

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 with a change in date and time from October 31, 2019 at 6:00 pm to Wednesday evening, October 30, 2019 at 4:00 pm at the Rutgers Center, 2 Academy Dr., Westampton, NJ.

The meeting was called to order at 4:03 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:

Kathleen Burgess	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doriann Dodulik-Swern	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
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: Yanoschak, B.; Braude, E.; Moses, J.; Cunnane, L.; Coles, L.; Finn, D.; Butler, M.; Wolcott, B.; Fletcher, K.; Wilcox, S.; Will, B.; Fowler, H.; Ruilova, D.; Scherer, H.; Hampton, J.; Valenti, G.; Sommers, K.; Warren, L.; Hewitt, C.; Salmons, L.; Forrester, G.; Nevadomski, K.; Daily, J.; Haney, K.; Kneringer, M.; Roman, N.; Bush, M.; Thurman, D.; Hinkson, W.; Pino, C.; Lewis, K.; Fenton, E.; Williams, K.; Jefferson, M.; Barker, C.; Evangel, V.; Ward, T.; Parker, M.; Cohen, J.; Varga, R.; Guenther-Misunas, B.; Venuto, J.; Travaglione, K.; Antinoro, J.; Rabinowitz, B.; Ross, T.; Taylor, K.; Shivers, R.; Fryar, L.; Grobelny, B.; Lowenthal, K.; Jamison, A.; Pagan-Colon, K.; D-Jackson, N.; Acree, P.; Mazareh, A.

Communication & Correspondence: Nothing at this time.

Presentations:

Dr. English introduced L. Coles, representative from New Jersey Manufacturers Insurance who reported that the NJM Insurance Group, in honor of 100 years of participation on the National Safety Councils, will be awarding \$10,000 in scholarships to BCIT students since the robust curriculum at BCIT is aligned with the business of NJM including the trades and health sciences.

Dr. Holley presented results of the Student Safety Data System (SSDS) for all schools and noted there will be a focus on increased assemblies, mediation, guest speakers, and diversity programming which will contribute to the efforts being made to reduce incidents of violence and HIB reports on all campuses.

Minutes: Andrew Willmott, Acting Board Secretary, presented the Minutes from September 26, 2019. On a motion by Leon Jones and seconded by Kathleen Burgess, the Board approved the Minutes.

Roll Call:

Kathleen Burgess	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Doriann Dodulik-Swern	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent
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
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"/> Abstain

Financial Report: Andrew Willmott, Acting Board Secretary, presented Financial Report.

On a motion by Kathleen Burgess and seconded by Leon Jones, the Board approved the Financial Report.

Roll Call:

Kathleen Burgess	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Doriann Dodulik-Swern	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent
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
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Public Comments - Superintendent Agenda and Addendum Only:

D. Finn, BCITEA Vice President noted the supplemental non-pensionable stipends for staff in the Board office and asked the Board to consider a decent deal when settling contracts.

Superintendent Nagy responded to Mr. Finn noting that the taxpayers will appreciate that the District will not be replacing several personnel who recently retired or resigned due to reorganization of office staff.

C. Hewitt, BCSSSDEA President asked that ESU reimbursements for conferences, workshops and courses be listed under ESU as they are not part of the EA. She also noted the stipends awarded to Board office staff and asked the Board to consider the students when making these decisions.

Superintendent Nagy was pleased to report that BCIT was spotlighted on Radio 101.5 for its integration of artificial intelligence, augmented reality and virtual reality platforms within the CTE programs. He also thanked staff for a successful Trunk or Treat event at BCSSSD.

Superintendent Agenda:

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

Roll Call:

Kathleen Burgess	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Doriann Dodulik-Swern	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent
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
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Recuse pp 1,8,10,12,18,20-22 & Addendum
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Public Comments:

S. Wilcox, BCSSSDEA Vice President thanked the Board for upcoming TA hires and asked for a review of the hiring process in terms of expediency.

B. Will, BCS Negotiations Chair noted it has been 486 days without a contract and thanked the Board for the verbal offer. She would like to settle as soon as possible.

T. Ward, BCIT Teacher was happy to see the stipend awarded to Board office staff and asked that the Board reward teachers in the same manner with a fair and equitable contract.

President Silcox thanked all for their comments

Adjournment

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by Leon Jones and seconded by Kathleen Burgess the Board adjourned at 4:35 p.m. with the next meeting to be on November 21, 2019, at Rutgers Media Center at 6:00 p.m.

Respectfully Submitted,

Andrew C. Wilmott, CPA
Acting Board Secretary/Business Administrator

I. PERSONNEL

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

1. Resignation/Retirements: Hourly

Name	Position	Reason	Effective
#9650/106591	Substitute Bus Driver	Abandonment of Position	09/01/19
#9620/106410	Substitute Bus Driver	Abandonment of Position	09/01/19

2. Organizational Charts (Exhibit #1)

It is recommended that a resolution be adopted approving revised Organizational Charts for the 2019-2020 academic year.

3. NJASA Residency Program

Recommend approval of Dr. Lisa J. English for New Jersey Association of School Administrators Residency Program and New Superintendents Academy.

4. Appointment of Anti-Bullying Specialists

A. BCSSSD

BE IT RESOLVED by the Board of Education the Appointment of additional Anti-Bullying Specialists Samantha Weight, Jennifer Moses and Michelle Siebert. Appointments effective for the 2019-2020 school year.

B. BCIT

BE IT RESOLVED by the Board of Education the Appointment of additional Anti-Bullying Specialist Colleen Cech Stevens. Appointment effective for the 2019-2020 school year.

A. Burlington County Special Services School District

1. Job Description

- Strategic Marketing, Communications and Enrollment Coordinator (New) (Exhibit #2)
- Warehouse/Receiving Clerk (Exhibit #2a)

2. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Brakopoulos, Konstantinos	Warehouse Assistant	Resignation	10/25/19
Elstone, Chris	Teacher Assistant	Retirement	01/01/20
Mari, Kristen	Secretary	Resignation	10/31/19

Garren, Scott	Teacher Assistant	Retirement	01/01/20
Wilcox, Debbie	Teacher Assistant	Retirement	02/01/20
Wronski, Sue	Teacher Assistant	Resignation	10/02/19

3. Employment: Full-Time (prorated) Salaries Pending Settlement of Negotiated Agreement Pending Completion of New Hire Requirements

Name	Position	Salary	Effective
Jenter, Christine	Strategic Marketing, Communications & Enrollment Coordinator	Non-Aligned \$70,000	12/02/19

4. Status Change: Degree (prorated)

Name	Position	From	To	Effective
Presner, Angela	Autism Consultant	BA Step 10 \$64,053	BA+15 Step 10 \$66,360	11/01/19

Status Change: Full Time (prorated)

Name	From	To	Salary	Effective
Cohen, Amanda	Secretary	Secretary (Shared)	Non-pensionable supplemental pay \$5,000	11/01/19

5. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
Chilton, Megan	Teacher Assistant	FMLA*	09/19/19-06/19/20
Cronin, Sara	Teacher Assistant	LOA**	09/03/19-11/29/19
Downs, Dawn	Teacher Assistant	FMLA*	09/06/19-06/19/20
Jones, Keith	Teacher Assistant	FMLA*	10/09/19-06/19/20
Puca, Courtney	Teacher Assistant	LOA**	09/03/19-11/08/19
Torres, Jarlin	Teacher Assistant	FMLA/NJFLA	11/21/19-02/28/20
Wajda, Cathleen	Speech Therapist	FMLA*	09/26/19-06/19/20
Watson, Michael	Teacher Assistant	FMLA/LOA	09/03/19-01/01/20

6. Increment Restored, School Year 2019-2020

Employee
#7458

7. Employment, Work Study Students, at \$9.00 Hourly

Lumberton		
Ali, Saeed Martinez Ferrer, Mikuel	Moore, Nia Morrison, Clifton	Rodriguez, Antonio Tuozzo, Christian

8. Supplemental Pay/Extra Curricular - Rates pending settlement of negotiated agreement Resignations

Name	Extra-Curricular	Effective
Armstrong, Theresa	Special Olympics Bowling Assistant	09/01/19

Supplemental Pay/Extra Curricular

Name	Extra-Curricular	Rate
Caffery, Scott	Special Olympics Bowling Assistant	\$1,200
Fox, Kelly	Home Instruction	\$37/hr
Harris, Shannon	After Hours Event - Parades - Support Staff	\$27/hr
Ross, Torrell	Crisis member, Transition (prorated effective 10/31/19)	\$1,100

9. Course: Approvals

Name	Position	College	Credits
LeCates, Jaime	Teacher	Brookdale Community College	3
Wu, Robin	TA	University of Phoenix	3
Zavacky, Catherine	Teacher	Brookdale Community College	3

10. Course: Reimbursements

Name	Position	College	Credits	Amount
Eiserle, Christine	Speech Therapist	Lourdes University	3	\$439
McConomy, Kaitlyn	TA	Seton Hall University	6	\$2,000
Presner, Angela	Teacher	University of West Florida	3	\$1,153.80
Wu, Robin	TA	University of Phoenix	3	\$597

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

Personnel	Conference	Date	Cost*
Lancellotti, Deana Shappell, Bridget	Working with Braille Readers, Cherry Hill	10/31/19	none
Barbagiovanni, Joan	Professional Development at the Franklin Institute	11/13/19	none
O'Brien, Deborah	Toolbox of Strategies for Struggling Writers, BCPDI	03/24/19	none

B. Burlington County Institute of Technology

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Rescinded: Calderone, Samuel	Custodian	Retirement (pending disability retirement)	05/01/19
Spitz, Michael	Guidance Counselor	Retirement	01/01/20

**Resignations: Extra Curricular Pay
Medford**

Name	Position	Reason	Effective
Jurkowitsch, Colleen	Student Activity Coordinator	Resignation	11/01/19

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

Name	Position	Salary	Effective
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Miller, D'Andre	Teacher Aide	Col E Step 1 \$26,253	10/07/19 *
Poole, Jasmine	Teacher Aide	Col E Step 1 \$26,253	10/22/19*
Walker, Joseph	Custodian	Col A Step 4 \$33,328	10/01/19 *

3. Status Change: Full Time (prorated) *Executive Approval

Name	From	To	Salary	Effective
Allenbach, Ryan	Teacher Aide	Teacher of Culinary Arts (Leave Replacement)	Col D Step 1 \$58,722	10/1/19*
Carr-Olschewski, Kelley	Secretary	Secretary (Shared)	Non-pensionable supplemental pay \$5,000	11/01/19
Cox, Kelly	Administrative Assistant to the BA	Administrative Assistant to the BA (Shared)	Non-pensionable supplemental pay \$5,000	11/01/19
Hill, Michelle	Strategic Marketing, Communications & Enrollment Coordinator (Shared)	Strategic Marketing, Communications & Enrollment Coordinator	No change	12/02/19
Jurkowitsch, Colleen	Secretary, Medford	Secretary (Shared), Central	Non-Align \$40,000 + Non-pensionable supplemental pay \$5,000	11/04/19
Mack, Nereida	Secretary	Secretary (Shared)	Non-pensionable supplemental pay \$5,000	11/01/19
McEvoy, Anita	Secretary	Secretary (Shared)	Non-pensionable supplemental pay \$5,000	11/01/19
Sleppy, Jennifer	Secretary	Secretary (Shared)	Non-pensionable supplemental pay \$5,000	11/01/19
Waldis, Kerrie	Secretary	Secretary (Shared)	Non-pensionable supplemental pay \$5,000	11/01/19

4. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
Calderone, Samuel	Custodian	LOA	11/01/19 - 06/30/20
Clauss, Nathlene	Receiving Clerk	LOA	08/28/19 - 10/23/19
Cox, Kelly	Admin Asst to BA	FMLA	10/28/19 - 11/10/19
Danser, Victoria	Teacher of Social Studies	LOA/FMLA/NJFLA	10/21/19** - 01/31/20
Destinoble, Marc	Custodian	LOA	10/24/19 - 11/12/19
Mason, Thomas	Receiving Clerk	LOA	12/20/19 - 01/05/20
O'Neill, Mary Kate	Guidance Counselor	LOA	10/25/19-11/10/19
Vallei, Alexander	TOSD/Mathematics	LOA/FMLA	11/19/19 - 03/22/20
Wheatley, Tamie	Teacher Aide	FMLA	09/01/19 - 11/10/19**

**5. Supplemental Pay/Extra-Curricular
Medford**

Name	Extra-Curricular	Rate
Cattanea, James	Homework Club Instructor	\$34/hr

Westampton *Executive Approval (**per negotiated agreement)**

Name	Extra-Curricular	Rate
Basham, Chad	Fitness Club Advisor	Volunteer
Fitzgerald, Kieshea Pagan-Colon, Katrina Rivera, Joseph Shinn, Brenda	Auxiliary	****
Foster, Alexas Duong-Jackson, Nancy Kling, Lois Schott, Gregory	ASPIRE Title I Extended Day*	\$34/hr
Wiley, Luke	Student Council Advisor	\$2,213

6. Course: Approvals

Name	Position	College	Credits
Hagaman, Daniel	Teacher	Brookdale Community College	6
Jacob, Nicole	Teacher	Liberty University	6

7. Course: Reimbursements

Name	Position	College	Credits	Amount
Murrenburke, Heather	Teacher	Concordia University	6	\$4,356
Murro, Heather	Teacher	Drexel University	6	\$4,434
Rivera, Joseph	Teacher	Holy Family University	4	\$1,589

8. Conferences *Over Mileage **Executive Approval

Personnel	Conference	Date	Cost*
Bouchard, Heidi Lee, Valerie	Forward: EDU, Google, New York, NY	11/01/19	none
Reigelsperger, Laura	Special Ed Director's Tool Kit, Monroe CTE Programs Advisory Committee for Special Ed., Various Locations	11/01/19 TBD	none none
Humphrey, Elisabeth	RCBC Stem Summit, Mount Holly	11/21/19	none
Antinoro, Jessica Weiler, Amanda	2019 NCTE Annual Convention, Baltimore, MD	11/22-23/19	\$275 ea (meals, lodging & travel) ESEA Title II Funded
Jones, Aja	BCPDI: Youth Mental Health First Aid Certification Course, BCSSSD Westampton	12/03-04/19	none
Clayton, Jillian	NJASP Winter Conference, East Windsor	12/13/19	\$125
Barker, Christopher Bush, Marissa Talar, Kelly+	2020 NJAHPERD Convention, Long Branch	02/24/20 02/25/20+	\$75 ea
Fawcett, Thomas Hagaman, Daniel	UTI Instructor Education Seminar, Exton, PA	05/13/20	none

