

**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, June 23, 2022.

The meeting was called to order at 5:05 pm by President Leon Jones. A motion to go into a closed executive session to address legal and personnel matters with legal counsel was made by Mr. Tyler Burrell motioned to approve and Ms. Loreen Moore seconded the motion.

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 June 23, 2022.

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 5:55 pm.

A motion was approved to open the public session by Mr. Robert Brittain and seconded by Mr. Tyler Burrell.

The Board resumed the public meeting at 6:00 pm Thursday, June 23, 2022.

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 June 23, 2022 in the Media Center at BCSSSD 20 Pioneer Blvd Westampton, NJ.

Mr. Leon Jones called the meeting to order at 6:07 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:

Tyler Burrell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Anna Evans	<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
Michelle Parker	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

In-person public attendance was limited to fifty (50): Public registered in advance to attend the meeting in-person: R. Loughlin, A. Holley, C. Hewitt, K. Grant, L. English, D. Finn, J. Broderick, J. Cottrell, R. Deaton, D. Kosh, S. Mitchell, S.

Mitchell's family, L. Salmons, D. Sitchler, D. Sitchler, M. Stewart, K. Fletcher, J. McGuinness, D. Kwartin, A. Marino, L. Marino

Virtual public attendance by registering through Zoom: One phone number, J. Colby, K. Waldis, B. Shinn, M. Hagan, S. Wilcox, A. Ware, K. Nizio, s. Sersen, T. Grelling, C. Jenter, A. Mazella, L. Reigelsperger, B. Downs, M. Jenkins, C. Perry, L. Rushen, G. Lallo, N. Roman, M. Angelini, B. Guenther-Misunas, K. Lewis, O. Carr, N. Mack, B. Decker

Communication & Correspondence: Mr. Willmott announced the Board was in receipt of the contract renewal request from BCIT CST.

Minutes: Mr. Jones, Board President, presented the Meeting Minutes from May 26, 2022. On a motion by Mr. Tyler Burrell and seconded by Mr. Raymond Marini, the Board approved the Meeting Minutes.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Anna Evans	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" 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
Leon Jones	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Financial Report: Mr. Brittain, Board Vice President presented the Financial Report and called for a motion to approve the report. On a motion from Mr. Robert Brittain and seconded by Ms. Lorene Moore, the Board approved the financial report.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Anna Evans	<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
Leon Jones	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Presentations: Dr. Christopher Nagy presented a certificate of appreciation to BCSSSD Transition campus student, Armani Marino, who as a teammate on Team New Jersey, won a gold medal at the Special Olympics USA games in Florida. Mr. Louis Marini publicly thanked the faculty and staff of BCSSSD for all of their hard work and his gratitude for the impact the school district has had for his son.

Dr. Nagy introduced the General Manager of Burlington Chevrolet, Mr. John Broderick and Mr. Robert Deaton, who accompanied him. Mr. Broderick presented the donation of a new engine for the BCIT Auto Shop and two \$500 scholarships for BCIT students. BCIT student Sammad Mitchell was present to accept the scholarship and BCIT faculty, Mr. David Sitchler, accepted the second scholarship for BCIT student Breon Turner.

Dr. Nagy also presented a certificate to Ms. Anna Evans in recognition of her service to the district and community and thanked Ms. Evans for her time on the Board of Education.

Dr. Nagy recognized Dr. Lisa English, and her many accomplishments as Assistant Superintendent of Curriculum and Instruction while in the district, with a certificate of appreciation. Dr. English will be leaving the district to serve as Superintendent of the Shore Regional School District.

Public Comments: Mr. Jones requested for any public attendees who wished to make a comment on the Superintendent's Agenda only. Mr. Andrew Willmott announced any public members to make a comment to speak via Zoom on the Superintendent's Agenda only.

Ms. Christine Hewitt, BCSSD EA President shared a statement and handed out two letters to the Board of Education members. Ms. Hewitt asked for the Board to issue a roll call vote on Grievance #7 and Grievance #8 from the May 26, 2022 grievance hearing. Ms. Kelly Grant, Esq. addressed Ms. Hewitt to explain that the grievances on the agenda this evening will be approved. Ms. Hewitt asked the Board if they knew that a letter was being sent out to staff members on their behalf and wanted to know which Board members had voted on the decision. The Board confirmed where the Grievances were listed on the agenda. Dr. Nagy addressed Ms. Hewitt and stated the Board knew of the decision and the outcome as outlined in the letters as the Board provided direction to Dr. Nagy. Ms. Hewitt inquired if the roll call vote would be made for the entire agenda or for the grievance decisions. Ms. Grant addressed the Board and explained where Ms. Hewitt has suggested to amend the Superintendent's agenda to pull out the listed grievance decisions and vote on these separately. The Board agreed to a roll call vote to separately vote on these issues.

There were no other public comments and this closed the public comments portion of the meeting.

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

Dr. Nagy acknowledged the successful commencement ceremonies held for BCSSSD and BCIT over the past two weeks. He recognized the outstanding work of the administration, staff and student speakers and commencement participants which made the celebrations very special. We want to thank the Burlington County Commissioners, Senator Singleton and our Board of Education members for their participation and to our education foundations.

Dr. Nagy noted that the Districts saw the end to the school year at BCSSSD earlier this week and the last day for teachers at BCIT was today.

Dr. Nagy wished all of those staff whose retirements will be approved this evening the very best and good health in their new endeavors.

The Board will approve updates to job descriptions, contract approvals, appointments and resignations, as well as, the Limited Certificate of Eligibility and Certificate of Eligibility with Advanced Standing Five Year Pilot with the NJDOE which will provide the districts with flexibility for hard to fill certificated positions.

The Board also approved statements of assurance, affiliation agreements and NJDOE Facility approval submissions and the addition of a few more special education classrooms based on growing enrollment and need.

Dr. Nagy shared an update of key activities and student recognitions from the BCIT district:

- BCIT WesTech and MedTech have been awarded CTE grants in the amount of over \$16 million for submitted architectural and programmatic expansions on both campuses as part of the Securing our Children's Future Bond Act. In addition, Burlington County is generously providing a 25% match of the total cost of the project, which is in addition to the grant money.
- BCIT Dental Occupations was highlighted in an article by Jackie Burke, the Executive Director of the NJ Council of County Vocational-Technical Schools, which was featured on ROI-NJ, a business news website.
- BCIT WesTech Ad Art, Fundamentals of Art, and Entertainment Tech students virtually participated in the 2022 Burlington County Teen Arts Festival. Of over 350+ Visual Arts entries, the work of 4 students from Ad Art were selected to be on display and serve as State Representatives for Burlington County at the NJ State Teen Arts Festival.
- MedTech celebrated the time-honored tradition of the Jaguar's Choice award Ceremony. Students are nominated by staff members to attend the Jag Awards and while there are no particular requirements for this, staff members are invited to acknowledge those students that have impressed you with their manners, determination, willingness to help others, dedication, or maybe they have just made you smile every day.
- Juniors in MedTech Welding all passed their OSHA10 Training and received their certificate.
- Senior Awards & Scholarship Ceremony. A senior in each shop and academic area is nominated/recognized by a staff member for academic excellence. Scholarships are also presented at this award ceremony.
- MedTech hosted their Sports Awards Ceremony to celebrate all fall, winter, and spring athletes. In addition, each coach nominated the top athletes for each sport and these students were awarded trophies.
- Students in VOTAG (gifted talented program) were celebrated this month as well. These students were nominated for excellence in vocational, academic, and leadership. In addition, student projects were displayed in a showcase and scored.
- MedTech held an Academic Honors Breakfast for students who have maintained Honor Roll for Marking Periods 1, 2 and 3. Breakfast is prepared by Culinary students and Mr. Parker presents the students with academic certificates and pins.

Dr. Nagy shared an update of key activities and student recognitions from the BCSSSD district:

- Congratulations to the administrators and staff and students at BCSSSD for the outstanding NJQSAC Placement Results 2021 the Board approved.
- BCAS was honored at the meeting of the Burlington County Commissioners this month for being re-certified as a National School of Character.
- BCSSSD Education Foundation Trustees attended dedication ceremonies at BCAS for their newly added Zen Den & at Transitions for their Pioneer Cafe. Funding for these spaces was generously provided by the Foundation.
- In cooperation with the Tri-State K-9 Crisis Response Team, a short video showcasing our partnership with this wonderful organization has been created and it shows the benefits to our students and staff.
- The Special Olympics Summer Games took place June 10th through 12th. BCSSSD swimming and track athletes had an outstanding showing: the swimming team took home 7 gold medals, 4 silver medals, and 3

bronze medals. The track team brought home 8 gold medals, 5 silver medals, and 3 bronze medals. The Pioneers had a lot of support from their coaches, family members, staff members, and administration.

- Armani Marino from Transitions at BCSSSD participated in the Special Olympics USA games as part of Team NJ. Armani and Team NJ went the entire games without having a single goal scored on their team and went on to win the Gold Medal.
- Transitions at BCSSSD has received the New Jersey School Boards Association's 2022 Innovations in Special Education Award. The Pioneer Posh program was selected from among 28 programs offered by public and private schools as an example of a successful, creative effort that enables special needs students to achieve their potential.
- An [article](#) announcing Transitions Campus Pioneer Posh WBL experience winning an NJSBA Innovations in Special Education Award appeared in TapInto Mount Laurel.
- Transitions has 22 students in paid Work-Based Learning and 13 in the community for school-to-work. Total earnings to date are \$59,135.
- Transitions at BCSSSD held their first ever Meet and Greet on June 9th for the 28 new families and their young adults who are starting in Transitions in July.
- The Occupational Training Center has renewed a goal to develop a partnership with Transitions at BCSSSD. The OTC team came out to tour the Transition program on June 15th.
- The last couple weeks of school offered opportunities for many End of Year celebrations for all of our students, especially our seniors, such as breakfasts, field days, and dances so they could socialize and celebrate with classmates before leaving for the summer.
- We are gearing up for our ESY, which will take place from July 1st through July 29th.
- Graduation celebrations took place last week (ceremonies in daycare, preschool, 8th grade, and all three of our high schools).

Mr. Jones requested the Board of Education members to make a motion. On a motion by Ms. Lorene Moore and seconded by Mr. Robert Brittain, the Board approved the superintendent's agenda, and addendum exclusive of separate votes for Section 1A Grievance #7 and #8 and employee #5758 and #5908.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain from Agenda pg 1 section 4 & section 7; yes to the agenda
Raymond Marini	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain conflict with Personnel number 3 and number 6; yes to the agenda
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
Leon Jones	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Dr. Nagy requested to make a motion to approve Section 1A number 7 for employee #5758. On a motion by Ms. Lorene Moore and seconded by Mr. Robert Brittain, the Board approved the decision on Grievance #7.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Anna Evans	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon Jones	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Dr. Nagy requested to make a motion to approve Section 1A number 7 for employee #5908. On a motion by Tyler Burrell and seconded by Mr. Raymond Marini, the Board approved the decision on Grievance #8.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Anna Evans	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
Raymond Marini	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Lorene Moore	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon Jones	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Public Comments: Board President Mr. Leon Jones requested anyone to make a public comment to raise their hand. Mr. Willmott invited anyone on the Zoom link to raise their hand to address the Board.

Ms. Debbie Kwartin, Browns Mills, NJ and employee at BCIT Westampton, read a message of thanks and offered her gratitude to Dr. English for all that she has done for BCIT.

Ms. Lori Salmons, BCSSSD Westampton teacher, presented a letter from Sandi Wilcox to the Board members for their information and formal exploration.

