



**Berlin Borough School District
Regular Meeting of the Board of Education**

Date: January 3, 2019
 Time: Reorganization 5:30 p.m.
 NJ SBA Workshop
 Regular Meeting to Follow
 Location: Media Center
 Berlin Community School
 215 South Franklin Avenue
 Berlin, NJ 08009

Reorganization Meeting Minutes

I. PUBLIC SESSION

Time: 5:34 p.m.

A. Meeting Called to Order: Board Secretary, Cande Kristoff

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), and Borough Hall.

C. Flag Salute

D. Election Results

1. Three Year Term
 - a. Brandy Titus 1, 264 votes
 - b. Jeffrey Greenberg 1, 192 votes
 - c. Jenine Del Palazzo 1, 230 votes

E. Oaths of Office to new members

The Board Solicitor Daniel Long administered the Oaths of Office to the new Board Members: Jeffrey Greenberg; Jenine Del Palazzo; Brandy Titus

F. Roll Call

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

G. Nominations for President: Board Secretary, Cande Kristoff

Board Secretary opens the floor for nominations for President

Motion: Dennis Quinn nominated Jocelyn Lewis for Board President

Roll Call: Unanimous Yes- motion passed

Member	Yes	No	Abstain
Lisa Asare	X		



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

New President Jocelyn Lewis assumes the chair

H. Nominations for Vice-President

New President opens floor for nominations for Vice President

Motion: Francine Viscome nominates Rebecca Holland for Board Vice President

Roll Call: Unanimous Yes – Motion Passed

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

I. Approval of Parliamentary Procedure for the 2019 Reorganization year.

1. Motion to adopt parliamentary procedure as described by Robert’s Rules of Order to govern the order of business of the Board of Education for the 2019 Reorganization year.

Motion: Dennis Quinn, seconded by Rebecca Holland to approve Parliamentary Procedures for the 2019 Reorganization year.

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	X		
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		



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J. Consider the adoption of the following resolution: (Required under the Sunshine Law)

Motion: Dennis Quinn, seconded by Rebecca Holland to approve adoption of the following resolution:

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	X		
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

WHEREAS, the “Open Public Meetings Act” requires that advance written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephoned, faxed or hand delivered to one local newspaper designated by resolution, and mailed to all persons requesting a copy of same upon payment of an established fee.

NOW THEREFORE, Be It Resolved by the Board of Education of the Borough of Berlin Borough as follows:

- All advance written notices of Board meetings shall be posted by the Board Secretary: on the bulletin board located in the Berlin Borough School Elementary and Middle School Offices, on the school website, and on the bulletin board located in the Berlin Borough Administration Building.
- All advance written notices of Board meetings shall be given to at least one of the following newspapers:
The Courier Post Newspaper (primary)
The Central Record (secondary)
- All advance written notices of Board meetings and any change throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$15.00. News media shall be exempt from such fee.

K. Motion to adopt prior rules and regulations of the Board including school programs and curriculum as follows:

- Existing Board Policy Manual, Bylaws and Regulations
- Art, Computer, Family Life, Life Skills, Physical Education, Language Arts, Library, Mathematics, Music, Science, Social Studies, Health, Guidance Services, Child Study Team Services, and all other programs and curriculum now presently in force.
- All textbook series currently in use and previously approved library books.

Motion: Dennis Quinn, seconded by Rebecca Holland to adopt prior rules and regulations of the Board including school programs and curriculum items 1 through 3.

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	X		
Brandy Titus	X		



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Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

L. Board Member Code of Ethics.

Motion: Francine Viscome, seconded by Lisa Asare to approve the Annual Training and Acknowledgement of receipt of the Board member Code of Ethics

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	X		
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

M. NJ SBA Board Workshop - Ethics workshop presented to Board by Jesse Adam.

Date: January 3, 2019
Time: 7:00 p.m. Regular Meeting
Location: Media Center
 Berlin Community School
 215 South Franklin Avenue
 Berlin, NJ 08009

Regular Meeting Minutes

I. PUBLIC SESSION

A. Meeting Called to Order – President Jocelyn Lewis

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), and Borough Hall.

C. Flag Salute

D. Roll Call

Member	Yes	No	Abstain
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		



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Jocelyn Lewis - President	X		
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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!

1. Students of the month
 - Grade 5: Addison McGowan
 - Grade 6: Hal Talbot
 - Grade 7: Jason Entrekin
 - Grade 8: Giovanni Ciro
2. Superintendent's Award Grade 7: Kayli Everitt
2. Student report – student body representative: None

F. Presentations

ALICE Training: Berlin Borough Police Department Office V.J. Varano

G. Approval of Minutes

1. November 15, 2018 Regular Meeting Minutes
2. November 15, 2018 Executive Session Minutes

Motion: Dennis Quinn seconded by Rebecca Holland to approve the Minutes of the Regular Meeting on November 15, 2018 and Executive Session Minutes on November 15, 2018.

Roll Call: 5-Yes, 4-Abstain – Motion Passed

Member	Yes	No	Abstain
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		

H. Correspondence

1. Resignation
2. Paternity Leave
3. Maternity Leave
4. Future Teacher

I. Facilities

(FYI)

1. Business Administrator's Report: Cande Kristoff
2. Drills:

Fire Drill	November 1, 2018	9:25 pm
Lockdown	November 16, 2018	12:00 pm



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Lockdown November 19, 2018 11:00 am
 Lockdown November 20, 2018 11:30 am
 Lockdown November 21, 2018 10:15 am

J. Finance: Cande Kristoff

Motion: Francine Viscome seconded by Lisa Kehoe to approve finance items 1 through 11.

