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

REGULAR BOARD MEETING
May 22, 2024, 7:00 p.m.
Berlin Community School, Media Center

Board of Education		
Mrs. Brandy Titus, President	Mrs. Jeannine Foster	Mrs. Alison Moyer
Mrs. Rebecca Holland, Vice-President	Mrs. Lisa Kehoe	Mr. Shawn Ryan
Dr. Jeremy Cohen	Mrs. 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	X	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- Brayden McGowan
B. Personnel - Chair, Ms. Lewis
C. Finance/ Facilities - Chair, Ms. Moyer
D. Curriculum & Policy - Chair, Mr. Zagorski
E. Ad Hoc Committee -Cultural Proficiency & Equity Stakeholder Group- Chair, Mr. Zagorski

III. PRESENTATIONS - None at this time

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. April 25, 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- See attachment VI-A1
2. Fire/ Security Drill - See attachment VI-A2

B. Enrollment:

Grade	2022-2023 # of Students	2023-2024 # of Students
PK	31	28
K	81	83
1st	91	82
2nd	83	93
3rd	97	83
4th	87	100
5th	82	93
6th	96	88
7th	101	90
8th	111	105
Total:	**860**	**845**

C. Suspension Report:

SID #	Date	Incident	Resolution
9309910564	4/18/24	Assault	Suspension

VII. SUPERINTENDENT'S RECOMMENDATIONS

Upon the recommendation of the Superintendent:

A. CURRICULUM & POLICY – Josh Zagorski, Alison Moyer, Shawn Ryan, Brandy Titus

1. **Harassment, Intimidation and Bullying (HIB) Report:**
   Acknowledge Receipt of the HIB Investigations Report

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB- Yes/No
4454362546	8722017424	At home	05/09/24	05/14/24	Yes
7953763911	7648188101 1988032409	School	04/11/24	04/26/24	No
4122959676	9266920956 5394515539 1554639446	Off school grounds, between home & school, after dismissal	05/14/24	05/17/24	No; Inconclusive

2. **Harassment, Intimidation and Bullying (HIB) Report:**
   Affirm the Harassment, Intimidation & Bullying Report

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB- Yes/No
4454362546	8722017424	At home	05/09/24	05/14/24	Yes
7953763911	7648188101 1988032409	School	04/11/24	04/26/24	No
4122959676	9266920956 5394515539 1554639446	Off school grounds, between home & school, after dismissal	04/14/24	04/17/24	No; Inconclusive

3. **Disposal of Textbooks:**
   Approve the disposal of textbooks as per attached list. (VII-A3)

4. **Disposal of Library Books:**
   Approve the disposal of non usable library books.

5. **Approve the following policies for the first reading:**

Policy	Policy Title	Attachment
5440	Honoring Student Achievement	VII-A5a

0131	Bylaws, Policies and Regulations	VII-A5b
0132	Executive Authority	VII-A5c
0144	Board Member Orientation and Training	VII-A5d
0151	Organization Meeting	VII-A5e
0152	Board Officers	VII-A5f
0161	Call, Adjournment and Cancellation	VII-A5g
0162	Notice of Board Meetings	VII-A5h
0163	Quorum	VII-A5i
0168	Recording Board Meetings	VII-A5j
0171	Duties of Board President and Vice President	VII-A5k
0173	Duties of Public School Accountant	VII-A5l

6. **Approve the following policy for the second reading:**

Policy	Policy Title	Attachment
1140	Educational Equity Policies/Affirmative Action (M)	VII-A6a
1523	Comprehensive Equity Plan (M)	VII-A6b
1530	Equal Employment Opportunities (M)	VII-A6c
1550	Equal Employment/Anti-Discrimination Practices (M)	VII-A6d
2260	Equity in School and Classroom Practices (M)	VII-A6e
2411	Guidance Counseling (M)	VII-A6f
2423	Bilingual Education (M)	VII-A6g
2431	Athletic Competition	VII-A6h
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	VII-A6i
3211	Code of Ethics	VII-A6j
5570	Sportsmanship	VII-A6k
5750	Equitable Educational Opportunity (M)	VII-A6l
5755	Equity in Educational Programs and Services (M)	ABOLISHED

5841	Secret Societies	VII-A6m
5842	Equal Access of Student Organizations	VII-A6n
7610	Vandalism	VII-A6o
9323	Notification of Juvenile Offender Case Disposition	VII-A6p

7. **Acknowledge receipt of the following regulations:**

Regulation	Regulation Title	Attachment
1530	Equal Employment Opportunities (M)	VII-A7a
2200	Curriculum Content (M)	VII-A7b
2260	Equity in School and Classroom Practices (M)	VII-A7c
2423	Bilingual Education (M)	VII-A7d
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	VII-A7e
7610	Vandalism	VII-A7g

8. **Field Work and Clinical Practice for Fall 2024:**
Approve the following fieldwork & Clinical Practice for the 2024-025 School Year

Name	College	Grade	Teacher	Dates	Duration
Megan Bill	Rowan University	Inclusive Education - K	Amber Synder Bevin Todd	9/3/2024 - 12/5/2024 1/21/2025 - 5/2/2025	14 weeks 18 weeks

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

1. **Leave of Absence Acknowledgement:**
Acknowledge the submission/notification of the following staff member's leave of absence.

Staff Member	Dates	Classification
2178	09/07/24 - 04/01/25	FMLA

2. **Transfers of Certified Staff Members for the 2024-2025 School Year (Revision):**
Approve the following certified staff member transfers for the 2024-2025 school year.
- Stephanie Stiles- 1st Grade ICR
- Courtney Murphy- 3rd Grade ICR
- Stephen Bierly- 7th Grade SS- POR SS 6-8
- Claudine Raben- 5th Grade ELA

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

Employee Name	Position	Effective Date	Step	Salary
Natalie Cesario	1st Grade	9/01/2024	3, MA	$64,465
Arielis Reyes	School Social Worker	9/01/2024	1, MA	$63,465
Danielle Elliott	Preschool	09/01/2024	2, BA	$60,339
Kelli Barsony	ELA - Gr 7	09/01/2024	1, BA	$59,839

4. **Resignation of Non-Certified Staff Member**:

Employee Name	Position	Effective Date
Emily Lewis	Instruct Assistant	6/30/24
Therese Kalberer	Instruct Assistant	5/24/24

5. **Non-Affiliated Staff Member Renewal:**
Approve the following non-affiliated staff member reappointment for the 2024-2025 school year see attachment: VIIB5

6. **Non-Certified Staff Member Renewal:**
Approve the following non-certified staff member reappointment for the 2024-2025 school year see attachment: VIIB6

7. **Extended School Year Staffing:**
Approve the following certified staff member appointment as listed below:

Name	Position	Dates	Hours	Rate
Stephen Bierly	Teacher	7/8/24-8/8/24	3.5	$56.00/hr
Leslie Banister	Paraprofessional	7/8/24-8/8/24	3.0	$21.87/hr
Casey LaFrance	Paraprofessional	7/8/24-8/8/24	3.0	$21.87/hr

8. **Summer Staffing (Non-Contracted Hours):**
Approve the following certified staff member to complete hours during the summer.

Name	Position	Dates	Hours - Not to Exceed	Rate
Marissa Furnari	Guidance	7/8/24 - 8/8/24	30 hours	$46.95/hr
Daria Fiorentino	Character Ed Training	7/8/24-8/8/24	30 hours	$41.96/hr

9. **Interim Superintendent Contract**:
   Approve the submission of an employment contract for Dr. Brenda Harring, Interim Superintendent of Schools, to the County Office of Education for approval. See Attachment VIIB8

10. **School Business Administrator/BoardSecretary/Information Technology Coordinator:**
    Approve the submission of an employment contract for Kristen Mari, School Business Administrator, to the County Office of Education for approval. See Attachment VIIB10

11. **Professional Development:**
    Approve the Out of District professional development for the 2023-2024 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost Admission/Travel
Ashley Power	05/07/24	8/12/24 -8/14/24	First Unitarian Church of Philadelphia	Handle with Care Instructor Program	$1,525/$111
Tim Trout	4/29/24	5/2/24*	Seven Star Diner	Olympic Honor Band Spring Meeting	$0

C. 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 February 2024**
   In accordance with 18A:17-9 for the month of April 2024, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of February 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: See Attachment**
   Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Berlin Borough Board of Education certifies that as of April 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 April 2024 (as per attached):**
   a. Report of the Board Secretary will be supplied at the February meeting. Cash Report in accordance with 18A:17-36 and 17A:17-9
      i. Cash Report - VII-C3ai
      ii. BSR Report - VII-C3aii
   b. Transfer Reports
      i. Transfer List - VII-C3bi
      ii. Transfer Summary - VII-C3bii
   c. Student Activity Report See Attachment - VII-C3c

d. Nutri-Serve Food Management/Berlin Borough School District Financial Statement. See Attachment- VII-C3d

4. **Approval of Expenditures:**
Approve the payment of bills and claims: Bill List - See Attachment VIIC4

Fund	Bill List #1
Fund 10	423,516.91
Fund 20	64,620.12
Fund 30	1,153,083.62
Fund 40	0
Fund 60	4,273.36
Cafeteria (March)	36,714.75
Payroll (April)	475,484.71
Agency(April)	501,221.31

5. **Contracts:**

Company	Service	Effective Dates	Amount
Camden County Education Services	Child Study Team Evaluations	Summer 2024	$360 per evaluation and attending meeting
Camden County Education Services	Speech Therapist & Occupational Therapist	09/01/2024 - 06/30/2025	$54,432.00
Genesis Software	Student Information, Human Resources, Accounts Payable, Payroll	2024-2025	$38,600 Includes one time set up fees
Frontline	IEP Direct	6/7/2024 - 6/30/2025	$25,678.42 Includes one time setup fee
Burlington Special Services School District	ESU Professional Services	07/01/2024 - 06/30/2025	Per Fee Schedule
Positive Behavior Support Corp.	Registered Behavior Aides/ Technician Services	07/01/2024 - 06/30/2025	Per Fee Schedule

6. **Shared Service Agreement:**
Approve shared service agreement for Communication Services with Haddon Township Board of Education in the amount of $12,000.

7. **Out of District Placements:** Approve the student(s) listed for Out of District Placement

Program/ School	Student ID	Start Date	End Date	Bd. Appr Rates
Archway Upper School	13998	04/15/24	6/30/24	$260.66 per day $180 per day 1:1 aide + transportation cost

8. **School Resource Officer:**
Approve a second full time 1st shift School Resource Officer for the 2024-2025 school year at a rate of $30/hour.

9. **NJSBA Convention:**
Approve group registration fee of $2,100 for the 2024 NJSBA Workshop from October 21-October 24, 2024.

10. **Food Service Management:**

Award of RFP for Food Service Management Company

WHEREAS, the Board has concluded that the proposal submitted by Nutri-Serve Food Management, Inc. is the most advantageous to the School District, price and other factors considered;
NOW, THEREFORE, BE IT RESOLVED that the Berlin Borough Board of Education approve and award a contract for School Food Service Management for the 2024-2025 school year, with an option for four (4) one (1) year extensions thereafter at the Board's discretion, to Nutri-Serve Food Management, Inc. located at 4431 Route 130 South, Burlington, NJ 08016.

It is the recommendation of the Business Administrator that the Berlin Borough Board of Education award the contract to Nutri-Serve Food Management, Inc. (hereinafter referred to as the "FSMC"), subject to the following contractual provisions:

The FSMC shall receive a management fee of $25,950.00 to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed monthly as the cost of operation. The District guarantees the payment of such costs and fees to the FSMC. The 2024-2025 Total Cost of the Contract is projected to be $295,902.63, as found on the Response and Projected Operating Statement (Form 23). Financial terms of the Contract are based upon the assumptions as stated in Section II A, Paragraph 8, and Section BBB (Guarantee Conditions and Assumptions) in the Contract. If there is a change in conditions, including, without limitation, changes to the following assumptions, the parties agree to enter negotiations concerning the impact of such changes, and the financial terms of the Contract, including any guarantee, shall be adjusted accordingly.

11. **Grants:**
    a. Approve the submission and acceptance of the DCA 2024 Local Recreation Improvement Grant (LRIG) with a recommended maximum award of $100,000.00.
    b. Approve the submission of the Preschool Facilities Expansion Grant to the New Jersey Department of Education upon completion.
    c. Accept of the NJ-High Impact Tutoring grant funds in the amount of $76,000.00.

12. **Facilities:**
    a. Approve the Use of Facility requests per attachment. See Attachment VIIC12a
    b. Approve Garrison Architects to amend the Long Range Facilities Plan to include new preschool bathroom facilities and two additional modular classrooms
    c. Approve change orders to 23-34 Bond Referendum Project. See Attachment VIIC 12c

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
June 26, 2024	7:00 pm - Regular Board Meeting	Media Center, Berlin Community School