

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, February 27, 2020 at the Rutgers Center, 2 Academy Dr., Westampton, NJ.

The meeting was called to order at 6:01 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:

Anna Evans	<input checked="" type="checkbox"/> Present	<input 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert C. Silcox	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daryl Minus-Vincent Ex. County Supt	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

Public Attendance: Hewitt, C.; Roman, C.; Harris, V.; Hampton, J.; Jenter, C.; Kneringer, M.; O'Brien, J.; Wilcox, S.; Scherer, H.; Will, B.; Venuto, J.; McGuinness, J.

Communication & Correspondence: The Board is in receipt of a letter from The Design Collaborative.

Minutes: Andrew Willmott, Acting Board Secretary, presented the Minutes from January 30, 2020. On a motion by Paula Lee and seconded by John J. Ferry, the Board approved the Minutes.

Roll Call:

Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
John J. Ferry	<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 type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent

Financial Report: Andrew Willmott, Acting Board Secretary, presented Financial Report.
On a motion by Leon Jones and seconded by Lorene Moore, the Board approved the Financial Report.

Roll Call:

Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
John J. Ferry	<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 type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent

Public Comments - Superintendent Agenda and Addendum Only:

Dr. Nagy addressed COVID-19 Coronavirus concerns and the proactive measures the District is taking to stay ahead of the spread of the virus and protect staff and students.

Dr. Nagy introduced two new promotional videos which are on the homepage of each District website highlighting programming to be used as a tool to increase enrollment and awareness of both Districts many offerings. Superintendent Nagy extended thanks to Dr. Holley, M. Hill and C. Jenter for their efforts on the videos and website updates to be in ADA compliance.

Superintendent Agenda:

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

Roll Call:

Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
John J. Ferry	<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 type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent

Public Comments:

There were no public comments.

President Silcox indicated the Board would be entering into Executive Session, however no action would be taken.

Executive Session:

On a motion to adjourn and move to Executive Session by Leon Jones and seconded by Paula Lee, The Board went into Executive Session at 6:11 due to attorney client privilege. The Board would take action under the following resolution:

RESOLUTION AUTHORIZING EXECUTIVE SESSION

Whereas, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

Whereas, the Board of Education of the Burlington County Special Service School District/Institute of Technology has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

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

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

 X Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: BCSSSD Personnel).

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

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

I, Andrew Willmott, Acting Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Burlington County Special Service School District/Institute of Technology Board of Education at their meeting held on February 27, 2020.

Public Session

The Board returned and reopened the public session at 7:05 p.m. and took no action.

Adjournment

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by Leon Jones and seconded by Paula Lee the Board adjourned at 7:06 p.m. with the next meeting to be on March 26, 2020, at Rutgers Media Center at 6:00 p.m.

Respectfully Submitted,

Andrew C. Willmott
Acting Board Secretary/Business Administrator

I. PERSONNEL

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

1. **Personnel - Job Description** (Exhibit #2)
Bus Driver (Revised)

A. Burlington County Special Services School District

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

Name	Position	Reason	Effective
Hagan, Georgia	Teacher Assistant	Retirement	07/01/20
McKinney-Dewson, Linda	Teacher of the Handicapped	Retirement	04/01/20
Rodgers, Keith	Maintenance	Resignation	01/31/20
Scherer, Helen	Teacher of the Handicapped	Retirement	07/01/20
Torres, Jarlin	Teacher Assistant	Resignation	02/28/20

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

Name	Position	Salary	Effective
Ferguson, Earl	Teacher Assistant	BA Step 5 \$25,339	03/01/20
Fodor, Stephanie	Teacher Assistant	HS Step 1 \$15,556	03/01/20
Perry, Summer	Teacher Assistant	BA Step 2 \$24,155	02/18/20*
Stranahan, Erica	Teacher Assistant	HS Step 2 \$15,799	02/18/20*

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

Name	From	To	Salary	Effective
Maldonado, Laura	Teacher Assistant	Teacher of Elementary/TOSD	BA Step 1 \$55,528	02/18/20*

Status Change, Degree (prorated)

Name	Position	From	To	Effective
Wu, Robin	Teacher Assistant	HS+90 Step 4 \$24,929	BA Step 4 \$25,005	03/01/20

4. **Transfers**

Employee	From	To	Effective
Witkowski, Carly	Speech Therapist/ESU	Speech Therapist	03/02/20

5. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
Armstrong, Theresa	Teacher Assistant	FMLA*	11/27/19-06/30/20
Colona, John	Teacher Assistant	FMLA*	01/24/20-06/30/20
Juliana, Erin	Teacher Assistant	LOA/FMLA/NJFLA	11/26/19-03/13/20**
Nizio, Jennifer	Occupational Therapist	FMLA/LOA**	09/03/19-06/19/20
Panetta-Hagan, Lenora	Teacher Assistant	FMLA	02/14/20-05/15/20
Russo, Candace	Teacher Assistant	FMLA*	01/15/20-06/30/20
#7697	Speech Therapist	Administrative LOA	02/04/20-03/01/20**

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

Lumberton			HS
Hodge, Anthony Morel Munoz, Jeify Rogers, Daniel	Ross, Chase Ruiz-Mauricio, Michael	Vandenberg, Elias Velez, Daniel	Brady, Joseph Payne, Emily Pierzniak, Jessica Rittinger, Angelina

7. Supplemental Pay/Extra Curricular *Executive approval **Prorated

Name	Extra-Curricular	Rate
Bakely, Karen	Team Leader (MS) (effective 03/01/20)	\$3,800**
Craw, Heather* Gallo, Roni	Bus Aide	\$14.50/hr
Dickerson, Candace	Dance Team (HS)	\$1,800
Jeitner, Jessica	Team Leader (Transition) (effective 03/01/20)	\$3,800**
Jeitner, Jessica	Home Instruction	\$40/hr
Mollica, Cindy	Student Council (HS)	\$750
Rosenberg, Joyce	Student Council (HS)	\$750
Watson, Michael	After Hours Events Staff	\$27/hr

Wills, Valeen	Respite Worker	\$30/hr
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8. Student Teacher/Internship/Observation *Pending Receipt of Required Documents

Name	College	Type	Effective
Faccenda, Jennifer	Thomas Jefferson University	OT Level II	03/09/20-05/08/20
Underwood, Stephanie	Pratt Institute	OT Art Therapy	03/02/20-05/02/20*

9. Course: Approvals

Name	Position	College	Credits
Bonsall, Kirstynn	Teacher Assistant	University of West Florida	3
DeSantis, Thera	Occupational Therapist	Lourdes University	6
Downey, Stephanie	Occupational Therapist	Lourdes University	6
Eiserle, Christine	Speech Therapist	Lourdes University	6
Hinkson, Wayne	Teacher	Georgian Court University	3
LeCates, Jaime	Teacher	Brookdale Community College	3
Moscarello, Carol	Speech Therapist	University of LaVerne	3
Zavacky, Catherine	Teacher	Brookdale Community College	3

10. Course: Reimbursements

Name	Position	College	Credits	Amount
Eiserle, Christine	Speech Therapist	Lourdes University	9	\$1,197
Puca, Courtney	Teacher Assistant	Wilmington University	9	\$3,000
Zavacky, Catherine	Teacher	Brookdale Community College	3	\$653

11. Conferences/Professional Workshops *Over Mileage ** Executive Approval

***Administrative Assignment

Personnel	Conference	Date	Cost*
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Barbagiovanni, Joan Castellane, Mark Cohen, Jeremy Delaney, Michelle Downs, Bobbie Holley, Ashanti Kneringer, MaryJean Latesta, Michelle Mellace, Tara O'Brien, Jacqueline Valasek, Adell Varga, Ryan	University of Pennsylvania (UPenn) Educational Equity training sessions	02/01/20 - 06/30/20**	none
Patriarca, Michael	SLE Symposium, Westampton***	02/20/20**	none
Holley, Ashanti Mellace, Tara Park, Charles Roberts, Kelly	NJDOE NJSLA Testing Coordinator Training, Monroe	03/02/20	none
Kamelia, Nina	Enabling Learning in 2020, BCPDI Westampton	03/03/20	none
Vasile, Joseph	NJDOE NJSLA Testing Coordinator Training, Monroe	03/03/20	none
Landante, James Vickers, Jason	Master HVACR Contractor License Training Class, Toms River	03/10/20	\$200 ea
Graven-Eells, Maureen Latesta, Michelle	Embracing the Whole Child, Mahwah	03/16/20	\$125 ea
McCarty, Glenn	Buildings & Grounds Expo, Atlantic City	03/23-25/20	none
Moscarello, Carol	High Impact Strategies, Tinton Falls	03/24/20	\$249.99
Holley, Ashanti	Education Expo: Rowan University, Glassboro	03/26/20	\$175
Hoffnagle, Chelsea Rinaldi, Fionna	Engaging Students in the Elementary Classroom, BCPDI	03/31/20	none
Grelling, Tiffany Maiese, Bernadette Sersen, Sandra	Practical Strategies for Improving Behavior, Mt. Laurel	04/02/20	\$259 ea
DeSantis, Thera Downey, Stephanie	Strategies to Promote Integration of Primitive Reflexes, Webinar	04/06/20	\$179 ea
McMahon, Kathie	Functional Assessment of Problem Behavior, Mt. Laurel	04/08/20	\$192.59
Cotton, Charlene	Women's Conference, Lincroft	04/17/20	\$79

