

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

**REORGANIZATION MEETING**

The Annual Reorganization 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 9:00 am in virtual audio format via Zoom Conference Call on July 6, 2023.

**TEMPORARY CHAIRMAN**

Dr. Christopher Nagy called the meeting to order at 9:02 am and led the flag salute.

**Sunshine Notice**

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

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

|                                   |   |                                 |
|-----------------------------------|---|---------------------------------|
| Odise Carr                        | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Tiffany Cohen                     | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Raymond Marini Exec. County Supt. | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Dr. Charles McCabe                | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Michelle Parker                   | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Robert Brittain                   | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Tyler J. Burrell                  | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |

**Public Attendance:** Public was invited to attend the meeting by registering through Zoom: R. Wright, A. Ent, A. McHugh, C. Hewitt, J. Jeitner, R. Loughlin

**OATH OF OFFICE:** Dr. Nagy announced that Mr. Andrew Willmott had administered the Oath of Office to new Board member, Ms. Tiffany Cohen (Term to serve 2023 - 2025) and Dr. Charles McCabe (Term to serve 2023 - 2026) and reappointed Board member Ms. Michelle Parker (Term to serve 2023 - 2026) on Monday, July 3, 2023.

**ELECTION OF OFFICERS:** Chairman Dr. Nagy requested nominations for the President position. Mr. Robert Brittain mistakenly nominated Andrew Willmott; Mr. Odise Carr seconded the nomination. Dr. Nagy questioned the nomination name and realizing the error, Mr. Brittain and Mr. Carr withdrew their motion. Mr. Brittain nominated Mr. Tyler J. Burrell as President. Mr. Odise Carr seconded the motion. President: Mr. Tyler J. Burrell

Dr. Nagy requested Mr. Willmott to call the roll on the vote:

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

|                                   |   |                             |
|-----------------------------------|---|-----------------------------|
| Odise Carr                        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tiffany Cohen                     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Raymond Marini Exec. County Supt. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dr. Charles McCabe                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Michelle Parker                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Robert Brittain                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tyler J. Burrell                  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Chairman Dr. Nagy requested nomination for the Vice President position. Mr. Tyler Burrell nominated Mr. Robert Brittain and Ms. Michelle Parker seconded the nomination. Vice President: Mr. Robert Brittain

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

|                                   |   |                             |
|-----------------------------------|---|-----------------------------|
| Odise Carr                        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tiffany Cohen                     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Raymond Marini Exec. County Supt. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dr. Charles McCabe                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Michelle Parker                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Robert Brittain                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tyler J. Burrell                  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Dr. Nagy congratulated Mr. Burrell on his appointment as president. Mr. Burrell accepted the leadership role of the meeting.

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

**Minutes:** Mr. Burrell, Board President, presented the Meeting Minutes from June 22, 2023. On a motion by Mr. Robert Brittain and seconded by Mr. Raymond Marini, the Board approved the Meeting Minutes.

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

|                    |   |                             |   |
|--------------------|---|-----------------------------|---|
| Odise Carr         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain            |
| Tiffany Cohen      | <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            |
| Dr. Charles McCabe | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Abstain |
| Michelle Parker    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain            |
| Robert Brittain    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain            |
| Tyler J. Burrell   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain            |

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

Ms. Christine Hewitt, Lumberton NJ, President of BCSSD EA questioned the use of staff member names for the Salary Adjustments/Unpaid Absences section on the agenda and suggested using the employee number instead. Ms. Hewitt explained that many staff members are experiencing sensitive issues and their names should not be made public.

There were no additional public comments made to the Superintendent’s Agenda and this closed the public comments portion of the meeting on a motion by Mr. Raymond Marini and seconded by Mr. Odise Carr.

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

Dr. Nagy shared that the reorganization agenda contains a number of general appointments for the district’s day-to-day operations.

Dr. Nagy also announced changes for the proposed Board of Education dates, the August 24, 2023 Board of Education meeting will be held at 6:00 pm (not at 9:00 am) and the October meeting will be held on Wednesday, October 18, 2023, instead of Thursday, October 19, 2023.

Dr. Nagy announced that ESY (Extended School Year) began this week at BCSSSD and thanked all of the teachers and staff members for their hard work.

Mr. Burrell requested the Board of Education members to make a motion to approve the superintendent’s agenda. On a motion by Ms. Michelle Parker and seconded by Mr. Robert Brittain, the Board approved the superintendent’s agenda.

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

|                    |   |                             |  |
|--------------------|---|-----------------------------|--|
| Odise Carr         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain   |
| Tiffany Cohen      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain   |
| Raymond Marini     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain   |
| Dr. Charles McCabe | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain   |
| Michelle Parker    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain   |
| Robert Brittain    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain   |
| Tyler J. Burrell   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Abstain from page 1; section 7 of the agenda |

**Public Comments:** Board President Mr. Tyler Burrell moved to the public comments section. Mr. Odise Carr made a motion and Ms. Michelle Parker seconded to open the public comments. Mr. Burrell requested anyone interested in making a public comment to raise their hand. Mr. Willmott invited anyone on the Zoom link to raise their hand to address the Board.