Sitchler, David			
Mariano, Anthony	ASE Recertification Testing, Prometric, Clementon	TBD	\$165

9. Student Teacher/Internship/Observation

Name	College	Type	Effective
McNaughton, Rebecca	RCBC	Observation	TBD

10. Updates to Personnel Salaries to be Funded by IDEA Grant Funding FY 2020

IDEA Funded Personnel	Total Salary	IDEA Salary	IDEA Funded
Medford Campus			
Cimoch, Leo	\$26,653	\$26,653	100%
Davies, Lawrence	\$41,824	\$41,824	100%
Fiscaro, Joseph	\$28,649	\$28,649	100%
O'Hare, Raymond	\$26,453	\$26,453	100%
Palazzo, Joseph	\$27,073	\$27,073	100%
Powell, Nickolas	\$28,649	\$28,649	100%
Riley, Melissa	\$29,506	\$29,506	100%
Say, James	\$42,594	\$42,594	100%
Thornton, Clara	\$30,689	\$30,689	100%
Westampton Campus			
Brown, Charles	\$27,509	\$27,509	100%
Evangel-Rindosh, Victoria	\$26,653	\$26,653	100%
Glover, Debra	\$27,509	\$27,509	100%
Harris, Glenn	\$33,314	\$33,314	100%
Jedda, Dennis	\$37,560	\$19,814	53%
LaRocca, Sherry	\$41,146	\$41,146	100%
Tillery, Alexander	\$28,992	\$25,091	87%

II. PROGRAMS

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

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

New - First Reading

Policy/Regulation 5330.01 - Administration of Medical Marijuana (M) (Students)

Revised - Second Reading

Regulation 0157 - Board of Education Website

- Nursing Services Plan** *Items will be available in the Superintendent's Conference Room 48 hours prior to the Board meeting.

Approval of the 2019-20 Nursing Services Plan for: BCIT and BCSSSD

- Statement of Assurance- School Safety and Security**

Approval and submission of BCIT/BCSSSD's Statement of Assurance for School Safety and Security Plan Annual Review

A. Burlington County Special Services School District

- Revised Curriculum - Health and Physical Education**

*Curriculum will be available in the Supt's Conference Room 48 hours prior to the board meeting.

- Private Duty Nurse Procedures***Items will be available in the Superintendent's Conference Room 48 hours prior to the Board meeting.

Recommend Approval of the Private Duty Nurse Procedures

- Guest Speakers**

Speaker(s)	Audience	Date
Bucci, Taylor - RCBC Spring Ahead	BCAS	11/04/19
Donnelly, Helen - Pennco Tech	BCAS	11/04/19
Walnut Street Theater Touring Outreach	Westampton	11/04/19 & 02/04/19
Sedar, Brina - RCBC Human Services	BCAS	11/11/19
Janota, Bryannah - RCBC Career Services	BCAS	11/14/19 & 11/15/19
Bungarden, Richard - Military Appreciation	Transition	11/15/19
McMonagle, Brian - Firefighter	BCAS	11/18/19
Schwarzenberger, Rebekah - US Army	BCAS	11/20/19
Tarlo, Alison - Rizzieri Aveda School	BCAS	11/21/19

Cabal, Juan	Westampton	11/21/19
Moses, Jennifer, Technical Sergeant Pichardo, Maricella, Lieutenant Colonel Castro, Dennis Military Appreciation	Westampton	11/11/19
Parson, Ron - Lincoln Technical Institute	BCAS	11/26/19 & 02/11/20

B. Burlington County Institute of Technology

1. Guest Speakers

Speaker(s)	Audience	Date
CIA Chef Demonstration-Morian Trepainer	Culinary Arts	11/01/19
Observation-Sharon Saul	PA-Music	11/04/19
Chef Demonstration-Ivan Minvet	Culinary Arts	11/06/19
Road to Success-Karen Halliburton	Auto/Diesel Tech	11/12/19
Intervention & Referral Service-Gary Verniere	IR&S Committee	11/14/19
Cheer Tryouts-Melinda Haines	Cheer	11/14/19
Gift of Life-John Browne, Tom Gano	Health-10th	11/19/19 & 3 add visits-TBD
Senior Panel Presentation-Carmine Bello, Arthur Cumella, John D. Moore, Chad Lynagh, Elizabeth Price, Jeffrey Van Duyne	ECET-12th	01/24/20, 06/04/20
Blood Drive Preparation Meeting- Daria Caldwell	HOSA	05/07/20

2. **The MEL Project** *Research opportunity sponsored by Temple University
Model-Evidence Linkages (MEL) falls in line with the Next Generation Science Standards that New Jersey science curriculums are required to follow. Conducted during STEM science classes throughout the semester supporting current curriculum.
3. **Affiliation Agreement**
Recommend approval of the affiliation agreement between BCIT and Stockton University.
4. **Student Activity Account, Medford**
Approval to create a Veterinary Technology Student Activity Account for Medford.

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.)
- 2. NJDOE HIB Self Assessment Report for School Year 2018-2019**
Recommend approval of the NJDOE School Self Assessment for Determining Grades under the Anti-Bullying Bill of Rights (July 1, 2018 - June 30, 2019).

A. Burlington County Special Services School District

1. Suspensions:

BCAHS	1	High School	8
Elementary	3	Transition	0
Middle	0	Lumberton/CA	6

2. Activities

Campus	Activity	Dates
BCAS	Trans Day of Remembrance	11/20/19

Fundraisers

Campus	Activity	Dates
All	Wawa Shorti Coupon Sale	10/31/19 - 06/20/20
HS	Change for Change	11/01/19 - 12/20/19
HS	Lollipop Sale Fundraiser	12/01-12/19, 01/15-02/14/20, 3/15 - 04/08/20
ALL	Scholastic Book Fair	02/06/20 - 02/14/20

3. Field Trips

Campus	To	Date	Inst.	S	T
ES	Laurel Lanes, Maple Shade	11/05/19	Hewitt, C.	60	25
TRAN	Dollar Tree & Acme, Mt. Holly	11/06/19 11/13/19 11/20/19	Fletcher, K.	22	18