Holley, Ashanti	Stockton Education Fair, Galloway	04/21-22/20	none
Holley, Ashanti	TCNJ Education Fair, Ewing	04/30/20	none

12. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
Brown, Rachael	Teacher Assistant	-\$427.79	½ 02/18/20; 02/19-02/21; 02/24-25/20
Buono, Donna	Teacher Assistant	-\$132.92	02/13/20
Carty, Wendy	Teacher Assistant	-\$92.44	½ 02/19/20
Rowlette, Henry	Social Worker	-\$1,259.88	½ 02/10/20; 02/18-19/20
Toner, Stephanie	Speech Therapist	-\$1,040.83	½ 02/19/20; 02/21/20; 02/24-25/20

B. Burlington County Institute of Technology

1. Resignation/Retirements/Terminations: Full-Time

Name	Position	Reason	Effective
Medina, Isaac	Custodian	Resignation	02/21/20

2. Employment: Substitute *pending new hire requirements

Name	Position	Rate	Effective
Lysk, Samantha*	Substitute Teacher	\$100 per diem	TBD

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

Name	Position	Salary	Effective
Konrad, Jennifer*	Teacher of Special Education	Col C Step 2 \$60,480	TBD
Ross, Leah*	Guidance Counselor	Col C Step 1 \$59,980	TBD

3. Leaves *Intermittent 19-20 SY

Employee	Position	Type	Effective
Adams, Norman	Custodian	FMLA/NJFLA/LOA	01/23/20 - 02/26/20 02/27/20 - 06/30/20*
Rodriguez, Joelle	Secretary	FMLA*	02/21/20 - 06/30/20
Wheatley, Tamie	Teacher Aide	NJFLA	01/21/20 - 02/09/20

Leaves *Intermittent 20-21 SY

Employee	Position	Type	Effective
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Rodriguez, Joelle	Secretary	FMLA*	07/01/20 - 02/21/21
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4. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
Crowley, Robert	Teacher of HVAC	-\$366.88	02/20/20
Harris, Glenn	Teacher Aide	-\$187.87 -\$187.87	01/29/20 02/20/20
Medina, Isaac	Custodian	-\$144.73 -\$144.73	02/05/20 ½ 02/14/20, ½ 02/21/20
Rodriguez, Joelle	Secretary	-\$489.80 -\$685.72	½ 02/05/20, 02/06-07/20 ½ 02/19/20, 02/10,18,20/20

5. Supplemental Pay/Extra-Curricular *Prorated District

Name	Extra-Curricular	Rate
Administrators	Title I ESEA SAT Prep Administrative duty	\$42/hr (as needed)
Select Participating Staff	BCIT Winter Expo	\$200 ea

Medford

Name	Extra-Curricular	Rate
Brownridge, Marcie Christine	Human Relations Advisor (Shared ½)	\$1,503
Dixon, Amanda	TableTop Games Advisor (Shared ½)	\$1,503
Leighton, Michael	Fitness Club Advisor	\$1,503
Pensabene, Jeffrey	Human Relations Advisor (Shared ½)	\$1,503
Scalamoni, Darian	Video Tech Crew Advisor (Leave Replacement effective 01/08/20)	\$1,503*
Staff, Frank	TableTop Games Advisor (Shared ½)	\$1,503
Turowski, Pamela	Jaguar Band Advisor	\$1,503

Westampton

Name	Extra-Curricular	Rate
Basham, Chad	Fitness Club Advisor (possibly "Shared ½" anticipating additional advisor)	\$1,503

6. Student Teacher/Internship/Observation *Pending Receipt of Required Documents

Name	College	Type	Effective
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Keegan, Chelsea	Widener University	Observation	03/12/20
McCormick, Jasmine	Rowan College at Burlington County	Observation	03/02/20
Brownridge, Marcie Christine	Wilmington University	Internship	03/02/20-06/30/20 (100 hours) non-working hours
Qaiser, Mahnoor	Rowan University	Internship	03/02/20-06/15/20*