Ms. Christine Hewitt, Lumberton NJ, President of BCSSD EA and teacher on the South campus is disappointed by the recent contract negotiations and asked if the Board of Education members review the proposals submitted by the BCSSD EA. Ms. Hewitt questioned who from the Board of Education is on the contract negotiations team. Mr. Burrell addressed the question and said that administration and the legal counsel offer briefings and weekly updates to the Board of Education members. Mr. Burrell asked for Ms. Hewitt’s patience with the negotiations and offered his confidence on a deal to be

reached that is satisfactory for all.

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

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

**Board Comments:**

Mr. Odise Carr congratulated Mr. Burrell and Mr. Brittain on their election. Mr. Carr offered his congratulations to Michelle Parker on her reappointment to another term on the Board and to Tiffany Cohen and Dr. McCabe for being appointed to the Board.

Ms. Tiffany Cohen offered her thanks to be able to serve on the Board and offered her congratulations to the newly elected president and vice president and to the new members of the Board.

Mr. Raymond Marini congratulated Tyler Burrell and Robert Brittain and congratulated Michelle Parker on her reappointment to the Board. Mr. Marini welcomed Tiffany Cohen and Dr. McCabe and he thanked Dr. Nagy for his leadership this past school year.

Dr. Charles McCabe congratulated Tyler Burrell and Robert Brittain and offered his thanks for allowing him to serve on the Board of Education.

Ms. Michelle Parker congratulated Tyler Burrell and Robert Brittain and welcomed Dr. McCabe and Ms. Cohen to the Board. Ms Parker looks forward to a great summer. Ms. Parker thanked Dr. Nagy and Andrew Willmott for their leadership this school year.

Mr. Robert Brittain thanked all for another year to serve on the Board and welcomed the new members. Mr. Brittain commented that there will be a rapid and fast settlement for the BCSSD contract as the teachers are very much appreciated.

Mr. Tyler Burrell congratulated the new Board members and looks forward to working with them with the same goal for the students and teachers. Mr. Burrell shared a quote from Benjamin Franklin, "Education is the investment that pays the best interest", as he is looking forward to a successful upcoming school year.

**Meeting Adjournment:**

Mr. Burrell called for a meeting adjournment. Mr. Robert Brittain motioned to approve and Mr. Raymond Marini seconded the motion. Meeting adjourned at 9:21 am.

Respectfully Submitted,

Andrew C. Willmott, CPA  
Board Secretary/Business Administrator

1. **APPOINTMENT OF ARCHITECT BCSSSD/BCIT**  
BE IT RESOLVED by the Board of Education that the firm of Netta Architects, 1084 Route 22 West, Mountainside, NJ is hereby appointed the Architect of Record for the period commencing July 1, 2023 and ending June 30, 2024, to provide architectural services as needed.
2. **APPOINTMENT OF AUDITOR BCSSSD/BCIT**  
BE IT RESOLVED by the Board of Education that Brent W. Lee & Co., LLC, 39 Paddock Lane, Cinnaminson, NJ, be and is hereby appointed Public School Accountant for the period commencing July 1, 2023 and ending June 30, 2024 as needed to perform the professional services ordinarily provided by a Public School Accountant of the State of New Jersey and to receive compensation not to exceed for the year. Said, is authorized by law to practice a recognized profession in the State of New Jersey, which practice is regulated by the laws of the state; to wit, the profession of Public School Accountant. These professional services are necessary and are required by this Board of Education.
3. **APPOINTMENT OF GRANT WRITING & APPLICATION SERVICES BCSSSD/BCIT**  
BE IT RESOLVED by the Board of Education that CGP&H, 1249 South River Road, Suite 301, Cranbury, NJ, be appointed to perform Grant Writing and Application Services for the District from July 1, 2023 to June 30, 2024, to provide professional services as needed.
4. **APPOINTMENT OF HEALTH INSURANCE BROKER BCSSSD/BCIT**  
BE IT RESOLVED by the Board of Education that Brown & Brown Metro, LLC, 3330 Bargaintown Road, Suite 2, Egg Harbor Township, NJ be appointed the Insurance Agency for Vision and Dental Programs, from July 1, 2023 to June 30, 2024, to perform the professional services ordinarily provided by an insurance broker for health insurance, vision and dental programs. These professional services are necessary and are required by this Board of Education.
5. **APPOINTMENT OF INSURANCE BROKER (LIABILITY, WC, PROPERTY) BCSSSD/BCIT**  
BE IT RESOLVED by the Board of Education that Hardenbergh Insurance Group, 8000 Sagemore Drive, Suite 8101, PO Box 8000, Marlton, NJ be appointed the Insurance Agency for the District from July 1, 2023 to June 30, 2024, to perform the professional services ordinarily provided by an insurance agency for liability and school board insurance. These professional services are necessary and are required by this Board of Education.
6. **APPOINTMENT OF SCHOOL PHYSICIAN BCSSSD/BCIT**  
BE IT RESOLVED by the Board of Education that Anthony W. Bonett, MD., Woodbury Medical Office, 50 Cooper Street, Woodbury, NJ, be appointed the School Physician for the BCSSSD/BCIT Districts for the academic year July 1, 2023 to June 30, 2024, to perform the professional services ordinarily provided by a school physician in the State of New Jersey and to receive compensation as defined in accepted proposal for such services. Anthony W. Bonett MD., is a person authorized by law to practice a recognized profession in the State of New Jersey, which practice is regulated by the laws of this state; to wit, the profession of medical doctor. These professional services are necessary and are required by this Board of Education.
7. **APPOINTMENT OF SOLICITOR BCSSSD/BCIT**  
BE IT RESOLVED by the Board of Education that the firm of Malamut and Associates, 457 Haddonfield Road, Suite 500, Cherry Hill, NJ, be and is hereby appointed School Board Attorney for the period commencing July 1, 2023 and ending June 30, 2024, to perform the professional services ordinarily provided by an Attorney-at-Law of the State of New Jersey with compensation to be paid at a rate of per hour. These professional services are necessary and required by statute.
8. **APPOINTMENT OF SPECIAL COUNSEL BCSSSD/BCIT**  
BE IT RESOLVED by the Board of Education that the firm of Weiner Law Group, LLP, 629 Parsippany Road, Parsippany, NJ, be and is hereby appointed Special Counsel for the period commencing July 1, 2023 and ending June 30, 2024, to perform the professional services ordinarily provided by an Attorney-at-Law of the State of New Jersey with compensation to be paid at a rate of per hour. These professional services are necessary and required by statute.
9. **APPOINTMENT OF SUBSTITUTE SERVICES/MISCELLANEOUS STAFFING BCSSSD/BCIT**  
BE IT RESOLVED by the Board of Education that firm of ESS Northeast, LLC, 800, Kings Highway N, Suite 405, Cherry Hill, NJ, be and is hereby appointed Substitute Services/Miscellaneous Staffing for the period commencing July 1, 2023 to June 30, 2024, to provide certified staff as needed. These professional services are necessary and required by the Board of Education.

