

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

**EXECUTIVE CLOSED MEETING**

The Executive Closed Meeting of the Board of Education of the Special Services School District and The Institute of Technology of The County of Burlington was held in-person on Thursday, January 26, 2023.

The meeting was called to order at 5:00 pm by President Tyler J. Burrell.

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

Whereas, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and Whereas, the Board of Education of the Burlington County Special Service School District/Institute of Technology has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

Whereas the regular meeting of this Board of Education will reconvene at the conclusion of closed session; and

Now, Therefore, Be It Resolved that the Board of Education of the Burlington County Special Service School District/Institute of Technology will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12: Legal/Personnel

  X   Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public.

Be It Further Resolved that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

Be it Further Resolved, that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

I, Andrew Willmott, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Burlington County Special Service School District/Institute of Technology Board of Education at their meeting held on January 26, 2023.

Andrew Willmott, Board Secretary, stated that this meeting was in accordance with a printed announcement published in the newspaper and this was a closed meeting. The closed meeting adjourned at 5:58 pm.

A motion was approved to open the public session by Mr. Leon Jones and seconded by Ms. Lorene Moore.

The Board resumed the public meeting at 6:00 pm Thursday, January 26, 2023.

**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 at 6:00 pm in hybrid format, both in-person and virtual audio format via Zoom Conference Call on January 26, 2023 in the Media Center at BCSSSD 20 Pioneer Blvd Westampton, NJ.

Mr. Tyler J. Burrell called the meeting to order at 6:04 pm and led the flag salute.

**Sunshine Notice**

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

**Roll Call:** Andrew Willmott, Board Secretary, called the roll:

Odise Carr	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Jaxon Keefer BCSSSD Student Rep.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Raymond Marini Exec. County Supt.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Favour Oyelade, BCIT Student Rep	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michelle Parker	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tyler J. Burrell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

**In-person public attendance:** A. Holley, K. Grant, R. Loughlin, E. Joseph, C. Hewitt, D. Finn, J. Pitts, F. Staff, C. Lestician, J. Keefer, F. Oyelade, A. Mazella, H. Grover, R. Ward, D. Roggio, L. Warren, B. Downs, D. Leigh, V. Harris

**Virtual public attendance by registering through Zoom:** J. Colby, L. Reigelsperger, M. Jenkins, J. LeCates, N. Roman, G. Lallo, J. Regimbal, M. Angelini, D. Kwartin, B. Guenther-Misunas, D. Kerney, K. Fletcher, B. Moore

**Communication & Correspondence:** Mr. Willmott announced that the Board of Education had not received communication or correspondence.

**Minutes:** Mr. Burrell, Board President, presented the Meeting Minutes from December 20, 2022. On a motion by Ms. Lorene Moore, and seconded by Mr. Leon Jones, the Board approved the Meeting Minutes.

**Roll Call:** Mr. Andrew Willmott, Board Secretary, called the roll:

Odise Carr	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Raymond Marini	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Tyler J. Burrell	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain

**Financial Report:** Mr. Burrell, Board President, presented the Financial Report and called for a motion to approve the report. On a motion from Mr. Robert Brittain and seconded by Mr. Leon Jones, the Board approved the financial report.

**Roll Call:** Mr. Andrew Willmott, Board Secretary, called the roll:

Odise Carr	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Raymond Marini	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Tyler J. Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

**Public Comments on Superintendent's Agenda:** Mr. Burrell made a motion to open the public comments on the Superintendent's Agenda only. Mr. Odise Carr motioned and Mr. Leon Jones seconded to open the public comments. Mr. Burrell asked if any attendees wished to comment on the Superintendent's Agenda only. Mr. Andrew Willmott announced to public members on Zoom who wished to make a comment to raise their hand on the Superintendent's Agenda only.

There were no public comments and this closed the public comments portion of the meeting on a motion by Mr. Robert Brittain and seconded by Mr. Raymond Marini.

**Superintendent's Agenda:** Mr. Burrell invited Dr. Nagy to present the superintendent's report to the Board.

Dr. Nagy recognized Mr. James Pitt, BCIT Safety Officer for his quick response to perform the Heimlich maneuver on a student who was choking during the lunch block today. Dr. Nagy pointed out that Veldon Harris, Director of Safety, scheduled the officers to attend a CPR training (including Heimlich maneuver) 24 hours prior.

Dr. Nagy introduced Dr. Ashanti Holley and Mr. Eder Joseph to share the Safety Reports for BCSSSD and BCIT. The reports provided an overview for the first half of the school year regarding the Student Safety Data System (SSDS) which addresses student behavior, interventions, Harassment, Intimidation and Bullying. The data reports are on the website.

Mr. Burrell thanked the assistant superintendents for their presentations.

Dr. Nagy thanked County Executive Superintendent Raymond Marini who sits on the BCSSSD/BCIT Board of Education, and his team in the County NJDOE offices, for a very constructive, informative and progressive Midyear Budget Meeting for both districts this past week. The Board can be very proud of the progress being made.

On behalf of the entire school communities of BCIT and BCSSSD, in honor of the Board member Recognition Month, Dr. Nagy thanked each and every one of the Board of Education members for their tireless service on the Board of Education. Dr. Nagy presented each Board member with a certificate of appreciation and acknowledgement of their years on a school Board. (President Tyler Burrell for 2 years of service, Vice President Robert Brittain for 14 years of service, Odise Carr for 1 year of service, Leon E. Jones, Jr. for 14 years of service, Lorene Moore for 12 years of service, and Michelle Parker for 3 years of service).

Dr. Nagy introduced the student representatives to share their respective reports. Ms. F. Oyelade, BCIT student representative, shared the BCIT student report with the Board of Education:

- Westampton and Medford campuses are closing out the semester with final exams starting on January 27 and January 30, 2023. Both campuses will be hosting a staff luncheon on January 31, 2023, courtesy of the Education Foundation and preparing for the start of semester 2 on February 1, 2023.
- CTE Programs in Advertising Art are seeking artists, writers and performers for the 2023 Burl. County Teen Arts Festival on February 10, 2023.
- Auto students, Christian Waszazak and Caleb Thomas from Mr. Fawcett's class passed all of the 10 required tests and are now ASE Master Certified.
- Medtech Dance Majors saw a performance in Philadelphia from Dance Theatre of Harlem.
- BCIT Westampton peer tutoring program for NHS is up and running and Student Council hosted Spirit Week with fun dress down days, pep rally, and the Homecoming Dance that lifted school spirits.
- BCIT Medford Academy of Performing Arts auditions and rehearsals have started for the spring musical, *Once On This Island*, being performed in March and April and the Winter Dance Showcase was held on January 12, 2023 and Winter Music Concert held January 19, 2023 and the International Thespian Society Troupe 7891 competed at The NJ Thesfest on January 7 and 8, 2023.
- BCIT Medford National Art Honor Society held their induction ceremony on December 21, 2022.
- BCIT Westampton student Zaire Williams took home the second highest game with a score of 230 while competing in the NJTAC Bowling Tournament.
- BCIT Medford Bowling team competed at the Olympic Conference Holiday Tournament.
- BCIT Westampton boys basketball are undefeated in the conference. Senior Tahijj Hunter was recently honored by the Al Carino Boys Basketball Club of South Jersey during their Captain Day Meeting.
- BCIT Medford Girls basketball: Jada Jacobs is 1 of 26 players selected as McDonald's All American nominees.
- Wrestling 7 Westampton wrestlers placed in the Palmyra Holiday Tournament and Westampton senior Marima Sow took 2nd place in the girls tournament.

Ms. Oyelade invited the Board of Education members to attend the Black History Month Read-In on February 24, 2023 at 1:30 pm at BCIT Westampton.

