

**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, September 22, 2022.

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

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

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

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

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

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

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

I, Andrew Willmott, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Burlington County Special Service School District/Institute of Technology Board of Education at their meeting held on September 22, 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 5:50 pm.

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

The Board resumed the public meeting at 6:00 pm Thursday, September 22, 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 September 22, 2022 in the Media Center at BCSSSD 20 Pioneer Blvd Westampton, NJ.

Mr. Tyler Burrell called the meeting to order at 6:08 pm and led the flag salute.

Sunshine Notice

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

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

Odise Carr	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input type="checkbox"/> Present	<input checked="" 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
Tyler J. Burrell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

In-person public attendance: R. Loughlin, A. Holley, K. Grant, B. Yanoschak, M. Kneringer, W. Cerminara, F. Staff, B. Grobelny, K. Richter, L. Eischen, K. Travaglione, M. Guzman, J. Moses, A. DeBonis, L. Warren, S. Wilcox, T. Edwards, J. Cottrell, B. Will, L. Fryer, N. Pagas, D. Finn, D. Kosh, R. Kosh, C. Hewitt, C. Jenter, A. Mazella, L. Reigelsperger, D. Levy, M. Insech, P. Bolden, J. Abru, J. Campbell, E. Hunter, V. Goldstein, A. Eckel, D. Levinsky, J. Coleman

Virtual public attendance by registering through Zoom: B. Guenther-Misunas, J. Colby, K. Nizio, K. Lewis, V. Evangel-Rindosh

Communication & Correspondence: Mr. Willmott announced that the Board of Education did not receive communication or correspondence.

Minutes: Mr. Burrell, Board President, presented the Meeting Minutes from August 25, 2022. On a motion by Mr. Odise Carr 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
Raymond Marini	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Tyler J. Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Financial Report: Mr. Burrell, Board President presented the Financial Report and called for a motion to approve the report. On a motion from Mr. Odise Carr and seconded by Mr. Raymond Marini, the Board approved the financial report.

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

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

Presentation: Dr. Nagy introduced Dr. Ashanti Holley to present the Tri-State Canine Response Unit, along with a few of their therapy dogs, many of whom have worked with the students on the BCSSSD West and Transition Campuses. Dr. Holley introduced the program and thanked Dr. Bobbie Downs for bringing the idea to the BCSSSD district. Burlington County Commissioners, Commissioner Allison Eckel also presented a declaration from the Commissioners to honor the important work of the Tri-State Canine Response Unit.

Public Comments: Mr. Burrell made a motion to open the public comments on the Superintendent's Agenda only. Ms. Lorene Moore motioned and Mr. Raymond Marini seconded to open the public comments. Mr. Andrew Willmott announced any public members to make a comment to speak via Zoom on the Superintendent's Agenda only.

There were no other public comments and this closed the public comments portion of the meeting with a motion from Mr. Robert Brittain and seconded by Ms. Lorene Moore.

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

Dr. Nagy began his remarks with a welcome and commented on his happiness to be at the meeting without masks and without the many restrictions regarding vaccinations and other restrictions which impacted the start of last year's school year. He noted that each district had a great opening thanks to the administration and staff and this year the districts required the parents and staff to sign off after reading the Communicable Diseases Policy.

On behalf of the Board Dr. Nagy personally and professionally thanked all those on the agenda and addendum who announced their retirements. He noted that the Board and administration are grateful for their dedication to our students and colleagues and the impact that they have had on our districts. He wished them good health and happiness in their retirements.

Dr. Nagy announced that the Board would be approving several updates as listed on the agenda:

- Chapter 27 Emergency Remote Education Plans for both districts and related NJDOE checklist. The new plans would be posted on the district websites after the Board meeting. A copy of the Chapter 27 update will be provided to the NJDOE.
- A revised attendance policy which now includes both BCIT and BCSSSD. Next month, an attendance regulation for BCIT will be on the agenda to address the details of operation pertaining to attendance at BCIT.
- Equipment usage policy for the staff

- Updated HIB policy to reflect new changes approved by the NJDOE
- Statement of Assurance for the Use of Paraprofessional Staff and the acceptance of the Memorandum of Understanding between BCSSSD and BCIT and the local law enforcement agencies

Dr. Nagy also announced that the Board would be approving two job descriptions. One pertaining to the shared accountant/accounts payable position which is a reconfiguration of positions to support the business office and the other one was created for a Sports Medicine Instructor and Athletic Trainer at BCIT. Dr. Nagy explained that this would assure a permanent solution to fill the vacant position of Athletic Trainer and will address increased interest in the sports medicine program.

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

- The Board approved the acceptance and submission of the NJDOE Post School Outcome Survey which every few years the NJDOE requires districts to complete.
- Dr. Nagy noted once again how successful the opening day was for the staff on September 1st, where the administration honored staff members for their years of service by awarding them with a certificate and an award.
- Students have returned to the building on September 6th and sports are back in full swing and our freshmen have begun their exploratory rotations.
- Dr. Nagy noted that MedTech will be having an activity fair for all students interested in joining a club/organization.
- Dr. Nagy noted that our MedTech Jaguar Band will be performing this Saturday (9/24) at the Evesham/Marlton Harvest Festival.
- BCIT recruitment efforts have begun and we have many presentations scheduled at middle schools around the county through the fall months. The BCIT admission team was invited to attend one of the middle school's Back to School nights, where we met with many parents who were very interested in what BCIT has to offer.
- Planning and advertising is underway for Discovery Night, which will be held at both campuses on Thursday, October 20th, 2022.

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

- The Board approved the acceptance and submission of the NJDOE Developing Resiliency with Engaging Approaches to Maximize Success (DREAMS) Project for 2022-2023 letter of intent. This is another opportunity to support our students' social and emotional wellbeing.
- Dr. Nagy reiterated how successful the opening day was for the staff where the administrators kicked off BCSSSD's 50th Anniversary celebration. Staff members enjoyed a picnic-style celebration with a live DJ and food trucks, followed by an indoor gathering and my annual address in the Westampton Central Gym. The indoor gathering included some displays of our talented staff-- one sang the national anthem and other staff members sang the Pioneers Forever song and provided musical accompaniment. We honored staff members' years of service as well at this time. Signs are displayed at all BCSSSD campuses to advertise the 50th Anniversary of the district.
- Students returned to the building on September 6th and are getting settled into the daily routines at each campus.
- Six young adults on the Transition campus are registered to begin classes on the RCBC Mount Laurel campus starting next week.
- Once again this school year, Transition students will be working with Sodexo, our district food service provider, through our work study program. Currently four Transition students are in paid positions.
- Our School-to-Work program, which supports jobs in the evening and weekends has a total of 9 students, 7 Transition and 2 High School from the Westampton Campus who are working in paid community employment. Job sites include McDonald's, Burger King, Marshalls/HomeGoods, Lowes, Crab Du Jour, ShopRite, Top Golf, and Acme.
- ESU and BCSSSD Related Services staff participated in interactive Bal-A-Vis-X training. The training focuses on trauma-informed fine and gross motor skills and behavior regulation.
- BCSSSD Speech therapists participated in a training with top-AAC experts to prepare the launch of our in-house AAC services.
- Westampton Campus graphic arts teacher Alison Grohe led the ESY students and staff in mural painting this summer. The murals are a beautiful addition to our halls and they are quite impressive!
- We are happy to see the newly installed promethean boards for many classrooms in preparation for this school year.

- The Scholastic Book Fair kicks off tomorrow and we're excited to have the display available for families at back to school night.
- Dr. Nagy reminded those in attendance to set their calendars for the annual Trunk or Treat event which will be held on the BCSSSD West parking lot on October 29th from 12-2pm.

Mr. Burrell requested the Board of Education members to make a motion to approve the superintendent's agenda and addendum. On a motion by Mr. Robert Brittain and seconded by Ms. Lorene Moore, 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
Raymond Marini	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Public Comments: Board President Mr. Tyler Burrell moved to the public comments section and with a motion by Mr. Raymond Marini and seconded by Mr. Odise Carr, the public comment section was opened. Mr. Burrell 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. Rylie Kosh is a student at BCIT Medford and addressed the Board about her recent SkillsUSA event. Ms. Kosh thanked the Board for helping her to achieve her goal to attend the event. Ms. Kosh handed each member of the Board a letter.