10. **APPOINTMENT OF TREASURER OF SCHOOL MONIES BCSSSD/BCIT**  
 BE IT RESOLVED by the Board of Education that Constance Stewart be and is hereby appointed Treasurer of School Monies for the year July 1, 2023 to June 30, 2024, at an annual compensation of \$7,305 per district and that the said shall give a bond in the amount prescribed by the New Jersey statutes. The premium of the required bond shall be paid by the Districts.
11. **APPOINTMENT OF BURLINGTON COUNTY ALTERNATIVE SCHOOL STAFFING BCSSSD**  
 BE IT RESOLVED by the Board of Education that firm of Staffing Alternatives Incorporated, 174 Nassau Street, Suite 199, Princeton, NJ, be and is hereby appointed to provide School Staffing for the Burlington County Alternative School for the period commencing July 1, 2023 to June 30, 2024, to provide certified staff as needed. These professional services are necessary and required by the Board of Education.
12. **APPOINTMENT OF MENTAL HEALTH SERVICES BCIT**  
 BE IT RESOLVED by the Board of Education that National Diagnostic Services, 28700 Cabot, Drive, Suite 500, Novi, MI, 48377, be appointed as the service provider for Mental Health Services for Students, from July 1, 2023 to June 30, 2024 to perform mental health services for students. These professional services are necessary and required by the Board of Education.
13. **APPOINTMENT OF QUALITATIVE AND QUANTITATIVE RESEARCH SERVICES ON SAMHSA GRANT BCIT**  
 BE IT RESOLVED by the Board of Education that Dr. Adam Alvarez, Rowan University, 201 Mullica Hill Road, Glassboro, NJ be appointed to provide Qualitative and Quantitative Research Services for the District from July 1, 2023 to June 30, 2024. These professional services are necessary and required by this Board of Education. Funding for these services will be provided by a SAMHSA grant.
14. **APPOINTMENT OF TRAUMA-INFORMED MENTAL HEALTH SERVICES, ADVOCACY, EDUCATION AND COMMUNITY OUTREACH FOR STUDENTS OF DIVERSE COMMUNITIES BCIT**  
 BE IT RESOLVED by the Board of Education that Creative Change Counseling, 950 S. Chester Avenue, Delran, NJ be appointed as the service provider for Trauma-Informed Mental Health Services for the District from July 1, 2023 to June 30, 2024. These professional services are necessary and required by this Board of Education. Funding for these services will be provided by a SAMHSA grant.
15. **APPOINTMENT OF YOUTH SUBSTANCE ABUSE AND SMOKING PREVENTION CONSULTANTS AND TRAINERS BCIT**  
 BE IT RESOLVED by the Board of Education that Prevention Plus of Burlington County, Inc., 500 Sagemore Drive, Suite 203, Marlton, NJ be appointed as the service provider for Youth Substance Abuse and Smoking Prevention Consultants and Trainers for the District from July 1, 2023 to June 30, 2024. These professional services are necessary and required by this Board of Education. Funding for these services will be provided by a SAMHSA grant.
16. **NOTICE OF ANNUAL MEETINGS**  
 WHEREAS, the Open Public Meetings Act (Act – 1030) requires the adoption by a public body of a schedule of the regular meetings to be held during the calendar year; and  
 WHEREAS, upon proper notice UNDER THAT ACT given, no further notice of these meetings will be necessary;  
 NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Burlington County Special Services School District and the Burlington County Institute of Technology of Burlington County and the State of New Jersey, assembled in session this 6th day of July 2023, as follows:  
 a) The Board of Education hereby designates the following dates as the date of its regular meeting as hybrid meetings via in-person and on Zoom held in the Media Center located in Burlington County Special School Services District 20 Pioneer Drive Westampton for September, 2023 - June 2024 meetings. Meetings will be held on Thursdays, with the exception of the September and October meetings, which will be held on a Wednesday:
- |                               |                   |                |
|-------------------------------|-------------------|----------------|
| August 24, 2023               | December 14, 2023 | April 25, 2024 |
| WEDNESDAY, September 27, 2023 | January 25, 2024  | May 23, 2024   |
| WEDNESDAY, October 18, 2023   | February 29, 2024 | June 20, 2024  |
| November 16, 2023             | March 21, 2024    |                |
- And, unless otherwise noted here or modified by legal advertisement, such meetings shall commence at 6:00 p.m. at the above locations with executive session beginning at 5:00 p.m., and that a copy of this Annual Notice of

