



Regular Board of Education Meeting Minutes
August 28, 2025, 7:00 p.m.
Berlin Community School, Media Center

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

Board Solicitor	Superintendent	Business Administrator/Board Secretary
Dan Long, Esq	Mr. Jack Marcellus	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

Board Member	Present	Absent
Dr. Jeremy Cohen	x	
Mrs. Lisa Kehoe		x
Ms. Jocelyn Lewis	x	
Mrs. Alison Moyer	x	
Mrs. Michelle Scheffer	x	
Mr. Steven Torres	x	
Mr. Joshua Zagorski	x	
Mrs. Rebecca Holland	x	
Mrs. Brandy Titus	x	

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



Board Member	Motion	Second	Yes	No	Absent	Abstain
Dr. Jeremy Cohen			x			
Mrs. Lisa Kehoe					x	
Ms. Jocelyn Lewis	x		x			
Mrs. Alison Moyer			x			
Mrs. Michelle Scheffer			x			
Mr. Steven Torres			x			
Mr. Joshua Zagorski		x	x			
VP: Mrs. Rebecca Holland			x			
Pres: Mrs. Brandy Titus			x			

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. 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.

F. 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. Personnel - Chair, Ms. Lewis
- B. Finance/ Facilities - Chair, Ms. Holland



C. Curriculum & Policy - Chair, Mr. Zagorski

III. PRESENTATIONS

- A. Student Government- None at this time
- B. Cultural Awareness Proficiency Audit Results- Dr. Falaise, GOMO Educational Services
- C. DLM & ACCESS for ELL presentation - Ashley Power, Director of Special Services & Julie Lyons, Director of Curriculum and Instruction. [Presentation](#)

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY - None

- A. Motion to open the meeting to the Public

Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Lewis	Mrs. Moyer	x	-	passed

- B. Motion to close the meeting to the Public

Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Lewis	Mrs. Scheffer	x	-	passed

V. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION

Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Lewis	Mrs. Moyer	x	-	passed

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

MOTION TO APPROVE THE RETURN TO OPEN SESSION

Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Lewis	Mrs. Moyer	x	-	passed



VI. MINUTES – Approve the minutes for the following meetings as submitted by the School Business Administrator/Board Secretary: June 25, 2025 Regular Meeting - [VA](#)

Motion approved the Minutes Item V						
Board Member	Motion	Second	Yes	No	Absent	Abstain
Dr. Jeremy Cohen			x			
Mrs. Lisa Kehoe					x	
Ms. Jocelyn Lewis	x		x			
Mrs. Alison Moyer		x				x
Mrs. Michelle Scheffer			x			
Mr. Steven Torres			x			
Mr. Joshua Zagorski			x			
VP: Mrs. Rebecca Holland			x			
Pres: Mrs. Brandy Titus			x			

ROLL CALL

Board Member	Present	Absent
Dr. Jeremy Cohen	x	
Mrs. Lisa Kehoe		x
Ms. Jocelyn Lewis	x	
Mrs. Alison Moyer	x	
Mrs. Michelle Scheffer	x	
Mr. Steven Torres	x	
Mr. Joshua Zagorski	x	
Mrs. Rebecca Holland	x	
Mrs. Brandy Titus	x	

VII. SUPERINTENDENT’S REPORT – Mr. Jack Marcellus

- A. Monthly District Reports will be presented at the Regular meeting.
 - 1. Monthly Wellness Report- None at this time
 - 2. Fire/ Security Drill - [VIA2](#)
- B. Enrollment: June - [VIB](#)



Grade	2023-2024 # of Students	2024-2025 # of Students
PK	25	91
K	82	83
1st	82	82
2nd	93	83
3rd	82	98
4th	100	86
5th	91	106
6th	88	95
7th	90	85
8th	104	95
Total:	843	908

C. Suspension Report: **NONE AT THIS TIME**

SID #	Date	Incident	Resolution

VIII. SUPERINTENDENT’S RECOMMENDATIONS

Upon the recommendation of the Superintendent:

A. CURRICULUM & POLICY – Josh Zagorski, Alison Moyer, Brandy Titus, Michelle Scheffer

1. Harassment, Intimidation and Bullying (HIB) Report:

Acknowledge Receipt of the HIB Investigations Report as follows:

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 as follows: **NONE AT THIS TIME**



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

3. **Parent/ Teacher Handbook:**
 Approve the [2025-2026 Parent Teacher Handbook](#).
4. **Code of Conduct:**
 Approve the [2025-2026 Code of Conduct](#).
5. **Staff Handbook:**
 Approve the [2025-2026 Staff Handbook](#)
6. **Student Code of Conduct:**
 Approve the [2025 - 2026 Student Code of Conduct](#)
7. **2025-2026 Mentoring Plan:**
 Approve the [2025-2026 Mentoring Plan](#)
8. **Professional Development Plan:**
 Approve the [2025-2026 Professional Development Plan](#)
9. **Fall CER Brochure:**
 Approve the [Fall 2025 CER Brochure](#)
10. **Clinical Practice for 2025-2026 School Year:**
 Approve the following fieldwork & Clinical Practice for the 2025-2026 School Year.