Mr. J. Keefer, BCSSSD student representative, shared the BCSSSD student report with the Board of Education:

- Pioneer Special Olympics program is very active and strong. Congratulations to the volleyball athletes on winning the Gold Medal at their last match of the season this month.
- Basketball season starts this month and the track season starts in February.
- Next week, Pioneer Swim Team will hold tryouts for new athletes.
- Pioneer Band performed at the Moorestown Holiday Parade. Mr. Cook thanked the Board for all you do in support of the Performing Arts.
- South Campus had their first family bingo night over the weekend with 20 families attending. All who attended enjoyed the experience and meeting their new principal. South campus couldn't be prouder the students who took the stage and were a part of the Holiday Show.
- South Campus Art classes made hibernating bears and Chinese dragons to ring in the New Year.
- East Campus students practiced their community skills at Smitty's Cafe on the Lumberton Campus. At Smitty's the students worked on restaurant skills, public transportation and functional communication.
- Students made pumpkin bread from start to finish to give to their families, by mixing ingredients, decorating the boxes and preparing tags for this very special gift.
- North campus' holiday show was a success! The craft fair, which almost all North students were part of by helping to design and make the crafts, made over \$3,000. These funds will be put towards the yearbook and Prom. Reindeer games, run by gym teacher Matt Davis, was the final event before the long break and students enjoyed working in teams to complete relay races.
- This month, 13 North students were honored at the student spotlight luncheon for their achievements.
- Transition Campus continues to be active in WBL and CBI. The WBL Community unpaid program has over thirty students participating with 13 community business partners and the paid WBL has 16 students employed. The inhouse WBL Pioneer Posh has reached over \$4,000 in profits to date and sales continue to rise. The CBI Community outings have been at the Shoprite and Library this month with 9 classes participating in generalizing the skills they have learned in the classroom to our community.
- The Winter Break collection of food and sundries supported 16 families over the break.

- During the staff in-service day this month, Transition teachers had the opportunity to tour 2 more OTC programs. Those programs included a day program and the Burlington County Recycling Center.
- On January 20, Transition campus had their annual Winter Wonderland Dance and all had a blast being responsible to organize all parts of the event. We had a few special visitors including Dr. Nagy, Dr. Sarruda and Mr. Joseph.
- ACHIEVE students completed their first semester at RCBC.
- BCAS is proud to announce the graduations of Derrick, Asa, Sai'Heem, Maddie, and Kris! The students worked so hard to graduate early!
- BCAS was awarded a grant of \$1,000.00 dollars by NJ Drives to teach young drivers about the safety behind the wheel.
- Students enrolled in our Driver's Ed courses are working on a PSA video to enter into the statewide competition. Video winners, with a top prize of \$25,000 will be announced in May.
- BCAS is also proud to share that for the first time 2 of our graduates will be attending the Transition Campus to continue their education.

Dr. Nagy thanked the student representatives for their reports and also highlighted that Ms. Oyelade was chosen as the Senior Spotlight from Senator Umba in December, 2022 and Dr. Nagy commented on how he loved attending the Winter Wonderland Dance at the Transition Campus. Dr. Nagy also mentioned the money earned from Pioneer Posh was spent for the DJ at the Winter Wonderland dance.

Dr. Nagy welcomed Mr. Leigh and Mr. Medley as principals of BCSSSD Westampton and Lumberton campuses, respectively.

Dr. Nagy congratulated all of those on the agenda who have announced their retirements and thanked them for their dedication and wished good health and happiness for a well-deserved honor.

Dr. Nagy announced job descriptions for approval and that the Board of Education will table Exhibit #2 job description. The updated Data System Administrator job description will replace the current data administrator position. The roles and responsibilities of the Admission Data Coordinator have expanded and the district will replace a current position in the admissions office. As part of the process the district will also abolish a few positions in the central office. Also on the agenda is a job description for the Grant Project Coordinator for the \$1.8 million SAMHSA Grant for Health and Wellbeing of staff and students.

Dr. Nagy also announced on the agenda several policies for first and second readings, policy revisions, as well as the abolishment of other policies; along with approval of the BCIT and BCSSSD calendars for the 2023-2024 school year and the Statement of Assurances for Paraprofessional Staff and the Career and Technical Education Safety and Health Plans for both districts.

Dr. Nagy noted that a Martin Luther King Jr. tribute was celebrated across all campuses leading into the holiday.

Mr. Burrell requested the Board of Education members to make a motion to approve the superintendent's agenda, addendum and a motion to approve the settlement between BCSSS CMA regarding CO 2023-089. On a motion by Mr. Leon Jones and seconded by Mr. Odise Carr, the Board approved the superintendent's agenda, addendum and settlement.

**Roll Call:** Mr. Andrew Willmott, Board Secretary, called the roll:

Odise Carr	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Raymond Marini	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Tyler J. Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

**Public Comments:** Board President Mr. Tyler Burrell moved to the public comments section. Mr. Raymond Marini motioned and Mr. Leon Jones seconded to open the public comments. Mr. Burrell requested anyone interested in making a public comment to raise their hand. Mr. Willmott invited anyone on the Zoom link to raise their hand to address the Board.

Ms. Hailey Grover, senior student at BCIT Medford addressed the Board on behalf of students and families of the BCIT senior class. Ms. Grover wished the Board to know that the BCIT senior class would like to bring back a single graduation ceremony in order to graduate with their program study cohort of friends and classmates. Ms. Grover said that the students

have been investigating the cost and availability of using another auditorium for graduation.

Dr. Nagy and Mr. Burrell thanked Ms. Grover for addressing the Board this evening.

Both Mr. Burrell and Mr. Willmott confirmed that no one else had requested to speak and this closed the public comment section of the meeting with a motion by Mr. Leon Jones and seconded by Mr. Raymond Marini.

Mr. Burrell invited the members of the Board of Education to comment:

**Board Comments:**

Mr. Odise Carr thanked Dr. Nagy for acknowledging the Board of Education members and thanked Mr. Pitt for his quick action.

Mr. Leon Jones wished the retirees well and thanked the teachers and staff for their hard work. Mr. Jones thanked Mr. Pitt and the student representatives for their reports.

Mr. Raymond Marini - thanked Mr. Pitts and his heroic actions and wished the retirees many happy years. Mr. Marini thanked the students for their reports and thanked the district for acknowledging the Board of Education members.

Ms. Lorene Moore thanked the student representatives and commented on how amazing the assistant superintendent reports are. Ms. Moore thanked Mr. Pitts for his strength and knowledge.

Mr. Robert Brittain echoed the Board member's comments. Mr. Brittain thanked Mr. Pitts for standing up and he wished the retirees a wonderful retirement. Mr. Brittain thanked the student representatives for their reports and hopes to be able to attend the Black History event at BCIT on February 24, 2023. Mr. Brittain also thanked the administrators for their reports.

Mr. Tyler Burrell also echoed the Board member comments and thanked Mr. Pitts.

**Meeting Adjournment:**

Mr. Burrell called for a meeting adjournment. Ms. Lorene Moore motioned to approve and Mr. Leon Jones seconded the motion. Meeting adjourned at 6:43pm.

Respectfully Submitted,

Andrew C. Willmott, CPA  
Board Secretary/Business Administrator

**I. PERSONNEL**

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

1. **Job Description** (Exhibit #1)  
Data System Administrator (Shared)
- ~~**Job Description** (Exhibit #2) Per meeting minutes  
Staff Development & Training Coordinator (Shared) – Revised~~
- Job Description** (Exhibit #3)  
Admissions Data Coordinator (Shared) \*executive approval

2. **Resolution to Abolish Positions**  
Whereas the Superintendent has recommended that the following positions be abolished for reasons of economy and change in the administrative and/or supervisory organization and for other good cause pursuant to N.J.S.A. 18A: 28-9.  
Now, therefore, be it resolved that the Board of Education for reasons of economy and a change in the administrative organization, and for other good cause pursuant to N.J.S.A. 18A:28-9 and upon the recommendation the following positions are hereby eliminated:
  - A. Secretary (Non-Aligned, Shared, Admissions)
  - B. Financial Aid/Grant Coordinator (Non-Aligned, Shared)

3. **Conferences/Professional Workshops** \*exclusive of mileage

Personnel	Conference	Date	Cost*
Coolidge, Michael	NJSBGA 25th Annual Conference/Expo	03/19-22/23	None
Vickers, Jason	NJSBGA 25th Annual Conference/Expo	03/19-22/23	None

