

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

**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 on Thursday afternoon, December 12, 2019 at the Rutgers Center, 2 Academy Dr., Westampton, NJ.

The meeting was called to order at 4:06 p.m. by President Robert Silcox, followed by the flag salute.

Andrew Willmott, Acting 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, Acting Board Secretary, called the roll:

John J. Ferry	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Paula E. Lee	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Robert C. Silcox	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daryl Minus-Vincent Ex. County Supt	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

**Public Attendance:** Varga, R.; McGuinness, J.; Henley, A.; Coleman, L.; Parker, M.; Aiken, F.; Scherer, H.; Will, B.; Hampton, J.; Hampton, N.; Harris, V.; Cohen, J.; Jenter, C.; O'Brien, J.; Adams, C.; Moreland, L.; Reigelsperger, L.

**Communication & Correspondence:** Nothing at this time.

**Presentations:**

Ms. Lorene Moore, newly-appointed Board of Education member, was officially sworn in by taking the Oath of Office.

**Minutes:** Andrew Willmott, Acting Board Secretary, presented the Minutes from November 21, 2019. On a motion by Leon Jones and seconded by John J. Ferry, the Board approved the Minutes.

**Roll Call:**

John J. Ferry	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Paula E. Lee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent
Lorene Moore	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
Daryl Minus-Vincent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent

**Financial Report:** Andrew Willmott, Acting Board Secretary, presented Financial Report.  
On a motion by Leon Jones and seconded by John J. Ferry, the Board approved the Financial Report.

**Roll Call:**

John J. Ferry	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Paula E. Lee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent
Lorene Moore	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Recuse, entire report
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent

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

Dr. Nagy congratulated Ms. Moore on her induction to the Board of Education, noting that fellow Board members are looking forward to working with her.

Dr. Nagy was pleased to report that a USS Nimitz Virtual Reality (VR) demonstration was constructed at the BCIT Medford campus providing an enjoyable VR experience incorporating elements of several technical career programs available at BCIT and employed by the U.S. Navy.

Dr. Nagy highlighted the number of successful hires of TAs at each campus, and BCSSSD participation in Relay 4 Life.

**Superintendent Agenda:**

Dr. Nagy presented and recommended approval of the Report and Addendum. On a motion by Leon Jones and seconded by John J. Ferry, the Board approved the report.

**Roll Call:**

John J. Ferry	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Paula E. Lee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent
Lorene Moore	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Recuse, entire report
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent

**Public Comments:**

N. Hampton, BCIT parent asked the Board to reconsider any change in meeting time since moving from a 6:00 pm to 4:00 pm start does not provide access for working parents. President Silcox stated the Board's December meeting is traditionally held at 4:00 pm due to the meeting being followed by the BCSSSD Craft Fair and Holiday Show. President Silcox indicated the Board faced recent challenges necessitating time changes and made every effort to notify the public, but will consider moving forward.

A. Maxwell-Henry, Willingboro resident and BCIT parent wanted to make the Board aware of an issue with her son's geometry class in which he is struggling, and reported that a poll indicating other students have similar issues with the teacher. After speaking with Assistant Principal Aiken, she asked the Board to evaluate the teacher before a formal petition is generated. Dr. Nagy advised that he will address directly with Dr. Aiken after the meeting to resolve.

Mr. Silcox wished everyone a happy and safe Holiday season, and hoped to see everyone at the Craft Fair and Holiday Show across the street at BCSSSD this evening.

### **Adjournment**

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by Leon Jones and seconded by John J. Ferry the Board adjourned at 4:22 p.m. with the next meeting to be on January 30, 2020, at Rutgers Media Center at 6:00 p.m.

Respectfully Submitted,

Andrew C. Willmott  
Acting Board Secretary/Business Administrator

**I. PERSONNEL**

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

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

Name	Position	Salary	Effective
Harris, Veldon	Director of Security (Non-certificated Position)	\$100,000	01/06/20

**2. APPOINTMENT OF SCHOOL SAFETY SPECIALIST BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that Veldon Harris be appointed School Safety Specialist from January 6, 2020 to June 30, 2020, in compliance with 18A17-43.3, Burlington County office requirements for certificate.

