



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

Date: February 21, 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

Time: 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), and 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:

December	Grade 5: Ava Chin
	Grade 6: Melany Mosier
	Grade 7: Elijah Kelly
	Grade 8: Jose Hernandez
January	Grade 5: Emma Angelone
	Grade 6: Rylee Dodge
	Grade 7: Brynn Fitzpatrick
	Grade 8: Emmalee Duckworth
Superintendent's Award December	Grade 8: Jady Brown

- Student Report – Tanya Garneau, Secretary



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II. NONPUBLIC EXECUTIVE SESSION

Time: 7:12 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 30 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

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

Motion: Brandy Titus seconded by Francine Viscome to close executive session

Roll Call: Unanimous Yes – Motion Passed

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

III. RETURN TO PUBLIC SESSION

Time: 7:35 p.m.

Motion: Dennis Quinn seconded by Lisa Asare to return to public session

Roll Call: Unanimous Yes – Motion Passed

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

WHEREAS, the Berlin Borough Board of Education has previously advised the current Superintendent of Schools, Kristen Martello, on February 4, 2019 by way of Board Resolution that her employment agreement which is scheduled to expire on June 30, 2019 will not be renewed; and



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WHEREAS, the Berlin Borough Board of Education, pursuant to the Contract of Employment between the Berlin Borough Board of Education and Kristen Martello, Article VI, Section C, “ has the authority to relieve the Superintendent of the performance of his/her duties, so long as it continues to pay his/her salary and benefits for the duration of the term”; and

NOW THEREFORE, BE IT RESOLVED, that the Berlin Borough Board of Education hereby places Kristen Martello on administrative leave, with salary and benefits.

BE IT FURTHER RESOLVED that as a result of the administrative leave it is the intention of the Berlin Borough Board of Education that Kristen Martello not be permitted to enter upon any district property, except to retrieve personal items under escort of the School Resource Officer.

BE IT FURTHER RESOLVED that all property of the District belonging to Kristen Martello, including but not limited to the District’s iPad, badge and keys are to be immediately returned to the School Resource Officer, and that no district files may be accessed effective immediately.

Motion: Dennis Quinn seconded by Jenine Del Palazzo to relieve the Superintendent of her duties and place the Superintendent on administrative leave, with salary and benefits.

Roll Call: Unanimous Yes – Motion Passed

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

F. Presentations

G. Approval of Minutes

- January 3, 2019 Meeting Minutes
- January 3, 2019 Executive Session Minutes
- February 4, 2019 Meeting Minutes
- February 4, 2019 Executive Session Minutes

Motion: Francine Viscome seconded by Brandy Titus to approve the Minutes of the Regular Meeting on January 3, 2019, Executive Session Minutes on January 3, 2019, Special Meeting Minutes on February 4, 2019 and Executive Session Minutes on February 4, 2019.

Roll Call: Unanimous Yes – Motion Passed

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

H. Correspondence

- 1. Reinstatement



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- 2. Reinstatement
- 3. Maternity

I. Facilities

- 1. Business Administrator’s Report: Cande Kristoff
- 2. Drills:

Fire Drill	December 13, 2019	10:28 AM
Lockdown	December 13, 2019	12:45 PM
Fire Drill	January 8, 2019	1:40 PM
Lockdown	January 28, 2019	1:50 PM

J. Finance: Cande Kristoff

Motion: Francine Viscome seconded by Rebecca Holland to approve finance 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			
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:
 October 2018 - Revised
 November 2018
 December 2018
- 2. Report of the Board Secretary. Ratify and affirm the following Board Secretary Reports:
 October 2018 - Revised
 November 2018
 December 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 December 31, 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 December 31, 2018. The Reconciliation Report and Secretary’s Report are in agreement for the month of: December 31, 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 December 31, 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 December 31, 2018 as follows: Increased/Decreased state aid: (\$0.00)