**A. Burlington County Special Services School District**

1. **Resignation/Retirements: Full-Time**

Name	Position	Reason	Effective
#9919	Social Worker	Termination	01/27/23
#10084	Teacher Assistant	Resignation	01/27/23
Billetdoux, Jennifer	Teacher Assistant	Resignation	01/13/23
Klee, Beth	Teacher	Declined Position	01/17/23
Puca, Courtney	Teacher	Resignation	02/17/23
Sersen, Sandra	Speech Therapist	Retirement	07/01/23
Staaf, Susan	Speech Therapist	Retirement	07/01/23
Turkot, Theresa	Teacher	Retirement	02/01/23

2. **Employment: Full Time** (Prorated) pending new hire requirements \*amended

Name	Position	Salary	Effective
Adams, Ronald	Teacher Assistant	HS Step 5 \$19,995	TBD
Byard, Brianna	Teacher Assistant	BA Step 1 \$25,230	TBD
Caruso-Murphy, Diane	Teacher Assistant	HS Step 9 \$20,575	TBD
Hickey, Bayley	Teacher Previously approved TBD 12/15/22	BA+15 Step 8 \$69,880	02/21/23*

Johnson, Caitlin	Physical Therapist	MA+30 Step 6 \$76,790	02/06/23
Sanders, Charlene	Teacher Assistant	HS Step 5 \$19,995	TBD
Yilmaz, Derya	Teacher Assistant	HS+30 Step 4 \$19,995	TBD

3. **Status Change** \*executive approval

Employee	From	To	Salary	Effective
Leigh, Dennis	Principal, Lumberton	Principal, Westampton	\$110,000 salary \$4,500 stipend	01/09/23*
Medley, Brian (ESS)	Interim Supervisor, Westampton	Interim Principal, Lumberton	\$500 per diem	01/09/23*

4. **Transfers**

Employee	From	To	Effective
Landante, James	Lumberton	Westampton	02/01/23
Pak, Nosong	Westampton	Lumberton	02/01/23

5. **Leaves** \*Intermittent \*\*Amended

Employee	Position	Type	Effective
Paris, Tracey**	Cafeteria Assistant	LOA*	01/09/23 - 06/30/23
Signorino, Ronald**	Teacher	FMLA	12/01/22 - 01/06/23
Wojcik, Jessica	Teacher	LOA**	12/24/22 - 01/29/23

6. **Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Fisher, Naomi	Teacher Assistant	-\$251.20	½ 12/15/22, 12/16/22, 01/04/23
Husband, Kerri	Social Worker	-\$505.89	½ 12/13/22, 01/04/23
Jabkowski, Deborah	Teacher Assistant	-\$76.28	½ 12/19/22
Langan, Lauren	Teacher	-\$377.79	12/12/22
Odd, Amanda	Teacher Assistant	-\$384.27	12/14-16/22
Perrone, Mya	Teacher Assistant	-\$98.78	½ 01/03/23, ½ 01/04/23

7. **Extra Pay/Volunteer Positions**

Name	Extra-Curricular	Rate
Del Valle, Jose (Transition) Harris, Shannon (North)	After Hours Non-Certified Staff (Band)	\$30/hr

8. **Employment, Work Study Students, at \$14.13/hr**

North
Lancaster, Jenalee

9. **Course: Approvals** \*Executive Approval

Name	Position	College	Credits
BouChamoun, Elias*	Teacher	Stockton	6
Bradley, Paula	Occupational Therapist	Colorado State University-Pueblo	3

Davis, Matthew*	Teacher	Rider University	3
DiPierro, Sarah*	Teacher	Rider University	3
Fazzie, Gregory*	Teacher	Stockton University	4
Freitas, Diane	Teacher Aide	Rowan College at Burlington Co.	6
King, Keely*	Teacher	Stockton University	4
Menickella, Carly	Speech Therapist	Colorado State University-Pueblo	3
Nerolich, Yiwen*	Teacher Aide	Brookdale Community College	9
Romano, Michael*	Teacher	Brookdale Community College	3
Stanfield, Edward	Night Foreman	Pool Operation Management	Certific

**10. Course: Reimbursements**

Name	Position	College	Credits	Amount
BouChamoun, Elias	Teacher	The College of New Jersey	3	\$2,000
Boyle, Brian	Teacher	New Jersey City University	3	\$2,000
Davis, Matthew	Teacher	Rider University	3	\$2,000
DiPierro, Sarah	Teacher	Rider University	3	\$2,000
Fodor, Stephanie	Teacher Aide	Rowan College at Burlington Co.	6	\$852
Frietas, Diane	Teacher Aide	Rowan College at Burlington Co.	3	\$426
Harris, Ryler	Teacher	Southern New Hampshire University	3	\$960
Li, Xinzhu	Teacher Aide	Purdue Global University	5	\$1,000
Maldonado, Laura	Teacher	Rutgers	3	\$2,000
Menickella, Carly	Speech Therapist	Colorado State University-Pueblo	3	\$399
Nerolich, Yiwen	Teacher Aide	Rowan University	1	\$650
Romano, Michael	Teacher	Brookdale Community College	3	\$685
Shaughnessy, Susan	Secretary	Society for Human Resource Management	Certificate	\$1,460.92

**11. Conferences/Professional Workshops \*exclusive of mileage**

Personnel	Conference	Date	Cost*
Ferraro, Andrea Maiese, Bernadette Moscarello, Carol Sersen Sandra Toner, Stephanie	Annual Subscription to SpeechPathology.Com	2023	\$89/ea
Grelling, Tiffany	Anxiety, ADHD and Anger in the Classroom, Webinar	03/08/23	\$219
Holley, Ashanti	Rider University Career Fair - Lawrenceville	TBD	TBD
Holley, Ashanti	The College of New Jersey - Opportunities Fair - Ewing	03/08/23	None
Holley, Ashanti	Rowan University Career Fair - Glassboro	04/18/23	\$325
Holley, Ashanti	Rancocas Valley Diversity in Education Job Fair - Mount Holly	04/19/23	\$175
Jackson, Deborah	Primitive Reflex Integration	02/21/23	\$199



Rowe, Roseanne	NJSSNA Spring Conference	03/24/23	\$199
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**B. Burlington County Institute of Technology**

- Job Description (Exhibit #4)**  
SAMHSA Grant Project Grant Coordinator (2 yr term)

- Resignation/Retirements: Full-Time**

Name	Position	Reason	Effective
Mariano, Anthony	Teacher of Auto Mechanics	Retirement	07/01/23

- Employment: Full Time (Prorated) pending new hire requirements \*amended**

Name	Position	Salary	Effective
Cohen, Andrea	Guidance Counselor	Col C Step 10 \$73,690	01/30/23
Cox, Cassandra	Custodian	Col A Step 1 \$36,355	02/06/23
de Caires, Richard	Custodian Previously approved TBD 12/15/22	Col A Step 1 \$36,355	01/09/23*
Herbert, Andrea	Teacher Aide - Child Care Previously approved TBD 12/15/22	Col C Step 5 \$29,218	01/03/23*
Moyer, Gianna	Teacher of Health & Phys Ed	Col A Step 1 \$61,682	01/31/23
Schwartz, Karl	Custodian	Col A Step 1 \$36,355	TBD
Thompson, Chad	Teacher of Mathematics	Col C Step 1 \$64,072	02/01/23

- Leaves \*Intermittent \*\*Amended**

Employee	Position	Type	Effective
Coble, Gilbert	Teacher of Marketing	FMLA*	01/06/23 - 06/30/23
Colby, Jennifer	Secretary	FMLA*	02/01/23 - 01/31/24
Herbert, Andrea	Teacher Aide - Child Ca	LOA	02/02/23 - 04/30/23
Marencin, Jaclyn**	Teacher of Art	LOA/FMLA/NJFLA	01/23/23 - 05/21/23

- Approval for Sick Day Donation**

The Superintendent of Schools recommends the donation/transfer of up to 60 sick days to employee #107310 in accordance with the Sick Day Donation procedures.\*

- Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Antinoro, Jocelyn	Teacher	-\$6,121.36	11/21-29/22; 12/06-09/22; 12/12-13/22; 01/03-06/23