7. Course: Approvals

Name	Position	College	Credits
Brownridge, Marcie Christine	Secretary	Wilmington University	3
Clayton, Jillian	Psychologist	Caldwell University	6
Jaworski, Leonard	Teacher	Camden County College	6
Purcell, Andrew	Teacher	University of Texas Rio Grande Valley	3

8. Course: Reimbursements

Name	Position	College	Credits	Amount
Reigelsperger, Laura	Director of Pupil Personnel Services	Rowan University	6	\$5,316

9. Conferences *Over Mileage **Executive Approval

Personnel	Conference	Date	Cost**
Aiken, Frederick Bouchard, Heidi Clayton, Jillian Dixon, Amanda English, English Frale, Jason Hartman, Danielle Lee, Valerie Milanowicz, Lauren Murro, Heather Parker, Michael Pino, Christian Purnell-Respes, Tonia Reigelsperger, Laura Sommers, Kelly Taylor, Erin Venuto, Joseph Vincent, Cinnamon	University of Pennsylvania (UPenn) Educational Equity Training Sessions	02/01/20 - 06/30/20**	none

Cech Stevens, Colleen	Anytown, Deptford High School, Deptford Challenge Day, Penns Grove High School, Carneys Point	02/12/20** 02/19/20**	none none
Geib, Catherine Hirt, Judith	Genesis Users Group Meeting-Report Writer, Lenape Regional High School District Office, Shamong	Various, TBD	none
Clayton, Jillian	Schools Where All Students Thrive: How Youth Participatory Action Research Fosters Educational Equity and Improves School Climate and Learning, Rowan University, Mullica Hill	02/26/20**	none
Vincent, Cinnamon	Youth Leadership and School Climate Workshop, Rowan University South Jersey Technology Park, Mullica Hill	02/26/20**	none
Cech Stevens, Colleen	Managing Traumatic Events in Schools & Youth Serving Organizations, Inspira Fitness Connection, Vineland	03/02-20/20	none
Fitzgerald, Kieshea	NJDOE NJSLA Testing Coordinator Training, Monroe	03/02/20	none
Riley, Melissa Turowski, Pamela	Madame Butterfly Dress Rehearsal, The Kimmel Center, Philadelphia	03/04/20	none
Pensabene, Jeffrey	NJDOE NJSLA Testing Coordinator Training, Atlantic City	03/05/20	none
Christian, Monique	23rd Annual National School Social Work Conference, Baltimore, MD	03/19/20- 03/20/20	\$560 ***
Clayton, Jillian	NJASP Spring Conference 2020, Edison	03/20/20	\$125
Hagar, Timothy O'Hare, Raymond	Lincoln Tech Instructors Seminar, South Plainfield	03/20/20	none
Auleta, John Murrenburke, Quinn	Buildings & Grounds Expo, Atlantic City	03/23-25/20	none
Ilconich, Lori	NJ Association of School Social Workers Annual Spring Institute, Iselin	03/23/20	\$135
Reigelsperger, Laura	5th Annual Women's Leadership Conference, Somerset	03/26-27/20	\$389
O'Neill, Mary K.	Annual School Counselor Conference, Kean University, Union	04/03/20	\$40
Frable, Jason	Managing Differences and Difficult Populations, Tinton Falls	04/08/20	\$119

Frable, Jason	Maladaptive Sexual Behavior, Cherry Hill	04/21/20	\$219
Frable, Jason	The Cognitive Distortion Starter Kit, Online	05/17/20	\$135
Fawcett, Thomas Hagaman, Daniel Mariano, Anthony Sitchler, David	Instructor Training, Camden County College, Blackwood	05/27/20	none

10. Employment, 19-20 Work Study Students, \$9.00 Hourly

Student	Department	Campus
Burton, Janiya	Tech Crew	Medford
Crawley, Abby	Stage/Tech Crew	Medford
Harris, Kayla	Childcare Assistant	Westampton
Uhlig, Brooklyn	Nurses Office	Medford

II. PROGRAMS

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

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

Revised

Regulation 5610 *Suspension Procedures*- First Reading

A. Burlington County Special Services School District

- Guest Speakers**

Speaker(s)	Audience	Date
Riverside Teacher Cadet	BCSSSD	03/13/20
Blue Light DJ for Prom Fashion Show	High School	04/23/20
Project Pride	BCAS	04/28/20

- Standard Operating Procedures** (available on the website)

Unpaid Structured Learning Experience Within District

- Affiliation Agreement**

Recommend approval of the affiliation agreement between BCSSSD and Thomas Jefferson University.