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4. Transfers. Motion to approve the following transfers:
November 2018
December 2018
5. Cafeteria Report. Ratify and affirm Cafeteria Reports for period ending:
December 2018
6. Approval of Bills. Recommend bills to be paid as of: February 21, 2019 \$918,425.01
7. Student Activity Report. Motion to approve the following Student Activity Reports:
November 2018
December 2018
8. Donations:

Donation	Group Offering	Amount/Value
Grade 5-Flexible Seating/Leveled Books	HSA	\$1,000
6 Students-Gift Certificates for Senior Citizen Readers	HSA	\$75
20 Students-Baseball Championship Hoodies	HSA	\$500
Grade 3 & 5-Flash! Bang! Science Assembly	HSA	\$840

9. Interactive Kids. Motion to approve contract for behavior and education consultation and ABA therapist services for the 2018-2019 school year as needed. Consultation hours not exceed \$15,000
10. Gloucester County Special Services School District. Motion to approve 2018-2019 contract for Participation in Cooperative Transportation Services Quotes \$223.25 per day
11. Quality Service Inc. Motion to approve water treatment of the two hot water heating systems in \$99 per month for the remainder of the 2018-2019 year
12. SEMI Waiver. Motion to approve Resolution #1, 2-19; Waiver of Special Education Medicaid Initiative.
13. Banking Signatures . Motion to approve Resolution #2, 2-19 Corporate Certification-Banking Signatures
Cande Kristoff - School Business Administrator
Kristen Martello - Superintendent of Schools
Jocelyn Lewis - Board President
14. Grant Funded Positions. Motion to approve the following 2018-2019 grant funded positions:
Title I Teacher-Sonya Francisco 100% 59,745 - 68% Grant Funds \$40,626.60 - 32% Budget \$19,118.40
Title I Reading - Sara Snuffin 70% \$37,620 - 40% Grant Funds \$21,286.40 - 30% Budget \$16,333.60
IDEA Classroom Aide - Linda Jurski 100% \$19,328.40 - 45% Grant Funds \$8,757 - 55% Budget \$10,571.40
15. Special Education Extraordinary Aid. Motion to approve the 2017-18 Special Education Extraordinary Aid for Appropriation into the 2018-2019 Budget Out of District Tuition in the amount of \$27,329.

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

IV. SUPERINTENDENT’S OFFICE: Dr. Kristen Martello

A. For Your Information

1. Camden County 8th Grade Dialogue & Reception: 3/13/19
2. Kindergarten Registration
3. STEAM Tank Competition

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; December 2018; January 2019
5. NutriServe Food Service Update: December 2018; January 2019

C. Superintendent’s Monthly Report



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Motion: Dennis Quinn seconded by Francine Viscome 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			
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome	X		
Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

D. Policy

Motion: Dennis Quinn seconded by Brandy Titus to approve Policies 1 through 6 First Reading

Roll Call: Unanimous Yes – Motion Passed

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

1. First Reading.

- P2422 Health and Physical Education (M)
- P2610 Educational Program Evaluation (M)
- P4219 Commercial Driver's License Controlled Substance and Alcohol Use
- P7440 School District Security (M)
- R7440 School District Security (M)
- P8561 Procurement Procedures for School Nutrition Programs (M)

Policy Second Reading/Public Hearing

Motion: Rebecca Holland seconded by Brandy Titus to approve Policies 1 through 4 Second Reading

Roll Call: Unanimous Yes – Motion Passed

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

2. Second Reading/Public Hearing.

- P2412 Home Instruction Due to Health Condition (M)
- P2417 Student Intervention and Referral Services (M)



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P2423 Bilingual and ESL Education (M)
P1230 Superintendents Duties (M)

E. Administration

Motion: Dennis Quinn seconded by Brandy Titus to approve Administration items 1 through 10

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain	Table: 2, 4, 10
Lisa Asare	X			X
Jenine Del Palazzo	X			X
Jeffrey Greenberg	X			X
Lisa Kehoe				
Dennis Quinn	X			X
Brandy Titus	X			X
Francine Viscome	X			X
Rebecca Holland - Vice President	X			X
Jocelyn Lewis - President	X			X

1. Motion to approve the 2018-2019 Nursing Service Plan.
2. Motion to approve the 2019-2020 District Calendar - Table
3. Motion to approve the 2019-2020 School Board Meeting Dates.
4. Motion to approve the 2019 MOA - Table
5. Motion to approve the PARCC Assessment Procedures.
6. Motion to approve the 2019 Boys Baseball schedule.
7. Motion to approve E-Recycling week proposal.
8. Motion to approve Student Affiliation Renewal Agreement for Student Interns.
9. Motion to approve 2019 Future Ready Resolution.
10. Motion to approve BCS National Junior Honor Society Bylaws.

Motion: Dennis Quinn seconded by Brandy Titus to Table Administration items 2, 4, and 10.

Roll Call: Unanimous Yes – Motion Passed

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

Dr. Shelly Richards speaks regarding the BCS National Honor Society Bylaws

Motion: Dennis Quinn seconded by Brandy Titus to approve Administration item 10

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe			
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome	X		



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Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

F. Personnel

Motion: Francine Viscome seconded by Brandy Titus to approve Personnel Report item 1 and Table item 2

Roll Call: Unanimous Yes – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Jenine Del Palazzo	X		
Jeffrey Greenberg	X		
Lisa Kehoe			
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.

Motion: Rebecca Holland seconded by Jeffrey Greenberg to table Personnel item 2

Call Vote: Unanimous Yes – Motion Passed

2. Contract. Motion to approve the contract for Assistant Principal, as presented - Table

G. Public Participation – All Issues

Motion: Dennis Quinn seconded by Francine Viscome 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.

No public comment

V. NONPUBLIC EXECUTIVE SESSION

Time: 8:04 p.m.

Motion: Francine Viscome seconded by Rebecca Holland to move into executive session

Call Vote: Unanimous Yes – Motion Passed



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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 45 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

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

Motion: Brandy Titus seconded by Francine Viscome to close executive session

Roll Call: Unanimous Yes – Motion Passed

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

VI. RETURN TO PUBLIC SESSION

Time: 9:46 p.m.

Motion: Francine Viscome seconded by Brandy Titus to return to public session

WHEREAS, the Berlin Borough Board of Education has relieved the Superintendent of her duties and placed her on administrative leave, with salary and benefits; and

WHEREAS, the Board of Education wishes to appoint Dr. Joseph Campisi as Interim Superintendent/Acting Superintendent.

NOW THEREFORE, BE IT RESOLVED, that the Berlin Borough Board of Education hereby appoints Dr. Joseph Campisi as Interim Superintendent/Acting Superintendent at a per diem rate of \$500.00, pending the approval of the Executive County Superintendent.

Motion: Francine Viscome seconded by Rebecca Holland to appoint Dr. Joseph Campisi as Interim Superintendent/Acting Superintendent at a per diem rate of \$500.00, pending the approval of the Executive County Superintendent.

Roll Call: 6 Yes; 1 Abstain – Motion Passed

Member	Yes	No	Abstain
Lisa Asare	X		
Jenine Del Palazzo			X
Jeffrey Greenberg	X		
Lisa Kehoe			
Dennis Quinn	X		
Brandy Titus	X		
Francine Viscome	X		



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Rebecca Holland - Vice President	X		
Jocelyn Lewis - President	X		

VII. NEW BUSINESS

1. Meet Our Board Members: Board Member information available on the BCS website
2. Board Member Jenine Del Palazzo would like to have non personnel items available to the public on meeting agendas
3. Board Member Jeffrey Greenberg would like the policy committee to review and revise the public speaking policy

VIII. OLD BUSINESS

1. Reschedule the March 21, 2019 meeting to meet the 2019-2020 budget submission deadline to the County

IX. MEETING ADJOURNED

Time: 10:15 p.m.

Motion: Dennis Quinn seconded by Brandy Titus to adjourn the meeting

Call Vote: Unanimous Yes – Motion Passed

Next Meeting: March 21, 2019
Time: 7:00 p.m.
Location: Media Center
Berlin Community School
215 South Franklin Avenue
Berlin, NJ 08009