HS	Shop Rite, Hainesport	11/11/19	Willey, J.	16	10
MS	Moorestown Mall, Moorestown	11/12/19 11/26/19	Flade, K.	31 14	25 12
HS	Walmart, Burlington	11/14/19	Stewart, M.	10	3
MS	Target, Mt. Laurel	11/19/19	Flade, K.	24	14
MS	Smitty's Cafe, Lumberton	11/26/19	Flade, K.	8	4
TRAN	Moorestown Mall, Moorestown	11/27/19 03/25/20 04/29/20 05/27/20	Fletcher, K.	12	11
Jazz Combo	Harvest Feast, Lumberton	11/21/19	Cook, T.	8	4
MS	Target, Mt. Laurel	12/03/19 12/11/19 12/17/19	Flade, K.	37 26 31	14 16 25
MS	Target, Mt. Laurel	11/19/19	Flade, K.	24	14
MS	Smitty's Cafe, Lumberton	11/26/19	Flade, K.	8	4
HS	Target, Mt. Laurel	12/05/19	Stewart, M.	26	13
Jazz Band	Moorestown Holiday Parade, Moorestown	12/07/19	Cook, T.	20	9
MS	Smitty's Cafe, Lumberton	12/04/19 12/11/19 12/18/19	Flade, K.	9	4
TRAN	Big Lots & Aldi, Lumberton	12/04/19 12/11/19	Fletcher, K.	22	18
HS	Walnut Street Theater, Philadelphia, PA	12/20/19	Stewart, M.	33	12
TRAN	Smitty's Cafe, Lumberton	01/08/20 01/15/20 01/22/20	Fletcher, K.	22	18
TRAN	Moorestown Mall, Moorestown	02/05,02/12 02/19/20	Fletcher, K.	22	18
TRAN	WalMart & Dollar Zone, Burlington	03/04/20 03/11/20	Fletcher, K.	22	18

		03/18/20			
TRAN	Shop Rite, Hainesport	04/01/20	Fletcher, K.	22	18
TRAN	Target, Mt. Laurel	05/06/20	Fletcher, K.	22	18
ES	Adventure Aquarium, Camden	05/07/20	Jamison, A.	28	29
ES	Great Adventure Off Road Safari, Jackson	05/19/20	Wilkins, P.	48	13
HS	Philadelphia Zoo, Philadelphia, PA	05/15/20	Dickerson, C.	36	13
LUM	Spirit of Philadelphia, Philadelphia, PA	05/22/20	Roberts, K	20	10
BCAS	RCBC, Mt. Laurel	05/28/20	Gessert, P.	6	2
BCAS	Bucks County River Country, Point Pleasant, PA	06/16/20	Delaney, M.	25	5
BCAS	Laurel Lanes, Maple Shade	06/18/20	Delaney, M.	30	3

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	6	7
b. Transfers out of County	0	5
c. Dropouts	0	4
d. Transfer to West/Medford Campus	0	0
e. Suspensions	3	3
f. Homebound	4	1

2. Student #20279 will receive an independent Speech and Language evaluation from Princeton Speech and Language Center in the amount of no more than \$2000.00.

3. Field Trips *Executive Approval

Students	Trip	Date	Personnel	S	C
DECA	DECA Leadership Training, Union*	10/17/19	Hackman, D.	4	1
GSA	GSA Ice Cream Social at PopShop, Medford	11/14/19	Pappler, S.	15	1
Seniors	College Fair, Bordentown HS, Bordentown	11/14/19	Fitzgerald, K.	60	4

Perf Arts-Music	Joel Ross-Performance, Annenberg Center, Philadelphia , PA	11/21/19	Turowski, P.	14	2
Culinary Arts	Rastelli's Meat Packaging, Swedesboro	11/25/19	Saxton, M.	18	2
Sports Medicine	Stockton University Group Tour, Galloway	12/03/19	Sienkiewicz, J.	31	2
LPS	GIS Day at Rowan College, RCBC, Mount Laurel	12/05/19	Latigona, J.	22	2
Adv Art	Perfect Communications Tour, Moorestown	12/10/19	Steich, S.	8	1
Student Council	NJASC State Officer Interview Meeting, Monmouth Junction (Tentative trip-if student qualifies to attend)	12/16/19	Mazella, A.	1	1
Perf Arts	Beetle Juice-The Musical, New York, NY	12/18/19	Cooney, S.	27	3
Adv Art	Visual Arts Tour, Philadelphia, PA Grounds for Sculpture, Hamilton	03/19/20 05/07/20	Steich, S.	17 6	2 1

4. Activities

Campus	Activity	Dates
W	FFA-Vet Animal Food Donation Drive	11/4-11/6/19
M	NHSDA Love Your Body Week	11/17-23/19
M	SkillsUSA Membership Breakfast	11/21/19
M	Sports Medicine Parent Meeting	11/21/19
W	Holiday Wrestling Tournament - Palmyra High School	12/28/19

Fundraisers

Fund/Campus	Activity	Dates
Performing Arts/Medford	Bertucci's Dining for Dollars	11/19/19
Student Council	Spirit Week T-Shirt Sales	12/02-18/19
Performing Arts/Medford & Broadway Cares	Broadway Cares-Collection of donations during Performing Arts play	12/13-14/19

Performing Arts/Medford & Today's Dance Company	Winter Dance Fundraiser: Joint performance with Today's Dance Company profits to be split 50/50 with BCIT Performing Arts	01/17/20
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IV. BUSINESS/FINANCIAL

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

1. BANK RESOLUTIONS

Burlington County Special Services School District

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$2,000,000 PROMISSORY NOTE OF THE BOARD OF EDUCATION OF THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY

WHEREAS, the Board of Education of the Burlington County Special Services School District, in the County Of Burlington, State of New Jersey (the "Board") is a special services school district organized pursuant to N.J.S.A. 18A:46-1 et seq. (the "Act"); and

WHEREAS, the Act allows the Board to assess and collect tuition from sending districts to offset the costs of providing services to pupils of serviced by the Board; and

WHEREAS, pursuant to N.J.S.A. 18A:24-2, the Board is permitted to issue a promissory note in such sum or sums not exceeding 80% of the amount due it for tuition from any school district; and

WHEREAS, the Board's fiscal year runs from July 1 to June 30 of each year; and

WHEREAS, for the 2019-2020 fiscal year, the Board will receive \$26,000,000 in tuition from sending districts who send pupils to the Board; and

WHEREAS, 80% of that tuition figure is \$20,800,000; and

WHEREAS, to assist the Board in meeting expenses in the 2019-2020 fiscal year, the Board has arranged for a line of credit from Investor's Bank to be secured by a promissory note of the Board in an amount not to exceed \$2,000,000 on the terms and conditions set forth in Exhibit A; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY AS FOLLOWS:

1. In anticipation of the collection of tuition during the current fiscal year, there are hereby authorized to be issued promissory notes of the Board (the "Notes") in amounts not exceeding \$2,000,000. The proceeds of such Notes shall be applied only to purposes provided for in the budget or for which tuition is levied for the current fiscal year.
2. The following matters in connection with the notes are hereby determined:
 - a. The terms and conditions for the Notes, as set forth in Exhibit A, are hereby approved.
 - b. Notes issued hereunder may be renewed from time to time, provided, however, that no renewal note shall be issued later than the last day of the fiscal year.
 - c. All notes shall be executed by the Board President and the Business Administrator and attested by the Board Secretary.
3. The Business Administrator is authorized and directed to determine all matters in connection with the notes not determined by this or by a subsequent resolution, and such officer's signature upon the notes shall be conclusive as to such determination.
4. Any instrument issued pursuant to this resolution shall be a general obligation of the Board, and the full faith and credit of the Board are hereby pledged to the punctual payment of the principal and interest on the obligations.
5. The School Business Administrator, in connection with other professionals of the Board acting under her direction, is hereby authorized to prepare, and to update from time to time

as necessary, a financial disclosure document for the Board, as it may be so updated from time to time, to be distributed in connection with the sale of obligations of the Board. The School Business Administrator is hereby authorized to execute such disclosure document on behalf of the Board.

