

**BOARD OF EDUCATION OF THE SPECIAL SERVICES SCHOOL DISTRICT AND THE
INSTITUTE OF TECHNOLOGY OF THE COUNTY OF BURLINGTON**

REGULAR MEETING

The Regular Meeting of the Board of Education of the Special Services School District and The Institute of Technology of The County of Burlington was held on Thursday evening, December 14, 2017, at the Rutgers Center, 2 Academy Dr., Westampton, NJ.

The meeting was called to order at 4:30 p.m. by President Robert Silcox, followed by the flag salute.

Theresa Margiotta, Board Secretary, stated that this meeting was in accordance with the Open Public Meeting Act and that this was a public meeting.

Roll Call: Theresa Margiotta, Board Secretary, called the roll:

Kathleen Burgess	Term Ex.	6/30/19	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
John J. Ferry	Term Ex.	6/30/20	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	Term Ex.	6/30/20	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Paula E. Lee	Term Ex.	6/30/18	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Tyler Seville	Term Ex.	6/30/19	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Robert C. Silcox	Term Ex.	6/30/18	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daryl Minus-Vincent	Ex. County Supt		<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

Public Attendance: Acosta, Nicholas; Adams, Cynthia; Antinoro, Jocelyn; Barbagioanni, Joan; Bonsall, Todd; Brand, Jim; Cohen, Jeremy; Cruet, Patrick; Daily, Jennifer; Evans, Judith; Fessenbecker, Rachel; Finn, David; Geltech, Laura; Hewitt, Chris; Parker, Mike; Polizzi, Nicole; Rossini, Louis; Scherer, Helen; Stevenson, Charleen; Stevenson, Herbert; Stuart, Michelle; Varga, Ryan; Venuto, Joe; Vincent, Cinnamon; Wilcox, Sandy; Will, Barbara; Willey, Jackie.

Communication & Correspondence: Nothing at this time.

Minutes: Theresa Margiotta, Board Secretary, presented the Minutes from November 21, 2017. On a motion by Leon Jones and seconded by Kathleen Burgess, the Board approved the Minutes.

Roll Call:

Yes Kathleen Burgess Yes John Ferry Yes Leon Jones Absent Paula Lee
Absent Daryl Minus-Vincent Yes Robert Silcox Absent Tyler Seville

Financial Report: Theresa Margiotta, Board Secretary, presented Financial Report.

On a motion by Kathleen Burgess and seconded by Leon Jones, the Board approved the Financial Report.

Roll Call:

Yes Kathleen Burgess Yes John Ferry Yes Leon Jones Absent Paula Lee
Absent Daryl Minus-Vincent Yes Robert Silcox Absent Tyler Seville

Presentations: Nothing at this time.

Public Comments - Superintendent Agenda Only:

Cynthia Adams, BCITEA President, questioned Item IV. 2., Audit Report Recommendation, Fiscal Year ended June 30, 2017 regarding why auditors would do a CAP on SOP's that did not relate to monetary issues.

Bob Silcox, BoE President, replied it is auditors responsibility to review all financials. If she had any items to share regarding SOP violations please provide to him.

Superintendent Agenda:

Requested a moment of silence in remembrance of 30 year BCSSSD Foundation member Charles Juliana.

Dr. Nagy presented and recommended approval of the report. On a motion by Kathleen Burgess and seconded by John Ferry the Board approved the report.

Roll Call:

Yes Kathleen Burgess Yes John Ferry Yes Leon Jones Absent Paula Lee
Absent Daryl Minus-Vincent Yes Robert Silcox Absent Tyler Seville

Public Comments:

James Brand, BCSSSD staff, commented about excellent news articles regarding Transition Campus and also recommended a new Coffee Shop in Mt. Holly that are hiring our Special Education students. Mr. Brand stated that 25 students from BCSSSD are working; 5 from the Lumberton campus have made \$4,000 and 20 from the HS campus have made just under \$20,000.

Board Comments:

Leon Jones: Happy Holidays and thanked everyone for coming out.

Kathleen Burgess: Happy Holidays.

John Ferry: Enjoy your holidays with families.

President Silcox: Condolences to families and friends of Chuck Juliana, he was on Advisory Board and was a great advocate for Special Education. Enjoy your holidays.

Adjournment:

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by Leon Jones and second by Kathleen Burgess the Board adjourned at 4:45 p.m. with the next meeting to be on January 25, 2018, at Rutgers Media Center at 6:00 p.m.

February meeting time will be changed to 4:30 due to BCIT Discovery night.

Respectfully Submitted,

Theresa L. Margiotta
Board Secretary/School Business Administrator

I. PERSONNEL

Burlington County Special Services School District/Burlington County Institute of Technology

- 1. Job Description (Exhibit #1)**
Head Maintenance Person - Facilities

A. Burlington County Special Services School District

- 1. Employment: Full Time (prorated) (pending conditions of employment)**

Name	Position	Salary	Effective
Foster, Jesean	Custodian	Step 1 \$37,885	01/16/18
Higgins, Pamela	Teacher Assistant	BA Step 1 \$22,532	01/01/18
Mobley, Alexis	Teacher Assistant	HS Step 1 \$14,320	01/01/18
VanDunk, William	Custodian	Step 1 \$37,885	01/16/18
Wronski, Sue	Teacher Assistant	BA Step 2 \$22,919	01/01/18

- 2. Leaves *Amended ** Intermittent**

Employee	Position	Type	Effective
Balderman, Margaret	Teacher Assistant	FMLA**	11/20/17-06/19/18
Dance, Charlene	Teacher Assistant	LOA*	09/05/17-12/22/17
Furstein-Bush, Amy	Teacher	LOA/FMLA*	09/27/17-06/19/18
Grelling, Tiffany	Speech Therapist	FMLA/NJFLA	03/12/18- 06/12/18
Russo, Candace	Teacher Assistant	FMLA*	10/14/17-12/08/17
Richter, Kelli	Teacher Assistant	FMLA/NJFLA**	11/01/17-06/19/18

- 3. Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Employee #6205	Teacher	Increment Withheld	2018-2019 SY
Dirscherl, Brittany	Teacher Assistant	-\$120.52	11/08/17

4. Employment, Work Study Students, at \$8.44 Hourly, Effective 12/15/17

HS			
Clark, Austin	Durant, Jacoby	Gutierrez, Jonathan	Roundtree-Kidd, Katrina

5. Stipends/Extra Curricular *Executive Approved

Name	Extra-Curricular	Rate
Jackson, Astaria McIntyre, Becky	Bus Aide	\$14.50/hr
Balderman, Margaret Roggio, Deborah Shappell, Bridget Voelker, Suzanne Walentukonis, JoAnn Walker Sherahn	Respite Worker	\$27/hr
Pierson, Rodney* Walentukonis, JoAnn	After Hours Events/Support Staff	\$27/hr
Boyle, Brian Guzman, Mimi	Home Instruction	\$37/hr

Snow Crew			\$25/hr
Berry, Tevin Boyle, Brian Burton, Guiseppi Carter, Bonnie Daly, Sean Davis, Jeffery Foster, Jesean	Garcia, Orlam Grim, Philip Horton, Richard Jackson, William Johnson, Ervin Johnson, Penny Ketchel, Raymond	Lodge, Robert Lutes, Coleen Lutes, Thomas Mobley, Gregory Morris, Christopher Murrenburke, Quinn Nichols, Akirya	Smith, LeighAnn Stanfield, Edward VanDunk, William Walentukonis, James Walker, Sherahn Warfield, Theodore Young, Dezzaray

6. Student Teacher/Internship/Observation 2017-2018 School Year

Student	College	Type	Effective
Clayborn, Ashley	Jefferson/Philadelphia University	OT	01/29-3/29/18
Hunt, Lindsey	University of the Sciences	OT	01/23-04/03/18

7. **Course: Approvals**

Name	Position	College	Credits
Guenther-Misunas, Bethann	Teacher	Stockton University	3
Hassel, Tonya	Teacher	Rowan University	6
Rothenberger, Emily	Educational Interpreter	Union County College	6
Schuele, Amber	Teacher Assistant	RCBC/Union College	9
Smith, Renee	Teacher	Marygrove College	7

8. **Conferences/Professional Workshops** *(over mileage) ** Executive Approval

Personnel	Conference	Date	Cost*
Atkins, Cynthia Hewitt-Portnoy, Susan	Know the Power Within You, Gallaway	12/08/17**	None
Bergman, Jennifer Braude, Elizabeth Carpenetti, Terri Ferraro, Andrea Giorla, Sarah Shulman, Florence Szymula, Agnieszka	Practical Therapy Techniques for Challenging Articulation Cases, Voorhees	01/11/18	\$229 ea
Gorelik, Ilana	Strengthening Social Communications, Voorhees	12/12/17**	\$249
Grose, Colleen	Utilizing Person Centered Approaches to Improving IEP Mtgs, Trenton	01/12/18	None
Cann, Victoria Weinberg, Lisa Welch, Caroline	Smart But Scattered, Cherry Hill	01/30/18	\$199.99 ea
Pozega, Kris	Improving Core Strength & Stability, Mt. Laurel	01/26/18	\$219.99

B. Burlington County Institute of Technology

1. Revised Job Description (Exhibit #1)

Revised job description for: Performing Arts Center Manager

2. Employment: Full Time (prorated) (pending conditions of employment)

Name	Position	Salary	Effective
Dydynski, Donna	Custodian	Column C, Step 1 \$32,983	01/16/18

3. Resignation: Stipend

Name	Position	Reason	Effective
Milton, Anton	Assistant Boys Basketball Coach (S4T)	Resignation	12/01/17

4. Leaves *Amended

Employee	Position	Type	Effective
Adams, Robert	Custodian	LOA/FMLA	10/05/17-01/01/18*
D'Antonio, Maureen	Teacher of English	FMLA/NJFLA	01/29/18-04/30/18
Hartman, Danielle	Supervisor of Inst - STEM	LOA	12/12/17-01/01/18

5. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
Hajzer, Shane	Teacher Aide	-\$64.82	½ 11/14/17
Santana, Mary	Custodian	-\$161.28	11/21/17

6. Stipends/Extra-Curricular Pay for 2017-18 School Year

Medford *Executive Approval **(pending conditions of employment)

Name	Extra-Curricular	Rate
Baker, Mary Danser, Victoria Dixon, Amanda Fessenbecker, Rachel	Homework Club Instructors	\$34/hr

Kine, Brian	Spring Show-Vocal**	Volunteer
Milton, Anton	Assistant Boys Basketball Coach	Volunteer
Leighton, Michael*	Assistant Boys Basketball Coach	\$5,981

Westampton

Name	Extra-Curricular	Rate
Forvour, Jamie* Hill, Christina*	Cheerleading Coach (BCSSSD Staff)	\$5,547 ea
Schott, Gregory	Extra block coverage- Lunch duty	\$21/period

7. Course: Approvals

Name	Position	College	Credits
Bouchard, Heidi	Asst Principal	Concordia University	4
Hannon, Lia	Teacher	Rider Univ	6
Harris, Keturah	Teacher	Concordia University	6
Humphrey, Elisabeth	Teacher	Ball State University	3
Latigona, Joseph	Teacher	University of Cincinnati	3

8. Conferences *(over mileage) **Executive Approval

Personnel	Conference	Date	Cost*
Allen, Penny Malsbury, Vicki	101 Best Strategies to Increase the Effectiveness & Impact of Your School Library Program, Voorhees	01/10/18	\$249 ea
Breisacher, Jennifer Hartman, Danielle	Educon 2018, Philadelphia, PA	01/27-28/18	\$150 ea
Dinovelli, Diane	Mindfulness in the PK-12 Classroom; BCSSSD West	05/17/18	None
Dinovelli, Diane Ilconich, Lori Vincent, Cinnamon	Youth Mental Health First Aid Training; BCSSSD West	03/28/18	None

Evans, Judith	Annual Spring Institute, Monroe Twp	03/12/18	\$95
Fessenbecker, Rachel	School & Teacher Program: Remixed & Remastered, Philadelphia, PA	01/06/18	None
Ilconich, Lori	FAPE after Endrew F, SE Update 2018; Trauma-Sensitive Schools; Mindfulness & Yoga in the Classroom, BCSSSD West	01/18/18; 02/22/18; 03/15/18	None
Jaworski, Leonard	Motorcar Colors, Moorestown	TBD	None
Leighton, Michael	CPR/AED/FA Certification, Hamilton**	12/05/17	\$40

II. PROGRAMS

Burlington County Special Services School District/Burlington County Institute of Technology

1. Articulation Agreement, Renewals (Exhibit #2)

Recommend renewal of the articulation agreement between:

Camden County College (BCIT) and TCNJ PDSN (BCSSSD/BCIT) for the period of 07/01/17-06/30/20. The annual membership fee is \$.75 per student enrolled, not to exceed \$3,750 in any given year.

A. Burlington County Special Services School District

1. Resolution: Sustainable Jersey for Schools (Exhibit #3)

It is recommended that a resolution be adopted by Burlington County Special Services School District to participate in the Sustainable Jersey for Schools Certification Program.

2. Resolution: Sustainable Jersey for Schools (Exhibit #3a)

It is recommended that a resolution be adopted by Burlington County Special Services School District to apply for the Sustainable Jersey for Schools Small Grant.

3. Standard Operating Procedure (Exhibit #4) (Available on website)

BCSSSD Lumberton Campus Interscholastic Sports (new).

B. Burlington County Institute of Technology

1. Guest Speakers *Executive Approval

Speaker(s)	Audience	Date
*ECET RCBC-Epps, Danielle	ECET Freshmen	12/07/17
Music Production/Entertainment-King, Taylor	Entertainment Tech	01/10/18

III. STUDENT ACTIVITIES

Burlington County Special Services School District/Burlington County Institute of Technology

1. Harassment, Intimidation and Bullying (HIB)

Recommend acceptance of the monthly Harassment, Intimidation and Bullying Report of Incidents per Board of Education Policy #5512 and the NJ Anti-Bullying Bill of Rights Act. (Exhibit #5: Report is considered privileged in nature.)

A. Burlington County Special Services School District

1. Suspensions:

BCAHS	2	High School	5
Elementary	3	Lumberton/CA	20
Middle School	0	Transition	0

2. Fundraisers

Campus	Activity	Dates
BCSSSD	Wawa Hoagie Coupon Sale	12/14/17-01/14/18

3. Field Trips

Campus	To	Date	Inst.	S	T
MS	Big Lots, Lumberton	12/22/18	Fletcher, K	9	5
ES	BurlCo Library, Westampton	01/09,30; 02/20/18	Voza, S	6	5
Trans	Breaking Grounds Cafe, Mt Holly	01/26/18	Fletcher, K	9	5
ES	We Rock the Spectrum, Mt Laurel	04/11/18 03/16/18	Rinaldi, F Engman, D	11 11	10 9
Trans	Cherry Hill Mall, Cherry Hill	04/13/18	Lyman, R	10	4

B. Burlington County Institute of Technology

1. Transfers, Withdrawals, Suspensions, Homebound (Exhibit #6 Report is considered privileged in nature.)

	<u>Medford</u>	<u>Westampton</u>
a. Transfers in County	2	2
b. Transfers out of County	2	0
c. Dropouts	0	0
d. Transfer to West/Medford Campus	5	4
e. Suspensions	4	8
f. Homebound	0	0

2. Field Trips *Executive Approval

Students	Trip	Date	Personnel	S	C
Cosmetology Srs	Practical Exam, BCIT West	TBD	Ogden, C McNulty, J	8	1
Bldg Men/Women of Tomorrow	TASK Community Ctr Soup Kitchen, Trenton	02/05,06/18	Pensabene, J	10	2
Interact Club	Food Bank of NJ, Pennsauken	01/12/18	Willey, M	20	2
Poetry Out Loud	Rutgers Univ Center for the Arts, Camden	02/08/18	Bartello, S	10	1
VVH (Student)	Kean Univ, Union (Parents providing Transportation)	06/08-10/18	Pensabene, J	1	0

3. Activities

Campus	Activity	Dates
M	Discovery Week (transportation provided by BCIT to sending district students)	01/11; 02/14,15/18
M	NHS collecting undergarments for Puerto Rico	12/15/17-01/12/18
M	Interact making Dog Toys for Burlco Animal Shelter	12/11-21/17
M	SkillsUSA Breakfast	12/15/17
M	VoTag Student Showcase and Induction Ceremony	05/16/18, 06/07/18

W	Saturday detentions	12/16/17; 01/06,20; 02/03,24; 03/10,24; 04/14,28; 05/12,19; 06/02,09,16
W	Non-Credit Make up dates	01/06,13,20,27; 02/03,10,24; 03/03,10; 04/01,21,28; 05/05,12,19; 06/02,09,16,18&19- ½ days
M	SkillsUSA Guest Judges for In-House Cosmetology Competition: Alvarez-Ramos, Kristian; Collazo, Morgan; Giberson, Paige; Jones, Dorothy; Marcantonio, Alexis; Reynolds, Alyssa	01/08/18

Fundraisers

Fund/Campus	Activity	Dates
Admin-Athletics/Med C/O 2019/West	Basketball Game Concessions	(12/17-03/18) 17-18 Basketball Season
Impact Bible Club/West	Pancheros	01/10/18
Student Council/West	Faculty & Student Talent Show Charity Fundraiser	03/01/18

IV. BUSINESS/FINANCIAL

Burlington County Special Services School District/Burlington County Institute of Technology

1. Comprehensive Annual Financial Report (Reports included)

Recommended a resolution be adopted approving the District’s Comprehensive Annual Financial Report for the fiscal year ending June 30, 2017, conducted by Holman Frenia & Allison, Medford, NJ; a copy of the audit synopsis is available to the public.

2. Audit Report Recommendation, Fiscal Year Ended June 30, 2017

Accept the Recommendation and Corrective Actions Plan for the audit report for the Fiscal Year ending June 30, 2017.

Burlington County Special Services School District

CORRECTIVE ACTION PLAN
For the Fiscal Year Ended June 30, 2017

Submit a CAP only if there are findings in the CAFR and/or the AMR
Upload to the CAFR Repository with file name: CAP.PDF

SCHOOL DISTRICT/CHARTER/RENAISSANCE SCHOOL PROJECT

Burlington County Special Services School District

COUNTY Burlington

CONTACT PERSON Theresa L. Margiotta

TYPE OF AUDIT Single – Fiscal Year End June 30, 2017

TELEPHONE NUMBER 609-267-4226

DATE OF BOARD MEETING December 14, 2017

EMAIL ADDRESS BCSSSDBusinessOffice@Burlcoschools.org

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
2017-001	That the District analyze the revenue streams of their proprietary funds (Alternative Program & ESU) and then, if necessary, properly fund any operating deficits in these proprietary funds by incorporating these financing needs into the operating budget.	The Central Office will analyze revenue streams for their revenue streams and budget accordingly.	Theresa L. Margiotta & Dr. Nagy	Through ongoing budgeting & planning procedures in the current School Year.

Burlington County Institute of Technology

CORRECTIVE ACTION PLAN
For the Fiscal Year Ended June 30, 2017

Submit a CAP only if there are findings in the CAFR and/or the AMR
Upload to the CAFR Repository with file name: CAP.PDF

SCHOOL DISTRICT/CHARTER/RENAISSANCE SCHOOL PROJECT

Burlington County Institute of Technology

COUNTY Burlington

CONTACT PERSON Theresa L. Margiotta

TYPE OF AUDIT Single – Fiscal Year End June 30, 2017

TELEPHONE NUMBER 609-267-4226

DATE OF BOARD MEETING December 14, 2017

EMAIL ADDRESS BCITBusiness@Burlcoschools.org

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
2017-001	That the District analyze the revenue streams of their proprietary funds (Adult Ed.) and then, if necessary, properly fund any operating deficits in these proprietary funds by incorporating these financing needs into the operating budget.	Adult Education Administration and the Central Office will analyze revenue streams for their revenue streams and budget accordingly.	Mr. Cruet, Dr. Bonsall, and Dr. Nagy	Through ongoing budgeting & planning procedures in the current School Year.
*2017-002	That the District building level management and employees follow all internal control policies set in place by the Board of Education.	All building level staff and management will be expected to follow internal controls & SOP's. Building level oversight will include scheduled reporting to the Assistant Superintendent of CI & the Superintendent.	Mr. Venuto, Mr. Cruet, Mr. Parker, Dr. Aiken, Mrs. Milanowicz, Ms. Lee, Mr. Pappler, Mr. Pino, Dr. Bonsall, and Dr. Nagy	Ongoing through 2017-2018 School Year.

3. Outstanding Checks

It is recommended a resolution be adopted writing-off the following TD Bank:

Burlington County Special Services School District

Agency Checking Account outstanding checks, per the auditors:

Issue Date	Check #	Amount	Issue Date	Check #	Amount
10/30/2015	100082	\$98.42	10/30/2015	100083	\$22.72
10/30/2015	100075	\$37.26	10/30/2015	100079	\$15.14
				Total:	\$173.54

Payroll Checking Account outstanding checks, per the auditors:

Issue Date	Check #	Amount	Issue Date	Check #	Amount
3/15/2016	406602	\$37.86	9/15/2016	406870	\$571.79
4/15/2016	406660	\$37.86	10/14/2016	406891	\$30.28
6/30/2016	406756	\$22.72	11/15/2016	406907	\$26.49
7/15/2016	406783	\$30.28	1/13/2017	406961	\$85.16
7/15/2016	406789	\$45.43	6/15/2017	407087	\$53.37
				Total:	\$941.24

Burlington County Institute of Technology

Agency Checking Account outstanding checks, per the auditors:

Issue Date	Check #	Amount	Issue Date	Check #	Amount
11/15/2015	15371	\$300.00	11/17/2015	15373	\$38.39
3/15/2016	15464	\$36.66		Total:	\$375.05

General Checking Account outstanding checks, per the auditors:

Issue Date	Check #	Amount	Issue Date	Check #	Amount
9/29/2016	95889	\$55.00	6/30/2017	97265	\$38.00
1/26/2017	96587	\$40.00	6/30/2017	97327	\$25.00
				Total:	\$158.00

Medford Student Activities Checking Account outstanding checks, per the auditors:

Issue Date	Check #	Amount	Issue Date	Check #	Amount
4/3/2017	3346	\$12.00	4/3/2017	3355	\$12.00
				Total:	\$24.00

Payroll Checking Account outstanding checks, per the auditors:

Issue Date	Check #	Amount	Issue Date	Check #	Amount
1/30/2017	126775	\$30.71	1/30/2017	126779	\$36.48
				Total:	\$67.19

A. Burlington County Special Services School District

1. BOE Accepts the Resolution Reached in Settlement Agreement

Recommend approval to accept the resolution reached in the Settlement Agreement with employee #4581.

B. Burlington County Institute of Technology

1. Use of Facilities

Agency/Program	Building/Room - Campus	Date(s)
CORE Academy/Recital	PAC, Dressing Rooms - Medford	05/19-20; 06/09-10/18
ESTC/Graduation	Atrium, Auditorium - Westampton	01/09/18

2. Donation

Donor	Item	Utilized
Subaru of America, Inc.	2015 Subaru CVT Hybrid, FRH01; CB3, \$18,250 value	Auto Tech

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Job Description (Exhibit #1)

Assistant Director - ESU

2. Resignations: Full Time

Name	Position	Reason	Effective
Limanni, Juliet	School Psychologist	Resignation	02/01/18
Moore, Andrea	Supervisor	Resignation	02/07/18

Resignations: Hourly

Name	Position	Reason	Effective
Maltby, Tracy	Educational Interpreter	Resignation	12/31/17

3. Employment: Hourly (pending conditions of employment)

Name	Position	Hourly Rate	Effective
Nelson, Tiffany	Registered Nurse	\$26	01/01/18

4. Status Change

Employee	From	To	Hourly Rate	Effective
Contino, Francesca	Full Time	Hourly	\$44	12/18/17

5. Professional Services Agreements 2017-2018 School Year

District	Type
Little Egg Harbor	Professional Services Agreement
Voorhees Twp	Professional Services Agreement

6. Transportation BCSSSD Fall School Bus Evacuations

The following bus routes have completed the mandatory School Bus Emergency Evacuation Drill, in accordance with N.J.A.C. 6A:27-11.2:

<u>BCSSSD/BCIT/ESU BCIT</u>	<u>Burlington Twp</u>	<u>Florence Twp</u>
ESU T14 BCSS VAN 113	#BT-14	#A16
ESU D75 BCSS VAN 114	<u>Bordentown Twp</u>	<u>Holcomb Bus</u>
ESU H23 BCSS BUS 1	#V11	#64
ESU T09 BCSS BUS 2	<u>Cinnaminson Twp</u>	<u>Laurel Enterprises</u>
ESU T03 BCSS BUS 3	#14 #65	#LE29 #LE37
ESU T11 BCAHS BCIT VAN 11	<u>D.A.G. Transport</u>	<u>Layla Transportation</u>
ESU T08 BCSS VAN 1	#29	#89
ESU T15 BCAHS VAN 10	<u>Dapper</u>	<u>Medford</u>
ESU C34 BCSS VAN 11	#832	#V134
ESU C52 BCSS VAN 115	<u>First Student</u>	<u>Pemberton</u>
ESU T12 BCSS VAN 12	#212 #211 #203	#L-3
ESU T04 BCSS VAN 13	#131 #125 #43	#L-9
ESU C33 BCSS VAN 14	#867 #S45	#L-39
ESU T16 BCSS VAN 15	<u>Rick Bus</u>	<u>T&L</u>
ESU T17 BCSS VAN 17	#2639 #S-5	#620 #823 #943
ESU R15 BCSS VAN 2	#2640 #S-6	<u>West Berlin</u>
ESU C57 BCSS VAN 8	#RS-14	#41
ESU R41 BCSS VAN 9	#S-2 #1800	#42

B. Burlington County Institute of Technology: Adult Education

1. Field Trips

Students	Trip	Date(s)	Personnel	S	C
Cosmetology	Town Barber Shop & Upali Hair Studio, Southampton; Caravelli Bro Barber Shop, Haddonfield; True Color Hair Salon, Mt Holly	03/29/18	Gardner, M	8	2

2. Guest Speakers

Guest Speaker	Audience	Date
Advanced Haircutting-Rivell, Amy & 2 models	Cosmetology	02/05/18
A Day in the Life -Driben, Dr. Ian	Vet Tech	02/12/18