Meetings be transmitted to the Board of Education's official newspaper listed below in paragraph c:

b) A copy of all advance notices of the Board of Education shall be, at least 48 hours in advance of said meeting, mailed to the newspapers designated in paragraph c, herein, and posted at the following location:

1. BCSSSD: Bulletin board in foyer of the Woodlane Road Complex
2. BCIT: Bulletin board in Westampton Campus, Medford Campus
3. BCSSSD/BCIT: Bulletin board at 2 Academy Drive, Westampton, NJ

c) The following newspaper circulating in Burlington County is hereby designated official newspaper for transmittal of all notices of the Board of Education required hereunder: Burlington County Times

d) Any person may request, in writing, that the Board of Education mail him/her a copy of the schedule of regular meetings of the Board of Education and/or written notice of regular, special or re-scheduled meetings of the Board of Education. Upon prepayment by such person of the applicable fee hereinafter set forth, such schedule and/or advance notice shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at midnight, June 30 of the current school year, subject to renewal thereafter upon filing a new written request to the Board of Education together with prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge. For advance written notice of all regular, special or rescheduled meetings during the calendar year: \$5.00

17. **OFFICIAL DEPOSITORIES FOR INVESTMENT PURPOSES BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that the following depositories, or any additional banks that meet the District's needs, be designated for investment purposes, each bank to submit certification as an approved municipal depository:

- OceanFirst Bank

18. **OFFICIAL NEWSPAPER MEDIA BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that the following newspaper shall be designated as the official publication for all legal notices that are required to be published in accordance with the statutes:

- The Burlington County Times, Willingboro, NJ

19. **PETTY CASH ACCOUNTS**

**A. BCSSSD**

Petty Cash Account to establish petty cash funds in the following departments for the 2023-2024 school year. Petty cash Accounts will be issued in the following amounts:

|                             |          |
|-----------------------------|----------|
| • Business Office           | \$200.00 |
| • Campus, Elementary        | \$100.00 |
| • Campus, Middle School     | \$100.00 |
| • Campus, High School       | \$100.00 |
| • Campus, Transition        | \$100.00 |
| • Educational Services Unit | \$100.00 |
| TOTAL                       | \$700.00 |

**B. BCIT**

BE IT RESOLVED by the Board of Education to establish petty cash funds in the following departments for the 2023-2024 school year:

|                            |            |
|----------------------------|------------|
| • Adult Education          | \$200.00   |
| • Assistant Superintendent | \$100.00   |
| • Athletics, Medford       | \$300.00   |
| • Athletics, Westampton    | \$100.00   |
| • Business Office          | \$200.00   |
| • Principal, Medford       | \$100.00   |
| • Principal, Westampton    | \$100.00   |
| TOTAL                      | \$1,100.00 |

20. **APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICERS BCSSSD/BCIT**

It is recommended a resolution be adopted increasing the bid threshold and appointing a qualified purchasing agent in a board of education or other entity, subject to the provisions of N.J.S.A. 18A:18A-1.

WHEREAS, 18A:18A-3 permits a board of education to authorize its purchasing agent to award contracts that do not exceed in a contract year, the annual limit as established by the Governor; and

WHEREAS, local boards of education have been advised by the Local Finance Board that the Governor has authorized the following bid and quotations thresholds,

|                                 | Bid Threshold | Quotation Threshold |
|---------------------------------|---------------|---------------------|
| Base Amount                     | \$32,000      | \$4,800             |
| With Qualified Purchasing Agent | \$44,000      | \$6,600             |

WHEREAS, Andrew C. Willmott, CPA possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, Board of Education desires to increase its bid and quotation thresholds as provided in N.J.A.C. 18A:18A-3;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Burlington County Special Services School District and Burlington County Institute of Technology, in the County of Burlington, in the State of New Jersey hereby increases its bid threshold to \$44,000 for QPA and its quotation threshold to \$6,600 and be it further RESOLVED, that the governing body hereby appoints Andrew C. Willmott, CPA as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2B, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

21. **APPOINTMENT OF EMERGENCY STUDENT ASSISTANCE COORDINATOR**

**B. BCIT**

BE IT RESOLVED by the Board of Education that Jeff Pensabene Medford campus, Colleen Cech-Stevens Westampton campus be appointed Emergency Student Assistance Coordinator from July 1, 2023 to June 30, 2024, in compliance with the New Jersey Department of Education, Burlington County office requirements for certificate.

22. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICERS**

**A. BCSSSD**

BE IT RESOLVED by the Board of Education that Dr. Ashanti Holley appointed as the Equal Employment Opportunity Officers from July 1, 2023 to June 30, 2024.

**B. BCIT**

BE IT RESOLVED by the Board of Education that Eder Joseph be appointed the Equal Employment Opportunity Officers from July 1, 2023 to June 30, 2024.

23. **APPOINTMENT OF 504 OFFICERS BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that Dr. Ashanti Holley appointed the 504 Officer for BCSSSD and Laura Reigelsperger for BCIT for the period from July 1, 2023 to June 30, 2024.

24. **APPOINTMENT OF HAZARDOUS SUBSTANCE OFFICER/IPM COORDINATOR BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that Michael Coolidge be appointed Hazardous Substance Officer, according to New Jersey State "Right to Know Act," and Integrated Pest Management Coordinator from July 1, 2023 to June 30, 2024.

25. **BOARD OF EDUCATION POLICIES BCSSSD/BCIT**

It is recommended a resolution be adopted approving the Burlington County Special Services/Burlington County Institute of Technology Board of Education Policy Manual for the 2023 – 2024 academic year.

26. **CUSTODIAN OF PUBLIC RECORDS BCSSSD/BCIT**

It is recommended a resolution be adopted approving the following:

WHEREAS, the Board of Education is subject to the provisions of the Open Public Records Act, N.J.S.A. 47:1a-1 et seq.;

WHEREAS the Open Public Records Act requires the authority to designate, by formal action, a "Custodian of Records";

NOW THEREFORE, BE IT RESOLVED, by the Board of Education that Andrew C. Willmott, CPA, Business Administrator/Board Secretary is hereby designated as the Custodian of Public Records.

27. **APPOINTMENT OF HARASSMENT, INTIMIDATION, AND BULLYING COORDINATORS AND ANTI-BULLYING SPECIALISTS**

**A. BCSSSD**

BE IT RESOLVED by the Board of Education that Dr. Ashanti Holley be appointed as the Harassment, Intimidation and Bullying (HIB) Coordinator. Appointment of Anti-Bullying Specialists: Henry Gilbert, David Lentini, Celestina Ste. Claire, Henry Rowlette, Tracy Moyn, Marita Cibrian, Jennifer Moses, Jay Rabinowitz, Angelina Palella, Samantha Weight and James Codianni. Appointments effective for the 2023-2024 school year.



**B. BCIT**

BE IT RESOLVED by the Board of Education that Eder Joseph be appointed as the Harassment, Intimidation and Bullying (HIB) Coordinator. Appointment of Anti-Bullying Specialists at the Westampton Campus: Colleen Cech-Stevens, Jennifer Daily, Kelly Digney, Beth Johnson, Steve Fitzgerald, Jason Frable. Appointment of Anti-Bullying Specialists at the Medford Campus: Jeffrey Pensabene, Amanda Avila, Andrea Cohen and Leah Ross. Appointments effective for the 2023-2024 school year.

28. **MCKINNEY-VENTO HOMELESS EDUCATION LIAISON** \* Executive Approval

**A. BCSSSD**

BE IT RESOLVED by the Board of Education that Dr. Bobbie Downs appointed the McKinney-Vento Homeless Education Liaison from July 1, 2023 to June 30, 2024.

**B. BCIT**

BE IT RESOLVED by the Board of Education that Jennifer Daily be appointed the McKinney-Vento Homeless Education Liaison from July 1, 2023 to June 30, 2024.



**I. PERSONNEL**

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

1. **ORGANIZATIONAL CHARTS BCSSSD/BCIT** (Exhibit #1 )  
 IT IS RECOMMENDED a resolution be adopted approving Organizational Charts for the 2023-2024 academic year.

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

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

| Name                 | Position          | Salary                   | Effective |
|----------------------|-------------------|--------------------------|-----------|
| Baez Gomez, Daibeliz | Teacher Assistant | HS Step 3<br>\$19,796    | TBD       |
| Crayton, Candice     | Teacher Assistant | HS+30 Step 5<br>\$20,095 | TBD       |
| Dawson, Emily        | Teacher           | MA Step 8<br>\$72,752    | TBD       |

2. **Leaves** \*Intermittent \*\*Amended

| Employee           | Position | Type     | Effective             |
|--------------------|----------|----------|-----------------------|
| Warren, Linda      | Teacher  | FMLA*    | 09/02/20 - 06/30/24** |
| Zavacky, Catherine | Teacher  | LOA/FMLA | 03/13/23 - 10/09/23** |