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

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

Name	Position	Reason	Effective
Briner, Jordyn	Teacher Assistant	Resignation	01/15/20
Cronin, Sara	Teacher Assistant	Resignation	12/31/19

**2. Employment: Full Time** (prorated) Salaries Pending Implementation of Negotiated Agreement

\*Executive Approval

Name	Position	Salary	Effective
Hastings, Michele	Teacher Assistant	BA Step 1 \$22,532	12/16/19
Sweeney, Shayla	Teacher Assistant	BA Step 1 \$22,532	12/09/19*
Will, Samantha	Teacher Assistant	BA Step 1 \$22,532	12/09/19*

**3. Status Change, Degree** (prorated) Salaries Pending Implementation of Negotiated Agreement

Name	Position	From	To	Effective
Miskey, Shannon	Teacher Assistant	HS+90 Step 3 \$23,237	BA Step 3 \$23,312	01/01/20

**4. Leaves** \*Intermittent \*\*Amended

Employee	Position	Type	Effective
Conner, Craig	Transportation Courier	FMLA**	11/18/19-01/01/20

Estanislau, Jennifer	Teacher Assistant	LOA/FMLA/NJFLA	01/03/20-06/12/20
Knauss, Krysta	Teacher	LOA/FMLA/NJFLA	01/02/20-04/06/20
Levin, Rhonda	Head Cook	FMLA	11/05/19-11/15/19
Lewis, Amanda	Occupational Therapist	LOA/FMLA/NJFLA**	09/18/19-06/19/20
McKinney-Dewson, Linda	Teacher	FMLA*	10/29/19-06/19/20
Neal, Julius	Teacher Assistant	FMLA	12/23/19-02/03/20
Nizio, Kathleen	Occupational Therapist	FMLA*	11/18/19-06/19/20
Stewart, Diana	Teacher	LOA/FMLA**	10/01/19-06/19/20

**5. Employment, Work Study Students, at \$9.00 Hourly**

Lumberton
Clark, Lamont

**6. Supplemental Pay/Extra Curricular Rates Pending Implementation of Negotiated Agreement**

Name	Extra-Curricular	Rate
Artale, Daniel	Detention	\$30/hr
Gilbert, Linda	Respite Worker	\$27/hr
Zawadzki, Katarzyna	Bus Aide	\$14.50/hr

Snow Crew			\$25/hr
Boyle, Brian Burton, Guiseppi Carter, Bonnie Davis, Candice	Davis, Jeffery Horton, Richard Johnson, Ervin Jones, Paul	Murrenburke, Quinn Nichols, Akirya Pressley, Samuel	Stahl, Fred Stanfield, Edward VanDunk, William

**7. Mentor**

Name	Mentor
Boyle, Brian	Presner, Angela

**8. Course: Approvals**

Name	Position	College	Credits
Arena, Adrian	Teacher	Lourdes University	3

Bailey, Jessi	Teacher	Capella University	5
Cibrian, Marita	Learning Disabilities Teacher/Consultant	Lourdes University	6
Davis, Bernadette	Speech Therapist	University of La Verne	6
Davis, Matthew	Teacher	Rider University	3
Flood, Michelle	Teacher	University of North Dakota	4
Guenther-Misunas, Bethann	Teacher	Lourdes University	3
Hinkson, Wayne	Teacher	Georgian Court University	3
Hoffnagle, Chelsea	Teacher	Drexel University	4.5
Jackson, Deborah	Speech Therapist	Lourdes University	6
Miskey, Shannon	Teacher Assistant	University of Phoenix	9
Morrison-Buissereth, Makeba	Teacher Assistant	Florida Institute of Technology	3
Womack, Frank	Teacher Assistant	Rutgers Camden University	9

**9. Course: Reimbursements**

Name	Position	College	Credits	Amount
Wills, Valeen	Teacher	Brookdale Community College	3	\$653
Wu, Robin	Teacher Assistant	University of Phoenix	3	\$597

**10. NJASA Residency Program**

Recommend approval of Dr. Ashanti Holley for New Jersey Association of School Administrators Residency Program and New Superintendents Academy.