6. This resolution shall take effect immediately.

Burlington County Institute of Technology

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$4,600,000 PROMISSORY NOTE OF THE BOARD OF EDUCATION OF THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY

WHEREAS, the Board of Education of the Burlington County Institute of Technology, in the County Of Burlington, State of New Jersey (the "Board") is a county vocational school district organized pursuant to N.J.S.A. 18A:54-1 et seq. (the "Act"); and

WHEREAS, the Act allows the Board to assess and collect tuition from sending districts to offset the costs of providing services to pupils of serviced by the Board; and

WHEREAS, pursuant to N.J.S.A. 18A:54-20(l) and N.J.S.A. 18A:24-2, the Board is permitted to issue a promissory note (line of credit) in such sum or sums not exceeding 80% of the amount due it for tuition from any school district; and

WHEREAS, the Board's fiscal year runs from July 1 to June 30 of each year; and

WHEREAS, for the 2019-2020 fiscal year, the Board will receive \$6,000,000 in tuition from sending districts who send pupils to the Board; and

WHEREAS, 80% of that tuition figure is \$4,800,000; and

WHEREAS, to assist the Board in meeting expenses in the 2019-2020 fiscal year, the Board has arranged for a line of credit from Investor's Bank to be secured by a promissory note of the Board in an amount not to exceed \$4,600,000 on the terms and conditions set forth in Exhibit A; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY AS FOLLOWS:

1. In anticipation of the collection of tuition during the current fiscal year, there are hereby authorized to be issued promissory notes of the Board (the "Notes") in amounts not exceeding \$4,600,000. The proceeds of such Notes shall be applied only to purposes provided for in the budget or for which tuition is levied for the current fiscal year.
2. The following matters in connection with the notes are hereby determined:
 - a. The terms and conditions for the Notes, as set forth in Exhibit A, are hereby approved.
 - b. All notes issued hereunder shall bear interest at such rates or rates as may be determined by the Business Administrator.
 - c. All notes shall be in the form prescribed by law and otherwise as determined by the Business Administrator and such officer's signatures upon the notes shall be conclusive as to such determination.
 - d. Notes issued hereunder may be renewed from time to time, provided, however, that no renewal note shall be issued later than the last day of the fiscal year.
 - e. All notes shall be executed by the Board President and the Business Administrator and attested by the Board Secretary.
3. Any instrument issued pursuant to this resolution shall be a general obligation of the Board, and the full faith and credit of the Board are hereby pledged to the punctual payment of the principal and interest on the obligations.
4. This resolution shall take effect immediately.

2. SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN & M1 WORKSHEET

WHEREAS, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Burlington County Special Services School District and Institute of Technology are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Burlington County Special Services School District and Institute of Technology hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan & M1 Worksheet for the Burlington County Institute of Technology and Institute of Technology in compliance with Department of Education requirements.

3. RESOLUTION AUTHORIZING TEMPORARY PURCHASING AGENT

WHEREAS, the Burlington County Special Services School District and Institute of Technology has the need for the position of a “Qualified Purchasing Agent”, and

WHEREAS, N.J.A.C. establishes the criteria to appoint a Temporary Purchasing Agent for a period of one year when a vacancy occurs for the position of Qualified Purchasing Agent, and

WHEREAS, Theresa L. Margiotta was appointed Qualified Purchasing Agent as per the July 2, 2019 Reorganization Meeting and has submitted her retirement from the district effective 10/01/2019; and

NOW THEREFORE BE IT RESOLVED, that the Board of Education of the Burlington County Special Services School District and Institute of Technology agreed to appoint Andrew C. Willmott, CPA as the Temporary Purchasing Agent

BE IT FURTHER RESOLVED that Andrew C. Willmott, CPA is required to successfully completed two (2) credits in Green Purchasing and receive his standard Business Administrator Certificate in order to obtain the certification as a Qualified Purchasing Agent.

A. Burlington County Special Services School District

1. Use of Facilities

Agency/Program	Room - Campus	Date(s)
BCI Special Olympics/Floor Hockey	MPR - ES	10/30/19-12/18/19 Wednesdays

2. 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.

3. RESOLUTION AUTHORIZING CHANGING ELECTION OF UNEMPLOYMENT COMPENSATION TO REIMBURSE THE FUND FOR AMOUNTS PAID RATHER THAN MAKE CONTRIBUTIONS TO FUND

WHEREAS, there are two methods of financing for a governmental entity or instrumentality subject to the Unemployment Compensation Law (reimbursable or contributory); and

WHEREAS, the “reimbursable” method is the method of financing by which a governmental entity or instrumentality finances benefits by payments in lieu of contributions; and

WHEREAS, the “contributory” method is the method of payment by which a governmental entity or instrumentality pays unemployment contributions into an Unemployment Compensation Trust Fund; and

WHEREAS, a governmental entity may elect to reimburse the Trust Fund for benefits paid rather than to pay contributions to the Unemployment Compensation Trust Fund ; and

WHEREAS, Burlington County Special Services School district has been paying contributions to an Unemployment Compensation Trust Fund and wishes to change its method of financing to reimburse the Trust Fund for benefits paid as of January 1 of any year, may do so by filing a written notice of its intentions no later than February 1 of the same calendar year; and

WHEREAS, the Burlington County Special Services School District wishes to change its method of financing by electing to reimburse the Trust Fund for benefits paid of January 1, 2020 (reimbursable method);

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Special Services School District as follows:

1. Effective January 1, 2020, Burlington County Special Services School District will begin reimbursing the Unemployment Compensation Trust Fund for benefits paid rather than paying contributions to the Unemployment Compensation Trust Fund.
2. The Burlington County Special Services School District will file a written notice of its intentions not later than February 1, 2020.
3. The Burlington County Special Services School District Will also furnish the Controller or his designee with a copy of this Resolution confirming the District's desire to elect the reimbursable option.