Ms. Deanna Kosh, declined to state her address for the record, has a daughter who is a junior at BCIT Medford. Ms. Kosh addressed the Board of Education on the current absence policy used by BCIT and how having more than 10 sick days can result in a student losing course credit for the semester. Ms. Kosh compared the current suspension policy to the sick policy and stated that students who are suspended will receive credit for the semester, but students who are out sick will not. Ms. Kosh asked for the Board to review the current policy situation over the summer. Mr. Jones thanked Ms. Kosh for bringing this to the Board's attention and Dr. Nagy said he was glad to hear that Ms. Kosh's situation had a positive outcome based on her appeal.

Jack Avery Cottrell, BCSSSD Westampton teacher, stated his concern with the investigatory process used in the district and shared that the Commissioner of Education has a concern, as does the Department of Civil Rights. Mr. Cottrell stated that he will be reporting to both departments this evening. Mr. Cottrell explained to the Board where the strictest consequences have been issued to two minority staff members who have been outstanding employees for twenty-two years in the district. Mr. Cottrell addressed the Board on what he should report to the Commissioner of Education about the current status and stated where the Board members who voted yes to Grievance #7 and Grievance #8 may be complacent in federal violations.

Both Mr. Jones and Mr. Willmott confirmed that no one else requested to speak and this closed the public comment section of the meeting.

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

Board Comments:

Mr. Tyler Burrell recognized Dr. English and thanked her for her service and wished her the best of luck. Mr. Burrell congratulated the students who had earned a scholarship and the Special Olympian. Mr. Burrell reported that he attended the fantastic BCIT Westampton graduation ceremony and congratulated the 2022 graduates.

Ms. Anna Evans offered congratulations to all and expressed how honored she has felt to be on the BCS/BCIT Board of Education; particularly her time reading aloud to the students at BCSSSD, having been presented a name plate by the students at BCIT and taking part in Dr. Holley's book club. Ms. Evans reported attending the BCSSSD Lumberton graduation and had enjoyed taking part in the ceremony. Ms. Evans advised the Board members to listen to everyone, regardless of pressures from outside positions, and to offer proper oversight to the school districts.

Mr. Ray Marini congratulated Armani Marino and all involved in the Special Olympics. Mr. Marini attended the BCIT Medford graduation ceremony and very much enjoyed the speeches. Mr. Marini congratulated the scholarship winners and thanked Burlington Chevrolet for their generosity. Mr. Marini thanked Anna Evans for her membership to the Board and congratulated Dr. Lisa English.

Ms. Lorene Moore addressed Dr. English and publicly thanked Dr. English for her kindness and care and for all she has done. Ms. Moore congratulated the gold medal recipient, scholarship winners and all of the retirees. Ms. Moore wished everyone a safe summer and hopes it is the best ever and is a time to draw closer to your families. Ms. Moore also wished to publicly thank Dr. Nagy for all of his work.

Mr. Robert Brittain thanked Armani Marino for his service to the school. Mr. Brittain attended the BCIT Medford graduation and said it was an honor and a privilege to hand out the diplomas at the ceremony. Mr. Brittain commended Mr. Parker and the phenomenal job BCIT Medford did for graduation. Mr. Brittain will miss Ms. Evans on the Board of Education.

Mr. Leon Jones thanked Armani Marino and Burlington Chevrolet and all of the retirees and teachers for their many years of service. Mr. Jones thanked the students, staff, security officers and the Board members for all that they did at the graduation events. Mr. Jones thanked Andrew Willmott for the CE grants. Mr. Jones thanked Ms. Anna Evans for her time on the Board of Education. Mr. Jones thanked Dr. Nagy for his diligence and for all of the school updates he offers. Mr. Jones thanked the Education Association for their work and for working together with the districts. Mr. Jones thanked Dr. English and said how truly blessed her new school is and how she will truly be missed and he offered a heartfelt thank you for all that Dr. English has done for the districts.

Meeting Adjournment:

Mr. Jones called for a meeting adjournment. Ms. Lorene Moore motioned to approve and Mr. Raymond Marini seconded the motion. Meeting adjourned at 6:59 pm.

Respectfully Submitted,

Andrew C. Willmott
Board Secretary/Business Administrator

I. PERSONNEL

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

- Job Description** (Exhibit #1)
Financial Aid/Grant Program Coordinator (Shared) - Revised

- Resignation/Retirements: Full-Time**

Name	Position	Reason	Effective
English, Lisa	Assistant Superintendent (Shared)	Resignation	06/30/22

- Resignation/Retirements: Substitute**

Name	Position	Reason	Effective
Burton, Charlotte	Substitute Bus Driver	Retirement	06/10/22
Burton, Guiseppi	Substitute Bus Driver	Retirement	06/10/22

- Contract Approvals**

In accordance with N.J.A.C. 6A:23A-3.1 and approval from Interim Executive Burlington County Superintendent; approval of employment contracts for Dr. Ashanti Holley, Shared Assistant Superintendent with an annual salary of \$168,548 and Andrew Willmott, Shared School Business Administrator/Board Secretary with an annual salary of \$137,363 resolved for July 1, 2022 through June 30, 2023.

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

Name	Position	Salary	Effective
Smith, Collin	Assistant Coordinator of Strategic Marketing, Communications & Enrollment (Shared)	Non-Aligned \$58,000	TBD

- Reappointments 2022-2023 SY**

Non-Aligned Personnel *amended

Name	Position	Salary
Jenter, Christine	Strategic Marketing Communications and Enrollment Coordinator (Shared)	\$90,000

- Superintendent Evaluation**

Approval of submission of Board of Education input to the BCSSSD/BCIT Superintendent of Schools Evaluation for the 2021-2022 school year.

- Submission and Accepted Approval for Limited Certificate of Eligibility and Certificate of Eligibility with Advanced Standing Five-Year Pilot**

Recommendation to approve the submission of the NJDOE Limited Certificate of Eligibility and Certificate of Eligibility with Advanced Standing Five-Year Pilot application.

A. Burlington County Special Services School District

- Resignation/Retirements: Full-Time** *amended

Name	Position	Reason	Effective
Evans, Martin	Teacher Assistant	Resignation	06/30/22
Frank, April	Teacher Assistant	Resignation	06/30/22*
Hernandez, Gabriela	Teacher	Resignation	06/30/22
Kamelia, Nina	Social Worker	Resignation	06/30/22*
Larkin, Nicole	Teacher Assistant	Declined Position	06/22/22

Milman, Jean	Teacher	Resignation	06/30/22*
Voza, Sara	Teacher	Resignation	07/29/22
Young, Faith	Teacher Assistant	Resignation	06/14/22

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

Name	Position	Salary	Effective
Baxter, Deborah	Teacher Assistant	HS Step 4 \$19,895	TBD
Fisher, Naomi	Teacher Assistant Previously approved TBD 03/24/22	HS Step 6 \$18,660	06/06/22*
Maddy, Jennifer	Teacher Assistant Previously approved TBD 05/26/22	HS Step 13 \$22,327	06/13/22*
Miller, Madelyn	Teacher Assistant Previously approved TBD 05/26/22	BA Step 1 \$25,230	07/01/22*
Reeves, Nicole	Teacher Assistant Previously approved TBD 04/28/22	HS Step 6 \$18,400	06/21/22*
Wojcik, Jessica	Teacher	BA Step 3 \$61,678	TBD
Wolff, Cassandra	Teacher	BA Step 5 \$64,194	TBD

3. **Status Change, Full-Time** (Prorated)

Name	From	To	Salary	Effective
Burdick, Alyssa	Teacher Assistant	Teacher	BA Step 3 \$61,678	09/01/22
Danastasio, Mary	Teacher Assistant	Secretary	Step 10 \$49,974	07/01/22
King, Keely	Teacher Assistant	Teacher	BA Step 3 \$61,678	07/01/22

4. **Reappointments 2022-2023 SY**

Certified Teacher Guide Personnel *amended

#5908	Teacher Amended due to increment withholding below	\$107,803*
Buono, Jenny	Teacher	\$61,678

Teacher Assistant Personnel *amended

#5758	Teacher Assistant Amended due to increment withholding below	\$38,580*
Fisher, Naomi	Teacher Assistant	\$20,095
Maddy, Jennifer	Teacher Assistant	\$22,829
Reeves, Nicole	Teacher Assistant	\$18,904

5. **Transfers *to include schedule on both campuses**

Employee	From	To	Effective
Cook, Thomas	Westampton*	Lumberton*	09/01/22
Grohe, Alison	Westampton*	Lumberton*	09/01/22
Holmes, Michele	ESU Lumberton	BCSSSD Transition	07/01/22
Kaufman, Stacey	ESU Lumberton	BCSSSD Westampton	07/01/22

6. **Leaves 21-22 SY** *Intermittent **Amended

Employee	Position	Type	Effective
Brogan, Carla	Teacher	LOA	06/02/22** - 06/30/22
Lovett, David	Physical Therapist	LOA	05/25/22 - 06/30/22

Manuel, Charlotte	Teacher Assistant	LOA/FMLA	05/13/22 - 06/30/22
Shivers, Angela Renee	Secretary	LOA	07/05/22 - 08/16/22
Taylor, Katie	Speech Therapist	LOA	06/03/22 - 06/30/22

Leaves 22-23 SY *Intermittent **Amended

Employee	Position	Type	Effective
Shulman, Florence	Speech Therapist	LOA/NJFLA	09/05/22 - 11/30/22
Zacheiss, Candice	Custodian	FMLA	08/19/22 - 09/13/22

7. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
Bakely, Karen	Teacher	-\$493.66	05/26/22
Billetedoux, Jennifer	Teacher Assistant	-\$127.53	05/20/22
Brambilla, Elijah	Teacher	-\$2,990.05	05/30-31/22, 06/01-02/22, ½ 06/03/22, 06/08/22, 06/15-17/22, 06/20/22
Candelaria, Marriza	Teacher Assistant	-\$331.83	06/08-10/22
Carty, Wendy	Teacher Assistant	-\$385.80	06/01/22, 06/15/22
DeSantis, Thera	Occupational Therapist	-\$2,126.45	05/30-31/22, 06/17/22, 06/20-21/22
Dooley, Karinn	Speech Therapist	-\$1,170.33	½ 06/07/22, 06/17/22, 06/20-21/22
Downs, Dawn	Teacher Assistant	-\$400.65	05/27/22, 05/30/22, 06/14/22, ½ 06/16/22
Fisher, Naomi	Teacher Assistant	-\$186.60	½ 06/08/22, 06/14/22
Frank, April	Teacher Assistant	-\$197.24	06/01/22, ½ 06/10/22
Gibbs, Leslie	Teacher Assistant	-\$134.83	06/13/22
Giorla, Sarah	Speech Therapist	-\$1,997.80	05/26-27/22, 05/30/22, 06/10/22, 06/13/22
Harrell, David	Teacher Assistant	-\$183.02	½ 06/02/22, 06/03/22
Hastings, Michele	Teacher Assistant	-\$382.59	06/02-03/22, 06/06/22
Hernandez, Gabriela	Teacher	-\$356.34	06/14/22
Hess, Dawn	Teacher Assistant	-\$453.03	05/26-27/22, 05/31/22
Humble, Kaitlyn	Occupational Therapist	-\$341.57	06/03/22
Husband, Kerrie	Social Worker	-\$322.39	05/26/22
Jackson, Astaria	Teacher Assistant	-\$892.30	05/26-27/22, 05/30-31/22, 06/01/22, 06/06/22, 06/08/22, 06/16-17/22, 06/20
Jackson, Deborah	Speech Therapist	\$1,508.52	06/17/22, 06/20-21/22
Juliana, Erin	Teacher Assistant	-\$300.55	½ 05/06/22, 05/27/22, 05/30/22
Kamelia, Nina	Social Worker	-\$786.66	06/01/22, 06/13/22
Langan, Lauren	Teacher	-\$726.84	05/26-27/22
Lawn, Jessica	Teacher Assistant	-\$43.23	½ 06/13/22
Lightcap, Karen	Teacher Assistant	-\$70.49	½ 06/01/22
Maloney, Jeanine	Speech Therapist	-\$785.24	06/14-15/22
Marchese, Darlene	Teacher Assistant	-\$425.10	06/07/22, ½ 06/08/22, 06/09-10/22,