B. Burlington County Institute of Technology

- Guest Speakers**

Speaker(s)	Audience	Date
Class Ring: Gary Lehman, Julie Lehman	Class of 2022 Students & Parents	03/03/20, 03/12/20, 03/13/20
The ADHD Brain: Dr. Sarah Allen	CST, Counselors, Aides	03/18/20
Road to Success: Karen Halliburton	Welding	03/25/20
Life in Corporate America: Bob Witkoski	DECA	03/10/20 or 03/24/20 (after school)
MILO Training: Medford Township Police	Law & Public Safety	03/24/20, 03/26/20, 03/30/20, 04/01/20, 04/08/20 (after school)
Administer NOCTI Exam: Andrew Haggerty, Christopher Matson, Jeffrey Pultrone	Law & Public Safety 12th Graders	04/27/20

- 2. Carl D. Perkins Secondary Grant Amendment**
Recommend approval of submission and acceptance of Carl D. Perkins Secondary Grant in the amount of \$61,805.
- 3. Carl D. Perkins Postsecondary Grant Amendment**
Recommend approval of submission and acceptance of Carl D. Perkins Postsecondary Grant in the amount of \$1,346.
- 4. Revised 2020-2021 Calendar (Exhibit #1)**
Approve revision of 2020-2021 Calendar to reflect ½ day for students on February 17, 2021 for Back to School Afternoon programming.
- 5. Summer Camp 2020**
Recommend approval of BCIT Summer Camp 2020 for students in Grades 6 through 10, throughout Burlington County.

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	0
Elementary	0	Lumberton/CA	12

2. Fundraisers

Campus	Activity	Dates
Westampton	Take Out Dinner Orders from Culinary Arts	03/18/20, 04/22/20, 05/20/20, 06/10/20
Westampton	Phillies Baseball Game, Philadelphia, PA	05/27/20

3. Field Trips

Campus	To	Date	Inst.	S	T
Middle School	Moorestown Mall, Moorestown	03/03/20 AM	Flade, K.	23	14
		03/03/20 PM		14	12
		03/10/20 AM		16	9
		03/10/20 PM		14	12
		03/17/20 AM		13	11
		03/17/20 PM		18	14
High School	BCSSSD, Lumberton	03/03/20 03/12/20 03/17/20	Morris, S.	12	4
Lumberton	BCSSSD, Westampton	03/03/20	Roberts, K.	6	3
Middle School	Smitty's Cafe, Lumberton	03/04/20 PM	Flade, K.	9	4
		03/24/20 AM		7	4
		03/24/20 PM		8	4
		03/31/20 AM		7	4
		03/31/20 PM		9	5
High School	Chick Fil A, Burlington	03/19/20	Weaver, K.	13	6
Lumberton	Gallop to Greatness, Moorestown	04/03/20 05/15/20	Robert, K. Caplan, L.	10	3
High School	Cherry Hill Mall, Cherry Hill	05/04/20	Morris, S.	12	4
High School	Long Branch Park, Hainesport	05/19/20	Weaver, K.	13	6

High School	BCIT, Westampton	06/15/20 06/17/20 06/18/20	Stewart, M.	41	20
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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	5	4
b. Transfers out of County	2	1
c. Dropouts	0	0
d. Transfer to West/Medford Campus	0	0
e. Suspensions	4	13
f. Homebound	4	3

2. Field Trips (*Administrative Approved)

Students	Trip	Date	Personnel	S	C
Robotics	First Mid-Atlantic District Event, Hatboro-Horsham High School, Horsham, PA	02/28/20 - 03/01/20	Morgan, D.	40	2
11th Grade	College Fair, Deptford	03/05/20	Fitzgerald, K.	60	6
Information Technology	Testing, Abundant Training Institute, Cherry Hill	03/06/20 03/09/20	David, J.	15	1
Dental Occupations	Participating in Hygiene, Rowan	03/10/20	Heston, C.	10	1
Dental Occupations	College at Burlington County, Mount Laurel	03/12/20	Heston, C.	10	1
Marketing	SJ Mentorship Forum, Mount Laurel	03/13/20	Troutman, M.	15	1
Robotics	First Mid-Atlantic District Event, Seneca High School, Tabernacle	03/20/20 - 03/22/20	Morgan, D.	40	2
Law & Public Safety	Law Enforcement Career Day, Rowan College at Burlington County, Mount Laurel	03/26/20	Latigona, J.	22	2
Good Vibes Ambassador Club	Trenton Soup Kitchen, Trenton	03/28/20	Pensabene, J.	15	2
Jaguar Band	Key of She Jazz Festival, University of the Arts, Philadelphia, PA	03/28/20	Turowski, P.	10	2
HVAC/R	UA Local 9, Hazlet	04/23/20	Crowley, R.	15	2
Architecture	Robotics Club, Van Zant Elementary	04/24/20	Malesich, E.	12	2