Ms. Christine Hewitt is the President of the BCSSD EA. Ms Hewitt addressed the Board and explained that she will be delivering negotiation letters to the Board of Education. Ms. Hewitt explained that beginning tonight there will be several teachers present at upcoming Board of Education meetings to introduce themselves.

Ms. Linda Warren started at BCSSSD 32 years ago and is currently working on the high school campus. Ms. Warren shared with the Board of Education that she has loved working with the students and their families and encouraged the Board members to get to know the people who work at BCSSSD and to watch them in action.

Ms. Sandi Wilcox is a teacher assistant one on one and has worked in the school district since 2007. Ms. Wilcox loves the students and loves what she does.

Ms. Deanna Kosh is a parent of a BCIT student and would like to begin the Board of Education approval process to volunteer at BCIT Medford as a SkillsUSA advisor. Ms. Kosh is interested in advising the students with the Opening and Closing Ceremonies (OCC) with SkillsUSA. Ms. Kosh looks forward to working with the students and requests approval to become a volunteer with BCIT Medford.

Ms. Mimi Guzman is a resident of Woodlawn Township, NJ and has worked in the district since 2007 on several campuses. Ms. Guzman wished for the Board of Education to know she has an open door policy and they are welcome to stop by anytime to visit her classroom. Ms. Guzman is very happy with her job.

Ms. Barbara Will loves her kids, loves the staff and her colleagues at BCSSSD. Ms. Will would like the Board of Education members to visit her classroom.

Both Mr. Burrell and Mr. Willmott confirmed that no one else has requested to speak and this closed the public comment section of the meeting with a motion by Mr. Odise Carr and seconded by Ms. Lorene Moore.

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

Board Comments:

Mr. Odise Carr did not comment.

Mr. Ray Marini offered his congratulations to the retirees and wished them great luck. Mr. Marini commented that Tri-State Canine is in a number of school districts and what a great job they do for staff and students. Mr. Marini also serves on the Board of Trustees of RCBC and mentioned how RCBC President Cioce made a special comment on the number of BCSSSD students who are enrolled at RCBC. Mr. Marini thanked Ms. Kosh for her address and he thanked all of the staff who were present at the meeting and for their comments.

Ms. Lorene Moore shared that when she was appointed to the Board of Education, she was not sure what she was getting herself into, but she is very glad she is part of the Board. Ms. Moore thanked Rylie Kosh for her presentation and noted

how happy she was to see the dogs from TriState Canine at the meeting. Ms. Moore hopes everyone will keep coming back to the meetings.

Mr. Robert Brittain thanked Rylie for sharing the information with the Board members and complemented how well she will continue to do. Mr. Brittain has toured the buildings and he knows how the teachers give 100% and encourages the teachers to stay strong. Mr. Brittain said that the Board does try to listen and to support everyone. He also thanked everyone who is involved with the 50th anniversary at BCSSSD.

Mr. Tyler Burrell congratulated Rylie and her courage to address the Board of Education this evening. Mr. Burrell shared that he had attended the opening day events held in both districts and very much enjoyed being there. Mr. Burrell addressed the teachers in attendance this evening and said that he would like to stop by their classrooms in person.

Meeting Adjournment:

Mr. Burrell called for a meeting adjournment. Mr. Odise Carr motioned to approve and Ms. Lorene Moore seconded the motion. Meeting adjourned at 6:53 pm.

Respectfully Submitted,

Andrew C. Willmott, CPA
Board Secretary/Business Administrator

I. PERSONNEL

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

- Job Description** (Exhibit #1)
Accountant/Accounts Payable Specialist (Shared)

2. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Mari, Cathy	Secretary	Retirement	10/01/22

Employment: Substitute *executive approval **amended

Name	Position	Hourly Rate	Effective
Lodge, Robert	Substitute Bus Driver Previously approved TBD 08/25/22	\$25.00	09/07/22**
Rafferty, Nichole	Substitute Bus Driver	\$25.00	09/01/22*
Windus, Sabine	Substitute Bus Driver	\$25.00	09/19/22*

3. Status Change, Full-Time (Prorated)

Name	From	To	Salary	Effective
Perry, Chantell	Secretary (Shared)	Data Coordinator (Shared)	\$60,000	TBD

A. Burlington County Special Services School District

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
#10039	Teacher Assistant	Abandonment of Position	09/22/22
Lovett, David	Physical Therapist	Retirement	01/01/23
Schkeeper, Amanda	Teacher Assistant	Declined Position	09/08/22
Shappell, Bridget	Teacher Assistant	Resignation	08/25/22

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

Name	Position	Salary	Effective
Arcomano, Jessica	Teacher Previously approved TBD 08/25/22	MA Step 3 \$65,766	09/07/22*
Copson, Melody	Teacher Assistant	HS+90 Step 9 \$28,046	TBD
Crannick, Dana	Teacher Assistant	HS Step 6 \$20,095	TBD
De Jesus, Necmary	Teacher Assistant	HS+30 Step 4 \$19,995	TBD
Del Valle, Jose	Teacher Assistant	HS+90 Step 6 \$27,049	TBD
Harcha, Rachida	Teacher Assistant	BA Step 4 \$26,467	TBD
Li, Xinzhu	Teacher Assistant	BA Step 3	09/19/22*

	Previously approved TBD 08/25/22	\$26,010	
Perrone, Mya	Teacher Assistant	HS+30 Step 2 \$19,796	TBD
Wolff, Casandra	Teacher Previously approved TBD 06/23/22	BA Step 5 \$64,194	09/01/22*
Young, Christine	Teacher Assistant	BA Step14 \$30,264	09/19/22* **
Zakir, Tayyaba	Teacher Assistant Previously approved TBD 08/25/22	HS+90 Step 5 \$26,721	09/14/22*

3. Reappointment, 22-23 SY *amended

Name	Job Title	Salary
Atkins, Cynthia	Physical Therapist	\$97,439*
Moses, Jennifer	Social Worker	\$98,058*
Moyn, Tracy	Social Worker	\$98,544*
Rabinowitz, Jay	Social Worker	\$93,615*
Rowlette, Henry	Social Worker	\$104,837*
Shivers, Angela Renee	Secretary	\$59,663*
Ste Claire, Celestina	School Psychologist	\$107,609*
West, Harry	Teacher Assistant	\$39,230
Widhson, Linda	Teacher Assistant	\$37,752

4. Status Change, Full-Time (Prorated)

Teacher Assistant Personnel Action Confirmed

#9468	Teacher Assistant Was tabled at 05/23/22 meeting	\$21,133 Effective 09/01/22
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5. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
Atkins, Cynthia	Physical Therapist	LOA/FMLA	09/01/22 - 10/26/22
O'Malley, Katharine	Teacher	LOA/FMLA*	09/01/22 - 06/30/23
Richter, Kelli	Teacher Assistant	FMLA*	09/01/21 - 06/30/23
Warren, Linda	Teacher	FMLA*	09/01/22 - 06/30/23

6. Withholding of Increment 2022-2023 SY Action Confirmed, Effective 09/01/22

Employee
#9468

7. Employment, Work Study Students

\$13/hr 07/01/22 - 12/31/22; \$14/hr 01/01/23 - 06/30/23

Lumberton	HS	Transition
		Bryant, Troy Morris, Stephen Odino, Isaiah Odino, Isaac

8. **Extra Pay/Volunteer Positions Please include campus location with each name 2022-2023 SY**