Name	College	Grade	Teacher	Dates
Alessia Kelly	Stockton University	K-6	Lori Benchoff	Fall 2025 & Spring 2026

11. **Nursing Standing Orders -**
 Approve the 2025-2026 [Nursing Standing Orders](#).
12. **Curriculum Management Online Platform - Pilot Program**
 Approve the Berlin Borough School District to enter into a Pilot Program with [Atlas Curriculum Management](#) to provide an online platform for us to organize, map, and revise our District's curriculum at no charge to the District.
13. **Benchmark & Screening Calendar for the 2025-2026 school year**
[Approve the 2025-2026 Benchmark and Screening Calendar](#)



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



Motion approved Curriculum 1-13						
Board Member	Motion	Second	Yes	No	Absent	Abstain
Dr. Jeremy Cohen			x			
Mrs. Lisa Kehoe					x	
Ms. Jocelyn Lewis		x	x			
Mrs. Alison Moyer			x			
Mrs. Michelle Scheffer			x			
Mr. Steven Torres			x			
Mr. Joshua Zagorski	x		x			
VP: Mrs. Rebecca Holland			x			
Pres: Mrs. Brandy Titus			x			

ROLL CALL

Board Member	Present	Absent
Dr. Jeremy Cohen	x	
Mrs. Lisa Kehoe		x
Ms. Jocelyn Lewis	x	
Mrs. Alison Moyer	x	
Mrs. Michelle Scheffer	x	
Mr. Steven Torres	x	
Mr. Joshua Zagorski	x	
Mrs. Rebecca Holland	x	
Mrs. Brandy Titus	x	

B. POLICY - *Josh Zagorski, Alison Moyer, Brandy Titus, Michelle Scheffer*

- 1. Approve the following policies and/or regulations for a first reading:**
 - a. Policy Alert 235**
- 2. Approve the following policies and/or regulations for a second reading:**
 - a. None at this time**

Motion approved Policy 1-1						
Board Member	Motion	Second	Yes	No	Absent	Abstain
Dr. Jeremy Cohen			x			
Mrs. Lisa Kehoe					x	
Ms. Jocelyn Lewis		x	x			
Mrs. Alison Moyer			x			
Mrs. Michelle Scheffer			x			
Mr. Steven Torres			x			
Mr. Joshua Zagorski	x		x			
VP: Mrs. Rebecca Holland			x			



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



Motion approved Policy 1-1

Pres: Mrs. Brandy Titus

x

ROLL CALL

Board Member	Present	Absent
Dr. Jeremy Cohen	x	
Mrs. Lisa Kehoe		x
Ms. Jocelyn Lewis	x	
Mrs. Alison Moyer	x	
Mrs. Michelle Scheffer	x	
Mr. Steven Torres	x	
Mr. Joshua Zagorski	x	
Mrs. Rebecca Holland	x	
Mrs. Brandy Titus	x	

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

1. Retirement of Certified Staff Member:

Approve the following resignations:

Name	Position	Effective Date
Leslie Banister	RTI	September 30, 2025

2. Resignation of Certified Staff Member:

Approve the following resignations:

Name	Position	Effective Date
Victoria Scott	Spanish / ESL Teacher	September 1, 2025

3. Non-Certified Staff Members 2025-2026:

Approve the following non-certified staff members for the 2025-2026 school year:

Employee Name	Position	Effective Date	Step	Salary	Account
Kiana Worthington	Paraprofessional	September 2025- June 2026	Step 1 (6)	\$17.83	11-212-100-106-00-00
Lidia Worell	Preschool Paraprofessional	September 2025- June 2026	Step 3 (8)	\$18.68	20-218-100-106-50-20

4. Certified Staff Members 2025-2026:



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



Approve the following certified staff members for the 2025-2026 school year:

Employee Name	Position	Effective Date	Step	Salary	Account
Nadia Alonso	LTS Spanish	September 1st, 2025	n/a	\$225/day	11-130-100-101-01-00
Shelby Robbins*	Interim Guidance Counselor	September 1st, 2025	n/a	\$225/day	11-000-218-104-00-00
Jessica Billingham	Mental Health Counseling Support (Split with Gibbsboro for School Psychologist)	September 1, 2025 (anticipated start date pending)	Step 11A MA30	\$77,534 BCS 60%: Est. \$46,520.40	11-000-219-104-01-00

5. Lateral Moves:

Approve the lateral move requests for the following Certified Staff members on the Salary Guide effective 9/01/2024

Name	Current Credential	New Credential	Current Step	Current Salary	New Salary
Anne Kessler	BA+15	MA	14	\$94,161	\$96,578
John Meo	BA+15	BA+30	11A	\$72,700	\$73,909
Ross Lambersky	MA	MA+30	8-9	\$69,810	\$72,227
Cassey LaFrance	BA	BA+15	3	\$62,384	\$63,593
Taylor Russo	BA	BA+15	4-5	\$63,584	\$64,793
Kevin O'Donnell	BA+15	BA+30	4-5	\$64,793	\$66,002
Courtney Murphy	BA+15	MA	4-5	\$64,793	\$67,210

6. Abolishment of Position: Approve the Abolishment of the following positions, effective August 22, 2025:

First Name	Last Name	Position
Ariana	Adair	PALS Aide
Carol	Fabiano	PALS Aide
Heather	Gabriel	PALS Aide



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



Michaela	Kaelin	PALS Aide
Alessi	Kelly	PALS Aide
Carina	Marella	PALS Aide
Jenna	Martin	PALS Aide
Kylee	Pietzsch	PALS Aide
Kayla	Santiago	PALS Aide
Kayla	Shannon	PALS Aide

7. Summer Nursing Hours:

Approve Heather Pach and Margaret Gibson to conduct student immunization reviews and physical reviews not to exceed 10 hours:

8. Adjusted Summer Services 2025

Approve the following adjustments: Approve up to 20 hours for summer IEP meetings, \$58 per hour. Staff varies by availability, retroactively:

Name	Position	Dates	Hours	Rate
Gabrielle Gordon	BCBA	7/7/25-8/7/25, varied up to 10 days.	3.25 instead of 3.0	Per diem
Kate Becker	Speech	Additional 5 days	3.25	Per diem
Barbara McGettigan	Teacher Substitute	7/7/25-8/7/25, varied as needed	3.0	

9. Professional Development:

Approve the Out of District professional development for the 2025-2026 school year

Name	Date Submitted	Date of Workshop	Location	Topic	Cost

Motion approved Personnel 1-8

Board Member	Motion	Second	Yes	No	Absent	Abstain
Dr. Jeremy Cohen			x			
Mrs. Lisa Kehoe					x	



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



Motion approved Personnel 1-8						
Ms. Jocelyn Lewis		x		x		
Mrs. Alison Moyer				x		
Mrs. Michelle Scheffer				x		
Mr. Steven Torres				x		
Mr. Joshua Zagorski			x	x		
VP: Mrs. Rebecca Holland				x		
Pres: Mrs. Brandy Titus				x		

ROLL CALL

Board Member	Present	Absent
Dr. Jeremy Cohen	x	
Mrs. Lisa Kehoe		x
Ms. Jocelyn Lewis	x	
Mrs. Alison Moyer	x	
Mrs. Michelle Scheffer	x	
Mr. Steven Torres	x	
Mr. Joshua Zagorski	x	
Mrs. Rebecca Holland	x	
Mrs. Brandy Titus	x	

D. FINANCE & FACILITIES –Rebecca Holland, Lisa Kehoe, Brandy Titus, Steven Torres

Upon the recommendation of the Superintendent:

1. Board Secretary’s Certifications for the month of June 2025

In accordance with 18A:17-9 for the month of June 2025, the Cash Reconciliation Report and the Board Secretary’s report are in agreement. In accordance with 18A:17-9 for the month of June 2025, 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: Monthly Certifications

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Berlin Borough Board of Education certifies that as of June 2025 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 July, 2025 (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 Transfer Reports (See Attachments [Transfer List](#) & [Detail](#))



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



- b. Student Activity will be supplied at the September meeting.
- c. Nutri-Serve Food Management/Berlin Borough School District Financial Statement.