& Design	Science Spectacular, Marlton				
HVAC/R & Welding	Local 27 Sheet Metal Union, Farmingdale	05/14/20	Crowley, R.	26	3
Student Council	Walking Tour, Constitution Center-Independence Park, Mint, Reading Terminal, Philadelphia, PA	05/20/20	Canfield, M.	15	2
Sports Medicine	The Mutter Museum, Philadelphia, PA & Moorestown Mall, Moorestown	05/20/20	Valenti, G.	12	2
Student Council	Spring Awards Program, Six Flags, Jackson	05/27/20	Canfield, M.	30	3
HVAC/R & Construction Technology	Construction Industry Career Day, NJ Convention & Expo Center, Edison	05/27/20	Crowley, R.	35	3

Overnight Field Trips

Students	Trip	Dates	Personnel	S	C
SkillsUSA	SkillsUSA NJ State Championships, Bridgewater	03/27-28/20	Ward, T.	30	4

3. Activities

Campus	Activity	Dates
M	Student Council Pride Activities	03/02/20-4/15/20
M	Spring Sports Schedule	03/06/20-5/27/20
M	Pride Pretzels and Dress Down Day	03/24/20
M	Pit Musicians for <i>How to Succeed in Business without Really Trying</i> : Andrew Connors, Anthony Di Bartolo, Phil Hansen, Evan Kilgore, Sean McCusker, Ryan Peiffer, Matthew Turowski	03/21/20 - 04/04/20
M	College Fair	04/02/20
M	Student Council Bring Your Child to Work Day	04/23/20
M	Student Council Turn About Day	05/15/20
M	Jaguar Choice Awards	05/19/20
W	Softball Round Robin Tournament, Florence High School	04/18/20
W	Student Council Decision Day	04/24/20

Fundraisers

Fund/Campus	Activity	Dates
Student Council & Student Council State Charity/Medford	Pride Week Fundraiser	04/06-09/20
Class of 2022/Medford	Freshman/Sophomore Dance	03/20/20

IV. BUSINESS/FINANCIAL

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

1. Resolution, 2020-2021 Budget Submission to the County Superintendent

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 School Year and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Total</u>
BCSSSD	\$44,237,379	\$0	\$44,237,379
BCIT	\$38,210,999	\$839,899	\$39,008,822

2. Tuition Rates 2020-2021

It is recommended a resolution be adopted approving the tuition rates established for the 2020-2021 school year:

Burlington County Institute of Technology at the annual rate of \$3,517

Burlington County Special Services School District:

PROGRAM	PER STUDENT
Auditory Impaired - High School	\$66,613
Autism	\$50,737
Behavioral Disabilities	\$42,074
Cognitive Impairment Severe	\$46,406
Multiple Disabilities	\$44,550
Preschool Full Time	\$40,885
Providing 1:1 Teacher Assistants	\$40,290
Alternative-Lumberton Campus	\$38,760
Alternative-Briggs Road High School	\$25,704
Alternative-Briggs Road Middle School	\$22,950
*Extended School Year Tuition	\$3,978
*Extended School Year 1:1 Teacher Assistant	\$5,304

3. Travel and Related Expense Reimbursement, 2020-2021

WHEREAS, the Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms.