**11. Student Teacher/Internship \* Pending receipt of all required documentation**

Name	College	Type	Effective
Braham, Alexis	Temple University	OT Level II	01/19-04/03/20
Frank, April	Grand Canyon University	TOSD	01/02-05/30/20 *
Haar, Kaleigh	Stockton University	Speech Therapy	01/02-05/08/20 *
Hotz, Heather	University of the Sciences	OT Level II	01/06-03/27/20 *
Rosica, Caitlyn	Thomas Jefferson University	OT Level II	01/06-03/27/20 *

Ryan, Margaret	Thomas Jefferson University	OT Level II	01/06-03/27/20 *
Shanley, Joseph	La Salle University	OT Level II	01/13-05/08/20 *
Walters, Molly	La Salle University	OT Level II	01/13-05/08/20 *
Webb, Jaime	Thomas Jefferson University	OT Level I	01/13-03/07/20 *
Zinno, Ava	La Salle University	OT Level II	01/13-05/08/20 *

**12. Conferences/Professional Workshops \*Over Mileage**

Personnel	Conference	Date	Cost*
Jackson, Deborah	Animal Assisted Play Therapy, Cherry Hill	01/21/20	\$219

**B. Burlington County Institute of Technology**

**1. Resignations: Supplemental Pay  
Medford**

Name	Position	Reason	Effective
Murrenburke, Holly	Head Teacher: Small Learning Community	To take another position	12/04/19

**2. Employment: Full-Time (prorated) Salaries Pending Implementation of Negotiated Agreement**

Name	Position	Salary	Effective
DeVaughn, Iris	Teacher of Human Development and Child Care Services	Col E Step 1 \$59,885	12/17/19

**3. Status Change: Full Time (prorated) Salaries Pending Implementation of Negotiated Agreement**

Name	From	To	Salary	Effective
Siwczak, Michael	Instructor of Plumbing	Teacher of Plumbing	Col C Step 1 \$57,561	01/02/20
Tirado, Jocelyn	Teacher Aide	Teacher of Culinary Arts	Col D Step 1 \$58,722	12/16/19

**4. Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Johnson, Joslyn	Teacher of Art	-\$501.63 -1,672.10	11/18 & ½ 11/20/19 11/22,26, 12/03,09 & ½ 11/21 & ½ 11/25/19

Wheatley, Tamie	Teacher Aide	-\$209.12	12/02/19
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**5. Supplemental Pay/Extra-Curricular Rates Pending Implementation of Negotiated Agreement  
Medford**

Name	Extra-Curricular	Rate
Murrenburke, Holly	Auxiliary Personnel Head Teacher Special Needs	Per Contract Per Contract
Shinn, Brenda	Auxiliary Personnel	Per Contract
Sienkiewicz, JoAnn	Head Teacher CTE (Leave Replacement)	Per Contract
Wheatley, Tamie	Student Supervision Aide	\$29/hr

**Westampton \*\*Executive Approval**

Name	Extra-Curricular	Rate
Poirier, Jessica**	Extra Block Coverage (LOA coverage, subject aligned)	Per diem

**6. Mentor**

Name	Mentor
Siwczak, Michael	Bouchard, Joseph

**7. Course: Approvals**

Name	Position	College	Credits
Antinoro, Jessica	District Literacy Specialist	Thomas Edison State University	6
Artz, Brooke	Learning Disabilities Teacher/Consultant	Stockton University	3
Brownridge, Marcie	Secretary	Wilmington University	3
Harris, Keturah	Teacher	Concordia University	3
Humphrey, Elisabeth	Teacher	St. Thomas University	3
Rivera, Joseph	Teacher	Holy Family University	5

**8. Course: Reimbursements**

Name	Position	College	Credits	Amount
Rivera, Joseph	Teacher	Holy Family University	3	\$1,362



**9. Conferences \*Over Mileage**

Personnel	Conference	Date	Cost
Dinovelli, Diane	Building Effective and Time-Efficient Behavior Plans that Capitalize on Behavior Contrast Theory, Online	Online	\$130
	Incorporating Ethically Responsible Experimental Analysis Into School-Based FBA's, Online	Online	\$130
Vincent, Cinnamon	Translating Assessment Results Into Recommendations for Intervention Strategies for Children With Autism Spectrum Disorder, Online	Online	\$130
	Functional Behavioral Assessment: Behavior Analysis of Anxiety, Online	Online	\$130
	Understanding the Law on Special Needs Students, Equity & Disproportionality, Moorestown	02/21/20	None
	Legal One Prep for Special Education Mediation/DVC Process Hearings, Monroe	03/04/20	\$150
Ogden, Carla	NJ State Board Exam, BCIT Westampton	01/06/20	None
		03/30/20	
Reigelsperger, Laura	The Therapeutic Umbrella, Monroe	01/17/20	\$149
	Hot Legal Topics in Special Education, Tinton Falls	02/07/20	\$35
Allen, Penny	Mentor NJ Technology Meet-Up, Westampton	02/07/20	None

