15, 2023, at 7:00 p.m.