			06/13/22
McIntyre, Megan	Teacher Assistant	-\$136.15	06/15/22
Mattison, Kimberly	Speech Therapist	-\$508.92	½ 05/31/22, 06/01/22
Odd, Amanda	Teacher Assistant	\$123.63	06/21/22
Rafferty, Nichole	Teacher Assistant	-\$42.51	½ 06/02/22
Regimbal, Joanne	Teacher Assistant	-\$113.47	05/20/22
Russo, Candace	Teacher Assistant	-\$141.67	05/27/22
Scarborough, Jennifer	Teacher Assistant	-\$1,038.56	05/23-27/22, 05/30-31/22, 06/06/22
Schneider, Ian	Warehouse/Receiving Clerk	\$166.67	06/20/22
Toner, Stephanie	Speech Therapist	-\$964.23	06/06-08/22
Tyler, Khayre	Teacher Assistant	-\$426.90	05/30-31/22, 06/07-08/22, 06/14/22
Young, Faith	Teacher Assistant	-\$255.06	05/27/22, 05/31/22, 06/01/22

Withholding of Increment 2022-2023 SY

Employee
#5758
#5908

8. Extra Pay/Volunteer Positions 2022-2023 SY

Name	Extra-Curricular	Rate
Broomell, Roxane(S) Mobley, Alexis(S) Shappell, Bridget(S)	ESY Teacher Aide as needed	\$115/day
Cadmus, Danielle Caplan, Lisa Panetta-Hagan, Lenora	ESY Teacher as needed - (T)	\$300/day
Garrano Connie	Nursing Coordinator	\$2,500
Levin, Rhonda	ESY/SFEA Head Cook as needed (up to 20 days)	Per Diem
Jenifer, Donna	Bus Aide, ESY and 22-23 SY	\$15/hr
Paris, Tracey Staff, Rita	ESY Cafeteria Assistant as needed to 20 days)	Per Diem
Patriaca, Michael	Work Based Learning Coordinator (up to 20 hours)	Hourly Rate

Employment, Work Study Students, at \$13/hr

Lumberton	HS	Transition
		Bryant, Troy

9. ESY 7/01/22 - 07/29/22

ESY Teachers/Certified Staff (as needed)	\$300/day
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Amodio, Alyssa (E) Buono, Jenny (S) Cook, Thomas (N) Davis, Matthew (N) DiPierro, Sarah (E) King, Keely (S) Kresky, Eileen (T)	Kurtz III, Thomas (E)	
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ESY Teacher Assistants (as needed)		\$115/day
Caffrey, Scott (N) Celso, Gabriella (S) Davis-Patterson, Rietta (S) Dennis, Joan (S) Fisher, Naomi (E) Karr, Doris (N) LeCompt-Yankson, Laura (S)	Maddy, Jennifer (S) McGrogan, Kelly (S) Miller, Madelyn (S) Mollica, Cindy (N) Ogden, Monica (S) Puca, Courtney (S) Reeves, Nicole (E) Bouchamoun, Elias (CST)	

ESY Volunteer

Name	Type	Effective
Texany, Lauren (Graduate)	Speech Summer Volunteer	07/01/22 - 07/29/22

10. Student Teacher/Internship/Observation *Executive Approval

Name	College	Type	Effective
Carr, Alexis	LaSalle University	Speech Therapy	09/12/22 - 12/09/22
Clifford, McKenzie	Emerson College	Speech Therapy	07/01/22
Long, Clifford	University of Pennsylvania	Social Work	2022-23 School Year

11. Course: Approvals 22-23 SY

Name	Position	College	Credits
Baxter, David	Teacher	Montclair State University	3
Boyle, Brian	Teacher	New Jersey City University	3
Dornisch, Lisa	Teacher	University of Phoenix	3
Downey, Stephanie	Occupational Therapist	Lourdes University	9
Giorla, Sarah	Speech Therapist	Lourdes University	6
Hewitt-Portnoy, Susan	Physical Therapist	Lourdes University	3
Kresky, Eileen	Teacher	Andrews University	3
Maiese, Bernadette	Speech Therapist	University of La Verne	12
Nizio, Jennifer	Occupational Therapist	Lourdes University	3
Roman, Nicole	Teacher Aide	University of Phoenix	6
Shaughnessy, Susan	Secretary	Society for Human Resource Management	Certification
Stepp, Diana	Occupational Therapist	Lourdes University	3
Toner, Stephanie	Speech Therapist	University of La Verne	6

12. Course: Reimbursements

Name	Position	College	Credits	Amount
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Bradley, Paula	Occupational Therapist	Colorado State University - Pueblo	3	\$399
Buono, Zachary	Teacher Aide	University of Phoenix	3	\$1,000
Freitas, Diane	Teacher Aide	Rowan College at Burlington County	3	\$826.50
Menickella, Carly	Speech Therapist	Colorado State University - Pueblo	3	\$399
Nerolich, Yiwen	Teacher Aide	Rowan University	3	\$1,000
Nizio, Jennifer	Occupational Therapist	University of La Verne	6	\$750
Roman, Nicole	Teacher Aide	University of Phoenix	1	\$540

B. Burlington County Institute of Technology

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Brownridge, Marcie Christine	Teacher of Spanish	Rescinded Resignati	06/30/22
Goduto, Derrick	Teacher of Social Studies	Resignation	06/30/22
Golding, George	Teacher of Electrical Const.	Retirement	07/01/22
Haigh, Felicia	Teacher of Early Childhood Education	Declined Position	06/13/22
Hrabal, Thomas	Teacher of Mathematics	Resignation	06/30/22

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

Name	Position	Salary	Effective
Cabrera, Jilys	Teacher of Allied Health Professionals & Medical Assisting	Col E Step 12 \$80,015	TBD
McGuinness, Victoria	Secretary	Col E Step 5 \$36,644	TBD
Niedermayer, Rachel	Teacher of Social Studies	Col A Step 2 \$62,182	TBD
Sgouros, Nicole	School Nurse	Col B Step 9 \$70,461	TBD
Sparrow, Shamika	Custodian Previously approved TBD on 04/28/22	Col A Step 1 \$35,583	05/06/22*

3. Reappointments 22-23 SY

Category A Certified Personnel *amended **confirmed

Brownridge, Marcie Christine	Teacher of Spanish	\$63,182
David, Jonathan	Teacher of Computer Science	\$100,859
#101364	Teacher confirmed due to increment withholding below	\$87,716**
#102085	Teacher amended due to increment withholding below	\$98,137*
#105330	Teacher confirmed due to increment withholding below	\$76,015**

Custodial/Maintenance Personnel

Sparrow, Shamika	Custodian	\$36,355
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4. Leaves 21-22 SY *Intermittent **Amended

Employee	Position	Type	Effective
Cook, Kelly	Teacher of the Handicapped	LOA	05/25/22 - 06/30/22
Fawcett, Thomas	Teacher of Automotive Tech	LOA	05/23/22 - 06/30/22

Leaves 22-23 SY *Intermittent **Amended

Employee	Position	Type	Effective
Duong-Jackson, Nancy	Teacher of Mathematics	LOA/FMLA/NJFLA	09/01/22 - 01/01/23

5. Approval for Sick Day Donation *executive approval

The Superintendent of Schools recommends the donation/transfer of up to 60 sick days to employee #100654 in accordance with the Sick Day Donation procedures.*

6. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
Adams, Robert	Custodian	-\$491.04	05/11-13/22
Artz, Brooke	LDTTC	-\$366.52	05/11/22
Brown, Charles	Teacher Aide	-\$85.18	½ 06/01/22
Cermatori, Diana	Teacher	-\$331.52	06/07/22
Cerminara, Wendi	Teacher	-\$189.91	½ 06/02/22
Cooper, Kristine	Teacher	-\$197.94	½ 05/25/22
Crowley, Robert	Teacher	-\$801.04	05/12/22, 06/02/22
Danser, Victoria	Teacher	-\$631.90	06/03,08/22
Dogostino, Nicholas	Custodian	-\$593.04	06/01-06/22
Evans, Rhashan	Custodian	-\$149.10	06/02/22
Harris, Glenn	Teacher Aide	-\$784.21	½ 05/11/22; ½ 05/12/22; 06/06/22; ½ 06/07/22; 06/08/22
Jefferson, Michael	Teacher	-\$2,797.20	05/12,17/22; ½ 05/23/22; ½ 06/03/22; 06/06-08/22
Johnson Sr, Damon	Custodian	-\$214.50	06/03/22
Johnston, Ronald	Teacher Aide	-\$429.15	½ 05/10/22, 05/13/22; 05/20/22
Larocca, Sherry	Teacher Aide	-\$108.18	½ 05/23/22
Marvin, Kelly	Custodian	-\$299.87	½ 05/10/22, 05/11/22; ½ 06/07/22
McCollum, Jaius	Teacher Aide	-\$327.72	05/10,17/22
McMullen, Samantha	Teacher Aide	-\$141.29	06/06/22
Morano, Mark	Custodian	-\$163.68	05/16/22
Murro, Heather	Teacher	-\$838.42	½ 05/25/22; 05/26-27/22
Polizzi-Herzog, Nicole	Teacher	-\$1,989.12	05/10-17/22
Riley, Melissa	Teacher Aide	-\$89.68	½ 05/26/22
Rivera, Joseph	Teacher	-\$1,243.40	½ 06/06/22; 06/07-08/22
Sherrod, Harold	Custodian	-\$158.26	06/03/22F
Sparrow, Shamika	Custodian	-\$444.78	06/06-08/22
Supczenski, Taylor	Teacher	-\$156.58	½ 05/26/22

Withholding of Increment 2022-2023 SY *confirmed

Employee
#101364*
#102085
#105330*

7. Employment, Work Study Students, 22-23 SY

\$13/hr 07/01/22 - 12/31/22; \$14/hr 01/01/23 - 06/30/23 *renewal from 21-22 SY

Student	Department	Campus
Alvarez, Dorca	Summer Maintenance	Westampton
Amarh, Emmanuel	Summer Maintenance	Westampton
Amponsah, Joseph	Summer Maintenance	Westampton
Britner, Michael	Summer Maintenance	Medford
Brooks-Kirkland, Leani	Summer Maintenance	Westampton
Burke, Miles	Summer Maintenance	Medford
Cineus, Jade	Summer Maintenance	Westampton
Coleman, Jacob*	Summer Maintenance	Medford
De La Rosa-Meza, Ingrid	Summer Maintenance	Medford
Edwin, Chyanne	Summer Maintenance	Westampton
Gulden, Joshua*	Summer Maintenance	Medford
Hull, Michael*	Summer Maintenance	Medford
Johnson, Brandon	Summer Maintenance	Medford
Johnson, Samuel	Summer Maintenance	Medford
McCrosson, Kathryn*	Summer Maintenance	Medford
Merrill, Adam*	Summer Maintenance	Medford
Mora, Christian*	Summer Maintenance	Medford
Radu, Alessio*	Summer Maintenance	Westampton
Rivera, Paige	Summer Maintenance	Westampton
Robinson, Isaiah	Summer Maintenance	Medford
Taylor, Mikayla	Summer Maintenance	Westampton
Thibou, Tai	Summer Maintenance	Westampton

8. Extra Pay/Volunteer Positions 22-23 SY

District

Name	Extra-Curricular	Rate
Abdallah, Rawan Georgette, Brittany Pagay, Nolan Quinn, Christopher Taylor, Erin	ARP-Summer Learning (change from ESEA Summer Learning)	\$42/hr
Azzarone, Matthew Cooney, Scott Crowley, Robert Earlen, Joseph Gebhart, Lauren	Summer Curriculum Writers	\$42 per/hour (up to 10 hours each) Partial Perkins V Funding

Latigona, Joseph Turowski, Pamela		
Bush, Marissa (as need	Summer Maintenance Supervisor	\$21.25
Demree, John	Summer Cooperative Education & Job Placement Coordinator (Hazardous) - 20 Day Max	Per Diem
Horner Jr., Charles Tod	Summer Maintenance Supervisor	\$21.25
Reigelsperger, Laura	Interim Assistant Superintendent responsibilities 07/01/22 - 07/31/22	\$2,000
Reigelsperger, Laura	Interim Assistant Superintendent responsibilities 08/01/22 - 08/31/22	\$2,000
Rivera, Joseph	Summer Maintenance Supervisor	\$21.25
Mason, Tom	Summer Maintenance Supervisor	\$21.25

Medford

Name	Extra-Curricular	Rate
Abdallah, Rawan	AP Institute Attendance: ESSER III Interact	\$42/hr (32 hr max) \$1,583
Baker, Mary	Robotics	\$3,156
Caton, Dean	Building Men	Volunteer
Cattanea, James	Summer IEP Meetings Fitness Club (1/3 stipend)	\$42/hr \$1,583
Conyer, Robert	Assistant Boys Basketball	\$6,955
Dickol, Natalie	Class of 2026 Advisor National Tech Honor Society	\$2,348 \$1,583
Gilmore, Ryan	Building Men CPR Instructor Human Relations (Shared)	Volunteer \$42/hr \$1,583
Gonzalez, Alejandro	Class of 2026 Advisor	\$2,348
Hughes, Lee	ESSER III/ASPIRE Extended Day ARP/Summer Learning Summer Enrichment	\$42/hr
Jacob, Nicole	National Tech Honor Society	\$1,583
Ogden, Carla	Fall Site Supervisor Winter Site Supervisor Spring Site Supervisor	\$4,502 \$6,698 \$4,502
Pagay, Nolan	ESSER III/ASPIRE Extended Day	\$42/hr
Pensabene, Jeffrey	Guidance Chairperson, Medford	\$9,224
Riccitello, Nicole	Auxiliary	*****
Rossi, Jarett	Building Men	Volunteer

Westampton

Name	Extra-Curricular	Rate
Acosta, Nicholas	Robotics	\$3,156
Barker, Christopher	CPR Instructor Substitute Athletic Trainer	\$42/hr \$42/hr

Basham, Chad	Baseball - Head Coach	\$8,554
	Bowling - Assistant Coach	\$6,472
	Boys Soccer - Assistant Coach	\$5,971
Bouchard, Joseph	SkillsUSA	\$3,156
Bremer, Nicholas	PRIDE Advisor	\$3,156
Burt, Jeffrey	Assistant Boys Basketball Coach	Volunteer
Bush, Marissa	Softball Varsity - Head Coach	\$8,554
Byrd, Cetshwayo	Boys Basketball - Head Coach	\$9,884
Carey, Danielle	Class of 2023 Advisor	\$2,577
	Girls Soccer - Assistant Coach	\$5,971
Cermatori, Diana	Class of 2026 - Advisor	\$2,348
Clayton, Jillian	CST Chairperson	\$8,960
Coble, Gilbert	DECA Advisor	\$3,156
Colby, Jennifer	Auxiliary Personnel	*****
Conlin, Elizabeth	HOSA Advisor	\$3,156
Cooper, Kristine	Science Club	Volunteer
Daily, Jennifer	National Technical Honor Society Advisor	\$1,583
	Guidance Chairperson	\$9,224
Digney, Kelly	Scholarship Coordinator	\$2,435
Evangel-Rindosh, Victoria	PSAT Proctor	\$42/hr
Fenton, Eva	Auxiliary Personnel	*****
Finn, David	Stage Crew	\$42/hr
	Summer Print Crew Supervisor (as needed)	
Forvour, Jamie	Cheerleading (BCSSSD)	\$6,472
Foster, Alexas	ESSER III/ASPIRE Extended Day	\$42/hr
Georgette, Brittany	Cheerleading	\$6,472
Gregg, James	Stage Crew	\$42/hr
Hackman, Deborah	Auxiliary Personnel	*****
	PSAT Proctor	\$42/hr
Hall, Nia	Girls Basketball - Assistant Coach (ESS)	\$6,955
Holbrook, Henry	GSA Advisor	\$1,583
	Science Club	Volunteer
Hurst, Anthony	Impact Bible Club Advisor (shared ½)	\$1,583
	PRIDE Advisor	\$3,156
	Stage Crew	\$42/hr
Inman, Ellen	FFA Advisor	\$3,156
Jenkins, Monique	Human Relations Advisor	\$1,583
	Yearbook Advisor	\$5,799
Johnston, Ronald	Stage Crew	\$37/hr
Kenney, Edward	PSAT Proctor	\$42/hr
	AP Language and Composition	\$2,296
	AP Summer Institute ESSER III Funded	\$42/hr (32 hr max)

	Assistant Coach - Cross Country	\$5,971
Kwartin, Deborah	Auxiliary Personnel	*****
Leshner, Joseph	Baseball - Assistant Coach Bowling - Head Coach Boys Soccer - Head Coach Class of 2026 - Advisor Head Teacher - Social Studies	\$6,031 \$7,841 \$8,321 \$2,348 \$3,549
Lotierzo, Anthony	Auxiliary Personnel	*****
Malsbury, Vicky	Key Club Advisor	\$1,583
Mazella, Alexander	Auxiliary Personnel HOSA Advisor National Honor Society Advisor (shared ½) Student Council	***** \$3,156 \$1,583 \$2,414
McGuinness, Jacqueline	PSAT Proctor Site Supervisor - Fall Site Supervisor - Winter Vo-Tag Advisor	\$42/hr \$4,502 \$6,699 \$3,549
Mercogliano, Maria Christina	Class of 2025 - Advisor SkillsUSA Advisor	\$2,348 \$3,156
Minuto, Mellissa	Auxiliary Personnel Class of 2025 - Advisor	***** \$2,348
Moretti, Janet	Auxiliary Personnel Student Activity Coordinator	***** \$3,047
Pagan-Colon, Katrina	Auxiliary Personnel	*****
Paliotta Nevadomski, Kerry	ARP-Homeless Grant McKinney-Vento Training 20 days total ARP-Homeless Grant McKinney-Vento Training 12 hrs total	Per diem \$42/hr
Parker, Craig	Assistant Boys Basketball Coach	Volunteer
Patterson, John	Boys Basketball - Assistant Coach (ESS)	\$6,955
Peel, Michael Richard	Girls Soccer - Head Coach Performing Arts	\$8,321 \$1,583
Pope, Ryan	Wrestling - Head Coach (BCSSSD)	\$9,620
Porter, Rachel	Yearbook Advisor	\$5,799
Purcell, Andrew	Baseball - Assistant Coach Class of 2024 - Advisor Fitness Club - Fall Season Advisor (⅓ fall season) Wrestling - Assistant Coach	\$6,031 \$2,577 \$527.67 \$6,588
Quinn, Christopher	Head Coach - Cross Country	\$8,321
Rhett, Khalil	Boys Basketball - Assistant Coach (ESS)	\$6,955
Riccitello, Nicole	Auxiliary Personnel	*****
Rivera, Joseph	Softball - Assistant Coach Vo-Tag Advisor	\$6,031 \$3,549
Rodriguez-Muldrow, Irene	Auxiliary Personnel	*****
Sitchler, David	Robotics Advisor	\$3,156
Sitchler, Dawn	GSA Advisor Robotics Advisor	Volunteer \$3,156

Supczenski, Taylor	PSAT Proctor	\$42/hr
Talar, Kelly	Auxiliary Personnel	*****
Tirado, Jocelyn	Auxiliary Personnel Class of 2024 - Advisor Impact Bible Club Advisor (shared ½) Student Council	***** \$2,577 \$1,583 \$2,414
Valenti, Gina	CPR Instructor Substitute Athletic Trainer	\$42/hr \$42/hr
White, Darrell	Girls Basketball - Head Coach	\$9,884
Williams, Kimberlee	National Technical Honor Society - Advisor Home Instruction with student #235874 for 60 hours (July 1st September 1st)	\$1,583 \$42/hr

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

Name	Position	College	Credits
Bowlsbey, William	Teacher	Brookdale	Stage II
Mercogliano (Formerly Stabile), Maria Christina**	Teacher	Brookdale	Stage III
Murrenburke, Holly	Teacher	Concordia University	3
Paliotta Nevadomski, Kerry	Teacher	Capella University	8
Peel, Michael	Teacher	TCNJ	6**
Rivera, Joseph	Teacher	Georgian Court University	3
Smith-Evans, Samantha	LDTC	Liberty University	6

10. **Course: Reimbursements**

Name	Position	College	Credits	Amount
Barchue, Emmanuel	Teacher	Rutgers University	3	\$2,272.50
Benson, Laura	Teacher	Brookdale	Stage II and Stage III	\$685
Cermatori, Diana	Teacher	Montclair State University	3	\$1,545
Jones, Aja	Guidance Counselor	Rowan University	3	\$2,194.80
Mercogliano (Formerly Stabile), Maria Christina	Teacher	Brookdale	Stage II and Stage III	\$685
Murrenburke, Holly	Teacher	Concordia University	3	\$1,089
Peel, Michael	Teacher	TCNJ	6	\$3,633.60
Tirado, Jocelyn	Teacher	Brookdale	Stage VI and Stage VII	\$653

11. **Conferences/Professional Workshops *Over Mileage**

Personnel	Conference	Date	Cost*
Abdallah, Rawan	Rutgers AP Institute: ESSER III Funded	6/27-6/30	\$900
Fessenbecker, Rachel	VAST: Artists as Placemakers, Philadelphia Art Museum	07/14, 15, 18, 19, 07/22/22	None

Kenney, Edward	Camden County College AP Institute: ESSE III Funded	8/1-8/4	\$995
Marino, Michael	Inline Engine Systems, Yamaha South Eastern Headquarters, Kennesaw, GA Drive Train, Yamaha South Eastern Headquarters, Kennesaw, GA	09/26-30/22 01/23-26/23	TBD, (meals, travel & lodging)** TBD, (meals, travel & lodging)**

II. PROGRAMS

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

- Policies/Regulations** (These items are available on the website.)
Revised - Second Reading
P & R 5200 Attendance
P 5440 Honoring Student Achievement
R 5600.B Student Discipline/Code of Conduct BCIT
- Approval of 2022-2023 Statement of Assurance (SOA) Comprehensive Equity Plan and Extension**
Recommendation to approve the submission of the NJDOE Comprehensive Equity Plan and Extension statement of assurance for 2022-2023 SY.
- Facility Approvals for 2022-2023 School Year**
Recommendation to approve the submission of the BCSSSD/BCIT NJDOE Facility Approval for 22-23 SY.

A. Burlington County Special Services School District

1. Affiliation Agreements

Institution	Date(s)
Emerson College	07/01/22 - 06/30/23
Stockton University, Galloway	09/01/22 - 08/31/23
University of Pennsylvania, Philadelphia, PA	09/01/22 - 08/31/23

2. NJQSAC Placement Results 2021

Approval to accept and submit NJQSAC Statement of Assurance and District Performance Review for the 2021 school year. Based on the review, the district has been placed on a continuum in five areas. The placement scores are listed below:

NJQSAC Areas	Initial Placement (June 2022)
Instruction and Program	100%
Fiscal Management	100%
Governance	100%
Operations	89%
Personnel	97%

3. Request to Establish Special Education Program or Service for 2022-2023 SY

Recommendation to approve the submission of the Request to Establish a Special Education Program or Service applications to the NJDOE Burlington County Office of Education to add:

- Multiple Disabilities Program Transition Campus

B. Burlington County Institute of Technology

1. Guest Speakers

Speaker(s)	Audience	Cost	Date
LinkIt Data Forward - Various	LinkIt Group	None	08/02-03/22
Sara Weekes	Vet Tech	None	09/22- TBD

2. ARP-Homeless, FY 22

Recommend the application of an acceptance for ARP-Homeless
 Title: ARP - Homeless, FY 22
 Grantor: NJDOE
 Grant Period: February 22, 2022 - August 31, 2022
 Amount \$12,927

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:

North	1	East	0	BCAHS	4
South	1	Transitions	1	Lumberton/CA	50

2. Activities

Campus	Activity	Dates
West	BCSSSD New Staff Training	August 29th, 30th, 31st

3. Field Trips * Date Amended

Campus	To	Date	Inst.	S	C
LUM	Burlington County Amphitheater, Westampton	06/10/22 *	Roberts, K.	5	2

Field Trips 2022-23

Campus	To	Date	Inst.	S	C
BCAS	Liberty Lake, Florence	09/16/22	Barbagiovanni, J.	55	15

B. Burlington County Institute of Technology

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

	<u>Medford</u>	<u>Westampton</u>
a. Transfers in County	0	2
b. Transfers out of County	0	1
c. Dropouts	0	0
d. Transfer to West/Medford Campus	0	0
e. Suspensions	11	10
f. Homebound	3	7

2. Activities

Campus	Activity	Dates
Med	Boys and Girls Basketball Summer Workouts (previously approved as ending 7/15/22)	06/27/22-08/31/22
Med	Fall Sports Schedule	09/10/22-11/05/22
Med	Senior Portrait Makeups	09/19/22-09/23/22
Med	NHS Induction Ceremony	11/16/22
Med	African American Arts Festival	02/15/23
West	Senior Portrait Sessions	08/15/22-08/25/22, 10/19/22
West	Use of Westampton Sports Complex facilities (as needed)	SY 2022-2023
West	Underclassman Yearbook Portraits	10/3/22-10/4/22, 11/29/22

3.

Fundraisers

Campus	Activity	Dates
Med	Class of 2025 Homecoming Ticket Sales	10/14/22
Med	Buckets for Dancers Responding to AIDS	01/12 & 01/13/23
Med	Winter Dance Concert	01/12 & 01/13/23
Med	Winter Music Concert	01/20/23
Med	Spring Dance Concert	05/18 & 05/19/23
Med	Spring Music Concert	05/25/23

4.

Field Trips

Campus	To	Date	Inst.	S	C
West	The College of New Jersey	Single day session either 07/08,07/09,07/10 or 07/11/22	Alex Mazella Jocelyn Tirado	6	2
West	Cross County Team Practice, Smithville Road, Mount Holly	08/1/22-10/30/23 Exact Dates TBD	Ed Kenney Chris Quinn	25	2
Med	Evesham Harvest Festival Main Street, Marlton	09/24/22	Robert Kiomowksi Dr. Pamela Turowski	15	2
Med	Athletic Training Visit, Rowan University, Glassboro, NJ	09/27/22	Joann Sienkiwecz Natalie Dickol	25	2
Med	Pilobolus Dance Company, Annenberg Center, Philadelphia, PA	10/07/22	Gebhart, L.	20	2
Med	Rowan University Festival of Dance, Glassboro	10/28/22	Gebhart, L.	10	2
Med	Ballet Hispanico, Annenberg Center, Philadelphia, PA	11/04/22	Gebhart, L.	20	2
Med	International Thespian Festival, Robbinsville High School, Trenton	01/07,08/23	Cooney, S.	20	3

Overnight Field Trips

Campus	To	Date	Inst.	S	C
West	Senior Class Trip, Orlando FL.	03/06/23-03/10/23	Danielle Carey Michelle Burke	TBD	TBD

IV. BUSINESS/FINANCIAL

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

1. 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 May 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. 6A:23-2.12(c)4, the Board of Education, certifies that as of May 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.

2. Year End Closeout 2021-2022 SY

BE IT RESOLVED by the Board of Education of the Burlington County Special Services School District and Institute of Technology that the Business Administrator/Board Secretary is authorized to process year-end close out and pay any outstanding invoices & enterprise fund contributions upon review with the Board President.

3. Payment of July Bills 2022-2023 SY

BE IT RESOLVED by the Board of Education of the Burlington County Special Services School District and Institute of Technology that the Business Administrator/Board Secretary is authorized to process and pay July bills upon review with the Board President.

4. Student Breakfast and Lunch Prices, 2022-2023 SY * Revised

BCSSSD	Price	BCIT	Price
Student paid breakfast, Elementary School	\$2.25	Breakfast - Regular	\$2.60
Student paid breakfast, Middle/High School	\$2.35 *	Lunch - Tier 1	\$3.75
Student paid lunch, Elementary School	\$3.25	Lunch - Tier 2	\$4.25
Student paid lunch, Middle/High School	\$3.50	Lunch - Tier 3	\$4.50
Student milk price	\$.80	Student milk price	\$.80
Student juice price	\$.75	Student juice price	\$.75

5. Resolution for Bank Account Facsimile Signers

WHEREAS the Burlington County Special Services School District and Institute of Technology Board of Education (hereinafter referred to as “BCSSSD/BCIT”) for its own conveniences, desires to have its checks, drafts or other orders for payment or withdrawal of money signed with facsimile signatures (refer to Facsimile Resolution); and

WHEREAS BCSSSD/BCIT, realized that it is impossible for OceansFirst (hereinafter referred to as the “Bank”) to determine whether or not a genuine facsimile signature has been affixed by an authorized persons or means;

NOW, THEREFORE, BE IT RESOLVED, that the Bank, as a designated depository of BCSSSD/BCIT, is hereby requested, authorized and directed to honor any and all checks, drafts or other orders for the payment or withdrawal of money, drawn in BCSSSD/BCIT’s name including those drawn to the individual order of any person or persons whose name or names appear thereon as a signer or signers thereof, when bearing the facsimile signature(s) made by machine or other mechanical device,

BE IT FURTHER RESOLVED the the Bank shall be entitled to pay and charge to the account of the Corporation any and all such checks, drafts, wire transfers or other orders, regardless of by whom or by what means the above facsimile signature(s) thereon may have been affixed thereto,

BE IT FURTHER RESOLVED, the BCSSSD/BCIT assumes full responsibility for all payments made by the Bank in good faith in reliance upon the facsimile signature(s) of such person(s) and agrees to indemnify and hold harmless the Bank, its successors, agents and employees for any loss which may result in connection with transactions made by use of facsimile signatures, due to unauthorized use of the facsimile signature or otherwise, where such transactions were handled by the Bank without negligence,

FURTHER RESOLVED, BCSSSD/BCIT is hereby authorized to use a facsimile signature and directed to furnish to the Bank the below specimen(s) of the facsimile signature(s),

Burlington County Special Services School District

Accounts	Facsimile Signers
General Account Cafeteria Account	Board President Business Administrator/Board Secretary Treasurer
Capital Reserve Account Student Activity Account	Business Administrator/Board Secretary
Payroll Account Agency Account Flex Spending Account Unemployment Account	Treasurer Business Administrator/Board Secretary

Burlington Institute of Technology

Accounts	Facsimile Signers
General Account Cafeteria Account	Board President Business Administrator/Board Secretary Treasurer
Capital Reserve Account Westampton Student Activities Account Medford Student Activities Account	Business Administrator/Board Secretary
Payroll Account Agency Account Flex Spending Account Unemployment Account Summer Savings Account	Treasurer Business Administrator/Board Secretary

6. Resolution for Transfer of Current Year Surplus to Capital Reserve

WHEREAS, NJS A 6A:23A-14.4 et seq permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end, and

WHEREAS, the aforementioned status authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Burlington County Special Services School District and the Burlington County Institute of Technology Board of Education wishes to deposit a maximum of anticipated current year surplus into the Capital Reserve account at year end, and

WHEREAS, the Burlington County Special Services School District and the Burlington County Institute of Technology Board of Education has determined that up to \$2,200,000 and \$1,450,000 respectively could be available for such purpose of transfer. The total Capital Reserve may not exceed the total LRFP for each District. Funds will be used to pay for long term capital projects such as HVAC upgrades;

NOW THEREFORE BE IT RESOLVED, by the Burlington County Special Services School District and the Burlington County Institute of Technology Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

7. **Resolution of Implementation of Responsible Contractor and Subcontractor Policy** (Exhibit # 2)
 Submission and approval of policy for ensuring work and maintenance contracts are performed by responsible, qualified firms to maintain and perform public contracts.

A. Burlington County Special Services School District

1. **Use of Facilities**

Agency/Program	Room - Campus	Date(s)
BCIT Athletics	BCSSSD-Westampton Gymnasium	07/2022-08/2022 (as needed)

2. **Donation * Executive Approval**

Donor	Item	Utilized
Abed, Sudky	Rifton Chair	Adaptive Seating for Medical Fragile Students
Amilale, Theresa	Medium Size Gait Trainer	Student Physical Therapy
Carter-William, Michelle	Blue Transport Wheelchair *	Student Need
Flade, Katrina	Wii Gaming System, including controllers, balance board and recharging station	BCSSSD Students as a Therapy Modality

B. Burlington County Institute of Technology

1. **Donation**

Donor	Item	Utilized
Burlington Chevrolet	Engine (New)	BCIT Automotive Tech
Burlington Chevrolet	Two (2) \$500 scholarships	BCIT High School Students
Frale, Jason	Nordictrack bike	BCIT students in the Sports Medicine Training

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

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

Name	Position	Reason	Effective
Carberry, Kalyn	Speech Therapist	Resignation	06/30/22
Frehner, Aubri	Speech Therapist	Resignation	08/03/22
Fritsch, Lily	Speech Therapist	Resignation	08/03/22
Taylor, Katie	Speech Therapist	Resignation	06/30/22

Resignation/Retirements: Hourly

Name	Position	Reason	Effective
DeCouto, Chiara	Teacher	Resignation	06/30/22

2. **Employment: Hourly *amended **executive approval**

Name	Position	Hourly Rate	Effective
Gonzalez, Edwin	Security	\$20.70	06/16/22**

Jefferson, Thomasina	Security Previously approved TBD 05/26/22	\$20.70	06/06/22*
Johnson, Shindell	Security Previously approved TBD 05/26/22	\$20.70	06/06/22*

3. **Status Change, Degree (prorated)**

Name	Position	From	To	Effective
Kelly, Gabriella	Speech Therapist	MA Step 6 \$69,798	MA+15 Step 6 \$71,491	09/01/22

4. **Reappointments 2022-2023 SY *amended
ESU Teacher Guide Personnel**

Carberry, Kalyn	Speech Therapist	\$64,767
Kelly, Gabriella	Speech Therapist amended due to degree status change above	\$71,491*

ESU Non-Aligned Hourly Personnel

Security *amended

Gajtkowski, Ronald	Security	\$20.70*
Gonzalez, Edwin	Security	\$20.70
Jefferson, Thomasina	Security	\$20.70
Johnson, Shindell	Security	\$20.70

5. **2022-2023 School Year *rate as per negotiated agreement**

ESU Summer Staff (as needed)	
Bonfanti, Celeste	Martini, Alyssa

6. **Professional Services Agreements**

District	Type
Benjamin Banneker Prep Charter School	2022-2023 Professional Services Agreement
Burlington County Institute of Technology	2022-2023 Professional Services Agreement
Cherry Hill School District	2022-2023 Professional Services Agreement
Cinnaminson Twp. School District	2022-2023 PSA 2022-2023 NP 192/193 Agreement 2022-2023 NP Health Service Agreement 2022-2023 NP IDEA Service Agreement 2022-2023 NP IDEA - ARP Agreement
Egg Harbor Twp School District	2022-2023 Professional Services Agreement
Evesham Twp School District	2022-2023 NP 192/193 Agreement 2022-2023 NP Health Services Agreement 2022-2023 NP IDEA Agreement 2022-2023 NP IDEA-ARP Agreement
Linwood City School District	2022-2023 Professional Services Agreement
Middle Township School District	2022-2023 Professional Services Agreement
Millville Public School District	2022-2023 Professional Services Agreement
Moorestown Twp. School District	2022-2023 NP 192/193 Agreement 2022-2023 NP Health Service Agreement 2022-2023 NP IDEA Service Agreement 2022-2023 NP IDEA - ARP Agreement

Mount Ephraim School District	2022-2023 Professional Services Agreement
Mount Laurel Twp School District	2022-2023 NP 192/193 Agreement 2022-2023 NP Health Services Agreement
Neshaminy School District	2022-2023 Professional Services Agreement
No. Burlington Co. Regional School District	2022-2023 Professional Services Agreement
Ocean City School District	2022-2023 Professional Services Agreement
Pemberton Twp. School District	2022-2023 PSA
Pennsauken School District	2022-2023 Professional Services Agreement
Riverton School District	2022-2023 NP 192/193 Agreement 2022-2023 NP Health Services Agreement
Winslow Twp School District	2022-2023 Professional Services Agreement

7. **Course: Reimbursements**

Name	Position	College	Credits	Amount
Shansey, Madison	Speech Therapist	Colorado State University - Pueblo	3	\$325

8. **Conferences** *Over Mileage ** Executive Approval

Personnel	Conference	Date	Cost
Stroud, Bruce	Practical and Effective Strategies for Integrating Sensory and Motor Learning, Virtual	06/15/22 **	\$269.99

9. **ESU Extended School Year Transportation Contracts 2022-2023**

Recommended a resolution be adopted approving the quoted temporary transportation contracts, in accordance with N.J.A.C. 6A:27 9.12, between the Educational Services Unit and the corporations listed for the 2022-2023 extended school year:

Caravan Transport, Inc.

S04 (30 days) \$335.00 per diem, \$90.00 per aide, \$2.00 mileage
 S12 (30 days) \$330.00 per diem, \$90.00 per aide, \$2.00 mileage
 S16 (30 days) \$330.00 per diem, \$90.00 per aide, \$2.00 mileage
 S17 (30 days) \$330.00 per diem, \$90.00 per aide, \$2.00 mileage
 S20 (30 days) \$300.00 per diem, \$90.00 per aide, \$2.00 mileage
 S21 (19 days) \$275.00 per diem, \$90.00 per aide, \$2.00 mileage

En Route Bus Service, LLC

S01 (34 days) \$323.00 per diem, \$100.00 per aide, \$3.00 mileage
 S02 (34 days) \$323.00 per diem, \$100.00 per aide, \$3.00 mileage
 S08 (30 days) \$423.00 per diem, \$100.00 per aide, \$3.00 mileage
 S10 (30 days) \$323.00 per diem, \$100.00 per aide, \$3.00 mileage

First Student, Inc.

S09 (30 days) \$473.00 per diem, \$144.00 per aide, \$1.50 mileage
 S15 (30 days) \$449.00 per diem, \$123.00 per aide, \$1.50 mileage

Garden State Transport, Inc.

S06 (30 days) \$329.00 per diem, \$95.00 per aide, \$1.95 mileage

Sheppard Bus Service, Inc.

S03 (30 days) \$515.00 per diem, \$100.00 per aide, \$1.50 mileage
 S05 (30 days) \$313.00 per diem, \$80.00 per aide, \$1.50 mileage
 S07 (29 days) \$568.00 per diem, \$120.00 per aide, \$1.50 mileage

S11 (30 days) \$433.00 per diem, no aide, \$1.50 mileage
 S18 (30 days) \$483.00 per diem, \$100.00 per aide, \$1.50 mileage
 S19 (30 days) \$483.00 per diem, \$100.00 per aide, \$1.50 mileage

B. Burlington County Institute of Technology: Adult Education

1. Employment, Instructors, \$36 Hourly

Name	Position	Date	Hourly
Darji, Megha	Dental Assisting	TBD	\$35.50

2. Reappointments, Instructors, \$36 Hourly; 2022-2023 SY

Astrom, Michael	Electrical
Barris, David	Automotive / Diesel
Bayer, Scott	Water/Wastewater
Bell, Robin	Health Occupations
Benson, Laura	Cosmetology
Bernheimer, Charles	Water/Wastewater
Beverly, Danna	Health Occupations
Buckley, Roseanne	Soft Skills
Burke, Kathleen	Health Occupations
Carroll, Robert	CDL
Chiriac, Danut	Electrical
Cimorelli, Mark	Water/Wastewater
Costa-Lake, Patricia	Health Occupations
Crowley, Robert	HVAC/R, Plumbing
Cutler, Karen	Health Occupations
D'Autrechy, Albert	Plumbing
Davis, Jeffrey	CDL
Deeney, Michael	Plumbing
Demree, John	HVAC/R
Earlen, Lionel	HVAC/R
Eib, Donald	Automotive
Ewer, Mason	HVAC
Fawcett, Thomas	Automotive / Diesel
Glover, Donna	LPN
Greene, Cheryl	Health Occupations
Griffin, Christine	Dental Assisting / Dental Radiology
Hagaman, Daniel	Diesel Technology
Hagar, Timothy	Welding Technology
Harris, Glenn	Veterinary Assisting

Hartner, David	Electrical & HVAC/R
Hatrak, Philip	Electrical
Heller, Gretchen	Dental Assisting / Dental Radiology
Hess, William	Evening Electrical Apprenticeship
Heston, Claire	Dental Assisting / Dental Radiology
Hoch, Amanda	Veterinary Assisting
Hoplock, Troy	Diesel Technology
Horner III, Charles Franklin	Welding Technology
Horner Jr., Charles Todd	Welding Technology
Hudson, Marlene	Massage Therapy
Hultch, Linda	Dental Radiology
Jaworski, Leonard	Auto Collision
Johnson, Regina	Health Occupations
Kramer, Raymond	Electrical
Link, Simone	Pet Grooming
Lopez, Juan	CDL
Magee, Autumn	Massage Therapy
Martin-Dennis, Vanessa	LPN
Matson, Daniel	HVAC
Mazella, Alexander	Evening Google
Mazzio, Steven	Plumbing
McGinty, Donna	Cosmetology
McGough, Bryan	Advanced Manufacturing
McHenry, Nicole	Health Occupations
McKeon, Paul	Water/Wastewater
Nemeth, Sharon	LPN
Olson, Joseph	Diesel Technology
Patton, Michael	Computer Applications
Peacock, Barbara	LPN
Porrazza, Anthony	CDL
Purcell, Andrew	Evening Google, Evening Computer Enrichment
Reed, Richard	Carpentry / Home Repair / Plumbing
Remsa, Mark	Entrepreneurship
Rivera, Joseph	Computer Applications
Rushen, George	Automotive
Sannuti, Joshua	Electrical Apprenticeship

Santella, Maria	Pet Grooming
Saxton, Mark	Culinary
Sitchler, David	Diesel Technology
Siwczak, Michael	Plumbing
Staff, Frank	Advanced Manufacturing
Sullivan, Nicole	Dental Assisting / Dental Radiology
Taylor, Christian	Automotive / Diesel
Torres, Alberto	Carpentry / Home Repair, Plumbing
Wain, Robert	Culinary
Walker, James	HVAC/R
Wig, Jacob	Electrical
Williams, Thomas	Health Occupations
Wilmot, Julie	Cosmetology
Woods, Rashawn	Electrical

3. Scholarship Award

Recommended approval of the Gebbie Scholarship award presented at the LPN Pinning Ceremony in the amount of \$500. The student award recipient is TBD.

4. US Department of Education Program Participation Agreement Financial Aid

Submission and approval of United States Department of Education Federal Student Aid School eligibility service group school participation agreement.

5. Clinical Affiliation Agreement Between Trenton Psychiatric Hospital and BCIT

Submission and approval of clinical practicum (nursing) participation agreement through February, 2023.

Burlington County Institute of Technology: Fire School

1. Resignations

Name	Position	Reason	Effective
Bianchi, Anthony	Emergency Services Instructor	Resignation	05/03/22

2. Reappointments, 2022-2023 SY

Hourly Staff

Anderson, James	Emergency Services Instructor	\$25
Askenstedt, Gregory	Emergency Services Instructor	\$20
Aylesworth, Brian	Emergency Services Instructor	\$25
Bittenbender, Carl	Emergency Services Instructor	\$18
Burnett, Anthony	Emergency Services Instructor	\$25
Burnett, Christopher	Emergency Services Instructor	\$18
Carr, Robert	Emergency Services Instructor	\$25
Centrone, Michael	Emergency Services Instructor	\$15
Clancy, James	Emergency Services Instructor	\$21
Clifford, Peter	Emergency Services Aide	\$15

Costello, Phillip	Emergency Services Instructor	\$20
Davis, Matthew	Emergency Services Instructor	\$16
Davis, Sean	Emergency Services Instructor	\$19
Denelsbeck, Michael	Emergency Services Instructor	\$16
Desjardins, Alfred	Emergency Services Instructor	\$25
Dowd, Ashley	Emergency Services Aide	\$23
Drangula, Philip	Emergency Services Instructor	\$25
Ellis, Francis	Emergency Services Instructor	\$15
Everman, Joseph	Emergency Services Instructor	\$21
Farnsworth, Craig	Emergency Services Instructor	\$22
Friddell, Marc	Emergency Services Instructor	\$25
Gancarz, Robert	Emergency Services Instructor	\$20
Gardner, Brian	Emergency Services Instructor	\$25
Guerrini, Benjamin	Emergency Services Instructor	\$22
Harper, Kevin	Emergency Services Instructor	\$16
Kerr, Daniel	Emergency Services Instructor	\$18
King, Thomas	Emergency Services Instructor	\$25
MacFarland, Robert	Emergency Services Instructor	\$18
Martin, Kenneth	Emergency Services Instructor	\$25
Maschke, Joseph	Emergency Services Instructor	\$18
Massi, Sandra	Emergency Services Instructor	\$24
McCorkle, William	Emergency Services Instructor	\$19
McDonough, Robert	Emergency Services Instructor	\$23
Meade, Ryan	Emergency Services Instructor	\$18
Meredith, George	Emergency Services Instructor	\$25
Norman, Danny	Emergency Services Instructor	\$24
Paolo, Joseph	Emergency Services Instructor	\$23
Ramsey, Douglas	Emergency Services Instructor	\$25
Reis, Raymond	Emergency Services Instructor	\$25
Robertson, Mark	Emergency Services Instructor	\$25
Robertson, Michael	Emergency Services Instructor	\$25
Rowe, Stanley	Emergency Services Aide	\$18
Schippers, Kyle	Emergency Services Instructor	\$15
Scully, Keith	Emergency Services Instructor	\$25
Sharkey, Pat	Emergency Services Instructor	\$22
Taylor, Steven	Emergency Services Instructor	\$25

Tomaszewski, Matthew	Emergency Services Instructor	\$17
Tomer, Brent	Emergency Services Instructor	\$20
Whitley, Melissa	Emergency Services Instructor	\$25
Woods, Stephen	Emergency Services Instructor	\$21

**Burlington County Institute of Technology & Burlington County
Special Services School District
(Shared)**

Job Title: Financial Aid / Grant Coordinator

Qualifications:

1. College Degree in Business related field required.
2. Preferred experience in coordinating systems, implementation and
3. Three years' experience in a related professional office environment required. Prior experience in an educational setting is preferred.
4. Excellent computer skills, data entry, including proficiency in all Microsoft Office applications including Word, Excel, and Access.
5. Ability to use content management systems to access and maintain web related data.
6. General knowledge of requisition process and purchasing.
7. Ability to reconcile financial records and accounts as assigned.
8. Ability to work with discretion, maintain confidentiality, and exercise sound independent judgment
9. Possess the ability to work well and communicate effectively with prospective and current students, staff, faculty, administration, and colleagues and community partners.
10. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community students, faculty, and staff and a commitment to a student-centered environment.
11. Required criminal history background check and proof of US citizenship or legal resident alien status.
12. Completes required training to maintain proficiency with Financial Aid processing.

Reports To: Business Administrator / Adult Education Assistant Principal or Principal (BCIT)

Job Goal:

Confidential position to serve as the first contact for the Financial Aid Office; the position is a liaison for students and their parents, currently enrolled students who are seeking financial aid for adult education. Provide general information about the administrative processes for applying for financial aid. Reviews and maintains compliance oversight to the State and Federal Governmental agencies grant as it pertains to district instruction.

Financial Aid Responsibilities:

1. Responsible for the development, coordination and implementation of Federal Financial Aid processing.
2. Responsible for ensuring compliance on financial aid eligibility, processing awards, and providing consultation to financial aid applications and prospective student(s) and/or groups.

Created 4.1.2022HC
BoE Approved 4/28/22
Revised: Shared 5/26/22
Revision: 6/16/22
BOE Approved: _____

3. Manages components according to required federal and state statutes and regulations. Establishes strategies for the effective delivery of program aid awards to students to support institutional retention and recruitment goals.
4. Performs assignments associated with the administration of designated financial funds; reconciles Title IV files and accounts to ensure institutional compliance and to demonstrate administrative capability as required by state and federal regulations.
5. Collects, analyzes, reports, and submits data reports (via IPED system) as needed and ensures compliance for completion.
6. Completes monitoring issues to ensure compliance with Title IV funding.
7. Serves as the primary Title IV liaison between the Financial Aid Office and applicable federal, state and local entities.
8. Performs other tasks related to Federal Financial Aid as assigned by the Adult Education Department and/or district, including; but not limited to required training remotely or face to face at local and/or out of state locations.
9. Represent the district positively in greeting students and public in a congenial, helpful manner, referring them to appropriate personnel.
10. Receives, records, and routes incoming calls and messages.
11. Creates and types correspondence, notices, and reports as needed.
12. Maintain confidentiality with complex and sensitive documents and records.
13. Review student ISIRS (Institutional Student Information Record) containing personal financial information.
14. Responsible for assembling and organizing data, and preparing summaries of reports from confidential documents.
15. Request additional information based on verification codes listed on student's ISIRs and verify information provided for ISIRs selected for verification.
16. Assist students in completing required documentation for Financial Aid and Package Federal Funding Financial Aid Awards for Adult Education students to ensure success in completing the process.
17. Facilitate receipt of Financial Aid to help students meet institutional costs, counsel students to review Financial Aid, and assist students in completing the required steps to submit Financial Aid.
18. Compile and share monthly Progress Report Forms to teachers for Financial Aid students
19. Ensure compliance with State and Federal regulations. Knowledgeable about NSLDS, COD and other government sites.
20. Certify students in the National Students Loan Data System (NSLDS) every 90 days.
21. Post Financial Aid money received to a student account as well as maintain a manual spreadsheet of payments and refunds for each student.
22. Calculate and process Federal Student Aid (FSA) credit balances within the mandatory day requirement.

Created 4.1.2022HC

BoE Approved 4/28/22

Revised: Shared 5/26/22

Revision: 6/16/22

BOE Approved: _____

23. Track student hours to determine payout of FSA funds along with emailing month Progress Reports to the instructors.
24. Complete Return of Title IV Funding (R2T4) calculator when a recipient of FSA funds withdraws during a payment period when applicable.
25. Coordinate in partnership with Business Office colleagues when needed to allocate funds to cover credit balances and/or R2T4.
26. Assist with the maintenance of the Adult Education website, including the Financial Aid section.
27. Edit and revise the Cost of Attendance document as needed for various programs.
28. Performs other tasks related to the efficient operation of the district and/or Financial Aid as assigned.
29. Maintain membership in NJASFAA. (New Jersey Association of Student Financial Aid Administrators)
30. Post Financial Aid money received to student's NEACT account as well as maintain a manual spreadsheet of payments and refunds for each student
31. Calculate refund checks to students in a timely manner, 14 day requirement. Process Federal Student Aid (FSA) credit balances by creating a requisition and providing all necessary back-up documentation.
32. Serve as Common Origination & Disbursement site (COD) as "Administrator" with all state and Federal required administrative approval sites. (including : Destination Point Administrator on Student Aid Internet Gateway [SAIG]).

Grant Responsibilities:

1. Develops and submits to the State and Federal Governments Individuals with Disabilities Education Act (IDEA) grant and other federal/state grants pertaining to instruction, as assigned.
2. Continually monitors grant programs and expenditures to ensure that all grant funds are appropriate and within grant program requirements and proper procurement procedures.
3. Ensures that all grant funds under the Assistant Superintendent for Special Education's direction are utilized in an effective and timely manner; consistent with district/program/grant objectives, requirements, and limitations; and, according to procurement procedures as required by statute, code, policy and regulation.
4. Regularly reports to the Superintendent of Schools regarding the status of federal, state and other grant programs.
5. Prepares and submits all required reports regarding state, federal and other grant programs.
6. Prepares and monitors annual federal, state, and county reports in collaboration with the Director of Curriculum and Instruction special education programs and grants, as required, such as the New Jersey Quality Single Accountability Continuum (NJQSAC), and Individuals with Disabilities Act (IDEA).

Created 4.1.2022HC

BoE Approved 4/28/22

Revised: Shared 5/26/22

Revision: 6/16/22

BOE Approved: _____

Employment: Annual contract

Evaluation: Performance of this job will be evaluated in accordance with negotiated agreement/Board of Education policy.

Reviewed: _____ **Date:** _____

Created 4.1.2022HC
BoE Approved 4/28/22
Revised: Shared 5/26/22
Revision: 6/16/22
BOE Approved: _____

RESOLUTION AUTHORIZING THE IMPLEMENTATION OF A RESPONSIBLE CONTRACTOR AND SUBCONTRACTOR POLICY

WHEREAS, the Burlington County Institute of Technology and the Burlington County Special Services School District recognizes that there is a need to ensure that all work on significant public construction and maintenance contracts is performed by responsible, qualified firms that maintain the capacity, expertise, personnel, and other qualifications and resources necessary to successfully perform public contracts in a timely, reliable, safe and cost-effective manner, and

WHEREAS, it is desirable as a matter of public policy that all workers involved in the construction of significant Board of Education Projects have the ability to plan for their future retirement by a retirement plan; and

WHEREAS, in order to effectuate the purpose of selecting responsible contractors for significant public contracts and to protect the Board of Education's investments in such contracts, prospective contractors and subcontractors should be required to meet preestablished, clearly defined, minimum standards relating to contractor responsibility, including requirements and criteria concerning qualifications, competency, expertise, adequacy of resources, including equipment, financial, personnel, and satisfactory records regarding past project performance, safety, law compliance and business integrity; and

WHEREAS, due to the critical impact that skilled construction craft labor has on public works projects, and due to the limited availability of skilled construction craft labor and imminent craft labor skill shortages, it is necessary to require contractors and subcontractors to participate in established, formal apprenticeship training programs for the purpose of both promoting successful project delivery and ensuring future workforce development; and

WHEREAS, the Board also recognizes that it is beneficial to their employees to utilize fair business, employment, and training practices that have a positive impact on local communities affected by such contracts; and

WHEREAS, the Board wishes to further implement the Responsible Contractor and Subcontractor Policy by establishing procedures for the enforcement of said policy through the adoption of the attached Matrix of Penalties and the attached Procedures, for Enforcement of Responsible Contractors and Subcontractors Policy; now, therefore, be it

RESOLVED, by the Board of Education of the Burlington County Institute of Technology and Burlington County Special Services School District as follows:

1. The Board shall require compliance with the provisions of this Resolution by business entities seeking to provide services to the Board as specified herein. The requirements of this Resolution are intended to supplement, not replace, existing contractor qualifications and performance standards or criteria currently required by law, public policy or contracting documents.

2. All contractors and subcontractors that perform significant work on any public facility, including construction, alteration, renovation, repair, service, or maintenance work, shall meet the requirements of this Resolution. For purposes of this Resolution, the term "significant work" shall be defined as any work or activity covered under the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.28 et seq.

3. All firms engaged in contracts covered by this Resolution shall be qualified responsible contractors or subcontractors that have sufficient capabilities in all respects to successfully perform contracts on which they are engaged, including the necessary experience, equipment, technical skills and qualifications and organizational, financial and personnel resources. Firms bidding on public contracts shall also be required to have a satisfactory past performance record and a satisfactory record of law compliance, integrity and business ethics. Compliance with these standards shall be established by compliance with the requirements set forth in paragraph 8 of this Resolution.

4. As a condition of performing work on public works contracts in excess of \$2,000,00 but less than \$499,999.00 total cost of project, the contractor shall provide certification that he and each subcontractor when performing work on the project shall have at least one (1) employee who has successfully completed OSHA 10-hour construction safety and health course onsite. As a condition of performing work on public works contracts of \$500,000.00 or more total cost of project, the general contractor shall provide certification that he and each subcontractor when performing work on the project shall have at least one (1) employee who has successfully completed OSHA 30-hour construction safety and health course onsite.

5. All contractors and subcontractors that perform significant work on any public facility project shall be required to affirmatively provide evidence of and confirm compliance with proof of participation in an Apprenticeship Program currently registered and approved by the United States Department of Labor (USOL) or the New Jersey Department of Labor or submit a statement of agreement not to employ any worker of less than journeyman status on the project. Additionally, Apprenticeship Programs shall meet the criteria set forth in Section 8(i) of this Resolution.

6. As a condition of performing work on public works contracts subject to this Resolution, a contractor seeking award of a contract shall submit a Contractor Responsibility Certification at the time it submits its bid for contract.

7. The Contractor Responsibility Certification shall be completed on a form provided by the Business Administrator and shall reference the project for which a bid is being submitted by name and contract or project number.

8. In the Contractor Responsibility Certification, the general contractor and each subcontractor performing significant work on the public works project shall certify the following facts regarding their past performance and work history and current qualifications and performance capabilities:

a. The firm has all valid, effective licenses, registrations or certificates required by federal, state, county, or local law, including, but not limited to, licenses, registrations, or certificates required to; (1) do business in the designated locale; and (2) perform the contract work it seeks to perform. These shall include, but not be limited to, licenses, registrations or certificates for any type of trade work or specialty work which the firm proposes to self-perform.

b. The firm meets the bonding requirements for the contract, as required by applicable law or contract specifications and any insurance requirements, as required by applicable law or contract specifications, including general liability insurance, workers compensation insurance and unemployment insurance requirements.

c. The firm has not been debarred by any federal, state or local government agency or authority in the past three years,

d. The firm has not defaulted on any project in the past three years.

e. The firm has not had any type of business, contracting or trade license, registration, or other certification suspended or revoked in the past three years.

f. The firm has not been cited for a willful violation of federal or state safety laws in the past three years.

g. The firm and/or its owners have not been convicted of any crime relating to the contracting business by a final decision of a court or government agency in the past three years.

h. The firm will pay all craft employees that it employs on the project the current wage rates and benefits as required under applicable Federal or State prevailing wage laws.

i. If applicable, the firm participates in an Apprenticeship Program that is currently registered with the United States Department of Labor or a state apprenticeship agency for each craft or trade in which it apprentices. The firm shall provide proof of meeting this qualification standard by submitting appropriate documentation as an attachment to this Certification. The firm shall continue to participate in applicable apprenticeship programs for the full duration of the contract work.

The apprenticeship program in which the firm participates shall meet the following criteria:

1. The program has graduated at least one (1) enrollee in each of the past three years, if the Program has not been in existence for three years, this requirement shall not apply until the Program has been in existence for three years. At that time, compliance with this criteria is required.

2. The program has graduated at least seventy-five (75) percent of program enrollees in each of the past three years.*

*Graduation rates for any particular year shall be calculated based on the number of enrollees who graduated in a given year divided by the total number of enrollees (and former enrollees) who could have been eligible to graduate in that year had they remained enrolled and timely completed the program. The term "total number of enrollees" shall be computed by counting the total number of persons enrolled in approved Apprenticeship Programs for each separate trade or craft approved by the State of New Jersey. For example, the total number of enrollees in the electrical trade would consist of all persons currently enrolled in an approved Apprenticeship Program for electricians in the State of New Jersey. If the New Jersey based trade or craft conducts education classes outside the State, those attendees shall count as enrollees for purposes of this subparagraph. Enrollees who withdraw for reasons of military service, residence relocation, death, sickness, or hardship as approved by the teaching staff shall not be counted as enrollees for the purposes of calculating the graduation rate.

j. The firm provides health and hospital insurance plans, and an ERISA compliant retirement plan.


9. That the attached Matrix of Penalties and the attached Procedures for Enforcement of Responsible Contractors and Subcontractors Policy are hereby approved and, adopted.

10. If any provision of this Resolution shall be held to be Invalid or unenforceable by a court of competent jurisdiction, any such holding shall not invalidate any other provisions of this Resolution and all remaining provisions shall remain in full force and effect

Certification:



Andrew Willmott, Business Administrator



Attest

EXHIBIT A

Procedures for Enforcement of Responsible Contractors and Subcontractors Policy

1. Complaint received.
2. Complaint investigated by Construction Manager.
3. **If investigation shows that there has been a violation of the Policy**, violator may cure in the time provided in the Responsible Contractors Policy Matrix. Written report is made to the County Administrator.
4. **If investigation shows that there has been no violation of the Policy**, the matter is closed and a written report is made to the County Administrator:
5. **If a violation has occurred and violator fails to cure within the designated period contained in the Matrix**, a Notice of Violation is issued. The Notice will provide 15 days for either the payment of the penalty or the filing of the Request for a Hearing.
6. **If payment of the penalty is made during the 15-day period**, the matter is closed. Construction Manager may lower the payment amount based on mitigating circumstances.
7. **If payment of the penalty is not made and a Request for Hearing has not been received during the 15-day period**, the penalty amount shall be deducted from the next payment of either the Contractor or one of the four main Subcontractors depending on which funds would provide monies for the violator. Note: The violator could be a subcontractor to a subcontractor, but the penalties would flow through either the Contractor or one of the four main subcontractors.
8. **If Request for Hearing has been received**, Hearing will be scheduled no later than 10 business days after receipt.
 - Hearing will be held before a hearing officer.
 - Administrative rules of evidence will be used.
 - Construction Manager will provide evidence of violation.
 - Hearing Will be recorded. Tape or CD of proceedings will be supplied at cost to persons wishing to have transcript prepared.
 - Written decision approved by the County Administrator will be issued within 5 business days of Hearing.
 - Hearing can result in 1) removal of penalty; 2) upholding of penalty with penalty deducted from payment as described in paragraph 7 above; or 3) a negotiated settlement of the penalty amount with the resulting penalty amount deducted from payment as described in paragraph 7 above.

Responsible Contractor Policy Implementation and Enforcement						
General And All Subcontractors	Opportunity to Cure	Remedy to Cure	Time to Cure	If not Cured Within Specified Time	Penalty	
1	Failure to Submit Subcontractor Policy Certifications w/in 10 days of award	Yes	Submit certification signed by subcontractor	2 Business Days	Replace Subcontractor	First Offense: \$500 and \$250 Each Additional Day Second Offense: \$750 and \$375 Each Additional Day
2	OSHA Training	Yes	Hire new employee that has required training or train existing employee and pay penalty	2 Business Days	Replace Subcontractor	First Offense: \$500 Per Day Second Offense: \$750 Per Day
3	No Approved Apprenticeship Program and Not Paying Journeyman Rates	Yes	Pay journeymen rates	2 Business Days	Assess Penalty	First Offense: \$500 Per Employee and Pay Restitution to Employee Second Offense: \$750 Per Employee and Pay Restitution to Employees
4	Failure to Pay Prevailing Wage Rate	No	Per specifications and N.J.S.A. 34:11-56.25 et. seq.	N/A	N/A	Per Specifications and N.J.S.A. 34:31-56.25 et. seq.
5	Employee Health Plan	Yes	Purchase health care for Employees	2 Business Days	Assess Penalty	First Offense: \$500 Per Employee at Jobsite Second Offense: \$750 Per Employee at Jobsite
6	ERISA Compliant Retirement Plan	No	Provide compliant retirement plan	2 Business Days	Assess Penalty	First Offense: \$500 Per Employee at Jobsite Paid to Employee Second Offense: \$750 Per Employee at Jobsite Paid to Employee
7	Falsifying Responsible Contractor Certification: (Paragraph #6)	No	N/A	N/A	Remove from Job	N/A
8	Valid Licenses, Registrations or Certificates	Yes	Obtain necessary licenses, registrations or certificates and pay penalty	2 Business Days	Remove from Job	N/A
9	Debarment in past 3 years	No	Payment of penalty	N/A	Remove from Job	N/A
10	Project Default in past 3 years	No	Payment of penalty	N/A	Remove from Job	N/A
11	Willful Safety Violation	No	Payment of penalty	N/A	Remove from Job	N/A
12	Prior Revocation/Suspension of License	No	Payment of penalty	N/A	Remove from Job	N/A
13	Crime Conviction in past 3 years	No	Payment of penalty	N/A	Remove from Job	N/A
14	Non-Compliant Apprenticeship Program	Yes	Bring Program into Compliance	2 Business Days	Assess Penalty	First Offense: \$500 Per Employee and Restitution to Employee Second Offense: \$750 Per Employee and Restitution to Employees

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

NOTICE OF VIOLATION
OF
RESPONSIBLE CONTRACTOR AND SUBCONTRACTOR POLICY

DATE: _____

NOTICE OF VIOLATION NUMBER: _____

CONTRACT TITLED: _____

TO: _____

TAKE NOTICE that you have been found in violation of the Board of Education Responsible Contractor Policy to which you have certified compliance as follows:

You are hereby **ORDERED** to pay a penalty in the amount of _____ to the Business Administrator, 695 Woodlane Road, Westampton, NJ 08060 not later than _____.

If you wish to appeal the Imposition of this fine, you must file a Request for a Hearing in writing and on the attached form; Said Request for a Hearing must be received by the Board not later than _____.

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

RESPONSIBLE CONTRACTOR AND SUBCONTRACTOR POLICY

REQUEST FOR HEARING

DATE: _____

NOTICE OF VIOLATION NUMBER: _____

CONTRACT TITLED: _____

TO: Andrew Willmott, Business Administrator/Board Secretary
Business Office
695 Woodlane Road
Westampton, NJ 08060

Name of Appellant _____

Address _____

Address _____

Phone Number _____

Email Address _____

Provide Statement setting forth your position and the relief you are requesting. You may append any documents that you consider useful for the hearing.

Signature

Title of position with Appellant

Do not write below this line.

Received _____

**BOARD OF EDUCATION
RESPONSIBLE CONTRACTOR AND SUBCONTRACTOR POLICY CERTIFICATION**

Contract titled: _____

I, _____ certify that the following statements made by me are true:

1. I am the _____ of _____ and as such have authority to bind my firm to compliance with the Board of Education Responsible Contractor Policy and the Board of Education Responsible Subcontractor Policy.

2. My firm and all subcontractors hired by my firm providing work on this contract shall be responsible contractors or subcontractors with sufficient capabilities in all respects to successfully perform contracts on which they are engaged, including the necessary experience, equipment, technical skills and qualifications and organizational, financial and personnel resources, My firm has a satisfactory past performance record and a satisfactory record of law compliance, integrity and business ethics.

3. As a condition of performing work on public works contracts in excess of \$2,000.00 but less than \$499,999.00 total cost of project, my firm and each subcontractor hired by my firm when performing work on the project shall have at least one (1) employee who has successfully completed OSHA 10-hour construction safety and health course onsite, As a condition of performing work on public works contracts of \$500,000.00 or more total cost of project, my firm and each subcontractor when performing work on the project shall have at least one (1) employee who has successfully completed OSHA 30-hour construction safety and health course onsite.

4. Prior to the award of contract, I shall for my firm and for subcontractors hired by my firm that will perform significant work on this project provide evidence of and confirm compliance with proof of participation in an Apprenticeship Program currently registered and approved by the United States Department of Labor (USDL) or the New Jersey Department of Labor or certify below a statement of agreement not to employ any worker of less than journeyman status on the project.

I certify that my firm will not employ any worker of less than journeyman status on the project.

(signature)

BoE Approval Date 6/23/2022

5. All Apprenticeship Programs shall meet the criteria set forth in Paragraph 6i below.
6. I further certify to the following facts regarding my firm's past performance and work history and its current qualifications and performance capabilities:
 - a. My firm has all valid, effective licenses, registrations or certificates required by federal, state, county, or local law, including, but not limited to, licenses, registrations, or certificates required to: (1) do business in the designated locale; and (2) perform the contract work it seeks to perform. These shall include, but not be limited to, licenses, registrations or certificates for any type of trade work or specialty work which the firm proposes to self-perform.
 - b. My firm meets the bonding requirements for the contract, as required by applicable law or contract specifications and any insurance requirements, as required by applicable law or contract specifications, including, but not limited to, general liability insurance, workers compensation insurance and unemployment insurance requirements.
 - c. My firm has not been debarred by any federal, state or local government agency or authority in the past three years,
 - d. My firm has not defaulted on any project in the past three years.
 - e. My firm has not had any type of business, contracting or trade license, registration, or other certification suspended or revoked in the past three years.
 - f. My firm has not been cited for a willful violation of federal or state safety laws in the past three years.
 - g. My firm and/or its owners have not been convicted of any crime relating to the contracting business by a final decision of a court or government agency in the past three years.
 - h. My firm will pay all craft employees that it employs on the project the current wage rates and benefits as required under applicable Federal or State prevailing wage laws.
 - i. My firm participates in an Apprenticeship Program that is currently registered with the United States Department of Labor or a state apprenticeship agency for each craft or trade in which it hires

apprentices. Proof of this participation is attached to this Certification. My firm shall continue to participate in applicable apprenticeship programs for the full duration of the contract work.

1. The Apprenticeship Program in which my, firm participates meets the following criteria; The program has graduated at least one (1) enrollee in each of the past three years. If the Program has not been in existence for three years, this requirement shall not apply until the Program has been in existence for three years. At that time, compliance with this criteria is required.

2. The program has graduated at least seventy-five (75) percent of program enrollees in each of the past three years.*

* Graduation rates for any particular year shall be calculated based on the number of enrollees who graduated in a given year divided by the total number of enrollees (and former enrollees) who could have been eligible to graduate in that year had they remained enrolled and timely completed the program. The term "total number of enrollees" shall be computed by counting the total number of persons enrolled in approved Apprenticeship Programs for each separate trade or craft approved by the State of New Jersey. For example, the total number of enrollees in the electrical trade would consist of all persons currently enrolled in an approved Apprenticeship Program for electricians in the State of New Jersey. If the New Jersey based trade or craft, conducts education classes outside the State, those attendees shall count as enrollees for purposes of this subparagraph. Enrollees who withdraw for reasons of military service, residence relocation, death, sickness, or hardship as approved by the teaching staff shall not be counted as enrollees for the purposes of calculating the graduation rate.

j. All workers and employees hired by my firm is provided with health and hospital insurance plans and an ERISA compliant retirement plan to its employees.

I, _____, certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

(Signature)

(Print Name)

(Title)

(Firm)