B. Burlington County Institute of Technology

1. Use of Facilities

Agency/Program	Room - Campus	Date(s)
ESTC/Defensive Driving	Parking Lot - West	11/02/19
Westampton Rec/Futsal	Gym & Aux Gym - West	12/08/19-02/23/20 Sundays

2. Chromebook Lease

Approval to lease the following through The Interlocal Purchasing System Program (TIPS) in accordance with the Trinity3 Financial Systems Proposal and Lease Agreement as follows:

Dell Chromebook 3100s

(includes: Google Mgmt, White Glove, Cases & Platinum Warranty)

- 600 Units with 3 Year Warranty
- 600 Units with a 4 Year Warranty

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Panasiuk, Tara	Occupational Therapist	Resignation	12/31/19

Resignations: Hourly

Name	Position	Reason	Effective
Martin, Steven	Coordinator of Security	Resignation	11/06/19
McCord, Colleen	Secretary/Job Coach	Resignation	10/31/19

2. Employment: Full Time (prorated) *Executive Approval

Name	Position	Salary	Effective
Young, Kristen	Speech Therapist	MA Step 1 \$57,365	10/11/19*

Employment: Hourly *adjusted

Name	Position	Hourly Rate	Effective
Hymes, Michael	Security	\$20.00	11/01/19
Taney, Sheila	Registered Nurse	\$29.50*	10/18/19

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

Name	From	To	Effective
Cribb, Alan	Security \$20/hour	Security Lead \$25/hour	08/01/19*

4. Professional Services Agreements 2019-2020 School Year

District	Type
Galloway Township	Professional Services Agreement
Gloucester City	Professional Services Agreement
Greater Egg Harbor Reg HS	Professional Services Agreement

Quinton Township	Professional Services Agreement
Somerdale Park	Professional Services Agreement
Trenton Public Schools	Professional Services Agreement

5. Course: Approvals

Name	Position	College	Credits
Hassel, Tonya	Teacher	Rowan University	6
Holmes, Michele	Teacher	Landmark College	6
Schuele, Amber	TA	Philadelphia College of Osteopathic Medicine	3

6. Conferences/Professional Workshops *Over Mileage

Personnel	Conference	Date	Cost
Connors, Kaitlyn Cravens, Elizabeth	Conference for SLPs Using ASL, Bordentown	11/01/19	\$50
Lockhart, Wendy	Pediatric Yoga and Mindfulness, Hamilton	11/06/19	none
Humble, Kaitlyn Quigg, Carolyn	School Based OTs: Reducing Challenging Behavior, Mt. Laurel	11/25/19	\$279
Glass, Kerith	Rewire the Anxious Brain, Hamilton	12/06/19	\$219.99
Stanton, Rhianna	Autism Meltdowns in Children and Adolescents, Cherry Hill	12/06/19	\$219.99
Csakan, Stephanie	NJASP Conference, East Windsor	12/13/19	\$180
Fox, Kelly	Safety Care Trainer Training, Mt. Laurel **	12/16-18/19	\$1,329
Downs, Bobbie	Council for Exceptional Children Annual Conf, Portland OR	02/05-08/20	\$465 (meals, lodging & travel)

7. ESU Transportation Contract 2019-2020

Recommend a resolution be adopted approving the quoted temporary transportation

contracts, in accordance with N.J.A.C. 6A:27 9.12, between the Educational Services Unit and the corporation listed for the 2019-2020 school year:

Holcomb Bus Services, Inc.

F29 (82 days) \$312.00 per diem, \$1.00 mileage

8. ESU Joint Transportation Agreement 2019-2020

Recommend a resolution be adopted for the following new transportation jointure, in accordance with N.J.A.C. 6A:27-9.16, between the Burlington County Special Services School District Educational Services Unit (BCSSSD ESU) and the county/district listed below for the 2019-2020 school year:

South Orange-Maplewood

Joint Transportation Agreement with South Orange-Maplewood. BCSSSD ESU to transport one South Orange-Maplewood student to The Durand Academy in Woodbury, NJ from 09/30/2019 to 12/20/2019 for the sum total of \$26,863.20.

B. Burlington County Institute of Technology: Adult Education

1. Appointment

Name	Position	Date	Hourly
Sitchler, David	Instructor of Diesel	10/31/19	\$34

2. Resignation

Name	Position	Reason	Effective
Gardner, Marie	Instructor of Cosmetology	Resignation	10/22/19

3. Employment *Executive Approval

Name	Position	Date	Hourly
Sullivan, Nicole	Instructor of Dental Assisting	10/07/19*	\$34

4. Conferences *Over Mileage **Executive Approval

Personnel	Conference	Date	Cost*
Crowley, Robert Jaworski, Leonard Lazarus, Euphemia	Lenape Regional High School Presentation, Medford**	10/08/19	none
Gocke, Meredith (ESS) Pappler, Jesse	Fundamentals Workshop for Financial Aid, Washington, DC	12/16-20/19	none (meals, lodging & travel)

5. Field Trips

Students	Trip	Date(s)	Personnel	S	C
Veterinary Asst	Medford Village Vet, Medford	11/04/19 or 11/11/19	Cassano, P.	8	1
	Willingboro Animal Hospital, Willingboro	12/11/19 or 12/16/19		8	1
	Mount Laurel Animal Hospital, Mt Laurel	12/16/19 or 12/18/19		8	1
	Burl-Moor Driben Animal Hospital, Moorestown	02/13/20 or 02/20/20		8	1
Dental Occ	Give Kids a Smile, RCBC, Mount Laurel	02/07/20	Heller, G.	4	1

6. Guest Speakers

Guest Speaker	Audience	Date
Thermal Hair Styling-Pretty in a Minute- Trevor Hunt	Cosmetology	01/22/20

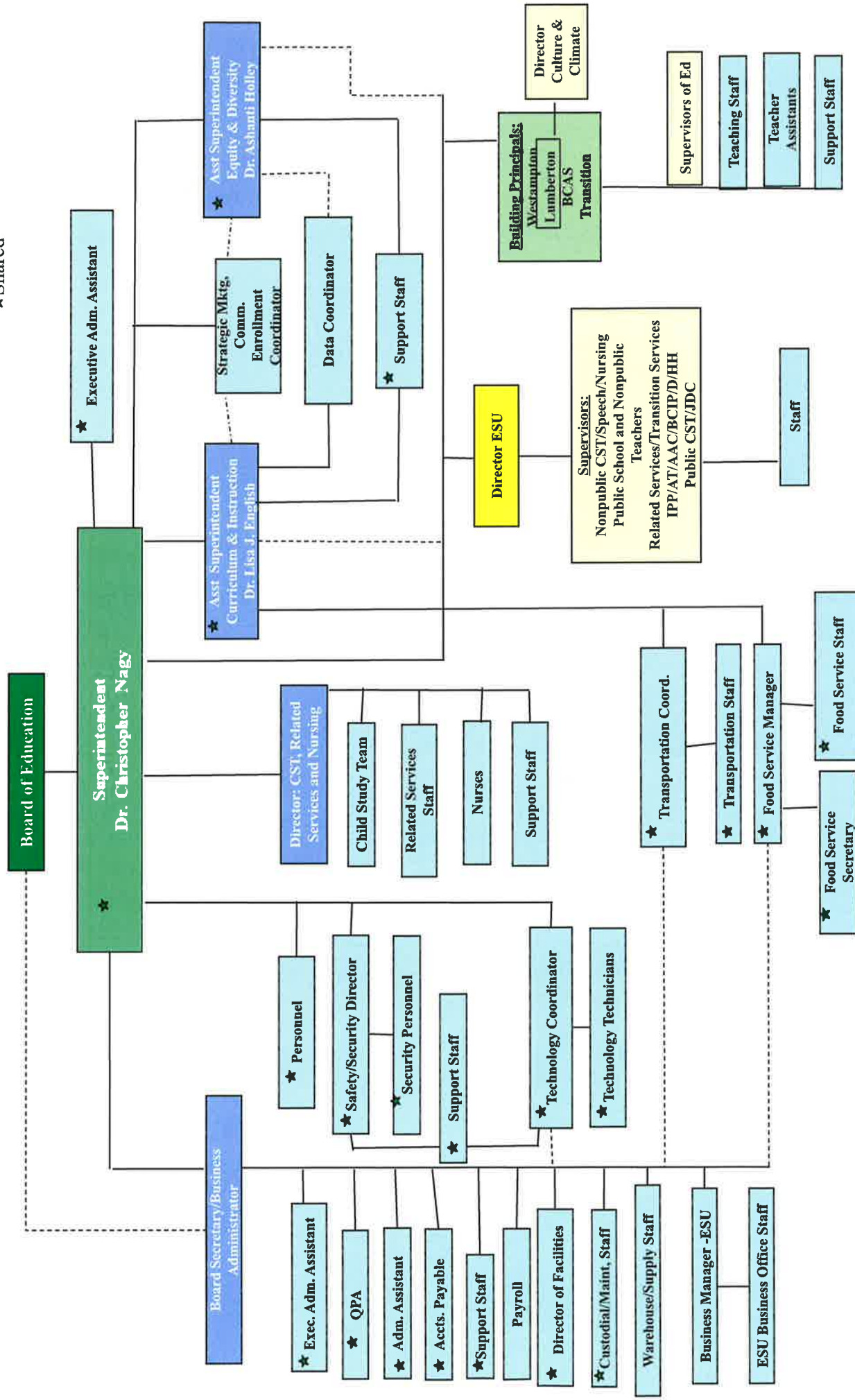
7. NJ Workforce Development Eligible Training Provider - 2019-2020