4. Approval of Expenditures:

Approve the payment of bills and claims: [July 2025](#) and [August 2025 Bill List](#), Detail

Fund	Bill List July	Bill List August
Fund 10	406,951.82	468,125.60
Fund 20	15,450	40,110.51
Fund 30	12,929.95	408,185.17
Fund 40	0	355,787.50
Fund 60	6,318.96	3,293.30
Cafeteria	0	0
Payroll	123,230.79	-
Agency	71,178.87	-

5. Contracts:

Approve the following contracts for the 2025-2026 school year:

Company	Service	Effective Dates	Amount
KD National Force Security	Security Services for use of facilities Four Hour (4) Minimum Billable	9/1/25-6/30/25	\$50 Regular P/H \$75 OT P/H \$75 Holiday P/H
CLEAR	Residency Verification	1 Fiscal year	\$5,135
The Bridge Academy	Placement for Student #13668	2025-2026 SY	\$54,527.40
YALE School West	Placement for Student #13826	2025-2026 SY	\$159,912.90
YALE School Southeast	Placement for Student #13970	2025-2026 SY	\$97,265.70
Brookfield	Placement for Student #13796	2025-2026 SY	\$113,826
Positive Behavior Supports (PBS)	RBT & BCBA Support	2025-2026 SY	Rate \$45 p/hr Rate \$95 p/hr
Speech Language (elevate assistive technology)	AAC Consults	2025-2026 SY	Per Schedule of Fees
Heather Tonczyczyn	Mental Health Liaison	2025-2026 SY	Hourly Rate \$75

6. Facilities:

- a. Use of Facilities: [VIID6a](#)



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



7. Grants:

- a. Accept the School Health Insurance Fund (SHIF) Wellness Grant in the amount of \$10,500 for 25-2026 fiscal year.
- b. Approve the submission of the FY 2026 IDEA Consolidated Grant Application in the amount of \$240,230.

8. Tuition Reimbursement:

Approve the following staff tuition reimbursements for the 2024-2025 school year per BBEA Agreement:

Employee	College	# of Credits	Amount
John Meo	Thomas Edison State University	12	\$8,100
Julie Conca	Rowan University	9	\$9,303.75
Anne Kessler	University of Idaho	12	\$5,274.00
Taylor Russo	Wilmington University	9	\$4,716.00

9. Miscellaneous items:

- a. Donation: Accept the donation of a full-sized marimba to the BCS musical program from Mrs. Bonmati.
- b. Practicum Student Affiliation agreement between Rowan University and Berlin Community School for the 2025-2026 school year.

10. Public Bidding Threshold:

WHEREAS, Kristen Mari, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate;
 WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$44,000 to **\$53,000**, effective July 1, 2025;
 NOW, THEREFORE BE IT RESOLVED that the Berlin Borough Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of **\$53,000** for the school district, and further authorizes the School Business Administrator/Board Secretary, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed the aggregate of the newly established bid threshold amount.

Motion approved Finance & Facilities 1-11						
Board Member	Motion	Second	Yes	No	Absent	Abstain
Dr. Jeremy Cohen			x			
Mrs. Lisa Kehoe					x	
Ms. Jocelyn Lewis			x			
Mrs. Alison Moyer			x			



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



Motion approved Finance & Facilities 1-11						
Mrs. Michelle Scheffer			x			
Mr. Steven Torres			x			
Mr. Joshua Zagorski	x		x			
VP: Mrs. Rebecca Holland		x	x			
Pres: Mrs. Brandy Titus			x			

ROLL CALL

Board Member	Present	Absent
Dr. Jeremy Cohen	x	
Mrs. Lisa Kehoe		x
Ms. Jocelyn Lewis	x	
Mrs. Alison Moyer	x	
Mrs. Michelle Scheffer	x	
Mr. Steven Torres	x	
Mr. Joshua Zagorski	x	
Mrs. Rebecca Holland	x	
Mrs. Brandy Titus	x	

IX. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS - None

B. NEW BUSINESS - Change executive sessions to follow the public board meeting

X. 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

Motion	Second	All in Favor	All Opposed	Result of Motion
Mrs. Scheffer	Ms. Lewis	x	-	passed

B. Motion to close the meeting to the Public

Motion	Second	All in Favor	All Opposed	Result of Motion
Ms. Lewis	Mr. Zagorski	x	-	passed

XI. ADDENDUM - updated 12:33pm 8.26.25

D. FINANCE & FACILITIES

11. Technology Handbook:

Approval of the [2025-2026 Technology Handbook](#)

XII. MEETING ADJOURNMENT 7:41 p.m.

Next Board of Education Meeting

Date	Time	Location



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



September 24, 2025	7:00 p.m.	Media Center, Berlin Community School
--------------------	-----------	---------------------------------------

Kristen Mari
School Business Administrator / Board Secretary