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

REGULAR BOARD MEETING
December 18, 2024- 7:00 p.m.
Berlin Community School

Board of Education		
Mrs. Brandy Titus, President	Mrs. Jeannine Foster	Mrs. Alison Moyer
Mrs. Rebecca Holland, Vice-President	Mrs. Lisa Kehoe	Ms. Michelle Scheffer
Dr. Jeremy Cohen	Jocelyn Lewis	Mr. Joshua Zagorski

Board Solicitor	Interim Superintendent	Business Administrator/Board Secretary
Dan Long, Esq	Dr. Brenda Harring	Ms. Kristen Mari

I. MEETING CALLED TO ORDER: ***Mrs. Brandy Titus, President***

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, sent to the South Jersey Times, and posted in the Berlin Community School, the Berlin Community School Website (www.bcsberlin.org), and Borough Hall.

A. ROLL CALL

B. MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY

C. FLAG SALUTE

D. MISSION STATEMENT- ***Mrs. Brandy Titus, President***

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.

E. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED 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:

	Negotiations		Personnel		Legal		Individual Privacy
	Security		Student Matters		Litigation		Investment/Property Acquisition

F. MOTION TO APPROVE THE RETURN TO OPEN SESSION

G. STATEMENT TO THE PUBLIC

Oftentimes it appears to the members of our audience that the Board of Education takes action with very little comment, and in many cases a unanimous vote. Before a matter is placed on an agenda for a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board Committee. The members of the Board Committee work with the administration and Superintendent to ensure that the members fully understand this matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then, it is placed on the agenda for action at the public meeting.

The Board of Education has discussed subjects in closed session which will be disclosed to the public when action is taken by the Board, if any, or at a Public Session at some later date.

The Board President requests that all cell phones be turned off or placed on vibrate during the Board Meeting – Thank you.

Minutes, Policies, and Attachments are available at the school district website, bcsberlin.org
Fire exits are located in the rear of the room.

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate administrator or staff member.

Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted.

H. CODE OF ETHICS STATEMENT

In keeping with Berlin Borough School District Policy #0142 and N.J.S.A. Title 18A:12-24.1 members of this Board will:

1. Uphold and enforce all laws, rules, and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

2. Make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

3. Confine my Board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.

4. Carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.

5. Recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the Board.

6. Refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

7. Hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.

8. Vote to appoint the best-qualified personnel available after consideration of the recommendations of the Chief Administrative Officer.

9. Support and protect school personnel in the proper performance of their duties.

10. Refer all complaints to the Chief Administrative Officer and will act on the complaints at public meetings only after the failure of an administrative solution.

II. COMMITTEE REPORTS

A. Student Government Secretary - Caitlin Samalonis
B. Personnel - Chair, Ms. Lewis
C. Finance/ Facilities - Chair, Ms. Moyer
D. Curriculum & Policy - Chair, Mr. Zagorski

III. PRESENTATIONS

A. Board Member Recognition- Jeannine Foster (3 years of service)

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY

A. Motion to open the meeting to the Public
B. Motion to close the meeting to the Public

V. MINUTES – Approve the minutes for the following meetings as submitted by the School Business Administrator/Board Secretary:

A. November 20, 2024 - See Attachment V-A

VI. SUPERINTENDENT'S REPORT – *Dr. Brenda Harring*

A. Monthly District Reports will be presented at the Regular May meeting.

1. Monthly Wellness Report
2. Fire/ Security Drill

B. Enrollment: November 2024

Grade	2023-2024 # of Students	2024-2025 # of Students
PK	28	45
K	83	83
1st	83	83
2nd	94	84
3rd	83	98
4th	100	86
5th	93	108
6th	88	96
7th	90	84
8th	105	93
Total:	**846**	**866**

C. Suspension Report:

SID #	Date	Incident	Resolution
7140803134	12/03/24	Fighting	Suspension - 2 days
2774841483	12/03/24	Fighting	Suspension - 2 days
9034509673	12/03/24	Fighting	Suspension - 2 days
3198150712	12/4/2024	Fighting	Suspension - 2 days
2032673459	12/4/2024	Fighting	Suspension - 2 days
4513092067	12/4/2024	Fighting	Suspension - 2 days
1350298852	12/4/2024	Assault on Student	Suspension - 1 day