Name	Extra-Curricular	Rate
Amodio, Alyssa	Respite Leader - East	\$35/hr
Arena, Adrienne	Special Olympics Assistant Coach-Bowling	\$1,400
Barbagiovanni, Joan	School Improvement Panel (SciP) - BCAS District Evaluation & Advisory Committee	Volunteer Volunteer
Beaulieu, Dane	School Improvement Panel (SciP) - East	Volunteer
BouChamoun, Elias	School Improvement Panel (SciP) - Lumberton	Volunteer
Briggs, Donna	School Improvement Panel - Transitions	Volunteer
Caffrey, Scott	After Hours Events Staff - as needed - Support Staff - North	\$30/hour
Cox, Michelle	Level 2 Substitute Teacher-North (Ferguson, Earl) - South	\$100/day
Daly, Emily	After Hours Events Staff - as needed - Support Staff North	\$30/hour
Davis, Matthew	Special Olympics Track Head Coach (split stipend) - North	\$900
DeBonis, Anthony	School Improvement Panel (SciP) - Westampton District Evaluation & Advisory Committee	Volunteer Volunteer
Dennion, Matthew	Work Based Learning Coordinator - Transitions	Volunteer
DeRitis, Chelsea	New Staff Orientation Maximum 15 hours as needed Team Leader-South (replaces F. Rinaldi) School Improvement Panel Member (SciP) - East	Hourly rate \$3,800 Volunteer
Dickerson, Candace	District Evaluation & Advisory Committee	Volunteer
Decker, Brooke	District Evaluation & Advisory Committee	Volunteer
DiPierro, Sarah	Level II Sub	\$100/day
Downs, Bobbie	District Evaluation & Advisory Committee	Volunteer
Ebert, Richard	After Hours Events Staff - as needed - Support Staff - Transitions	\$30/hour
Fletcher, Kelly	Work Based Learning Coordinator - Transitions Curriculum Writing: CBI - Transitions District Evaluation & Advisory Committee	Volunteer \$40/hour Volunteer
Flood, Michele	District Evaluation & Advisory Committee	Volunteer
Guenther-Misunas, Bethann	Special Olympics Track Head Coach (split stipend) - East	\$900
Herron, John	After Hours Events Staff - as needed - Support Staff - Westampton	\$30/hour
Hewitt, Christine	After Hours Events Staff - as needed - Certificated - South District Evaluation & Advisory Committee	\$40/hour Volunteer
Higgins, Pamela	Level 2 Substitute Teacher-East (Ferguson, Earl) - South	\$100/day
Holley, Ashanti	District Evaluation & Advisory Committee	Volunteer
Holmes, Carol	School Improvement Panel (SciP) - CST	Volunteer

Husted, Gina	After Hours Events Staff - as needed - Support Staff - Transitions	\$30/hour
Jeitner, Jessica	Curriculum Writing: Recreation and Leisure - Transitions	\$40/hour
Karr, Doris	After Hours Events Staff - as needed - Support Staff - North	\$30/hour
Kneringer, Mary Jean	School Improvement Panel (ScIP) - Transitions WorkBased Learning Coordinator - Transitions District Evaluation & Advisory Committee	Volunteer Volunteer Volunteer
Leigh, Dennis	School Improvement Panel (ScIP) - Lumberton District Evaluation & Advisory Committee	Volunteer Volunteer
Mayberry, Stephen	After Hours Events Staff - as needed - Support Staff - Transitions	\$30/hour
Mazahreh, Asmahan	After Hours Events Staff - as needed - Support Staff - Transitions	\$30/hour
Moses, Jennifer	School Improvement Panel(ScIP) - East	Volunteer
O'Brien, Deborah	School Improvement Panel (ScIP) - Lumberton District Evaluation & Advisory Committee	Volunteer Volunteer
Oswald, Eric	District Evaluation & Advisory Committee	Volunteer
Parker, I	Respite Worker - North	\$30/hr
Patriarca, Michael	Work Based Learning Coordinator - Transitions	Volunteer
Rinaldi, Fionna	School Improvement Panel (ScIP) - South	Volunteer
Robinson, Marguerite	After Hours Events Staff - as needed - Support Staff - North	\$30/hour
Rosen, Dana	District Evaluation & Advisory Committee	Volunteer
Shelton, Timothy	School Improvement Panel (ScIP) - Transitions	Volunteer
Staaf, Susan	After Hours Events Staff - as needed - Certificated Transitions	\$40/hour
Stevens, Sharonda	School Improvement Panel (ScIP) - South	Volunteer
Stewart, Diana	School Improvement Panel (ScIP) - South	Volunteer
Stewart, Michelle	Respite Worker School Improvement Panel (ScIP) - North	\$30/hr Volunteer
Travaglione, Kristina	Special Olympics Swim Assistant Coach - East	\$2,000
Valasek, Adell	School Improvement Panel (ScIP) - East	Volunteer
Wyllner, Robert	After Hours Events Staff - as needed - Certificated - Transitions	\$40/hour
	Work Based Learning Coordinator - Transitions	Volunteer
Yanoschak, Barbara	Special Olympics Volleyball Assistant Coach - North	\$1,400

Resignation from Extra Pay/Volunteer Position 2022-2023 SY

Name	Extra-Curricular
Rinaldi, Fionna	Team Leader - South

9. Mentor

Name	Mentor
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Massari, Jessica	Beaulieu, Dean
Dobbin, Samantha	White, Molly
McGuire, Deborah	Bonfanti, Celeste

10. Student Teacher/Internship/Observation

Name	College	Type	Effective
Kramer, Erica	New York University	Speech Therapy	09/23/22 - 12/23/22
Nori, Valen	Delaware State University	Social Work	09/23/22 - 06/25/22

11. Course: Approvals

Name	Position	College	Credits
BouChamoun, Elias	Student Assistance Coordinator	The College of New Jersey	3
Burdick, Alyssa	Teacher	Drew University	3
Burkert, Jillian	Speech Therapist	Colorado State University - Pueblo	6
Fazzie, Gregory	Teacher	Stockton University	5
Harris, Ryler	Teacher Aide	Southern New Hampshire University	6
Menickella, Carly	Speech Therapist	Colorado State University - Pueblo	3

12. Course: Reimbursements

Name	Position	College	Credits	Amount
Bonsall, Kirstynn	Teacher Aide	University of West Florida	4	\$1,538.40
DeBrosse, Bethany	Physical Therapist	Lourdes University	3	\$459
Fodor, Stephanie	Teacher Aide	Rowan College at Burlington County	6	\$570
Giorla, Sarah	Speech Therapist	Lourdes University	3	\$459
Hewitt-Portnoy, Susan	Physical Therapist	Lourdes University	3	\$398.10
Maiese, Bernadette	Speech Therapist	University of LaVerne	3	\$405
Menickella, Carly	Speech Therapist	Colorado State University - Pueblo	3	\$399
Toner, Stephanie	Speech Therapist	Lourdes University	3	\$459

13. Conferences/Professional Workshops *Exclusive of Mileage **Administrative Assignment

*** Executive Approval

Personnel	Conference	Date	Cost*
Arcinese, Marissa	Autism NJ Conference, Atlantic City	10/20/22	None
Barbaggiovanni, Joan BouChamoun, Elias Codianni, James DeBonis, Anthony Holley, Ashanti Kneringer, Mary Jean Leigh, Dennis Moses, Jennifer Rabinowitz, Jay	NJ's Anti-Bullying Bill of Rights, NJPSA, Westampton Campus	10/03/22	None

Rowlette, Henry Valasek, Adell Weight, Samantha			
BouChamoun, Elias Lentini, David Weight, Samantha	DBT Training Step A, Virtual **	09/12-14/22	None
Burkert, Jillian Moscarello, Carol	NJ Assistive Technology Summit, West Windsor	09/22/22 ***	None
Downs, Bobbie	Teen Mental Health First Aid Instructor Training, Virtual **	11/02 - 04/22	None
Gutierrez, Rebecca	Autism New Jersey, Atlantic City	10/20/22	\$225
Hand, Desiree	South Jersey Genesis Group	TBD	None
Kneringer, Mary Jean	NJPSA Affirmative Action Officer Online Certificate Program, Asynchronous **	Ongoing	\$500
Moses, Jennifer Scannell, Deanna	Teen Youth Mental Health First Aid Trainer Training, Virtual **	09/07-09/09/22	None
Participants	BCPDI Consortium	Various	N/A
Participants	TCNJ Teachers as Scholars	Various	N/A
Romano, Michael	Brookdale Stage III **	09/17/22 - 12/10/22	\$685
Sheldon, Timothy	40th Anniversary Autism Conference, Atlantic City	10/21/22	\$275
Ware, Amy	Reflex Integration, Webinar	10/11/22	\$269.99

B. Burlington County Institute of Technology

- Job Description** (Exhibit #2)
Sports Medicine Instructor/Athletic Trainer

- Resignation/Retirements: Full-Time**

Name	Position	Reason	Effective
Artz, Brooke	LDTC	Resignation	11/13/22
Bush, Marissa	Teacher of Health & Phys Ed	Resignation	11/04/22
Faber, Ashley	Teacher Aide - Child Care	Resignation	10/07/22

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

Name	Position	Salary	Effective
Huchel, Lauren	Teacher of Art	Col A Step 9 \$69,300	TBD
Lewis, Stephanie	Secretary	Col A Step 6 \$35,737	TBD
Morales, Christine	Secretary	Col A Step 8 \$37,950	TBD
Shendock, Megan	Custodian Previously approved TBD 08/25/22	Col A Step 1 \$36,355	09/01/22*

Wilson, Michael	Teacher of HVAC Previously approved TBD 08/25/22	Col D Step 18 \$95,800	09/01/22*
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3. **Leaves** *Intermittent **Amended

Employee	Position	Type	Effective
Mari, Cathy	Secretary	LOA	09/03/22 - 09/30/22
Malsbury, Vicki	Associate Media Specialist	LOA	09/19/22 - 10/23/22
Purcell, Andrew	Teacher of Social Studies	LOA	09/28/22 - 10/30/22

4. **Extra Pay/Volunteer Positions**

Resignations

Name	Position	Reason	Effective
Bush, Marissa	Softball Coach	Resignation	11/04/22
Purcell, Andrew	Fitness Club Advisor (fall)	Resignation	09/02/22

District

Name	Extra-Curricular	Rate
Allen, Penny	Admissions Proctor	\$42/hr
Burke, Michelle	Admissions Proctor PSAT Proctor 10/15/22	\$42/hr \$42/hr
Bush, Marissa	PSAT Proctor 10/15/22	\$42/hr
Carey, Danielle	Admissions Proctor	\$42/hr
Cooney, Scott	PSAT Proctor 10/15/22	\$42/hr
Daily, Jennifer	PSAT Proctor 10/15/22	\$42/hr
Earlen, Lionel	Admissions Proctor	\$42/hr
Evangel-Rindosh, Victoria	PSAT Proctor	\$37/hr
Heston, Claire	PSAT Proctor	\$42/hr
Holbrook, Henry	PSAT Proctor	\$42/hr
Johnson, Beth	Admissions Proctor	\$42/hr
Kling, Lois	Admissions Proctor PSAT Proctor	\$42/hr \$42/hr
Kwartin, Deborah	Admissions Proctor PSAT Proctor 10/15/22	\$37/hr \$37/hr
Leshner, Joseph*	Extra Block Coverage	Per Diem
Mason, Thomas	PSAT Proctor	\$42/hr
Moretti, Janet	Admissions Proctor PSAT Proctor 10/15/22	\$37/hr \$37/hr
Niedermayer, Rachel*	Extra Block Coverage	Per Diem
Pensabene, Jeffrey	PSAT Proctor 10/15/22	\$42/hr
Rodriguez-Muldrow, Irene	PSAT Proctor 10/15/22	\$37/hr
Schott, Gregory	PSAT Proctor 10/15/22	\$42/hr
Smith, Collin	Admissions Proctor	\$37/hr
Stillwell, Jennifer	PSAT Proctor 10/15/22	\$42/hr

Supczenski, Taylor	Admissions Proctor Extra Block Coverage	\$42/hr Per Diem
Thorton, Clara	PSAT Proctor 10/15/22	\$37/hr
Wilson, Michael	Admissions Proctor	\$42/hr

Medford *Executive Approval

Name	Extra-Curricular	Rate
Barchue, Emmanuel*	Asst Cross Country Coach	\$5,971
Caton, Dean	Asst. Baseball Coach	\$6,031
Zilai, April*	Extra Block (09/06/22-09/12/22)	Per diem

Westampton *Executive Approval

Name	Extra-Curricular	Rate
Cech Stevens, Colleen	People Of Color Union (POCU) Advisor	Volunteer
D'Antonio, Maureen*	Extra block coverage I, II, IV 09/06-27/22 English II	Per diem
DiMenna, Gabriella	Fitness Club Advisor	\$1,583
Earlen, Lionel	Boys to Men Advisor	Volunteer
Fitzgerald, Steve	People Of Color Union (POCU) Advisor	Volunteer
Galarza, Troy*	Extra block coverage I, II, IV 09/06-27/22 English IV	Per diem
Georgette, Brittany	ESSER III ASPIRE National Honor Society Advisor (shared ½)	\$42/hr \$1,583
Hackman, Deborah	Extra teaching block (Semester 1)	Per diem
Marencin, Jaclyn	Extra block coverage Art Teacher pending new hire start date*	Per diem
Quinn, Christopher*	Extra block coverage I, II, IV 09/06-27/22 English IV	Per diem
Rodriguez-Muldrow, Irene	Genesis Support tasks for Medford Campus Up to 20 additional hours*	\$30.32/hr
Smith, Erika	FCCLA Advisor Cheerleading Coach	\$3,156 Volunteer
Sitchler, Dawn	Extra teaching block (Semester 1)	Per diem

5. Course: Approvals

Name	Position	College	Credits
Avila, Amanda	Guidance Counselor	Capella University	3
Barchue, Emmanuel	Teacher	Rutgers University	6
Cermatori, Diana	Teacher	Seton Hall University	6

6. Conferences/Professional Workshops *Exclusive of Mileage **Executive Approval

Personnel	Conference	Date	Cost*
Avila, Amanda Graham, Leah	HESAA School Counselor, RCBC, Mount Laurel	11/02/22	None
Avila, Amanda	HIB Training, BCSSSD, Westampton	10/03/22	None

Cech, Colleen Daily, Jennifer Digney, Kelly Fitzgerald, Steve Frable, Jason Graham, Leah Johnson, Beth Jones, Aja Pensabene, Jeffrey Sabatino, Mary Kate Eder Joseph Nagy, Christopher			
Bouchard, Heidi	Equity in Action Leadership Academy, Online	10/04, 11/01, 11/30/22, 01/27/23	\$450
Conlin, Elizabeth Cabrera, Jilys	Basic Life Support - CPR Train the Trainer, Riverside Chapel, Florence	09/15/22** 09/29/22	\$370 each
Cech Stevens, Colleen	County Prevention Coalition Meeting, Westampton Trauma Informed Schools, Westampton	09/27, 10/25/22, 01/24, 02/28, 03/28, 04/25/23 11/01/22	None None
Cooney, Scott	Westampton Middle School - BCIT Recruitment Presentation, Westampton Indian Mills Middle School - BCIT Recruitment Presentation, Shamong	09/27/22 12/01/22	None None
Gebhart, Lauren	DeMasi Middle School - BCIT Recruitment Presentation, Marlton	10/11/22	None
Hartman, Danielle	NJ Pathways Collaborative Meetings RCBC Manufacturing & Supply Chain Management, RCBC, Mount Laurel Health Services, Bergen Community College, Paramus	09/27/22* 10/06/22	None
Jones, Aja	BCSCRT Team Meeting Presenter: Lisa Athan, Westampton Presenter: Steve Crimando	12/08/22 01/26/23	None None
Jones, Aja Robinson, Michelle	Youth Mental Health First Aid Certification Course, Westampton	10/20/22	None
Lutz, Edward	Indoor Air Quality Training Rutgers,EcoComplex Bordentown	10/14/22	None
Nagy, Christopher	NJ Pathways Collaborative Meeting RCBC Technology & Innovation	09/27/22	None
Pensabene, Jeffrey	Suicide First Aid, Online	12/14-16/22	None
Robinson, Michelle	Trauma Informed Schools, Westampton	11/01/22	None
Robinson, Michelle Smith-Evans, Samantha	Braver Schools: Breaking Barriers and Binaries to Support LGBTQ Youth, Westampton	03/10/23	None
Scaffidi, Dominic	Indoor Air Quality Training Rutgers,EcoComplex Bordentown	10/14/22	None

Stillwell, Jennifer	NFHS, Fundamentals of Coaching Online Training, (courses available for 1 year)	TBD	\$100
Turowski, Pamela	Walnut Street School - BCIT Recruitment Presentation, Delanco	09/28/22	None
	Cinnaminson Middle School - BCIT Recruitment Presentation Cinnaminson	10/06/22	None
	SJBODA Fall Meeting, Sewell SJBODA Jr. High Honors Band, Linwood	10/12/22 02/07, 02/14, 02/21, 02/28, 03/03/23	None

8. Mentor

Name	Mentor
Jilys Cabrera	Joseph Bouchard (will replace Gina Valenti)

- 9. On-Site Practicum Agreement Recommend approval of the following On-Site Practicum** between Laura Reigelsperger and BCIT District to enroll in New Jersey School Administrator Residency Program (SARP). District will pay \$1750 (registration) and \$2500 (mentoring fee). Practicum will include district level activities (planning, budgeting and registration).

II. PROGRAMS

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

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

New - First Reading

P 8321 Equipment Usage Policy
P 5200 (B) BCSSSD Attendance Policy

New - Second Reading

P 2415.50 Title I - School Parent and Family Engagement (M)
P 5722 Student Journalism

Revised - Second Reading

P 1511 Board of Education Website Accessibility (M)
P 2415 Every Student Succeeds Act (M)
P 2415.04 Title I - District - Wide Parent and Family Engagement (M)
P 2417 Student Intervention and Referral Services (M)
P 2461 Special Education/Receiving Schools (M)
R 2461.06 Special Education/Receiving Schools - Appropriately Certified and Licensed Staff (M)
R 2461.09 Special Education/Receiving Schools - Statewide and District-Wide Assessment Programs (M)
R 2461.10 Special Education/Receiving Schools - Full Educational Opportunity (M)
R 2461.12 Special Education/Receiving Schools - Length of School Day and Academic Year (M)
R 2461.14 Special Education/Receiving Schools - Amending Policies, Procedures, the Services Provided, or the Location of Facilities (M)
R 2461.15 Special Education/Receiving Schools - Operation of an Extended Academic Year Program (M)
R 2461.19 Special Education/Receiving Schools - Behavior Modification Program (M)
P 3161 Examination for Cause
P 4161 Examination for Cause
P 5310 Health Services (M)
P 5330 Administration of Medication (M)
P 5331 Management of Life-Threatening Allergies in Schools (M)
P 5512 Harassment, Intimidation, and Bullying (M)
P & R 5513 Care of School Property (M)
P & R 7410 Maintenance and Repair (M)

P 7410.01 Facilities Maintenance, Repair Scheduling and Accounting (M)
 P 8420 Emergency and Crisis Situations (M)
 P & R 9320 Cooperation with Law Enforcement Agencies (M)

Abolished Policies

P 1648.14 Safety Plan for Healthcare Settings in School Buildings - COVID-19
 P & R 2432 School Sponsored Publications

2. Acceptance and Submission of the following Statement of Assurance (SOA)

Use of Paraprofessional Staff 2022-2023 School Year

3. Acceptance and Submission of the Uniform State Memorandum of Agreement (MOA) Between Education and Law Enforcement Officials

along with the Live Streaming Memorandum of Understanding (MOU) between Burlington County Special Services School District and Burlington County Institute of Technology with Law Enforcement Officials for the 2022-2023 school year:

- a. Westampton: BCIT/BCSSSD
- b. Lumberton: BCSSSD
- c. Medford: BCIT
- d. Mt. Laurel: BCAS

4. Acceptance and Submission of Chapter 27 Emergency Virtual Programs Update

Recommend Approval of Revised Program Update for Virtual Programs

A. Burlington County Special Services School District

1. Guest Speakers

Speaker(s)	Audience	Cost	Date
Abilities Solutions - Vanessa Oliphant Advancing Opportunities - Sally Hagarty ARC of Camden County - Meghan Lynn ARC of Burlington County - Lisa Banks ARC of New Jersey - Michael Person Avenues to Independent Living - Kelsey Dominik BCIT Adult Education - Christine Jenter BCSSSD Education Foundation - BCSSSD Transition Program - Mary Jean Kneringer Brighter Moments - Ann Adzemovic ConnectPlus Therapy - Regina Paritsky Disability Rights NJ - Denis Lugo-Fowler Division of Vocational Rehabilitation Services - Karen Meyer Garden State Pathways Program - Curt Watkins Githen Center - Kate Russo Guardianship Assistance Program - Stepahnie Shreter Jewish Family & Children Services of SNJ - Oriel Weinberg Legacy Treatment Services - Latosha Bourdeau MCM Enterprises - Marie Manherz NJ Talking Book and Braille Center - Jennifer Apgar Oaks Integrated - Denise Soto Occupational Training Center - Lauren Goldner Partnership for Successful Living - K. Marquez Resources for Independent Living - Elizabeth Barbra Rowan at RCBC - Kelly Otis Serving People with Abilities - Linda Koch Wood South Jersey Legal Services - Michelle Nuciglio The Blue Light Music Program - Derrick Ludvickson-Luna The Githens Center - Katie Russo Westampton Police Department - Lt. Ryan Bieri	Transition Fair	None	09/29/22
NJPSA - Anti-Bullying Bill of Rights: Legal Requirements and Emerging Issues - John Worthington, Esq.	BCSSSD and BCIT Admin and Anti-Bullying Specialists	\$2,200	10/03/22

NJ Youth Transition Conference, Virtual	Transitions Students	None	10/03/22-10/07/22
Say It With Clay - Emma Ledden, Abbie Kasoff	BCAS High School	\$5,200	10/31/22, 11/09/22, 12/07/22, 01/04/23, 02/08/23, 03/08/23, 04/05/23, 05/03/23
RCBC - Student Information Session - Nickolas Uster	BCAS	None	11/04/22
Lincoln Tech Career Exploration - Ron Parson	BCAS	None	11/17/22

2. Affiliation Agreements

Recommend Approval of Affiliation Agreements between BCSSSD and New York University and Delaware State University.

3. Acceptance and Submission of NJDOE Developing Resiliency with Engaging Approaches to Maximize Success (DREAMS) Project for 2022-2023 School Year Letter of Intent* Executive Approval

B. Burlington County Institute of Technology

1. Guest Speakers

Speaker(s)	Audience	Cost	Date
Incorruptible Us Club Activities: Samantha Martine	Incorruptible Us Club	None	22-23 SY
RCBC & University Information Presentation: Corvena Francis-Denton, Alexandra O'Neil	Early Childhood Education	None	09/29/22
Homecoming Balloon Arch Setup: Rob Bongiorno, Amanda Viach	N/A	None	10/14/22
Critical Thinking Skills: Vika Stephenson Gerrit Jones Rooy Tom Senko	Staff	\$2,200 \$1,900 \$1,900	10/19, 21/22 10/21/22 10/21/22
Wegmans Careers & Sushi Demo: Bryan Kuo, Laura Nebbia, Chao Siao	Culinary Arts	None	10/24/22
Community Helpers Present: Burlington City Police Department, Chief JohnFine	Early Childhood Education	None	10/28/22
Johnson and Wales Recruitment: Andrew Dery	Culinary Arts	None	11/22/22
Walnut Hill College: Jessica Dougherty	Culinary Arts	None	11/22/22
INFLIGHT, LLC: Dr. Robin Harden Daniels, Ed, D.	Staff	\$10,000	10/21, 11/2, 12/14, 1/18, 2/15

2. Approval, Accept Funds Perkins V Grant Funding FY 2022-2023

Title: Perkins V Secondary Grant FY'23

Grantor: Perkins V Strengthening Career and Technical Education for the 21st Century Act

Grant Period: July 1, 2022 - June 30, 2023

Amount: \$344,313.00 (Federal)

Amount: \$ 77,052 (Reserve)

Total: \$421,365

Title: Perkins V Postsecondary Grant FY'23

Grantor: Perkins V Strengthening Career and Technical Education for the 21st Century Act

Grant Period: July 1, 2022 - June 30, 2023

Amount: \$102,156 (State)

Total: \$102,156

3. Volunteer Club Proposal

POCU (Persons of Color Union) : Allow students an opportunity to share their perspectives and experiences regarding race and culture with one another outside of the classroom.

4. Acceptance and Submission of NJDOE Post School Outcome Survey

New Jersey Department of Education Office of Special Education Contract for Conducting Post-School Outcomes Survey of Students with Disabilities Cohort 2: 2020-2021 Student Exiters July 1, 2022 to September 30, 2022.

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. Activities

Campus	Activity	Dates
East, South and North	Literacy Day	03/28/23 - 03/31/23
East and South	Read Across New Jersey	03/31/23
Westampton	Military Appreciation	11/07/22, 11/17/22, 11/18/22, 11/29/22
Westampton	Prom Fashion Show	4/18/23 5:30 pm-7:00 pm

2. Fundraisers

Campus	Activity	Dates
Lumberton and Transitions	Paws Farm Bake Sale and Craft Fair	10/15/22
North	Boo Grams and Spider Grams	10/11/22 - 10/21/22
Transitions	Chick Fil A Spirit Night	03/07/23

3. Field Trips

Campus	To	Date	Inst.	S	C
Jazz Band	NJ SBA Convention, Atlantic City	10/25/22	Cook, T	12	5
Lumberton	Veterans Expo, Mt. Laurel	10/11/2	Smith, H.	4	2
Transition	Burger King, Burlington	10/03/22, 10/17/22, 10/24/22 - AM	Fletcher, K.	18	14
Transition	Burger King, Burlington	10/03/22, 10/17/22, 10/24/22 - PM	Fletcher, K.	14	13
Transition	Green Acres Park, Burlington	10/14/22	Fletcher, K.	12	14

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	30	10
b. Transfers out of County	5	9
c. Dropouts	0	1
d. Transfer to West/Medford Campus	1	1
e. Suspensions	0	0
f. Homebound	2	3

2. Activities

Campus	Activity	Dates
Med	Gift of Caring - Thanksgiving Baskets	11/07/22-11/11/22
Med	Underclassmen Makeup Photos	11/09/22

Med	NTHS Induction Ceremony	11/15/22
Med	College and Career Fair	11/16/22
Med	Sports Medicine Welcome Meeting	11/29/22
Med	Toys for Tots Collection	12/05/22-12/09/22

3. Fundraisers

Campus/Fund	Activity	Dates
Med/SkillsUSA	SkillsUSA Take-Home Meals	09/23/22-05/26/23
Med/Class of 2024	Harvest Movie Night	10/21/22
Med/Class of 2026	Freshman/Sophomore Dance	03/10/23
Med/Class of 2025	Prom 2024	05/17/23

4. Field Trips

Campus	To	Date	Inst.	S	C
Med	Evita Musical, Bucks County Playhouse, New Hope, PA	10/20/22	Cooney, S.	60	4
Med	HOSA Fall Leadership Conference, Brookdale Community College, Lincroft	10/21/22	Brown, K.	7	1
Med	Regional III Jr/Sr. High School Chorus Auditions, Clearview High School, Mullica Hill	11/19/22	Turowski, P.	5	1
Med	Walnut Hill College, Philadelphia, PA	12/08/22	Saxton, M.	15	2
Med	Region III HS Band Auditions, Absegami High School, Galloway	12/10/22	Turowski, P.	5	1
Med	SkillsUSA NJ State Championships, Gloucester County Institute of Technology, Sewell	03/18/23	Ward, T.	TBD	2
Med	SkillsUSA NJ State Championships, Sussex County Technical School, Sparta	03/25/23	Ward, T.	TBD	2
West	Pumpkin Picking, Johnson's Farm, Medford	10/27/22	Smith, E.	26	3
West	Penske Techsperience, Penske Facility, Pennsauken	11/09/22	Demree, J.	23	2
West	Rowan Campus Tour, Rowan University, Glassboro	11/16/22	Valenti, G.	30	2
West	Live from Surgery, Liberty Science Center, Jersey City	01/13/23	Valenti, G.	30	2
West	DANB Radiology Exam DANB Infection Control Exam, TBD	TBD-Spring 2023 TBD-Spring 2023	Heston, C.	11 7	1 1

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 August 31, 2022, no budgetary account has been over expended in violation of N.J.A.C. 6A:23-2.12(c).

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

A. Burlington County Special Services School District

1. Use of Facilities

Agency/Program	Room - Campus	Date(s)
Westampton North	Back to School Dance-Central Gym	9/30/22
Westampton	Special Olympics Volleyball Practices-Central Gym	10/6, 10/13, 10/20, 10/27
Westampton North	Student Spotlight of the Month	10/14, 11/22, 12/14, 1/20, 2/16, 3/14,4/28, 5/19
Westampton	Military Appreciation Events	11/07/22, 11/17/22, 11/18/22, 11/29/22
East, South and North	Literacy Day	03/28/23 - 03/31/23
East and South	Read Across New Jersey	03/31/23
Westampton	Prom Fashion Show-Central Gym	4/18/23

2. Professional Services Agreements

District	Type
Burlington County Institute of Technology	Shared Media Specialist Services

3. Donation

Donor	Item	Utilized
Selectron Solutions and Peavey Electronics	Five (5) acoustic/electric guitars	BCSSSD Music Programs

4. Resolution to Abolish Fund: School Store Enterprise Fund

Let it be resolved the BCSSSD Board of Education will abolish the School Store Enterprise Fund from its financial reports and treasurer’s report. The School Store does not operate as a Enterprise Fund. The remaining assets, liabilities, and fund balance will be added into the District General Fund.

B. Burlington County Institute of Technology

1. Donation

Donor	Item	Utilized
Creek Crossing II, LLC.	60-\$10 Gift Cards: Wawa, Dunkin Donuts, and Chick-fil-A, total \$600 Monetary donation of \$600 for PRIDE Events	BCIT West
W- Media Center	Discarded Library books	Vietnam Veterans of America

2. Early Childhood Education Tuition 2022-2023 SY *Revised

It is recommended that a resolution be adopted approving the following revised tuition rate for Early Childhood Education at Burlington County Institute of Technology for the 2022-2023 SY

*Required Payroll Deduction for BCIT Employees Sept 15, 2022-June 15, 2023 (19 equal payments)
1 Child- \$318.16/per pay

3. Use of Facilities * Executive Approved

Agency/Program	Room - Campus	Date(s)
*Burlington County	Westampton Parking Lot - Emergency Food Distribution	09/17/22

4. Petty Cash Account

BE IT RESOLVED by the Board of Education to increase the petty cash funds in the following department for the 2022-2023 school year. Petty cash account will be increased to reflect a total in the following amount:

- Athletics, Medford \$300.00

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Josephsen, Kelsey	Speech Therapist	Declined Position	09/14/22
Laster, Meghan	Teacher	Resignation	11/20/22 Requests early release if possible
Watson, Dorothy Dawn	Secretary	Retirement	11/01/22

Resignations: Hourly

Name	Position	Reason	Effective
Blazy, Janet	Job Coach	Resignation	09/07/22
Flunder, Anthony	Security	Resignation	09/21/22
Santucci, Bernadette	Job Coach	Retirement	09/01/22

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

Name	Position	Salary	Effective
Delgado, Selina	Occupational Therapist Previously approved TBD 08/25/22	MA Step 2 \$64,767	09/12/22*
Dobbin, Samantha	Teacher Previously approved TBD 08/25/22	MA Step 1 \$63,785	09/01/22*
Neals-Laboy, Ivory	Social Worker	MA Step 1 \$66,030	TBD
Szymula, Agnieszka	Speech Therapist	MA Step 11 \$77,045	09/19/22**

Employment: Hourly *amended **executive approval

Name	Position	Hourly Rate	Effective
Anderson, Alison	Registered Nurse	\$30	TBD
Chambers, James	Security	\$20.70	TBD

Dickinson, Teresa	LDTC	\$42.00	09/20/22**
Freas, Samantha	Occupational Therapist	\$43.00	09/14/22**
Grubb, Jenna	Registered Nurse	\$36.00	TBD
Hopkins, Elizabeth	Teacher Previously approved TBD 08/25/22	\$35.00	09/01/22*
Lovenduski, Robert	Security	\$20.70	TBD
McGuire, Deborah	Teacher Previously approved TBD 08/25/22	\$41.00	09/06/22*
Odri, David	Security Previously approved TBD 08/25/22	\$20.70	09/19/22*
Rath-Higgins, Denise	Job Coach Previously approved TBD 08/25/22	\$20.00	09/07/22*

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

Name	From	To	Salary	Effective
O'Brien, Julie	Teacher	LDTC	MA+15 Step 4 \$71,981	09/16/22*

Status Change, Degree (prorated)

Name	Position	From	To	Effective
Shansey, Madison	Speech Therapist	MA Step 3 \$65,766	MA+15 Step 3 \$67,425	10/01/22
Wathey, Melissa	LDTC	MA Step 7 \$74,544	MA+15 Step 7 \$76,226	10/01/22

Status Change Title

Name	From	To	Hourly Rate	Effective
Hendryx, Quincy	Security	Security Lead	\$25.00	09/23/22

4. **Professional Services Agreements**

District	Type
Cherry Hill School District	2022-2023 Agreement TOD
Sterling Regional High School District	2022-2023 Professional Services Agreement
West Deptford School District	2022-2023 PSA
Willingboro Twp School District	2022-2023 NP 192/193 Agreement 2022-2023 NP Health Services Agreement

5. **Reappointment, 22-23 SY** *amended

Name	Job Title	Salary
Stroud Jr, Bruce	Physical Therapist	\$101,392*

6. **Leaves** *Intermittent **Amended

Employee	Position	Type	Effective
Cann, Victoria	Occupational Therapist	FMLA*	09/01/22 - 06/30/23

7. **Course: Approvals** ** Administrative Assignment

Name	Position	College	Credits
Evgeniadis, Maria	Occupational Therapist	Bowling Green State University	3

Kelly, Gabriella	Speech Therapist	Colorado State University - Pueblo	6
Link, Allyson	School Psychologist	Montclair State University	3

8. **Course: Reimbursements**

Name	Position	College	Credits	Amount
MacQueen, Megan	Speech Therapist	Arizona State University	6	\$3,258
Shansey, Madison	Speech Therapist	Colorado State University - Pueblo	6	\$798
Yeo, Pierrette	Occupational Therapist	University of Alabama - Birmingham	3	\$1,968

9. **Conferences/Professional Workshop *exclusive of mileage**

Personnel	Conference	Date	Cost
Downs, Bobbie ** Robertson, Michelle	NJPSA Special Education Litigation Certification, Monroe	09/28/22 10/20/22 12/15/22	\$435 each
Gallagher, Patricia Zingaro-Toth, Lauren	Fall Symposium: Casualties from the Pandemic	10/21/22	\$125 each

10. **Transportation Joint Transportation Agreements 2022-2023 SY**

It is recommended a resolution be adopted for the following new transportation jointures, in accordance with N.J.A.C. 6A:27-9.16, between the Burlington County Special Services School District ESU and the counties/districts listed below for the 2022-2023 SY:

Bridgewater Raritan Regional School District

Joint Transportation Agreement with Bridgewater Raritan Regional School District. BCSSSD ESU to transport one Bridgewater Raritan Regional School District student to Burlington County Special Services in Westampton, NJ from 9/1/2022-6/30/2023 on Route J23 for the sum total of \$17,340.80.

Cranford Public Schools

Joint Transportation Agreement with Cranford Public Schools. BCSSSD ESU to transport one Cranford Public Schools student to Burlington County Special Services in Westampton, NJ from 9/1/2022-6/30/2023 on Route J23 for the sum total of \$17,340.80.

East Brunswick Schools

Joint Transportation Agreement with East Brunswick Schools. BCSSSD ESU to transport one East Brunswick Schools student to Eden School in Princeton, NJ from 9/1/2022-6/30/2023 on Route J79 for the sum total of \$50,463.00.

Greater Egg Harbor Regional

Joint Transportation Agreement with Greater Egg Harbor Regional. BCSSSD ESU to transport one Greater Egg Harbor Regional student to Burlington County Special Services in Westampton, NJ from 9/1/2022-6/30/2023 on Route J23 for the sum total of \$17,340.80.

Morris County ESC

Joint Transportation Agreement with Morris County ESC. BCSSSD ESU to transport one Morris County ESC student to Archway in Atco, NJ from 9/1/2022-6/30/2023 on Route J59 for the sum total of \$24,164.60.

Paterson Public Schools

Joint Transportation Agreement with Paterson Public Schools. BCSSSD ESU to transport one Paterson Public Schools student to Garfield Park Academy in Willingboro, NJ from 9/1/2022-6/30/2023 on Route J64 for the sum total of \$7,603.60.

Sayreville Public Schools

Joint Transportation Agreement with Sayreville Public Schools. BCSSSD ESU to transport one Sayreville Public Schools student to Yale Ellisburg in Cherry Hill, NJ from 9/1/2022-6/30/2023 on Route J67 for the sum total of \$27,909.00.
BCSSSD ESU to transport one Sayreville Public Schools student to Bancroft School in Mt. Laurel, NJ from 9/1/2022-6/30/2023 on Route J61 for the sum total of \$16,645.20.

Wildwood Crest

Joint Transportation Agreement with Wildwood Crest. BCSSSD ESU to transport one Wildwood Crest student to Bancroft in Mount Laurel, NJ from 9/1/2022-6/30/2023 on Route J61 for the sum total of \$16,645.20.

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

Name	Position	Reason	Effective
McKenzie, Maryann	Instructor of LPN	Resignation	09/07/22

2. Employment *amended

Name	Position	Date	Hourly
Ellis, Jamie	Instructor of Veterinary Assisting Previously approved TBD 08/25/22	09/19/22*	\$36.00
Harrison, Leonard	Instructor of Carpentry & Home Repair Previously approved TBD 08/25/22	09/19/22*	\$36.00
Lutz, Edward	Evening Instructor of Carpentry	09/23/22	\$36.00
McKenzie, Maryann	Instructor of LPN Previously approved TBD 08/25/22	09/01/22*	\$36.00
Rockhill, Christopher	Instructor of HVAC	TBD	\$36.00
Van Der Horn, Jennifer	Instructor of LPN	TBD	\$36.00

3. Field Trips

Students	Trip	Date(s)	Personnel
Cosmetology	Beauty Supply Stores: Sallys, Delran; Cosmoprof, Cherry Hill; East Coast, Magnolia; Salon Centric, Somerdale	10/06/22	McGinty, D. Wilmot, J.

4. Conferences/Professional Workshops

Personnel	Conference	Date	Cost
Pappler, Jesse	Made in NJ Manufacturing Day, Freehold	10/07/22	\$180

5. Guest Speakers (Place in chronological order by date)

Guest Speaker	Audience	Cost	Date
Icon Scissors: Katy Coggins	Cosmetology	None	11/22/22
Thermal Hair Styling, Pretty in a Minute: Drew Suza	Cosmetology	None	12/15/22
Hair Extensions, Academy Pro Hair: Brittany Lauk	Cosmetology	None	05/16, 06/01/23

**B. Burlington County Institute of Technology: Fire School
No Action Taken**

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

Job Title: BCIT/BCSSSD -SHARED Accountant / Accounts Payable Specialist

Qualifications:

1. Bachelor's Degree in Accounting, Business, Finance or related field.
2. Minimum one year experience in accounting/finance field.
3. Knowledge of school district accounting, budget preparation, grants management, accounts payable preferred.
4. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements.
5. Proficiency in the use of computer applications appropriate for accounting, payroll, word processing and spreadsheets.
6. Demonstrate excellent initiative, personal integrity and business ethics.
7. Communicate effectively orally and in writing.
8. Maintain confidentiality as required and appropriate.
9. Exhibits initiative, independence and decision-making appropriate to the performance tasks of this position.
10. Make efficient use of time and resources available.
11. Provide well organized, accurate work.
12. Demonstrate ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
13. Maintain confidentiality with complex and sensitive documents, information and records that are maintained in the confidential role.
14. Physical Requirements require prolonged periods of sitting at a desk and working on a computer, and must be able to lift up to 15 pounds at any given time.

Job Goal: Assist the Business Administrator with the school district's accounting and accounts payable function ensuring the accuracy of invoices to be paid, and the timely payment of school district expenses, maintaining accurate account balances, in conformance with school district policies and practices as well as applicable laws and regulations.

Performance Responsibilities:

1. Proficient in the application of Generally Accepted Accounting Principles for the State of New Jersey Department of Education.
2. Knowledge and application of New Jersey State purchasing laws regarding Purchasing, Bid and Quotation thresholds, ensuring that the district is in compliance.
3. Processing of requisitions, quotations, bids and orders in conformance with New Jersey Statutes, DOE regulations and Board of Education policies.

4. Assists in administering the school district's accounts payable function, including the processing of purchase orders and invoices for payment.
5. Researches discrepancies regarding the accuracy of invoice amounts, word counts, etc. for the purpose of ensuring accuracy and implementing corrective measures, communicating with vendors, consultants, translators, or others as needed to reconcile.
6. Assists in inputting and maintaining all data and information into the accounting system regarding accounts payable.
7. Reconciles accounts payable invoice batches, and processes payment checks or wire payments as directed.
8. Develops reporting procedures and internal controls for timely and accurate completion of reporting and record-keeping requirements.
9. Maintains accounts payable records for accurate and up-to-date filing and recordkeeping.
10. Budget, data analysis and preparation.
11. Composes correspondence to vendors as needed for the purpose of documenting activities, providing written reference and/or conveying information regarding accounts payable issues, balances, etc.
12. Perform other duties as assigned for the efficient operation of the Business Office to increase effectiveness and reduce costs for the ultimate benefit of the education program.

***Terms of Employment:**

12 month -Full-time position with compensation to be negotiated with the Superintendent and approved by the Board.

Reports to: Business Administrator/Board Secretary

Evaluation:

The performance of this position will be evaluated annually in accordance with the provisions of Board's policy.

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

Reviewed: _____ Date: _____

Sports Medicine Instructor/Athletic Trainer

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

Job Title: BCIT Sports Medicine Instructor & Athletic Trainer

General Statement of Duties

The full-time **Sports Medicine Instructor/Athletic Trainer** position requires the individual to teach the instructional blocks 3 and 4 in the Sports Medicine CTE program when school is in session. The schedule is inclusive of a 40-minute lunch break. After the school day concludes, the individual would transition into the role of the Athletic Trainer for the Athletic Department. The AT is expected to be at all scheduled practices and games. Weekend, holiday break and summer hours are required to cover sports as scheduled.

The position of athletic trainer is a full school year position. The duties of the athletic trainer include, but are not limited to, prevention of athletic injuries, recognition, evaluation, and immediate care of athletic injuries, rehabilitation and reconditioning of athletic injuries, health care administration, and professional development and responsibility as specified in the Domains of the NATA Certified Athletic Trainer. The athletic trainer serves as a liaison between physicians, coaches, athletes, and parents. The athletic trainer ensures that players participate only when physically able and that any physician instructions are understood and followed. The athletic trainer will coordinate with the Assistant Principal/ Athletic Director to ensure that the athletic trainer will attend to the athletic training room and all required events.

Position Requirements/Qualifications

- Bachelor's Degree
- Valid New Jersey State Athletic Trainer License
- School Athletic Trainer Standard Certificate (Endorsement Code: 2930)
- Valid NJ Health Fitness Certification (Endorsement Code: 4115) *and/or?* General Health Science Certification (Endorsement Code: 4200) or eligibility
- Demonstrated knowledge of subject specialty and effective teaching methods
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history background check and proof of US citizenship or legal resident alien status
- CPR/AED/First Aid Certified

Recommended/Preferred

- 5 Years' experience as a licensed Athletic Trainer
- Master's Degree
- CPR/AED/First Aid Instructor Certification

Travel Requirements

- Occasional travel to off-campus practices and contests

Job Goal:

To provide an approved education program and establish a class environment that fosters learning and personal growth; to help students to develop skills, attitudes, and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

Supervises:

Students, and when assigned, student teachers, career major tutors, and classroom aides

Specific Duties & Responsibilities**Teaching Component**

- Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches students through an approved course of study using board-adopted curricula, textbooks, and other appropriate teaching materials.
- Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction to adapt the curriculum to the needs of each student. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
- Assesses student academic progress and personal growth toward stated objectives of instruction. Evaluates student progress on a regular basis.
- Maintains records of student's educational progress in class record books and electronically, and summarizes these marks for reporting purposes. Records are accurate, complete, and correct as required by law, district policy and administrative regulations.
- Identifies student needs and cooperates with other professional staff members in assessing and resolving learning problems.
- Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
- Develops and maintains a classroom environment conducive to effective learning.
- Budgets class time effectively.
- Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
- Devises assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
- Supervises students in out-of-classroom activities as assigned.
- Maintains professional competence and continuous improvement through in service education and other professional growth activities.
- Participates in school-level planning, faculty meetings/committees, and other school system groups.
- Remains current with developments in the profession through participation in In-service programs, professional development opportunities, and through membership in professional organizations.

- Makes effective use of community resources to enhance the instructional program.
- Upholds and enforces school rules, administrative regulations, and board policy.
- Performs other duties within the scope of his/her employment and certification as may be assigned.

Athletic Trainer Component

In cooperation with the Principal, the Assistant Principal/Athletic Director, athletic trainer must:

- Provide athletic trainer coverage at all interscholastic athletic practices and events, to include postseason contests, home and/or away, as determined by the Athletic Director.
- Develop a comprehensive emergency action plan for their specific facilities.
- Establish a working relationship with the school's nurse and physician.
- Handling clerical tasks, such as maintaining inventory, assisting with budgets, or restocking supplies.
- The athletic trainer will provide athletic health care for home contests on a schedule cooperatively determined by athletic trainer and athletic director.
- The AT will provide for the prevention of athletic injuries through the application of protective tapings, wraps, and braces, and assist in the design of practices to help to reduce the incidence of injury.
- The AT will advise coaches of flexibility, strengthening, and conditioning programs to help prevent injuries and optimize performance.
- The athletic trainer will provide immediate care of athletic injuries and refer the athlete to medical facilities when necessary.
- The AT will design and supervise rehabilitation programs for athletic injuries under the direction of a referring physician.
- Medical histories and correspondence will also be kept on file in the athletic training room. The athletic trainer will maintain accurate medical records for injuries, treatment, rehabilitation, and physician referrals.
- The AT will be responsible for budgeting, ordering, and inventorying athletic training supplies.
- The athletic trainer will supervise athletic training student aides from the sports medicine program.
- The AT will counsel and advise student athletes on health related issues, including nutrition and substance abuse.
- The AT will conduct sports medicine workshops for the district's coaches. These workshops will include information on injury prevention, basic first aid and CPR, injury recognition and treatment, and injury rehabilitation. In addition they will provide specific information on blood borne pathogens, HIV/AIDS, the district's Sports Medicine Protocols, and other health-related topics.
- The AT may advise and assist with equipment purchases and fittings.
- The athletic trainer maintains open channels of communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation.
- The athletic trainer may market the athletic training program within the school district and the medical community through newsletters, brochures, media contacts, etc.
- The athletic trainer is responsible to the Athletic Director and is supervised by the School Physician.

***Terms of Employment:**

12 month -Full-time position with compensation to be negotiated with the Superintendent and approved by the Board.

Reports to: Business Administrator/Board Secretary

Evaluation:

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

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

Reviewed: _____ Date: _____