3. **Salary Adjustments, Unpaid Absences**

| Name                | Position          | Rate      | Date                               |
|---------------------|-------------------|-----------|------------------------------------|
| Bonsall, Kirstynn   | Teacher Assistant | -\$135.68 | 06/14/23                           |
| Candelaria, Marriza | Teacher Assistant | -\$56.57  | ½ 06/12/23                         |
| Crannick, Dana      | Teacher Assistant | -\$100.48 | ½ 06/12/13, ½ 06/13/23             |
| Downs, Dawn         | Teacher Assistant | -\$359.40 | 06/13-14/23                        |
| Eiserle, Christine  | Speech Therapist  | -\$720.10 | 06/19-20/23                        |
| Fisher, Naomi       | Teacher Assistant | -\$50.24  | ½ 06/13/23                         |
| Giorla, Sarah       | Speech Therapist  | -\$413.96 | 06/13/23                           |
| Gonzalez, Victor    | Teacher Assistant | -\$151.32 | ½ 06/12/23, ½ 06/15/23             |
| Matacchiera, Joseph | Teacher Assistant | -\$706.86 | 06/09/23, 06/12-15/23, 06/19-20/23 |
| Ross, Torrell       | Teacher Assistant | -\$142.41 | 06/13/23                           |
| Schwarz, Gregory    | Teacher Assistant | -\$252.30 | 06/14/23, 06/19/23                 |
| Toner, Stephanie    | Speech Therapist  | -\$167.37 | ½ 06/12/23                         |

4. **Extra Pay/Volunteer Positions**

**\* Executive Approval ESY 07/05/23 - 08/01/23**

| Name               | Campus     | Extra-Curricular                      | Rate      |
|--------------------|------------|---------------------------------------|-----------|
| Cadmus, Danielle * | North      | ESY Teacher (as needed)               | \$307/day |
| Hood, Theresa *    | Elementary | ESY Level 2 Substitute (as needed)    | \$228/day |
| Kaur, Damanjeet*   | East       | ESY Teacher Assistant (as needed)     | \$128/day |
| Kennedy, Robert*   | South      | ESY Teacher (as needed)               | \$307/day |
| Nerolich, Yiwen*   | South      | ESY PE Substitute Teacher (as needed) | \$307/day |

|                           |            |                                    |           |
|---------------------------|------------|------------------------------------|-----------|
| Ogden, Monica *           | Elementary | ESY Level 2 Substitute (as needed) | \$228/day |
| Tees-Sternchos, Vanessa * | East       | ESY Teacher Assistant (as needed)  | \$128/day |

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

| Name                   | College                 | Type                    | Effective           |
|------------------------|-------------------------|-------------------------|---------------------|
| Bangle, Jennifer       | St. Joseph's University | OT Level II             | 09/01/23 - 12/15/23 |
| Walters, Madelyn Paige | West Chester University | Social Work (Volunteer) | 07/07 - 08/01/23    |

6. **Course: Approvals**

| Name          | Position          | College                    | Credits |
|---------------|-------------------|----------------------------|---------|
| Boyle, Brian  | Teacher           | New Jersey City University | 3       |
| Roman, Nicole | Teacher Assistant | University of Phoenix      | 10      |

**B. Burlington County Institute of Technology**

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

| Name              | Position               | Reason      | Effective |
|-------------------|------------------------|-------------|-----------|
| Gunner, Christine | Teacher of Mathematics | Resignation | 08/29/23  |

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

| Name              | Position                     | Salary                   | Effective |
|-------------------|------------------------------|--------------------------|-----------|
| Serafini, Natasha | Teacher of Special Education | Col C Step 8<br>\$69,690 | TBD       |

3. **Reappointments 2023-2024 SY**

**CST Personnel**

**Salaries amended per settlement of negotiated agreement**

|                       |                      |           |
|-----------------------|----------------------|-----------|
| Antunes, David        | LDTC                 | \$91,710  |
| Christian, Monique    | School Social Worker | \$71,536  |
| Clayton, Jillian      | School Psychologist  | \$75,516  |
| Ilconich, Lori        | School Social Worker | \$118,042 |
| LaRusso, Cinnamon     | School Psychologist  | \$76,083  |
| Smith-Evans, Samantha | LDTC                 | \$102,529 |

4. **Transfers**

| Employee      | From       | To      | Effective |
|---------------|------------|---------|-----------|
| Cohen, Andrea | Westampton | Medford | 08/30/23  |

5. **Salary Adjustments, Unpaid Absences**

| Name                 | Position  | Rate      | Date                 |
|----------------------|-----------|-----------|----------------------|
| Cox, Cassandra       | Custodian | -\$151.48 | 06/13/23             |
| Dogostinto, Nicholas | Custodian | -\$227.22 | ½ 06/19/23; 06/23/23 |
| Laudicina, Andrew    | Custodian | -\$250.34 | ½ 06/13/23; 06/16/23 |

6. **Extra Pay/Volunteer Positions**

**District**

| Name           | Extra-Curricular                   | Rate       |
|----------------|------------------------------------|------------|
| Eriksson, Sean | Summer Maintenance Crew Supervisor | \$21.78/hr |

**Medford**

| Name               | Extra-Curricular | Rate    |
|--------------------|------------------|---------|
| Christopher, Carly | Yearbook Advisor | \$5,799 |