Approve submission of Workforce Development Board NJ Eligible Training Provider Renewal Application for 2019-2020.

8. Affiliation Agreement

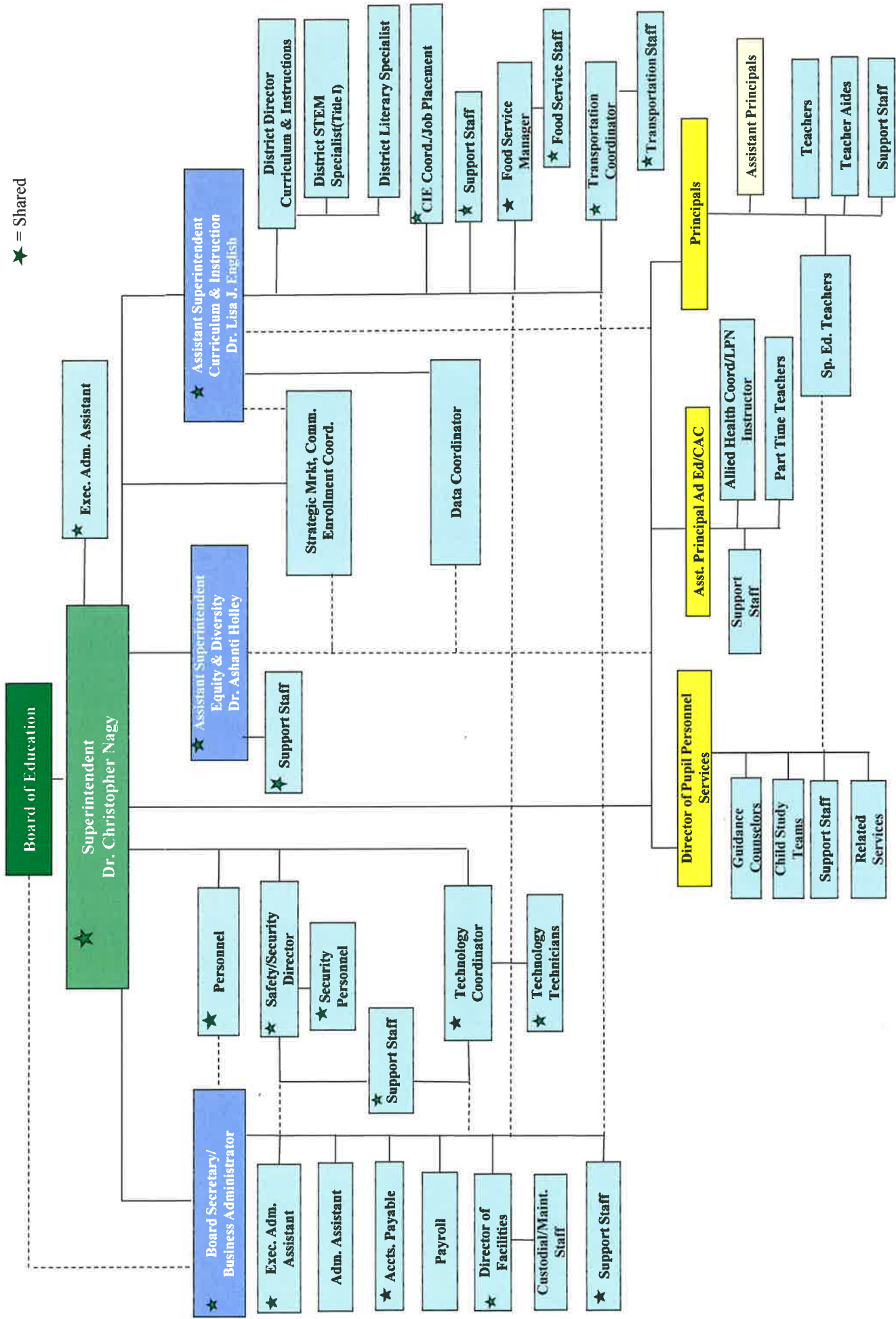
Recommend approval of the affiliation agreement between BCIT and Trenton State Hospital.

★ Shared



POLICY

Burlington County Institute of Technology
Administration 1100



★ = Shared

**BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:

STRATEGIC MARKETING, COMMUNICATIONS & ENROLLMENT COORDINATOR

QUALIFICATIONS:

1. Minimum of Bachelor's degree in marketing, communications, journalism, counseling, psychology or related field
2. Experience with support of administrative operations
3. Experience with developing content and copy for website, social media and communications.
4. Minimum of five (5) or more years of experience preferably in Communications, Counseling, Marketing and/or Recruitment
5. Experience with strategic management of a brand and its voice through diverse media to generate results
6. Demonstrated knowledge and expertise in marketing and communications strategies
7. Demonstrate an ability to work with District and building level administration
8. Outstanding project management and organizational skills
9. Excellent writing and editing skills; innovative approach and creative execution
10. Demonstrated success in managing, supporting and motivating staff
11. Creative and strategic application of digital and social media technologies including but not limited to website content management and social media channels
12. Experience and expertise in marketing, media relations, public affairs, , issues management, social media and public relations
13. An equivalent combination of education and experience from which comparable knowledge is acquired may be considered.
14. Strong cross-cultural interpersonal and writing skills are necessary, including public speaking skills and the ability to present BCSSSD in a positive, proactive and motivational manner throughout Burlington County and beyond
15. A valid driver's license and ability to work nights and weekends as needed
16. This position requires reimbursable travel to Burlington County Schools/Special Events, loading and transporting recruitment materials, displays, and other equipment. Some evening and weekend hours required
17. Performs all other duties as assigned by the Superintendent of Schools

REPORTS TO:

Superintendent of Schools

BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT JOB DESCRIPTION

POSITION DESCRIPTION:

The Burlington County Special Services School District is a county-based educational provider for individuals with special needs from Pre-K to age 21. BCSSSD is currently seeking a full-time Strategic Marketing, Communications and Enrollment Coordinator.