- Employment, Work Study Students, \$14.13/hr**

Student	Department	Campus
Philemont, Emmanuela	Child Care Assistant	Westampton

**8. Extra Pay/Volunteer Positions**

**Medford** \*Executive Approval

Name	Extra-Curricular	Rate
Baker, Mary	Supplemental Instruction not to exceed 10 hours with student #258210 starting 01/17/23 to 01/31/23	\$42/hr
Cattanea, James* Christopher, Carly*	Non-Credit Supervision	\$42/hr
Cattanea, James*	Provide 6 hours home instruction per week for student #258365 01/14/23 to 01/31/23	\$42/hr
Konrad, Jennifer	Extra Block Coverage During Prep (as needed)	\$21 per period
Leighton, Michael Megee, Meredith Pagay, Nolan	Homework Club Instructors- Maximum 6 hours week	\$42/hr
Murrenburke, Holly*	Provide 4 hours home instruction per week for student #258365 01/14/23 to 01/31/23	\$42/hr
Sprague, Meagan*	Stage Crew Supervision	\$42/hr

**Westampton**

Name	Extra-Curricular	Rate
Cooper, Kristine Foster, Alexas Hackman, Deborah Holbrook, Henry Kenney, Edward Kling, Lois McGuinness, Jacqueline Nardin, Corrine Porter, Rachel Quinn, Christopher Tarantini, Mary	Semester 2 Extra block coverage as needed basis to cover classes in the event of long term absences	Per diem
Huchel, Lauren	Fundamentals of Art- semester II grading for J.Marencin	Per diem
Pendleton, Addie	SKILLS Advisor (Mercogliano LOA/FMLA coverage 02/13/23 - 06/21/23)	\$3,156
Rivera, Joseph	Spring Site Supervisor	\$4,502

**Extra Pay/Volunteer Resignations**

**Westampton**

Name	Position	Reason	Effective
Coble, Gilbert	DECA Advisor	Resignation	01/05/23
McGuinness, Jacqueline	Spring Site Supervisor	Resignation	01/03/23
Rivera, Joseph	Softball Assistant Coach	Resignation	01/11/23

**9. Mentor**

Name	Mentor
Moyer, Gianna	Carey, Danielle
Thompson, Chad	Duong-Jackson, Nancy

**10. Student Teacher/Internship/Observation** \*Executive Approval

Name	College	Type	Effective
Davis, Autumn	Rowan University	Student Assistance Coordinator Practicum	TBD*

**11. Course: Approvals**

Name	Position	College	Credits
Smith-Evans, Samantha	LDT/C	Liberty University	3
Wright, Amanda	Teacher	Michigan State University	3

**12. Course: Reimbursements**

Name	Position	College	Credits	Amount
Avila, Amanda	Guidance Counselor	Capella University	3	\$1,948
Hackman, Deborah	Teacher	Wilmington University	3	\$1,536
Paliotta Nevadomski, Kerry	Teacher	Capella University	4	\$974
Reigelsperger, Laura	Director of Pupil Personnel Services	Rowan University	5	\$3,895
Smith-Evans, Samantha	LDT/C	Liberty University	3	\$1,785
Wright, Amanda	Teacher	Michigan State University	3	\$2,337

**13. Conferences/Professional Workshops** \*exclusive of mileage \*\*Executive Approval

Personnel	Conference	Date	Cost*
Benson, Laura	Brookdale: Stage V; Stage VI; Stage VII	09/17-12/03/22** 01/21-03/11/23** 04/22-06/17/23	\$685 p/stage
David, Jonathan	Oxygen Forensic Boot Camp, Oxygen Forensic, Alexandria, VA	02/07-09/23	Meals, Travel & Lodging
Digney, Kelly	EOF Program Info Session & Breakfast, RCBC Mount Laurel	03/09/23	None
Hagaman, Daniel Sitchler, David	ATC Instructor Seminar, Warminster, PA	03/15/23	None
Mercogliano, Maria Christina	Brookdale: Stage IV; Stage V; Stage VI**	04/09-06/11/22; 09/17-12/03/22; 01/21-03/11/23	\$685 per stage

**14. Curriculum Approvals**

Honors US History I
Honors US History II
Honors World History
AP World History
Musical Theatre
Dance
HVAC

15. **FY 2023 ESEA Title I Grant: Salary Adjustments, amendment from BOE minutes 08/25/22**

Funded Personnel	Total Salary	ESEA Salary	ESEA Funded (**funded Semester II)	Action
Duong-Jackson, Nancy	\$69,300	\$22,869	**66%	Remove
Thompson, Chad	\$64,072	\$21,144	**66%	Add

**II. PROGRAMS**

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

1. **Policies/Regulations** (These items are available on the website.)

**New - First Reading**

R 2425 Emergency Virtual or Remote Instruction Program

**Revised - First Reading**

- P 0152 Board Officers
- P 0161 Call, Adjournment, and Cancellation
- P 0162 Notice of Board Meetings
- P & R 2423 Bilingual and ESL Education
- P 2425 Emergency Virtual or Remote Instruction Program
- P & R 5200 Attendance
- P 5512 Harassment, Intimidation, or Bullying
- P 8140 Student Enrollment
- R 8140 Enrollment Accounting
- P & R 8330 Student Records
- R 8420.2 Bomb Threats
- R 8420.7 Lockdown Procedures
- R 8420.10 Active Shooter
- P 8451 Control of Communicable Disease (M)

**Revised - Second Reading**

- P 0164.6 Remote Public Board Meetings During A Declared Emergency
- P 0167 Public Participation in Board Meetings
- R 5600.B Student Discipline/Code of Conduct BCIT
- P 8442 Reporting Accidents

**Abolished Policies**

- P 1648.11 The Road Forward COVID-19 - Health and Safety
- P 1648.13 School Employee Vaccination Requirements

2. **Statement of Assurance Paraprofessional Staff 2022-2023 SY**

Approval of biannual Statement of Assurance (SOA) submission of Paraprofessional Staff (January 31, 2023) at BCSSSD and BCIT.

3. **School Year Student Safety Data System (SSDS) Presentation**

Approval of summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying HIB and use of restraint incidents period 1 submission by January 31, 2023 to the Student Safety Data System webpage.

4. **2023-2024 District Calendars** (Exhibit #5)

Recommend approval of the 2023-2024 District Calendars for BCSSSD (revised) and BCIT

5. **Career and Technical Education Safety and Health Plan**

Approval of updated CTE Safety and Health Plan for BCIT and BCSSSD.

**A. Burlington County Special Services School District**

**1. Guest Speakers** \*Executive Approval

Speaker(s)	Audience	Cost	Date
Pippel, Josiah, American Ninja Warrior will be accompanied by both parents B. and F. Pippel.	BD/MD West, Transition	\$200	01/27/23*
Gavin, Jim Key of Awesome Musical Presentation	Transition	\$165 each	02/07/23, 03/07/23, 04/04/23
Jared Broadway presenting at the Burlington County School Crisis Response Team Breakfast	Crisis Team members	\$545	06/01/23

**B. Burlington County Institute of Technology**

**1. Guest Speakers** \*Executive Approval

Speaker(s)	Audience	Cost	Date
Military Visit: Sgt. Camden Bettey; Sgt. Ferjoan Escobar; ENML Jonathan Ginnetti; Sfc. Harri Joseph; Ssg. Edgar Kisembo; GySgt. John Lukasiewicz; SSG Sarah Smith; OSI Adam Washington	Students	None	01/12/23*
Leadership in Action: Douglas Reed	Leading Ladies Club Boys to Men Club	None	01/30/23 & TBD
Inductotherm: Konrad Chindian; Andrew Smith	Electronics	None	02/13/23
Class Rings: Gary Lehman	Class of 2025	None	02/27-28/23
Architecture by an Architect: Frank Gunther	Architecture & Design	None	03/29/23

**2. APPOINTMENT OF 504 OFFICERS BCIT**

BE IT RESOLVED by the Board of Education that Eder Joseph be appointed the 504 Officer for BCIT, replacing Laura Reigelsperger, for the remainder of the 2022-2023 SY.