7. **Curriculum**

|                              |
|------------------------------|
| Music Composition and Theory |
|------------------------------|

8. **FY 2024 ESEA Title I, II, III, IV** \*Plan will be in board office 24 hours prior to board meeting. Recommend to submit and approve plan.\*

**II. PROGRAMS**

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

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

**Revised - Second Reading**

P & R 3126 District Mentoring Program

2. **Guest Speakers \*BCIT Funded Program**

| Speaker(s)                | Audience                   | Cost     | Date     |
|---------------------------|----------------------------|----------|----------|
| NJPSA - School Law Update | BCSSSD/BCIT Administrators | \$2,200* | 08/23/23 |

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

1. **Approval of Elopement/Runner Protocols and Drill**

Emergency response plan to guide actions of all staff present on BCSSSD campuses during the time of an emergency incident.

**IV. BUSINESS/FINANCIAL**

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

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

1. **RESOLUTION AUTHORIZING THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT TO ACCEPT THE AWARD OF THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS (NJDCA) FY 2023 LOCAL RECREATION IMPROVEMENT GRANT (LRIG)**

**WHEREAS**, the Board of Education of the Burlington County Special Services School District, hereinafter referred to as "BCSSSD," has applied for funds from the New Jersey Department of Community Affairs (NJDCA) FY 2023 Local Recreations Improvement Grant (LRIG) in the amount of \$100,000 for improvements at the Westampton Campus play area bringing it up to current safety and ADA standards;and

**WHEREAS**, BCSSSD has been awarded the grant in the amount of \$83,000, subject to the terms and conditions outlined in the Grant Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of BCSSSD hereby accepts the grant and acknowledges the obligations set forth in the Grant Agreement.

**BE IT FURTHER RESOLVED**, that BCSSSD shall utilize the grant funds in accordance with the approved project proposal, which involved the establishment of a new playground facility at the Westampton Campus play area to bring it up to current safety and ADA standards.

**BE IT FURTHER RESOLVED**, that Andrew Willmott, CPA, Business Administrator/Board Secretary is authorized to sign the Grant Agreement on behalf of BCSSSD as the authorized agency official.

**B. Burlington County Institute of Technology**

1. **Use of Facilities (Place in chronological order by date)**

| Agency/Program             | Room - Campus                       | Date(s)     |
|----------------------------|-------------------------------------|-------------|
| Center for Family Services | Atrium - West                       | 08/09/23    |
| GTE Group/Wrestling        | Gymnasium I, II, Locker Rooms- West | 10/28-29/23 |

**V. ENTERPRISE**

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

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

| Name            | Position               | Reason      | Effective |
|-----------------|------------------------|-------------|-----------|
| Humble, Kaitlyn | Occupational Therapist | Resignation | 08/31/23  |

**Resignation/Retirements: Hourly**

| Name             | Position         | Reason      | Effective |
|------------------|------------------|-------------|-----------|
| Anderson, Alison | Registered Nurse | Resignation | 06/30/23  |

**2. Employment: Full Time (prorated) \*amended**

| Name             | Position   | Salary                    | Effective |
|------------------|--|---------------------------|-----------|
| Dinovelli, Diane | School Psychologist<br>Previously approved 05/25/23 TBD    | MA+30 Step 16<br>\$93,997 | 08/31/23* |
| Holohan, Jaclyn  | Speech Therapist   | MA Step 1<br>\$63,785     | TBD       |
| Lynch, Mackenzie | Occupational Therapist                                     | MA+30 Step 4<br>\$70,574  | TBD       |
| Moyer, Casey     | Occupational Therapist<br>Previously approved 06/22/23 TBD | MA Step 2<br>\$64,767     | 07/01/23* |

**Employment: Hourly \*amended**

| Name           | Position   | Hourly Rate | Effective |
|----------------|--|-------------|-----------|
| Adams, Melissa | Registered Nurse<br>Previously approved TBD 06/22/23 | \$37        | 07/01/23* |
| Braun, Heidi   | Teacher<br>Previously approved TBD 06/22/23          | \$38        | 08/31/23* |

**3. Status Change, Full Time (prorated)**

| Name             | Position | From       | To                 | Effective |
|------------------|----------|------------|--------------------|-----------|
| McGuire, Deborah | Teacher  | \$42.00/hr | MA Step 7 \$71,243 | 08/31/23  |

**4. Professional Services Agreements**

| District                           | Type  |
|------------------------------------|---|
| Cliffside Park School District     | 2022-2023 Professional Services Agreement                                   |
| Berlin Twp School District         | 2023-2024 Professional Services Agreement                                   |
| Delanco Twp School District        | 2023-2024 Professional Services Agreement                                   |
| Edgewater Park Twp School District | 2023-2024 Professional Services Agreement                                   |
| Lakewood Twp School District       | 2023-2024 Professional Services Agreement                                   |
| Linwood City School District       | 2023-2024 Professional Services Agreement                                   |
| Riverton School District           | 2023-2024 Professional Services Agreement<br>2023-2024 NP 192/193 Agreement |

|                                 |   |
|---------------------------------|---|
|                                 | 2023-2024 NP Health Services Agreement<br>2023-2024 NP IDEA Agreement |
| West Deptford School District   | 2023-2024 Professional Services Agreement                             |
| Willingboro Twp School District | 2023-2024 Professional Services Agreement                             |