Roll Call: 7-Yes; 2-Abstain – Motion Passed

Member	Yes	No	Abstain
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		

1. Reconciliation Report. Ratify and affirm the following Reconciliation Reports:
 September 2018
 October 2018
2. Report of the Board Secretary. Ratify and affirm the following Board Secretary Reports:
 September 2018
 October 2018
3. Monthly Budgetary Certification.
 Motion to approve monthly budgetary certification.
 - a. **Certification of Board Secretary**
 Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board Secretary certifies that as of September 30, 2018, 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 September 30, 2018. The Reconciliation Report and Secretary’s Report are in agreement for the month of: September 30, 2018.
 - 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 September 30, 2018, 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.
 - 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 September 30, 2018 as follows: Increased/Decreased state aid: (\$0.00)
4. Transfers. Motion to approve the following transfers:
 September 2018
 October 2018
5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending:
 October 2018
 November 2018



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- 6. Approval of Bills. Recommend bills to be paid as of: January 3, 2019 \$570,879.32
- 7. Student Activity Report. Motion to approve the following Student Activity Reports:
September 2018
October 2018

8. Donations:

Donation	Group Offering	Amount/Value
HSA Donation	Shoprite Gift Cards	\$1,200
HSA Donation	Sharky's Bully Workshop Assembly	\$200
HSA Donation	Boys Soccer Championship Hoodies	\$420

- 9. Educational Data Services, Inc. Motion to approve the renewal of membership with the New Jersey Cooperative Bid Maintenance Program for the 2019-2020 fiscal year for an annual fee of \$3,040.
- 10. Delta-Group. Motion to approve professional service of custodial substitute services as needed at an hourly rate of \$17.04 per hour of service rendered.
- 11. Critical Response Group. Motion to approve the Camden County School Mapping Program Proposal.

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

II. SUPERINTENDENT'S OFFICE: Dr. Kristen Martello

A. For Your Information

(FYI)

- 1. Omegaman Assembly
- 2. Trimester Discussion
- 3. Collaboration of Districts
- 4. OnCourse
- 5. Flat Funded Budget Projection

B. Program Reports

- 1. Principal's Report: Dr. Ward Richards
- 2. Special Education Report: Mrs. Lindsay
- 3. Instruction, Achievement & Student Activities Report: Mrs. Steinen
- 4. Health Office Report: Mrs. Shallow
- 5. NutriServe Food Service Update: Christina Webber

C. Superintendent's Monthly Report

Motion: Francine Viscome seconded by Lisa Kehoe to approve Superintendents Monthly Report

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	X		
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		



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D. Policy

Motion: Dennis Quinn seconded by Rebecca Holland to approve Policies 1 through 4 First Reading

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	X		
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

1. First Reading.

- P2412 Home Instruction Due to Health Condition (M)
- P2417 Student Intervention and Referral Services (M)
- P2423 Bilingual and ESL Education (M)
- P1230 Superintendents Duties (M)

Policy Second Reading/Public Hearing

Motion: Francine Viscome seconded by Lisa Kehoe to approve Policies 1 through 5 Second Reading

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	X		
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

2. Second Reading/Public Hearing.

- P0142.1 Nepotism (M)
- P0177 Professional Services (M)
- P0174 Legal Services (M)
- P0170 Internal Controls (M)
- P02415.01 Academic Standards, Academic Assessments, and Accountability (M)

Abolishment/Public Hearing - None

E. Administration

Motion: Dennis Quinn seconded by Rebecca Holland to approve Administration items #'s 1 & 2

Roll Call: Unanimous Yes - Motion Passed

Member	Yes	No	Abstain
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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		

1. Health Curriculum. Motion to approve Health Curriculum for the following:
1st Grade; 2nd Grade; 3rd Grade; 4th Grade; 6th Grade
2. ELA. Motion to approve ELA Curriculum for the following: 2nd Grade; 6th Grade

F. Personnel

Motion: Francine Viscome seconded by Rebecca Holland to approve Personnel Report

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	X		
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

1. Personnel Report. Motion to approve the attached Personnel Report.

G. Public Participation – All Issues

Motion: Francine Viscome seconded by Dennis Quinn 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



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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.

BBEA President Dali Kilpatrick stated an 85% vote of no confidence against the superintendent Parent Jennifer Adair-LaFontaine comment regarding resignation of the superintendent

III. NONPUBLIC EXECUTIVE SESSION

Time: 7:45 p.m.

Motion: Dennis Quinn seconded by Francine Viscome 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 an approximate time limit of 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 personnel issues, student discipline, and litigation

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.

BERLIN BOROUGH BOARD OF EDUCATION

Secretary

IV. RETURN TO PUBLIC SESSION

Time: 8:47 p.m.

Motion: Francine Viscome seconded by Rebecca Holland

Call Vote: Unanimous Vote – Motion Passed

V. NEW BUSINESS

1. Book Discussion: Better Than Carrots or Sticks (Chapters 5 & 6). –On-Hold-
2. Appointment of New Board Members to the Board/BBEA liaison committee

VI. OLD BUSINESS - None

VII. MEETING ADJOURNED

Time: 8:50 p.m.

Motion: Francine Viscome seconded by Brandy Titus

Call Vote: Unanimous Yes – Motion Passed

Next Meeting: February 21, 2019
Time: 7:00 pm
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009