VII. SUPERINTENDENT'S RECOMMENDATIONS

Upon the recommendation of the Superintendent:

A. CURRICULUM – Josh Zagorski, Alison Moyer, Brandy Titus

1. **Harassment, Intimidation and Bullying (HIB) Report:**
   Acknowledge Receipt of the HIB Investigations Report - None at this time

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No

2. **Harassment, Intimidation and Bullying (HIB) Report:**
   Affirm the Harassment, Intimidation & Bullying Report - None at this time

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No

3. **Field Trips**:
   Approve the following field trips for the 2024-2025 school year:

Grade	Destination	Date	Estimated cost Not to Exceed
3rd	Franklin Institute	6/5/2025	$14/ Student $17/Adult
6th - 8th Gr. Band	Eastern Regional High School	1/15/25	Transportation Only

B. POLICY - Josh Zagorski, Alison Moyer, Brandy Titus

1. **Approve the following policies for the first reading: None at this time**

Policy	Policy Title	Attachment

2. **Approve the following policy for the second reading: None at this time**

Policy	Policy Title	Attachment

3. **Acknowledge receipt of the following regulations: None at this time**

Regulation	Regulation Title	Attachment

C. PERSONNEL – ***Jocelyn Lewis, Brandy Titus and Jeremy Cohen***
Upon the recommendation of the Superintendent:

1. **Return from Leave of Absence Acknowledgement:**
   Acknowledge the submission/notification of the following staff member returning from leave of absence.

Staff Member	Date	Classification
2176	December 2, 2024	Return from LOA

2. **Leave of Absence Acknowledgement**
Acknowledge the submission/notification of the following staff member leave of absence.

Staff Member	Date	Classification
3038	12/09/24 - 03/09/25	FMLA

3. **Retirement of Certified Staff Member**:
Approve the retirement of the certified staff member with appreciation of dedicated service for 20 years as follows:

Employee Name	Position	Effective Date	Reason
Eleanore Carrara	Kindergarten Teacher	07/01/24	Retirement

4. **Retirement of Non-Certified Staff Member**:
Approve the retirement of the non-certified staff member with appreciation of dedicated service for 15 years as follows:

Employee Name	Position	Effective Date	Reason
Patricia Maloney	Custodian	08/01/2024	Retirement

5. **Certified Staff Member Employment:**
Approve the following certified staff member appointment as listed below:

Employee Name	Position	Placement	Effective Date	Step	Salary	Accnt #:
Taylor Riess	1st Grade Teacher	Reg Ed	Retroactive 12/02/2024	1, BA	$59,839 (Prorated)	11-120-100-101-01-00

*All start dates are pending completion of new hire paperwork.

6. **Non-Certified Staff Member Employment:**
Approve the following non-certified staff member appointment as listed below:

Employee Name	Position	Placement	Effective Date	Step	Salary	Accnt #:
Adriana McDade	Instructional Assistant	Reg Ed Preschool	01/02/2025	6 - $17.47/hr	$18,282.36	20-218-100-106-50-20

*All start dates are pending completion of new hire paperwork.

7. **Non Certified Staff Member - Rescind Employment Offer:**
Rescind Employment offer to Joy Phero as PALS assistant due to onboarding paperwork not being completed.

8. **Rate Adjustment:** Approve the following rate adjustments for hourly rate employees to follow Minimum wage guidelines.

Name	Position	Rate	Effective
Carol Fabiano	PALS	$15.49/hr	01/01/25
Heather Gabriel	PALS	$15.49/hr	01/01/25
Michaela Kaelin	PALS	$15.49/hr	01/01/25
Alessi Kelly	PALS	$15.49/hr	01/01/25
Carina Marella	PALS	$15.49/hr	01/01/25
Janice Martin	PALS	$15.49/hr	01/01/25
Kayla Santiago	PALS	$15.49/hr	01/01/25
Kayla Shannon	PALS	$15.49/hr	01/01/25

9. **Schedule B Positions:**
Approve the following staff for Schedule B positions per the BBEA agreement.