A. Burlington County Special Services School District

1. Use of Facilities

Agency - Program	Room-Campus	Date(s)
BurlCo School Nurse Assoc/Meetings	Media Center - Central	03/31/20

B. Burlington County Institute of Technology

1. Use of Facilities

Agency - Program	Room-Campus	Date(s)
PA Assoc of Dance Teachers - Scholarship Competition	Auditorium, Atrium, Classrooms - Westampton	03/21-22/20
RCBC - Spring Musical	Auditorium, Dressing Rooms - Medford	04/16-18,20-22,24-25/20; 05/01-02/20
People Motivating Others - Fundraiser	Atrium, Kitchen - Westampton	05/01-02/20
Today's Dance Center - Recital	Auditorium, Dressing Rooms, Classrooms - Medford	05/07,09/20
India Temple Association - Variety Show	Auditorium, Cafeteria, Classroom - Westampton	05/09/20
Dance Xperience - Recital	Auditorium, Dressing Rooms, Cafeteria, Classroom - Medford	06/10-11/20; 06/13-14/20
Teluga Association of North America - Dance Certification	Auditorium, Dressing Rooms, Cafeteria - Medford	07/26/20
Burlington County Bar	Cafeteria, Classroom -	12/04-05/20

Foundation - Children's Holiday Party	Westampton	
--	------------	--

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Professional Services Agreement Fee Schedule 2020-2021 School Year (ESU)

SERVICE TYPES	IN COUNTY	OUT OF COUNTY
EVALUATIONS		
Assistive Technology - Educational	\$950.00	\$1050.00
Augmentative Alternative Communication (AAC) Evaluation	\$995.00	\$1090.00
AAC with Speech and Language Evaluation	\$1275.00	\$1475.00
Behavioral Consultation	\$86.00/hr	\$96.00/hr
Comprehensive Deaf & Hard of Hearing (D/HH) Evaluation Package - 3 D/HH CST evaluations (and Results Meeting Attendance) - Educational Interpreter (if applicable) - 1-yr TOD Follow-up Consultation	\$2195.00	N/A
D/HH Functional Behavior Assessment	\$1650.00	\$1690.00
D/HH Functional Behavior Assessment with Behavior Intervention Plan	\$1800.00	\$1870.00
D/HH Learning Evaluation	\$625.00/ \$675.00 w/ Educational Interpreter	\$775.00/ \$815.00 w/Educational Interpreter
D/HH Psychological Evaluation	\$625.00/ \$675.00 w/ Educational Interpreter	\$775.00/ \$815.00 w/Educational Interpreter
D/HH Speech Language Evaluation	\$625.00/ \$675.00 w/ Educational Interpreter	\$775.00/ \$815.00 w/Educational Interpreter
Functional Behavior Assessment	\$1275.00	\$1325.00
Functional Behavior Assessment with Behavior Intervention Plan	\$1390.00	\$1540.00
Learning Evaluation	\$455.00	\$495.00
Occupational Therapy Evaluation	\$335.00	\$355.00
Occupational Therapy Evaluation w/Sensory Profile	\$445.00	\$475.00
Occupational Therapy Sensory Profile	\$340.00	\$405.00
Physical Therapy Evaluation	\$335.00	\$355.00
Psychological Evaluation	\$455.00	\$495.00
Speech Evaluation (Articulation)	\$330.00	\$355.00
Speech Evaluation (Language)	\$455.00	\$485.00
Speech Evaluation (Language/Articulation)	\$498.00	\$550.00
Social Evaluation	\$360.00	\$400.00
Student Anxiety Support Services	\$1575.00	\$1800.00
*NOTICE No Show In-County Charges will apply - Evaluations: \$100.00, D/HH Evaluations - \$125.00, with Educational Interpreter - \$175.00 (Out of County is an Additional \$50)		
CHILD STUDY TEAM SERVICES		
Learning Disabilities Teacher / Consultant	\$79.00/hr	
Psychologist	\$489.00 day BLOCK RATE *	\$92.00/hr
Social Worker	\$256.00 ½ day BLOCK RATE	
ADDITIONAL SERVICES		
Assistive Technology (AT) ©	\$96.00/hr	\$109.00/hr
Augmentative Alternative Communication (AAC)	\$98.00/hr	\$115.00/hr
Board Certified Behavior Analyst (BCBA)	\$85.00/hr \$545.00 day BLOCK RATE *	\$89.00/hr
Educational Audiologist	\$260.00/hr	\$295.00/hr
Educational Interpreter	\$76.00/hr (2 hour minimum)	\$86.00/hr (2 hour minimum)
Instructional Coach	\$77.00/hr	\$83.00/hr
Job Coaching	\$39.00/hr	\$45.00/hr
Professional Development	\$150.00/hr unless specialized	\$175.00/hr unless specialized
Reading Specialist	\$74.00/hr (2 hour minimum)	\$85.00/hr
Structured Learning Experiences (SLE) Coordinator	\$73.00/hr	\$79.00/hr
Teacher	\$67.00/hr	\$72.00/hr
Teacher of Deaf (TOD)	\$110.00/hr (1 hour minimum)	\$125.00/hr (1 hour minimum)
THERAPY SERVICES		
Occupational Therapy	\$87.00/hr	
Physical Therapy	\$540.00 day BLOCK RATE *	\$96.00/hr
Speech Therapy	\$275.00 ½ day BLOCK RATE (AM OR PM ONLY)	
DISTRICT PARTICIPATION SERVICES		
Burlington County Professional Development Institute (BCPDI)	\$1.50 per resident student based on ASSA count	
Burlington County School Crisis Response Team (BCSCRT)	\$650.00 under 1,000 students \$895.00 1,000 students or more	
<p>*NOTICE No Show charges will apply: hourly services- one (1) hour at agreement rate except where noted in the agreement. Minimum 1-hour billing for Single Service discipline in one physical location (except where noted- refer to agreement). *Block Rate - Full Day: 6.5 Hrs Half Day: 3.25 Hrs (compensated time) Block rate is not applicable for summer services. *Itemized billing NOT available for Block Rate and Half Day Services. Half Day Services are for am or pm blocks not mid-day scheduling.</p> <p>© Occupational Therapy Sensory Profile: Current OT evaluation must be available and have been completed within 18 months of the request. *D/HH CST evaluations must be provided a recent audiogram © For leasing information about Alternative Augmentative Communication Devices, please contact the Assistive Technology Department.</p> <p>NOTE: Out of County rate applies to the location where the services are provided, not the location of the student's home district. Destination charge based on Professional Services Agreement.</p>		