**II. PROGRAMS**

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

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

**Revised**

P/R 5530 - Substance Abuse - Adult Education Section Now Included - First Reading

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

- 1. **Affiliation Agreement** - Pending Final Execution

Recommend approval of 2020 Affiliation Agreement between BCSSSD and La Salle University School of Nursing and Health Sciences

Recommend approval of 2020 Affiliation Agreement between BCSSSD and Temple University College of Public Health

**B. Burlington County Institute of Technology**

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

Speaker(s)	Audience	Date
College in Engineering and Architecture- Jessica Forssell	Architecture & Design Technology	11/27/19*
The Navy "Nimitz" Experience, Virtual Reality Simulator STEM Tour-Navy Representatives	All Students	12/11/19*
Gift of Life, Organ Donation-John Browne	Health	12/13/19
Burlington County Library Promotion- Allegra Dingle, Rosy Wagner	All Students	12/19/19
Santa Visit-Joan & John Boczany	Early Childhood Education - Preschool	12/13/19
FFA History and Relationship to Leadership and Careers-Kailyn Emmett	Veterinary Technology	01/10/20
Rhythm Section Workshop-Matthew Turowski	Performing Arts	02/13/20 03/12/20

- 2. **19-20 School Improvement Panel (ScIP) Members**

ScIP- West
Mazella, Alexander (replacing Natola Steer)

**3. Articulation Agreement**

Recommend approval of articulation agreement between BCIT and Camden County College - Auto Fundamentals.

Recommend approval of articulation agreement between BCIT and Camden County College - Behavior Management, Children's Health.

### III. STUDENT ACTIVITIES

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

##### 1. Harassment, Intimidation and Bullying (HIB)

Recommend acceptance of the monthly Harassment, Intimidation and Bullying Report of Incidents per Board of Education Policy #5512 and the NJ Anti-Bullying Bill of Rights Act. (Report is considered privileged in nature.)

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

##### 1. Suspensions:

BCAHS	0	High School	3
Elementary	4	Lumberton/CA	7
Transition	2		

##### 2. Activities

Campus	Activity	Dates
Lumberton	Home Basketball Game	01/07/2020

##### 3. Field Trips

Campus	To	Date	Inst.	S	T
Middle School	PetSmart, Mt. Laurel	01/07/20 AM	Flade, K.	39	23
		01/07/20 PM		14	12
		01/14/20 AM		16	9
		01/14/20 PM		21	19
		01/21/20 AM		13	11
		01/21/20 PM		18	14
High School	Moorestown Mall, Moorestown	01/13/20	Stewart, M.	26	13
Lumberton	SkyZone Trampoline Park, Moorestown	01/24/20	Roberts, K.	25	6
Middle School	Target and Five Below, Mt. Laurel	01/28/20 AM	Flade, K.	15	9
		01/28/20 PM		12	12
High School	Regal Cinema, Burlington	01/30/20	Salmons, L.	48	30
High School	Regal Cinema, Burlington	01/31/20	Stewart, M.	36	20
Lumberton	Cooper Hospital, Camden	03/25/20	Roberts, K.	15	5
Lumberton	Garfield Park Academy, Willingboro Coastal Learning Center, Howell	02/20/20	Roberts, K.	15	5
		02/28/20			

Elementary	Trenton Thunder, Trenton	05/21/20	Hewitt, C.	50	25
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**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	1	6
b. Transfers out of County	1	0
c. Dropouts	0	0
d. Transfer to West/Medford Campus	2	0
e. Suspensions	8	14
f. Homebound	3	1