Name	Position	Season	Stipend
Michael Kernan	Head Baseball Coach	Spring	$3,575

10. **Professional Development:**
Approve the Out of District Professional Development for the 2024-2025 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost
Kevin O'Donnell	11/19/24	1/23/25	Rowan University	Behavior Brilliance	-0- Fee $12.88 mileage
Patricia Jacobi	11/18/24	1/15/25	Virtual- BER	Working w/Students with HF Autism SD	$295 - Fee
Renee Murphy	9/27/24	10/15/24	Atlantic City	Offshore Wind Energy	$49.10* updated mileage
Marilou Liedtka	9/27/24	10/15/24	Atlantic City	Offshore Wind Energy	$53.70* updated mileage

Renee Murphy	9/27/24	10/22/24	Cape May	Climate Change Learning Collaborative	$92.85* updated mileage
Marilou Liedtka	9/27/24	10/22/24	Cape May	Climate Change Learning Collaborative	$84.81* updated mileage
Tim Trout	12/10/24	1/28/25	Washington Twp HS	Olympic Honor Band Day Rehearsal	Free
Tim Trout	12/10/24	1/3/25	Seven Star Diner	Olympic Honor Band Mtg	-0-

D. FINANCE & FACILITIES – Alison Moyer, Lisa Kehoe, Jeannine Foster, and Rebecca Holland

Upon the recommendation of the Superintendent:

1. **Board Secretary's Certifications for the month of November 2024**
In accordance with 18A:17-9 for the month of November 2024, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of October 2024, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 23A-16.10(c)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10(c)2, certifies the following changes in anticipated cafeteria revenue amounts and revenue sources.

2. **Board of Education Monthly Financial Certification:**
Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Berlin Borough Board of Education certifies that as of November 2024 and after review of the Secretary's Monthly Financial 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.

3. **Financial Reports for the month of November 2024 (as per attached):**
   a. Report of the Board Secretary will be supplied at the September meeting. Cash Report in accordance with 18A:17-36 and 17A:17-9
      i. Cash Report -
         1. November
      ii. BSR Report -
         1. November
      iii. Transfer Reports
      iv. Transfer List - VII-D3bi
      v. Transfer Detail - VII-D3bii
   b. Student Activity Report See Attachment
      i. November
   c. Nutri-Serve Food Management/Berlin Borough School District Financial Statement. See Attachment-
      i. October & November

4. **Approval of Expenditures:**
Approve the payment of bills and claims: Bill List - See Attachment VID4

Fund	Bill List
Fund 10	380,861.02
Fund 20	51,537.89
Fund 30	87,264.28
Fund 40	0
Fund 60	8,669.73
Cafeteria (Oct Nov.)	29,811.13 39,633.25
Payroll (Nov)	518,271.95
Agency (Nov)	522,349.98

5. **Contracts:**
Approve the following contracts for the 2024-2025 school year:

Company	Service	Effective Dates	Amount
Brookfield	Educational Services - Homebound	11/14/2024	$56/hr (10 hrs/week)
Kelly Services	Educational Staffing	01/01/2024	Per rate sheet to reflect increase in minimum wage

6. **Facilities:**
   a. **Use of Facilities** - 2024-2025
   b. **Fundraisers:**

Group/ Grade	Event	Date

   c. **BCSHA Events:**

Event	Date

   d. **Middle School Co-Curricular and Athletics:**

Organization	Purpose	
Music Department	Spring Musical	June 5 - 7, 2025

7. **Health and Safety Evaluation of School Buildings SOA:**
Approve the submission of the Health and Safety Evaluation of School Buildings SOA to the Camden County Office of Education.

VIII. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS
B. NEW BUSINESS

IX. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS

All public participation is governed by **District Bylaw 0167**.

A. Motion to open the meeting to the Public
B. Motion to close the meeting to the Public

X. MEETING ADJOURNMENT _____

Next Board of Education Meeting

Date	Time	Location
January 8, 2025	6:30 pm - Reorganization Meeting	Media Center, Berlin Community School