2. **Job Description** (Exhibit #3)
Security Lead (New)

3. **Professional Services Agreements**

District	Type
Benjamin Banneker Prep Charter School	2019-2020 Special Education Services Coaching Agreement
Upper Township	2019-2020 Professional Services Agreement

4. **Course: Approvals**

Name	Position	College	Credits
Bradley, Paula	Teacher	Lourdes University	6
Milman, Jean	Teacher	Rowan University	3
O'Malley, Katharine	Teacher	The College of New Jersey	6

5. **Course: Reimbursements**

Name	Position	College	Credits	Amount
Nims, Samantha	Teacher	New Jersey City University	6	\$4,000

6. **Guest Speakers**

Speaker(s)	Audience	Date
Abernathy, Sydney Cravens, Elizabeth Down, Bobbie Garcia, Rasheda Smith, Renee White, Molly Williamson, Samantha	Parents/Guardians of Deaf & Hard Hearing Students, Burlington County Library, Westampton	03/18/20

7. **Conferences** *Over Mileage **Personal Day *** Administrative Assignment **** Executive Approval

Personnel	Conference	Date	Cost
Laster, Meghan	SLE Symposium, Westampton***	02/20/20****	none
Downs, Bobbie	ASAP Conference, Atlantic City ***	02/26-28/20****	none
Downs, Bobbie	Embracing the Whole Child, Mahwah	03/16/20	none
Frehner, Aubri Hartman, Jean Reichardt, Catherine Turner, Carly	SLPs: Enhance Therapy Effectiveness for Auditory Processing Disorder, Mt. Laurel	03/16/20	\$259 ea
Allen, Brittney Mongon, Kathryn	Children with Severe Impairments, Mt. Laurel	03/18/20	\$269.99 ea

Burkert, Jillian Krumbein, Judith	Expanding Opportunities for Individuals *** Philadelphia, PA	03/19/20 03/20/20	none
Schieber, Kendra	Oppositional, Aggressive and Attention Seeking Children and Teens, Cherry Hill	03/20/20	\$219.99
Decker, Brooke Downs, Bobbie	Stop the Bleed Hospital Community Training, Galloway ***	03/24/20	none
Hanzok, Marquel	Summit Professional Online Subscription	05/22/20	\$229.99
Garcia, Rasheda	Controversial Issues in Pediatric Audiology, New York, NY	03/26/20 03/27/20**	\$240
Decker, Brooke Downs, Bobbie	Joint Assessment Training 2020, Philadelphia, PA ***	06/16/20 06/17/20	\$280 ea

B. Burlington County Institute of Technology: Adult Education

1. Employment *Executive Approval

Name	Position	Date	Hourly
Astrom, Michael	Instructor of Electrical	02/18/20*	\$34
Hoplock, Troy	Instructor of Diesel	02/18/20*	\$34

2. