

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

**SPECIAL MEETING**

The Special 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 Virtual Format via Zoom Conference Call on Thursday, August 6, 2020 at Telephone No. 1-646-558-8656.

The meeting was called to order at 4:03 p.m. by Vice President Paula Lee, followed by the flag salute.

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:

Anna Evans	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michelle Parker	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Paula E. Lee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert C. Silcox	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Daryl Minus-Vincent Ex. County Supt	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

**Public Attendance:** Not available due to virtual meeting format.

**Communication & Correspondence:** There was no communication or correspondence.

**Presentations:** Ms. Michelle Parker, newly-appointed Board of Education member, was officially sworn in by taking the Oath of Office as well as Leon Jones, who had his term renewed.

**Public Comments - Superintendent Agenda and Addendum Only:**

Dr. Nagy shared a letter received via the designated email for public comments during today's meeting from Ms. Christine Hewitt, President of the BCSSSD Education Association. Ms. Hewitt thanked the Board for maintaining a focus on the safety, welfare and health of the students and staff in the reopening plans and appreciates the additional layer of safety that will be incorporated for students before boarding the buses. Ms. Hewitt also thanked the district for reviewing all HVAC systems and implementing measures to align with OSHA requirements in order to provide for healthy classroom ventilation.

Dr. Nagy thanked the Board of Education, staff, students, parents and School Reopening Taskforce for their collaboration and support while developing comprehensive plans for reopening.

Dr. Nagy noted there is a pause in change for the health care plan to re-evaluate the new plans according to the Governor's updates.

Dr. Nagy shared that this week the Administrative team gathered for a two-day retreat with a focus on a state-of-the-state reopening of schools update. The district also hosted author Evan Robb of *The Ten Minute Principal* as virtual guest speaker, and his 90 minute presentation was time well spent as it also offered time for questions and answers by the administrative team. Dr. Lisa English, Assistant Superintendent for Curriculum and Instruction presented on maintaining resilience during the remote learning process, and Dr. Ashanti Holley, Assistant Superintendent for Equity and Diversity provided an update on the district's equity and diversity efforts. Both Dr. Holley's and Dr. English's efforts have been implemented in the Restart and Recovery Plan.

BCIT has launched virtual summer camps which has been well-received by parents and is indicative of what may be the new reality for summer programming.

Parents and staff have received communication outlining three different scenarios for school re-opening and their comments have been incorporated into three possible reopening scenarios: open regularly with adherence to social distancing protocols and guidelines, open and then have to close due to a Covid-19 case(s), and the possibility of continuing in a fully virtual environment come September.

Mandated Covid-19 policies are being adopted by the Board of Education and have been incorporated into all phases of planning for reopening: the Master Plan, the resulting Action Plans and Contingency Plans, all of which have been compiled and submitted as part of a comprehensive *Restart and Recovery Plan for Reopening* to the NJ DoE. A letter summarizing a truncated version has been distributed to both the BCIT and BCSSSD school community and posted on both websites. Dr. Nagy noted that this is a living document that will be updated as necessary per Governor Murphy and County guidance.

Dr. Nagy thanked the School Reopening Taskforce for their collaborative efforts working with all stakeholders and expressed gratitude for the support of the Board of Chosen Freeholders and Board of Education. Pandemic Response Teams have been formed to ensure the plans are being instituted at the building level.

At the heart of everything are the students and the staff, and Dr. Nagy was pleased to share that each student and staff member will be receiving five masks. Dr. Nagy has been working closely with the Security and Buildings and Grounds team to address concerns put forth by President Hewitt of the BCSSSDEA. Dr. Nagy indicated that it truly does take a village, and thanked all for their contributions.

### **Superintendent Agenda:**

Dr. Nagy presented and recommended approval of the Report. On a motion by Lorene Moore and seconded by Anna Evans, the Board approved the report.

**Roll Call:**

Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Paula E. Lee	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Recuse Pg. 9 Item #2
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Michelle Parker	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Recuse
Robert C. Silcox	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent

**Public Comments:**

Board member Anna Evans thanked Dr. Nagy and the Task Force for their guidance throughout this process.

Board member Leon Jones congratulated and welcomed new Board member Michelle Parker and thanked the administrative team as they have placed the district on a good road to reopening.

New Board member Michelle Parker thanked everyone, stating that she is honored to be part of the Board and is looking forward to working with everyone.

Ms. Lorene Moore, Board member thanked Dr. Nagy for his wonderful leadership and courage during these trying times and also welcomed Ms. Parker to the Board.

Vice President Lee thanked the Task Force for an amazing job and also welcomed Ms. Parker. Ms. Lee also remarked that she was happy to serve with Mr. Jones since he was re-appointed to the Board.

**Adjournment**

Since there was no further business, Vice President Lee asked for a motion to adjourn. On a motion by Leon Jones and seconded by Lorene Moore the Board adjourned at 4:27 p.m.. with the next meeting to be on August 20, 2020, at Rutgers Media Center at 9:00 a.m.

Respectfully Submitted,

Andrew C. Willmott  
Board Secretary/Business Administrator

**I. PERSONNEL**

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

**No Action Taken**

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

- 1. **Job Description** (Exhibit #1)  
Secretary, Business Office

**2. Supplemental Pay/Extra Curricular 2020-2021 SY**

Name	Extra-Curricular	Rate
Boyle, Brian Cabello, Donald	Substitute Summer (August) Custodial Help (as needed)	\$16.75/hr

**B. Burlington County Institute of Technology**

- 1. **Employment: Full-Time** (prorated) \*pending new hire requirements

Name	Position	Salary	Effective
Barrett, Rebecca*	Teacher of ESL	Col B Step 2 \$60,606	09/01/20
Christopher, Carly*	Teacher of Science	Col C Step 1 \$61,265	09/01/20
Cooper, Kristine*	Teacher of Science	Col B Step 13 \$75,821	09/01/20
Ent, Audra	Secretary (CST)	Col A Step 4 \$33,042	08/10/20

- 6. **Supplemental Pay/Extra-Curricular 2020-2021 SY**  
**District** \*Executive Approval

ESEA Extended Year		(07/06/20-07/30/20)*	\$38/hr
Dixon, Amanda	Poirier, Jessica	Ward, Terence	
Galarza, Troy	Tarantini, Mary		
Hughes, Lee	Taylor, Erin		

## II. PROGRAMS

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

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

#### New

Policy 1648: *Restart and Recovery Plan* - First Reading

Policy 1648.02: *Remote Learning Options for Families* - First Reading

Policy 1649: *Federal Families First Coronavirus (COVID-19) Response Act* - Second Reading

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

1. **Grant Submission (Alyssa's Law)**

**BE IT RESOLVED** that the Board of Education of the Burlington County Special Services School District, in the County of Burlington, New Jersey does hereby approve the submission of the applications for the Alyssa's Law Compliance and School Security Grant, in the amount of \$34,187.

**BE IT FURTHER RESOLVED** by the Board of Education of the Burlington County Special Services School District that upon termination of the 1020 Briggs Road lease agreement by either party prior to June 30, 2024 that the District shall return a pro rata share of the school security project grant to the NJDOE.

2. **Restart and Recovery Plan**

Recommend approval of the *Restart and Recovery Plan* for Fall 2020.

#### B. Burlington County Institute of Technology

1. **Grant Submission (Alyssa's Law)**

**BE IT RESOLVED** that the Board of Education of the Burlington County Institute of Technology, in the County of Burlington, New Jersey does hereby approve the submission of the applications for the Alyssa's Law Compliance and School Security Grant, in the amount of \$134,502.

2. **Restart and Recovery Plan**

Recommend approval of the *Restart and Recovery Plan* for Fall 2020.

**III. STUDENT ACTIVITIES**

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

**No Action Taken**

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

**No Action Taken**

**B. Burlington County Institute of Technology**

**No Action Taken**

**IV. BUSINESS/FINANCIAL**

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

**1. Resolution for Bank Account Authorized Signers**

**WHEREAS**, the Burlington County Special Services School District and Institute of Technology Board of Education (“Board”) has determined at a legal meeting of the governing body of the Board, to designate OceanFirst Bank N.A. (“Bank”) as an approved depository for the Board of Education’s funds for the performance of banking transactions;

**NOW, THEREFORE, BE IT RESOLVED** by the Board, that in accordance with the tables below and signature cards provided to the Bank, the following Board Members, officers, employees or agents of this Board is/are authorized, on behalf of this Board and in its name, (a) to sign checks, savings withdrawals, drafts, notes, wire transfer requests, acceptances and other instruments and orders for the payment of money or for the withdrawal or delivery of funds or other property at any time held by the Bank and to receive any thereof, and to issue instructions for the conduct of any account of this Board with the Bank; (b) to accept drafts, checks, any other instruments or orders, including any payable to the Bank, and to waive demand, protest, and notice of protest or dishonor of any instrument made, drawn, or endorsed by this Board; and (c) to endorse, negotiate, and receive, or authorize the payment of or the proceeds of any negotiable or other instruments or orders for the payment of money payable to or belonging to the Board; and (d) to open and have access to a safe deposit box or boxes subject to the terms and conditions specified in the applicable lease.

**BE IT FURTHER RESOLVED** that the foregoing resolution shall continue in full force and effect and the Bank may rely on it until a certified copy of a subsequent resolution of the Board modifying or rescinding any or all such resolutions shall have been received by the Bank.

**Burlington County Special Services School District**

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

**Burlington County Institute of Technology**

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

**2. Resolution for Transfer of Available Free Balance to General Fund**

**WHEREAS**, the Board of Education of the Burlington County Special Services School District/Burlington County Institute of Technology must address the reduction of State Aid after approval of the 2020-21 budgets.

**WHEREAS**, use of surplus to maintain budgeted appropriations due to State aid reductions may be addressed through transfers from unassigned general fund surplus at any time during the budget year as permitted by N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.3(b) and (c).

**WHEREAS**, pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.3(b) and (c), NJDOE approval to transfer/increase the amount of unassigned general fund surplus budgeted in the original budget certified for taxes by board resolution on or prior to August 14, 2020 to provide the resources necessary to offset the reduction to 2020-21 state aid has been granted by the Interim Commissioner in his Broadcast dated July 15, 2020.

**WHEREAS**, Requirements for districts to use surplus are as follows:

1. Obtain a board of education/board of school estimate resolution on or prior to August 14, 2020 to increase the use of surplus affirmed by a two-thirds affirmative vote of the authorized membership of the board pursuant to N.J.S.A. 18A:22-8.1.
2. Any appropriated surplus funds that are unexpended/unencumbered and fall to surplus at June 30, 2021 will be included in the audited excess surplus calculation.
3. Districts electing to transfer/increase the amount of unassigned general fund surplus for use during 2020-21 must include the withdrawal in the "Recapitulation of Balances" section of their 2021-22 budget on line 3 of the 2020-21 column as "Budgeted Withdrawal from Unassigned." The district must also reduce the amount of state aid recorded in the middle column (2020-21) on the Revenue screen.

**NOW THEREFORE BE IT RESOLVED** by the Board of Education of the Burlington County Special Services School District/Burlington County Institute of Technology to use this method to address the reduction of State aid for their 2020-2021 budgets.

**3. Rescind Resolution for Withdrawal from Membership in the Burlington County Insurance Commission – Health Program**

**BE IT RESOLVED** by the Board of Education of the Burlington County Institute of Technology and Burlington County Special Services School District rescind the withdrawal from in the Fund and it is providing its notice herewith.

**4. Rescind Resolution to Authorize Participation Under the SHBP and/or SEHBP**

**BE IT RESOLVED** by the Board of Education of the Burlington County Institute of Technology and Burlington County Special Services School District rescind the authorization to participate in SHBP and/or SEHBP and it is providing its notice herewith.

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

**No Action Taken**

**B. Burlington County Institute of Technology**

**1. Donation**

Donor	Item	Recipient
BCIT Westampton Campus	Gym Equipment	Westampton Police Department



**V. ENTERPRISE**

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

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

Name	Position	Salary	Effective
Scazafabo-Ryan, Rue	ESU Business Manager	\$65,000	TBD

**2. Professional Services Agreements**

District	Type
Benjamin Banneker Prep Charter School	2020-2021 Professional Services Agreement
Bergenfield Public School District	2020-2021 Professional Services Agreement
Bridgeton School District	2020-2021 Professional Services Agreement
Cherry Hill Public Schools	2020-2021 Professional Services Agreement
Delran School District	2020-2021 NP 192/193 2020-2021 NP IDEA 2020-2021 NP Nursing
Jackson School District	2020-2021 Professional Services Agreement
Lenape Regional HS District	2020-2021 Professional Services Agreement 2020-2021 NP 192/193 2020-2021 NP IDEA
Linwood City School District	2020-2021 Professional Services Agreement
Manchester Twp School District	2020-2021 Professional Services Agreement
Matawan-Aberdeen Reg. School District	2020-2021 Professional Services Agreement
Medford Twp School District	2020-2021 NP 192/193 2020-2021 NP IDEA 2020-2021 NP Nursing 2020-2021 NP Technology
Millville Public School District	2020-2021 Professional Services Agreement
No. Burlington Co. Reg School District	2020-2021 Professional Services Agreement
Somerdale Park School District	2020-2021 Professional Services Agreement
Southampton Twp School District	2020-2021 Professional Services Agreement
Springfield Twp School District	2020-2021 Professional Services Agreement
Stratford School District	2020-2021 Professional Services Agreement
Trenton Public School District	2020-2021 Professional Services Agreement
Winslow Twp School District	2020-2021 Professional Services Agreement

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

**No Action Taken**

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

**No Action Taken**

# EXHIBITS

## Burlington County Special Services School District

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**Job Title:** Secretary, Business Office

**Qualifications:**

1. Hold at minimum a high school diploma or its equivalent.
2. Proficiency in typing, word processing and spreadsheets.
3. Proficiency in basic office procedures and operation of common office equipment.
4. General knowledge of requisitioning and purchasing procedures.
5. Ability to reconcile financial accounts as assigned.
6. Knowledge of automated office equipment and efficient office procedures.
7. Ability to perform duties with a minimum of supervision.
8. Good telephone skills and ability to communicate effectively.
9. Ability to deal with students and public in a professional, confidential and competent manner.
10. Required criminal history background check and proof of US citizenship or legal resident alien status.

**Reports To:** School Business Administrator/ Board Secretary and/or his/her designee.

**Job Goal:** To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

**Performance Responsibilities:**

1. Represent the district positively in greeting the public in a congenial, helpful manner, referring them to appropriate personnel.
2. Performs all office routines and practices as required by assigned job duties, including the following:
  - a. Maintains a well-organized up-to-date filing system.
  - b. Orders supplies and equipment utilizing requisitions, purchase orders, etc.
  - c. Arranges and coordinates contracts and maintenance of equipment.
  - d. Receives, records and routes incoming calls and messages.
  - e. Reviews and routes mail.
  - f. Data entry and collection, typing, and word processing as required.
  - g. Types correspondence, notices, and reports.
  - h. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
  - i. Arranges meetings, prepares agendas, and handles follow-up activities as necessary.
  - j. Phone coverage as assigned.

Employee Initials: \_\_\_\_\_

3. Maintains confidentiality pursuant to HIPPA regulations and germane to efficient operations.
4. Assists administration with the development, coordination and implementation of tasks assigned.
5. Assist with ensuring compliance with the orderly maintenance and filing of records.
6. Assists the administration to follow standard operating procedures (SOP) for the effective operations.
7. Maintenance of local website and social media postings as assigned.
8. Performs other tasks related to the efficient operation of the district as assigned and where appropriate provide training.

**Terms of**

**Employment:** Contract terms and salary to be determined by the Superintendent/Board of Education.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-aligned staff.

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**Employee Name Printed:**

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**Employee has Reviewed/Concur:**

**Date:**

Board approved: 08/06/2020