As an integral member of the district team, the Coordinator is responsible for developing a strategic marketing, communications and enrollment plan for the Schools that supports the organizational strategic action plan and the vision of the district.

The Coordinator is responsible for developing, managing and executing BCSSSD's marketing and communications initiatives. The Coordinator supports and collaborates with administrative and district staff in the protection, promotion, and enhancement of the BCSSSD brand's reputation.

The Coordinator will develop and integrate a broad range of public relations, marketing, and communications activities related to the strategic direction and positioning of the District. As an ambassador for the school, the Coordinator will interact significantly with all constituents including the students, parents, faculty, staff, and other stakeholders in the Burlington county community.

The Coordinator will support the Districts by generating broad and comprehensive awareness of the qualities and character of the school community in order to achieve determined goals in enrollment and District advancement while ensuring sustainable growth. Key will be to support the strategic action plan for enrollment.

The Coordinator is responsible for developing all integrated communications including but not limited to marketing products and services in all internal and external media in direct collaboration with the Superintendent of Schools, inclusive of newsletters and other print publications, Web, e-news, social media and other digital communications.

PERFORMANCE RESPONSIBILITIES:

1. Plan and execute programs that enhance the visibility and public perception of BCSSSD
2. Serves as the lead marketing and communications coordinator, articulating the two districts' vision and image across all media to ensure a consistent positive brand and message of excellence
3. Plans, designs, and executes production of all print and web-based publications and communications for the Districts in collaboration with the Superintendent of Schools, to

**BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT
JOB DESCRIPTION**

- include though not limited to social media, online tools, admissions, ESY (Extended School Year) materials, websites and other brochures, articles for local press, photos and videos of events
4. Works with Superintendent of Schools to manage communications pursuant to school closures, emergency notifications and associated press, website and social media management and related supports
 5. Manage districts' relationships with outside website vendors, photographers, press, graphic designers and printing firms
 6. In collaboration with District and Building Administration, develops and implements a practical and strategic marketing/communications plan to identify strengths, weaknesses and opportunities; and to more clearly articulate and promote the BCSSSD brand identity, broaden awareness of its academic and other programs while supporting departmental growth objectives
 7. Anticipates and identifies new opportunities, challenges and emerging issues to be imminently faced by the district, and makes proactive recommendations for solutions
 8. In direct collaboration with the Superintendent of Schools proactively manages media relations and photography, inclusive of writing and distributing press releases and cultivating relations with local media
 9. Coordinates all staff engaged in marketing/communications/enrollment activities to ensure a coherent internal and external set of messages and communications platform to support developed action plan.
 10. Works with the Superintendent of Schools to develop, propose and gain approval for a practical departmental budget, and maintains routine budget checks and balances with the Superintendent or his/her designee to ensure compliance
 11. Oversees and implements intake procedures to meet enrollment goals including but not limited to the following strategies: middle school presentations, tours, parent information sessions, Discovery Week/Nights, Counselor/CST Informational Sessions, community days/events and Back to School Nights.
 12. Responsible to support the creation and maintenance of an online application and registration process
 13. Digital Marketing & Social Media Management
 14. Complete special projects as assigned such as marketing brochure, Annual State of the District Report, etc.
 15. Provide analytic reports pertaining to strategic marketing, communications, enrollment and social media participation, as requested.

PROFESSIONAL AND PERSONAL SKILLS:

**BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT
JOB DESCRIPTION**

1. Collaborative professional approach: the ability to develop action plans inclusive of using data-driven information to achieve effective consensus-driven strategies and tactics
2. Marketing and Communications acumen: the ability to lead the discussion of best practices in all forms of the discipline including branding, advertising, public relations, publications, digital media and events
3. Accountable approach to initiatives: can make recommendations with measured strategies and contingency plans based on performance.
4. Proactive strategic thinking: seeks out timely opportunities with key staff members to anticipate marketing and communications needs and preparation of recommendations
5. A commitment to the mission: doing what needs to be done regardless of office hours or other commitments.
6. Leadership experience: proven ability to lead, manage and be managed
7. Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interact with all diverse constituent bodies of the District as an ambassador
8. Excellent interpersonal skills; ability to collaborate widely with various constituencies throughout the school districts and associated communities
9. Excellent writing and editorial skills as well as penchant for publication design for e-commerce
10. Ability to create high quality content as well as identify and generate creative and timely story ideas
11. Coach colleagues in marketing, writing and publication skills

TERMS OF EMPLOYMENT:

Non-aligned, twelve (12) month year. Salary and benefits to be established by the Superintendent of Schools and approved by the Board of Education.

EVALUATION:

Performance of this position will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation.

Board Approved: October 30, 2019

Burlington County Special Services School District

Job Title: Warehouse/Receiving Clerk

Qualifications:

1. Previous experience as a receiving clerk preferred
2. High School Diploma or Equivalent
3. Physical abilities necessary to serve in this capacity to include ability to lift at least 50 pounds.
4. Ability to conduct on-going inventories, make reports as requested, and maintain neat, orderly files
5. Possess a knowledge of delivery procedures
6. Possess a knowledge of mail and parcel post regulations
7. Ability to deal with school personnel, students, and outside visitors in a professional and courteous manner
8. Ability to follow instructions as directed
9. Must have NJ State Drivers License in good standing. Able to drive all vehicle types as necessary
10. Ability to organize work in an efficient manner
11. Is reliable and trustworthy
12. Is neat in appearance
13. Ability to follow through on responsibilities
14. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; and proper handling of hazardous materials
15. Ability to read, write, and communicate effectively
16. Required criminal history background check and proof of US citizenship or legal resident alien status
17. A Black Seal license is required or must be obtained within twelve (12) months of employment

Reports to: Director of Facility or his/her designee

Job Goal: To manage district-wide shipping, receiving and process incoming and outgoing deliveries accurately and efficiently contributing to the efficient operation of the district Warehouse.

Performance Responsibilities:

1. Maintain accurate files on all materials ordered by the district.
2. Maintain accurate inventory of receiving incoming, outgoing, and return orders.
3. Maintain accurate inventories of Buildings and Grounds supplies.
4. Stock and record custodial supplies to individual custodian work stations/closets.
5. Stock and record custodial supplies to faculty and staff per approval of request.
6. Demonstrate pride in work and strive to improve.
7. Ability to meet inventory deadlines as requested.
8. Clean and maintain all hauling equipment.
9. Perform all areas of job in a safe and orderly fashion; demonstrate knowledge of safety procedures.

Burlington County Special Services School District

Job Title: Warehouse/Receiving Clerk

10. Ability to follow instructions as directed.
11. Ability to work alone with a minimum of supervision.
12. Is trustworthy and reliable.
13. Is neat in appearance.
14. Maintain a good professional attitude of cooperation with all school employees.
15. Performs assigned receiving tasks in accordance with department policy.
16. Performs related duties as assigned.

Terms of Employment:

Twelve month year

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

Reviewed/Concur: _____ **Date:** _____