**3. Perkins V Secondary Grant FY23 Amendment**

Recommend approval of submission of Perkins V Secondary Grant FY23 amendment.

**4. Perkins V Postsecondary Grant FY23 Amendment**

Recommend approval of submission of Perkins V Postsecondary Grant FY23 amendment.

**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. (Report is considered privileged in nature.)

**A. Burlington County Special Services School District**

**1. Suspensions:**

BCAHS	2	North	0
South	1	East	0
Transition	2	Lumberton	15

2. **Activities**

Campus	Activity	Dates
Transition	Love Letter for Literacy	01/30- 2/10/23
Trans/West	Project Appreciation	01/30- 3/10/23
Transition	Senior Transition Night for Staff and Parents	02/09/23
West-North	Valentine's Day Dance	02/14/23
Westampton	Special Olympics Track Practice	Various 02/22/23-06/07/23

3. **Fundraisers**

Campus	Activity	Dates
North	Valentine's Day Flower Grams	02/01-02/15/23

4. **Field Trips**

\*Executive Approval

Campus	To	Date	Inst.	S	C
North	Adventure Aquarium	03/22/23	Yanoschak, B.	14	13
Transition	Tour Occupational Training Center Recycling	01/11/23*	Kneringer, M.	NA	7
Transition	Walmart-Lumberton	02/08/23	Fletcher, K.	20	10
Transition	Walmart-Lumberton	04/17/23	Fletcher, K.	21	10
West	Mt. Holly ACME Parking Lot	03/04/23	Cook, T.	28	15

**B. Burlington County Institute of Technology**

1. **Transfers, Withdrawals, Suspensions, Homebound** (Report is considered privileged in nature.)

	<b>Medford</b>	<b>Westampton</b>
a. Transfers in County	1	3
b. Transfers out of County	0	1
c. Dropouts	0	0
d. Transfer to West/Medford Campus	0	0
e. Suspensions	4	8
f. Homebound	0	1

2. **Activities**

Campus	Activity	Dates
Med	NFL Apparel Day	02/10/23
Med/Cheer & Step	NFL Cheerleading Dress Down	02/10/23
Med	Black History Month Spirit Week	02/21-02/24/23
Med	Spring College and Career Fair	03/29/23
Med	Jaguar Choice Awards	04/19/23
Med	VOTAG Showcase	05/25/23
Med	VOTAG Induction Ceremony	06/05/23
West	Herff Jones- Cap & Gown measurements (during lunches)	02/07-09/23

**3. Fundraisers**

Campus/Fund	Activity	Dates
Med/National Art Honors Society	Valentine's Day Card Grams	01/27-02/16/23
Med/Cheer & Step	NFL Cheerleading Dress Down	02/10/23
Med/SkillsUSA	Culinary SkillsUSA Dessert Tray Sales	02/23-06/23
Med/SkillsUSA	Culinary SkillsUSA Product Bi-Weekly Fundraiser	02/23-06/23
West/Girls Softball	Fan Cloth: Softball Apparel	02/06-3/06/23; 04/03-04/24/23

**4. Field Trips**

Campus	To	Date	Inst.	S	C
Med	Interact Club, Food Drive, Wiley Church Food Pantry, Marlton	02/04, 03/04, 04/01, 05/06, 06/03/23	Abdallah, R.	TBD	1
Med	Rowan University Jazz Festival, Rowan University - Wilson Hall, Glassboro	02/08/23	Turowski, P.	15	2
Med	Ronald McDonald House Volunteering, Ronald McDonald House, Camden	02/08/23 03/29/23 05/24/23	Jacob, N.	9 9 9	1 1 1
Med	Vermes Machine Shop Tour, Vermes Machine Co., Moorestown	02/16/23	Staff, F.	15	2
Med	Rowan High School Invitational Open House, Rowan University, Glassboro	02/24/23	Sprague, M.	11	2
Med	NJ State Championships:Cumberland Co. Tech Ed Center, Vineland	03/10/23	Ward, T.	TBD	2
	Mercer County Tech, Sypek Center, Pennington	03/30/23		TBD	2
West	Tour of Philadelphia International Airport, Philadelphia, PA	02/09/23	Mason, T.	4	1
West	FIRST Robotics Competition, Hatboro-Horsham Senior High School, Horsham, PA	03/03-05/23	Acosta, N.	40	3
West	Burlington County Teen Arts Fest, RCBC, Mount Laurel	03/16/23	Pendleton, A.	86	4
West	FCCLA State Leadership Conference, DoubleTree Hotel, Cherry Hill	03/23-24/23	Fine, E.	10	2
West	FIRST Robotics Competition, Seneca High School, Tabernacle	03/24-26/23	Acosta, N.	40	3
West	Spring Ahead Program, RCBC, Mount Laurel	03/27, 28/23	Daily, J.	40	3
West	Criminal Justice Career Fair, RCBC, Mount Laurel	03/29/23	Azzarone, M.	34	1
West	Adventure Aquarium, Camden	03/29/23	Inman, E.	20	2
West	Philadelphia Zoo, Philadelphia, PA	04/19/23	Inman, E.	11	1
West	UTI Post Secondary Campus Tour, Exton, PA (Bus Transportation Provided by UTI)	04/28/23	Sitchler, D.	30	2

**IV. BUSINESS/FINANCIAL**

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

**1. BCSSSD/BCIT School Board of Education Resolution**

*School Board Recognition Month, January 2023*

**WHEREAS**, The New Jersey School Boards Association has declared January 2023 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

**WHEREAS**, The BCSSSD/BCIT Board of Education is one of 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and January 26, 2023

**WHEREAS**, The BCSSSD/BCIT Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

**WHEREAS**, New Jersey’s local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12 th grade; and

**WHEREAS**, New Jersey’s 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

**WHEREAS**, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

**WHEREAS**, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and

**WHEREAS**, New Jersey can take pride in its schools, which rank among the nation’s best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

**RESOLVED**, That the BCSSSD/BCIT Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2023 as SCHOOL BOARD RECOGNITION MONTH; and be it further recognizing the following school board members for their years of dedication in Burlington County:

<b>Tyler J. Burrell, President</b>	<b>2 Years</b>
<b>Robert Brittain, Vice President</b>	<b>14 Years</b>
<b>Odise Carr</b>	<b>1 Year</b>
<b>Leon E. Jones, Jr.</b>	<b>14 Years</b>
<b>Lorene Moore</b>	<b>12 Years</b>
<b>Michelle Parker</b>	<b>3 Years</b>

and be it further

**RESOLVED**, That the BCSSSD/BCIT Board of Education urges all New Jersey citizens to work with their local boards of education and public school staff toward the advancement of our children’s education.

**2. Approval, Accept Teen Mental Health First Aid Grant Funds**

Recommend approval for the Burlington County Special Services School District and the Burlington County Institute of Technology Board of Education to accept funds in the amount of \$750 for each district from the Teen Mental Health First Aid Grant.

**3. Travel and Related Expense Reimbursement, 2023-2024**

**WHEREAS**, the Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;and



**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board; and

**WHEREAS**, a board of Education may establish, for regular district business travel only, an annual school threshold of \$150 per staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 eq sq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;now

**THEREFORE, IT BE RESOLVED**, the Board of Education approved all travel not in compliance with N.J.A.C. 6A:23B-1.1 eq seq. As being necessary and unavoidable as noted of the Board of Education out of District Travel and Reimbursement Forms.

**4. Board Secretary’s Monthly Certifications**

**Budgetary Status** - Pursuant to N.J.A.C. 6A:23-2.12(c)3, the Board Secretary, Andrew Willmott, certifies that as of December 31, 2022, no budgetary account has been over expended in violation of N.J.A.C. 6A:23-2.12(c).

**Budgetary Major Account/Fund Status** - Pursuant to N.J.A.C. 6A23-2.12(c)4, the Board of Education, certifies that as of December 31,2022, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of their knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

**A. Burlington County Special Services School District**

1. **Approval, Acceptance of Funds, The Brain Injury Alliance of New Jersey**  
Recommended approval the Burlington County Alternative School joins the non-profit program, NJ Drives: Becoming a Champion School and accepts the award of \$1,000 to gear up for the statewide program that raises awareness to safe driving for new drivers.
2. **Lease Agreement**  
It is recommended a resolution be adopted authorizing the Board of Education to enter into a Facilities Use and Lease Agreement with the Department of Children and Families Regional School to rent one (1) classroom located at 71 Ark Road, Lumberton, New Jersey from February 1, 2023 until February 28, 2023 due to their building’s roof replacement.

3. **Donation**

Donor	Item	Utilized
Lollar, Marie	New light up necklaces, bracelets and glasses. New dancing musical stuffed animals. New Halloween costumes and wigs. New coloring books, colored pencils and puzzles. New sensory lights, new boxes of lights and new winter projectors.	Transition & Main Campuses

**B. Burlington County Institute of Technology**

1. **Use of Facilities**

Agency/Program	Room - Campus	Date(s)
BC Emergency Food Distribution	Parking Lot- Westampton	01/28/23, 02/25/23
Burlington County ESTC	Auditorium/Atrium- Westampton	01/31/23
NJ HOSA, Kean University	Multiple Rooms-Westampton	03/18-19/23 03/25-26/23 Snow Date
Triplett Dance Academy	Auditorium-Medford	05/31/23-06/04/23

2. **Donation**

Donor	Item	Utilized
RTK Scenic Productions, LLC.	204 Folding Chairs	Medford

3. **Approval of Establishing a Student Activity Account**

**BE IT RESOLVED** by the Board of Education to establish a Student Activity Account for the Cheerleading Team at the Burlington County Institute of Technology Medford Campus.

V. **ENTERPRISE**

A. **Burlington County Special Services School District: ESU**

1. **Employment: Full Time** (prorated) \*executive approval \*\*amended

Name	Position	Salary	Effective
Carranza, Michelle	Occupational Therapist Previously approved TBD 12/20/22	MA Step 8 \$72,752	01/30/23**
Foreman, Laura	Speech Therapist	MA Step 13 \$80,003	TBD
Keple, Holly	Teacher	BA+15 Step 9 \$71,389	02/02/23
MacNair, Haley	Occupational Therapist	MA Step 2 \$64,767	01/23/23*
Stafford, Paris	School Psychologist	MA+30 Step 2 \$71,064	01/17/23*

**Employment: Hourly** \*executive approval \*\*amended

Name	Position	Hourly Rate	Effective
Bundy, Tykia	Registered Nurse Previously approved TBD 12/20/22	\$36.00	02/01/23**
Cornelius, Karen	LDTC	\$42.00	01/27/23
Elbertson, Darrin	Security	\$20.70	01/09/23*
McCormick, Margaret	Registered Nurse Previously approved TBD 12/20/22	\$36.00	01/17/23**
Vazquez, Jose	Security	\$20.70	01/23/23*

2. **Resignation/Retirements: Full-Time**

Name	Position	Reason	Effective
Dobbin, Samantha	Teacher	Resignation	02/17/23

**Resignations: Hourly** \*amended

Name	Position	Reason	Effective
Santana, Jennifer	Teacher Previously approved 12/20/22 with resignation date of 01/26/23	Resignation	01/27/23*

3. **Leaves: Full Time** \*amended

Employee	Position	Type	Effective
Freas, Samantha	Occupational Therapist	LOA	03/06/23 - 03/13/23
Hassel, Tonya	Teacher	LOA/FMLA	02/13/23-03/30/23*

**Leaves: Hourly**

Employee	Position	Type	Effective
Bree, Frances	Teacher	LOA	01/17/23 - TBD

**4. Professional Services Agreements**

District	Type
Carteret Public Schools	2022-2023 Professional Services Agreement

**5. Course: Approvals**

Name	Position	College	Credits
Kelly, Gabriella	Speech Therapist	Colorado State University	3
Link, Allyson	School Psychologist	Montclair State University	3
MacQueen, Megan	Speech Therapist	Arizona State University	3

**6. Course: Reimbursements**

Name	Position	College	Credits	Amount
Kelly, Gabriella	Speech Therapist	Colorado State University - Pueblo	3	\$395
Link, Allyson	School Psychologist	Montclair State University	3	\$1,606.80
MacQueen, Megan	Speech Therapist	Arizona State University	3	\$742
Yeo, Pierrette	Occupational Therapist	University of Alabama Birmingham	3	\$1,968

**7. Conferences \*exclusive of mileage**

Personnel	Conference	Date	Cost
Arcinese, Marissa	Certified Autism Consultant Training Online	01/27/23	\$495
Delgado, Selina	CEU Annual Subscription to Occupational Therapy.com	2023	\$99
Hawn, Rhianna	Annual Subscription to SpeechPathology.Com	2023	\$99
MacQueen, Megan	ASHA Learning Pass Online	TBD	\$144

**B. Burlington County Institute of Technology: Adult Education****1. Field Trips**

Students	Trip	Date(s)	Personnel	S	C
Adv. Wastewater	Mount Laurel MUA	02/13/23	Cimorelli, M.	7	1
Intro to Water & Wastewater	Mount Laurel MUA	02/28/23	Bayer, Scott Cimorelli, M	24	1

**2. Affiliation Agreement**

Approval of the Agreement between LPN students and BCIT and BCSSSD for clinical rotations at School Nurse's offices and Health Occupation classrooms.

**B. Burlington County Institute of Technology: Fire School****1. Appointments****Hourly Staff \*executive approval**

Name	Position	Hourly Rate	Effective
Mascio, Vincent	Emergency Services Instructor	\$14.13	01/17/23*
Rabbuttino, Christopher	Emergency Services Instructor	\$15.00	02/01/23
Schultz, Christopher	Emergency Services Aide	\$14.13	01/17/23*



BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
District Data Systems Administrator (SHARED)

1. Bachelor's degree / Master's degree preferred, in a field appropriate for the position; Management Information Systems, Data Analytics, Statistics, Business, Economics, or Educational Leadership, preferred.
2. Minimum 5 years of progressively responsible experience managing student information systems, NJSMART database system, electronic database systems, and communication systems.
3. Training in State Testing, data collection, and/or data analysis.
4. Skill sets related to the following:
  - a. ○ Prepare, maintain, and audit complex records;
  - b. ○ Perform mathematical calculations with speed and accuracy;
  - c. ○ Process, aggregate, and merge raw data sets from varying sources into a single unified dataset;
  - d. ○ Data query skills in student and staff information systems.
  - e. ○ Analyze data from various sources and formats, and apply data insights to cleanse and transform data into a standardized format;
  - f. ○ Properly apply district policies and laws in a variety of situations; ○ Understand and carry out oral and written instructions;
  - g. ○ Maintain cooperative working relationships with school personnel, administrators, students, and parents.
5. Experience with state and federal data collection and reporting.
6. Required criminal history background check and proof of US citizenship or legal resident alien status
7. Position may require lifting, positioning, pushing, and lifting equipment; must be able to lift up to 25 pounds at a time

**JOB GOAL:**

This position ensures the integrity of school district data and reporting. This person will also facilitate, complete and/or assist with all required student NJ SMART reports, as well as any required statewide assessment reporting and data analysis. This position will provide data to support various grant managers for application and reporting purposes as needed. This position will serve to assist the SEMI Coordinator. This position will collaborate with the Director of Curriculum Instruction, Math and LAL Specialist to disaggregate data to increase student achievement in their areas of responsibility. This position will collaborate on all required reporting to disaggregate data and generate reports.

**Reports to:**

Superintendent/Assistant Superintendent

In partnership with Director of IT (Information Technology)

**Direct Reports:**

Data Coordinator

Admission Data Coordinator

**Evaluation:**

The District Data Systems Administrator will be evaluated a minimum of once per year on the following criteria: Job Performance, Relationships / Rapport with staff, and Attendance.

**Performance Responsibilities:****REPORT REQUIREMENTS:**

- Works with district administration, principals, supervisors, subject matter specialists, and teachers to provide clean and accessible data to improve the teaching and learning process.
- Prepares reports on test results of individuals, classes, grade levels, schools, and the district, including use of graphs and charts to make results understandable.
- Recommends to district administration the addition of new programs/software to upgrade the district's ability to collect and analyze data.
- Contributes or takes responsibility for reports such as annual reports required by the NJDOE and US Department of Education.
- Maintains and integrates the following databases to assist in district operations and/or reporting:
  - Active Directory
  - Google
  - Genesis Educational Software
  - Genesis Parent Access
  - Genesis Staff Management
  - NJ Homeroom
  - NJSMART
  - Incident IQ
- Creates interface communication/reporting to assist in district operations and/or reporting:
  - PCS Cafeteria
  - Transfinder
  - Level Data
  - Pearson EasyBridge
  - School Messenger
  - Destiny
  - Frontline IEP & 504
- Assists counseling staff, district administrators, curriculum staff, and district staff in district operations and/or reporting:
  - Report Cards / Progress Reports
  - LinkIt
  - Freckle
  - Dibels
  - College Board
  - Naviance

**Meetings & Committees**

- Assists in meetings in order to improve efficiency and effectiveness in data collection, analysis, and software/programming solutions.
- Attends all state testing meetings, Technology Department meetings, and meetings related to data and database management.

Cooperative Interaction with Staff

- Cooperates with district administration, principals, and staff in the use of data to plan the instructional program or support the operations of the school/district.
- Responds to phone calls and emails in a timely manner and communicates effectively with all staff members.
- Coordinates with Administrative Assistant to the Superintendent and/or human resources/personnel staff member to properly maintain staff data.

Information and Resources

- Stays current with all NJDOE guidelines and shares that information with district staff when appropriate.
- Maintains a clean and accessible database for student assessment records.
- Maintains the confidentiality of individual student demographic and test results.
- Maintains the confidentiality of staff demographic and evaluation records.
- Maintains the security of district records.
- Recommends acquisition of software to the Director of Technology to improve security and operations.

Other

- Assists district administration with other duties and responsibilities within the scope of her/his employment as may be assigned by the superintendent or direct supervisor.
- Assists with testing coordination and assignments in conjunction with Marketing Coordinator

TERM OF EMPLOYMENT:

Twelve Month Year

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

Date approved: \_\_\_\_\_

**Admissions Data Coordinator****Burlington County Institute of Technology  
Job Title: BCIT Admissions Data Coordinator****JOB GOAL:**

Represent the district positively in greeting students and public in a congenial, helpful manner, referring them to appropriate personnel. This position ensures the integrity of school district data and reporting. This position functions in support of the admission process including serving as registrar and test proctor. This person will also facilitate, complete and/or assist with all required student NJ SMART reports, as well as any required statewide assessment reporting and data analysis. This position will provide data to support various grant managers for application and reporting purposes as needed. This position will collaborate with Assistant Superintendent to disaggregate data and generate reports.

**Qualifications / Skills & Responsibilities:**

1. Extensive knowledge of spreadsheets, databases, NJ SMART, and student management systems (Genesis preferred).
2. Successful experience using student databases and information systems.
3. Must be familiar with or willing to learn the basics of Oracle, SQL and Report Writer as needed.
4. Strong leadership, analytical and organizational skills.
5. Ability to provide training and assistance to staff.
6. Experience in reporting school data.
7. Effective problem-solving, human relations and communication skills.
8. Maintains confidentiality pursuant to HIPAA regulations and germane to efficient operations.
9. Assists administration with the development, coordination and implementation of tasks assigned.
10. Assist with ensuring compliance with the orderly maintenance and filing of student records.
11. Assists the administration to follow standard operating procedures (SOP) for the effective operations.
12. Performs other tasks related to the efficient operation of the district as assigned and where appropriate provide training.
13. Required criminal history background check and proof of US citizenship or legal resident alien status.
14. Position may require sitting for long periods, some lifting; and must be able to lift up to 25 pounds at a time.



**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Oversees interface management for the district (Genesis SIS interfaces with Sodexo, IEP Direct, etc.).
2. Interface with Genesis daily reviewing documents uploaded by parents and schools
3. Communicate with parents regarding the progress of the application process.
4. Schedule admission testing, securing the building facility and proctors.
5. Attend all admissions testing dates.
6. Communicate with middle school counselors in the county notifying them of new student applications and updates.
7. Collaborate with the marketing team and assist in scheduling small group visits at the building level as needed.
8. Update database of middle school counselors and high school counselors.
9. Schedule middle school and high school counselor breakfast.
10. Schedule middle school and high school visits in collaboration with the marketing team.
11. In collaboration with the Assistant Superintendent complete the rubric for all student applicants.
12. Maintenance of local websites and social media postings as assigned.
13. Oversee student data management. Maintain security and access to the Genesis SIS
14. Regularly evaluate the use of the SIS and implement new features as applicable.
15. Integrate existing and future technology with the SIS
16. Develop and produce reports necessary for fulfilling the district’s reporting requirements for the following, but not limited to – NJ SMART, Application for School State Aid (ASSA), School Register Summary (SRS)
17. Create reports for Equity & Diversity for comparison of student demographics and their relation to enrollment.
18. Other duties as assigned related to the admissions and data coordination process.

**REPORTS TO:**

Assistant Superintendent and/or his/her designee

**\*Terms of Employment:**

12 month Compensation to be negotiated with the Superintendent and approved by the Board.

**Evaluation:**

The performance of this position will be evaluated annually in accordance with the provisions of Board’s policy and certified staff.

\*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Employee Name (printed)	Date
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\_\_\_\_\_  
Employee Signature

**POSITION DESCRIPTION PROJECT COORDINATOR**  
**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY**

**Project Name: BCIT Trauma Informed Service Program / SAMHSA GRANT**

**JOB DESCRIPTION: PROJECT COORDINATOR**

Position Summary: The Project Coordinator is a 2-year term, grant funded, non-aligned position within the Burlington County Institute of Technology. The Coordinator will be responsible for administering the efforts and outreach activities under the SAMHSA Grant, which aims to increase student access to evidence-based and culturally relevant trauma support services and mental health care by developing innovative initiatives, activities, and programs to link local school systems with local trauma-informed support and mental health systems. These activities include: monitoring the timeline, working directly with partners, creating partnerships, conducting presentations, and coordinating evaluation activities. The Project Coordinator will communicate with the Local Partners and be responsible for completing program scope of work activities.

**ESSENTIAL JOB FUNCTIONS:**

- This successful candidate must have flexible availability and be available outside of regular work hours as necessitated to support critical business operations in a timely manner.
- Monitors grant Program to ensure compliance with contract provisions and funding source regulations.
- Meet weekly with the Project Director and provide on-going updates
- Plans, coordinates, and monitors grant funded program activities and special projects.
- Acts as a liaison and resource to the community, organizations and partnerships.
- Assist Research Directors and Evaluator in collecting, recording, measuring, and reporting of data; conduct community assessments.
- Coordinates the development, production, ordering and dissemination of educational materials and promotional items.
- Assist in preparation of grant reports as required by grantee.
- Performs other duties as assigned.

**Minimum Qualifications:**

Bachelor Degree in a behavioral science field from an accredited university. Demonstrated proficiency in grants management, public speaking, group facilitation, training, prevention program development, prevention evaluation, strategic planning, and implementation, and data

compilation. Understand principles, practices and techniques of grant project planning, development, evaluation, procedures of budget preparation and monitoring, and contracted services. Immediate to advanced computer skills (Word, Excel, Power Point, etc.) Culturally sensitive.

**Reports to:**

Business Administrator (Serving as Project Director) /Assistant Superintendent

**Evaluation:**

The District Data Systems Administrator will be evaluated a minimum of once per year on the following criteria: Job Performance, Relationships / Rapport with staff, and Attendance.

**TERM OF EMPLOYMENT:** This is a temporary, grant-funded position through June 30, 2025 with renewal or continuation will be contingent on continued funding.

\_\_\_\_\_  
Employee Name (printed) \_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

Date approved: \_\_\_\_\_



Board of Education Approved January 26, 2023

The Board of Education reserves the right to modify the School Calendar as circumstances warrant.

[www.burlcoschools.org](http://www.burlcoschools.org)

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30	31		

September 2023						
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October 2023						
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22	23	24	25	26	27	28
29	30	31				

November 2023						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<b>JULY 2023</b>	4	Independence Day - DISTRICT CLOSED
<b>AUG 2023</b>	22	New Student Orientation (Medford)
(2 Teacher Days)	22	New Student Orientation (Westampton)
	23,24	NEW TEACHER ORIENTATION
	30, 31	ALL TEACHERS REPORT-Staff In-Service
<b>SEP 2023</b>		
(18 Student/18 Teacher)	4	Labor Day - All Schools, District Closed
	5	ALL STUDENTS & STAFF REPORT
	21	Back to School Night- All Teaching Staff
	22	Staff In-Service: Early Student Dismissal 12:32 pm
	25	Yom Kippur: Schools CLOSED
<b>OCT 2023</b>		
(20 Student/21 Teacher)	9	Columbus Day: Schools CLOSED
	18	Staff In-Service: Early Student Dismissal 12:32 pm
	26	Discovery Night - ALL Teaching Staff
	27	Staff In-Service: Schools CLOSED for Students
<b>NOV 2023</b>		
(18 Student/18 Teacher)	9,10	NJEA Convention: Schools CLOSED
	10	Veterans Day: Schools CLOSED
	13	Marking Period 1 Ends
	15	Staff In-Service: Early Student Dismissal 12:32 pm
	22	Early Dismissal 12:32 pm - Thanksgiving
	23,24	Thanksgiving: Schools CLOSED
	30	Fall PAC Dinner @ Westampton
<b>DEC 2023</b>		
(16 Student/16 Teacher)	13	Staff In-Service: Early Student Dismissal 12:32 pm
	22	Early Dismissal 12:32 pm - Winter RECESS
	25-29	WINTER RECESS: SCHOOLS CLOSED
<b>JAN 2024</b>		
(20 Student/21 Teacher)	1	WINTER RECESS/School Closed
	15	Dr. Martin Luther King, Jr. Day: Schools CLOSED
	17	Staff In-Service: Early Student Dismissal 12:32 pm
	25, 26	EXAMS: Early Student Dismissal 12:32 pm, Sem 1 Ends
	29	Staff Semester Transition Day: Schools CLOSED for students
<b>FEB 2024</b>		
(19 Student/19 Teacher)	14	Staff In-Service: Early Student Dismissal 12:32 pm
	16, 19	President's Day: Schools CLOSED
	22	Back to School Afternoon Early Dismissal 12:32 pm
<b>MAR 2024</b>		
(20 Student/20 Teacher)	13	Staff In-Service: Early Student Dismissal 12:32 pm
	28	Spring Break: Early Dismissal 12:32 pm
	29	SPRING RECESS: SCHOOLS CLOSED
<b>APR 2024</b>		
(17 Student/17 Teacher)	1-5	SPRING RECESS: SCHOOLS CLOSED
	11	End of Marking Period 3
<b>MAY 2024</b>		
(22 Student/22 Teacher)	17	Early Dismissal 12:32 pm Staff Wellness & Academic Recovery
	27	Memorial Day: SCHOOLS CLOSED
<b>JUN 2024</b>		
(10 Student/11 Teacher)	12, 13	EXAMS: Early Dismissal: 12:32 pm for Students ONLY
	14	Early Student Dismissal 12:32 pm, Sem 2 Ends Last Day for Students
	14	GRADUATION
	17	Last Day for Teachers; No school for students
	21	Juneteenth: SCHOOLS CLOSED

Key:	
Schools CLOSED	
Early Dismissal 12:32 pm	
School closed for Students ONLY	
School Closed: Weather	
Teacher Orientation	
Special BCIT Events	

January 2024						
Su	M	Tu	W	Th	F	Sa
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28	29	30	31			

February 2024						
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March 2024						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Westampton Campus (609) 267-4226

Medford Campus (609) 654-0200

In the event of school closures, in order of priority the following dates (half-day sessions) will be added to the school calendar:

- 1) 2/16/24
- 2) 6/18/24
- 3) 6/19/24
- 4) 3/29/24
- 5) 4/5/24



July 2023 calendar grid

August 2023 calendar grid

September 2023 calendar grid

October 2023 calendar grid

November 2023 calendar grid

December 2023 calendar grid

JULY 2023: 4 Independence Day - Schools CLOSED; 5 First Day ESY

AUG 2023: 1 Last Day ESY; (1 Teacher Day); 28-30 NEW STAFF ORIENTATION; 31 ALL STAFF REPORT - Staff In Service

SEP 2023: 4 Labor Day - Schools CLOSED; (16 Student/18 Teacher Days); 5,6 ALL STAFF REPORT; 7 ALL STUDENTS REPORT - Early Dismissal for Students; 8 Early Dismissal for Students; 13 Early Dismissal for Students; 25 Yom Kippur: Schools CLOSED; 28 Back to School Night/Transition Resource Fair

OCT 2023: 9 Columbus Day: Schools CLOSED; (21 Student/21 Teacher Days); 11 Staff in-Service: Early Dismissal for Students

NOV 2023: 8 Staff in-Service: Early Dismissal for Students; (18 Student/18 Teacher Days); 9,10 NEA Convention: Schools CLOSED; 10 Veterans Day: School CLOSED; 13 End of Marking Period 1: 16 Report Cards Distributed; 20,21 Parent Teacher Confs: Early Dismissal for Students; 22 Thanksgiving Break: Early Dismissal for Students; 23,24 Thanksgiving: Schools CLOSED

DEC 2023: 6 Staff in-Service: Early Dismissal for Students; (16 Student/16 Teacher Days); 14 Holiday Show and Craft Fair; 22 Winter Recess Early Dismissal for Students; 25-29 WINTER RECESS: Schools CLOSED

JAN 2024: 1 WINTER RECESS: Schools CLOSED; (20 Student/21 Teacher Days); 2 Winter Break Ends/Classes Begin; 10 Staff Inservice: School CLOSED for Students; 15 Dr. Martin Luther King Jr. Day - Schools CLOSED; 29 End Marking Period 2

FEB 2024: 2 Report Cards Distributed; (19 Student/19 Teacher Days); 7 Staff Inservice: Early Dismissal for Students; 14 Parent Teacher Conferences: Early Dismissal for Students; 15 Parent Teacher Conferences; 16,19 Presidents Day: Schools CLOSED

MAR 2024: 13 Staff In-Service: Early Dismissal for Students; 21 Student/20 Teacher Days; 28 SPRING RECESS - Early Dismissal for Students; 29 SPRING RECESS - SCHOOLS CLOSED

APR 2024: 1-5 SPRING RECESS: Schools CLOSED; (17 Student/17 Teacher Days); 10 Staff In-Service: Early Dismissal for Students; 11 End of Marking Period 3: 17 Report Cards Distributed

MAY 2024: 8 Staff Inservice Early Dismissal for Students; (22 Student/22 Teacher Days); 27 Memorial Day: Schools CLOSED

JUN 2024: 5 Staff Inservice Early Dismissal for Students; (11 Student/11 Teacher Days); 13 High School Graduation; 17 Last Day for Students & Staff: Report Cards Distributed: Early Dismissal for Students; 21 Juneteenth: Schools CLOSED

School Information: Extended School Year, Schools CLOSED, Early Dismissal 12:50 pm, School closed for Students ONLY, School closed - Weather, SPECIAL BCSSSD EVENTS: Teacher Orientation, Early Dismissal 8:15 a.m. - 12:50 p.m., Full Day 8:15 a.m. - 2:00 p.m., ESY Full Day 8:30 a.m. - 1 p.m.

January 2024 calendar grid

February 2024 calendar grid

March 2024 calendar grid

April 2024 calendar grid

May 2024 calendar grid

June 2024 calendar grid

20 Pioneer Blvd Westampton, NJ 08060-3824

Emergency Information www.burlcoschools.org

In the event of school closures, in order of priority the following dates (half-day sessions) will be added to the school calendar:

- 1) 2/16/24 2) 6/18/24 3) 6/19/24 4) 3/29/24 5) 4/5/24