**2. Field Trips** (\*Administrative Approved)

Students	Trip	Date	Personnel	S	C
Information Technology	A+ Certification Testing, Network Learning Institute, Mount Laurel	12/16/19 - 12/18/19	David, J.	10	1
Key Club	Masonic Home, Burlington	01/20/20	Malsbury, V.	15	1
Poetry Out Loud School Winner and Peers	Poetry Out Loud Regional Competition, Rutgers University, Camden New Brunswick Performing Arts Center, New Brunswick	02/06/20 03/17/20	Pappler, S.	10 10	1 1
Performing Arts, Dance	Burlington County Courthouse, Mount Holly	02/07/20	Gebhart, L.	20	2
Auto/Diesel	Philadelphia Auto Dealers Association, Automotive Training Center, Warminster, PA	03/06/20	Sitchler, D.	10	1

**3. Activities**

Campus	Activity	Dates
Westampton	PRIDE Cookies & Milk Event & Pajama Day	12/20/19
Medford	Good Vibes Ambassadors Club	01/02 - 06/19/20
Medford	GSA Food Drive	01/02 - 01/10/20
Medford	Poetry Out Loud	01/10/20 (Snow date: 01/13/20)
Medford	PRIDE Pajama Day	01/16/20

Westampton	Class of 2022 Movie Night	03/26/20
Westampton	Class of 2022 Game Night	02/27/20, 03/05/20
Westampton	PRIDE Dress Down Day & Ice Cream Social	04/07/20
Westampton	PRIDE Performing Arts Showcase Event	05/11/20

### Fundraisers

Fund/Campus	Activity	Dates
Performing Arts/Medford	Post Show Bucketing for Dancers Responding to Aids/Equity Fights Aids NJ Thespians All State Show	01/10/20 01/11/20
DECA/Westampton	Chick-Fil-A Spirit Night	01/14/20
Jaguar Band/Medford	Winter Music Concert Donations Open Mic Night	01/16/20 02/20/20
Class of 2022/Westampton	Chick-Fil-A Spirit Night	02/11/20
NTHS/Westampton	Fundraiser Night at Panera Bread Chick-Fil-A Spirit Night	02/26/20 TBD
Girls Softball/Westampton	Chipotle Fundraiser P.J. Whelihans	03/09/20 03/26/20

**IV. BUSINESS/FINANCIAL**

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

**1. Resolution, 2020-2021 Budget**

BE IT RESOLVED that the Budget Build calendar, process, and procedure be approved for the 2020-2021 school year

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

**1. YMCA - Lenape Regional HS Facility Usage Agreement at BCSSSD 2019-2020**

Recommend approval of the Agreement made September 23, 2019 between the YMCA and LRHS for use of the BCSSSD Lumberton pool in accordance with the YMCA/BCSSSD Pool Management Agreement.

**2. Outstanding Checks**

It is recommended that a resolution be adopted writing-off the following TD Bank:

**Burlington County Special Services School District**

**General Checking Account** outstanding checks, per the auditors:

Issue Date	Check #	Amount	Issue Date	Check #	Amount
06/21/2018	201206	\$1,500.00	01/31/2019	202011	\$500.00
				<b>Total:</b>	<b>\$2,000.00</b>

**B. Burlington County Institute of Technology**

**1. Use of Facilities**

Agency/Program	Building/Room - Campus	Date(s)
Dansations/Rehearsal	Auditorium - Medford	01/25/20
RCBC/Phlebotomy Class	Classroom - Westampton	12/03/19-12/19/19 Tues & Thurs

**V. ENTERPRISE**

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

**1. Professional Services Agreements**

District	Type
Bridgeton Public Schools	2019-2020 Professional Services Agreement
Gloucester Twp	2019-2020 Professional Services Agreement
Mastery Charter Schools	2019-2020 Professional Services Agreement

**2. Course: Approvals**

Name	Position	College	Credits
Nims, Samantha	Teacher	New Jersey City University	6
Paige, Meghan	Business Manager	Wilmington University	3

**3. Course: Reimbursements**

Name	Position	College	Credits	Amount
Hassel, Tonya	Teacher	Rowan University	3	\$2,000

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

**1. Field Trips**

Students	Trip	Date(s)	Personnel	S	C
Cosmetology	International Beauty Show, New York, New York	03/10/20	Benson, L. McGinty, D.	1 3	2

**2. Testing Agreement (\*Executive Approval)**

Recommend approval of agreement between Thomas Phoenix International, Inc. for Adult Education to administer TABE testing and the Bennett Mechanical Comprehension Test to employees of Thomas Phoenix International, Inc.