5. **2023-2024 SY** \*rates as per negotiated agreement

|                              |
|------------------------------|
| ESU Summer Staff (as needed) |
| Moyer, Casey                 |

**B. Burlington County Institute of Technology: Adult Education**

1. **Events**

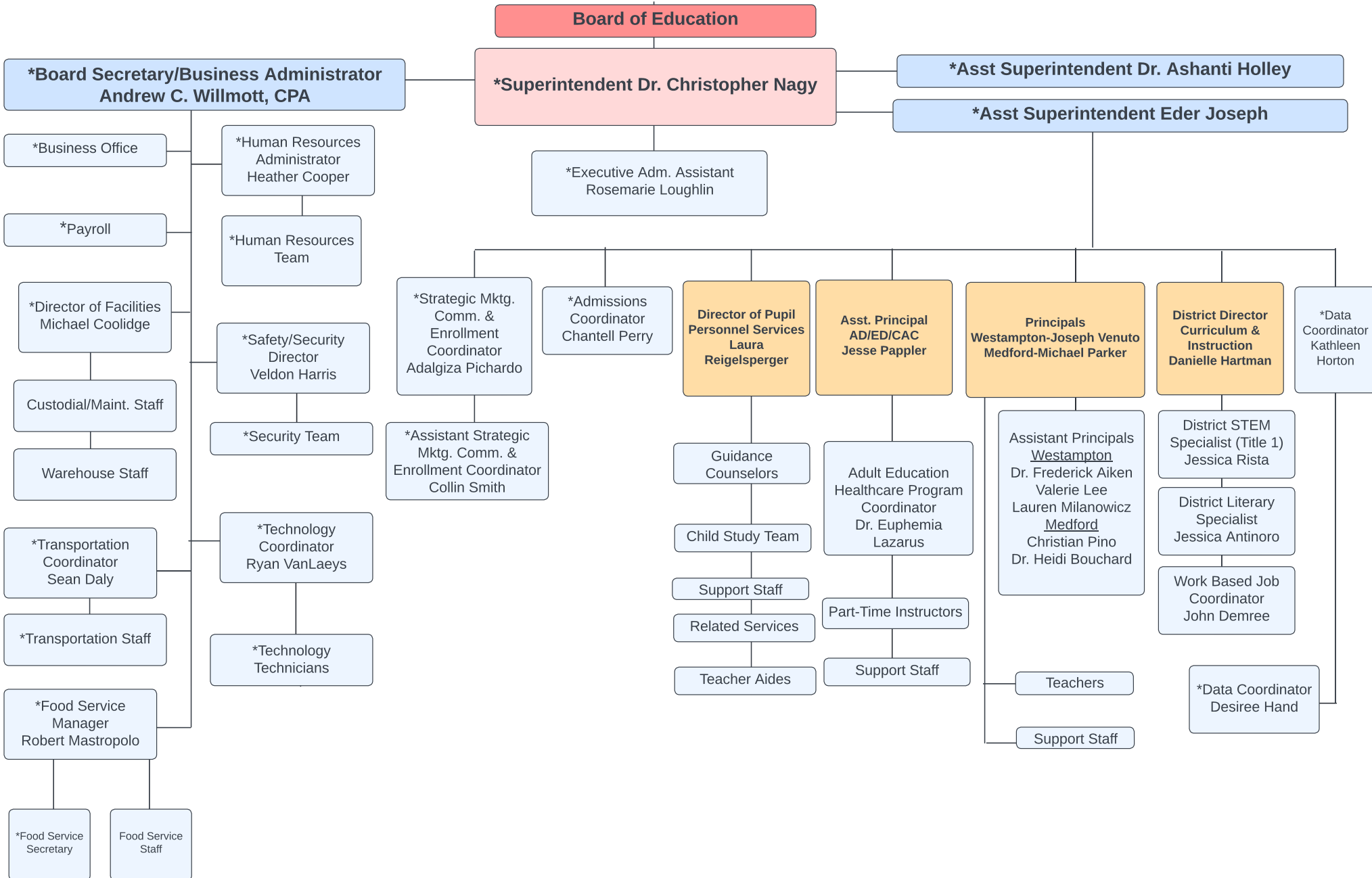
| Event              | Location   | Dates  |
|--------------------|------------|--|
| Career Exploration | Medford    | 07/11, 08/15, 09/12, 10/18, 12/12/23; 02/13, 04/16, 06/4/24  |
| Career Exploration | Westampton | 07/18, 08/01, 09/26, 11/14/23; 01/16, 03/12, 05/21, 06/18/24 |

**B. Burlington County Institute of Technology: Fire School**

1. **Appointments  
Hourly Staff**

| Name             | Position                      | Effective | Hourly Rate |
|------------------|-------------------------------|-----------|-------------|
| Westdyk, Michael | Emergency Services Instructor | 07/15/23  | \$15.00     |

**Burlington County Institute of Technology  
2023-2024**



**Burlington County Special Services School District  
2023-2024**

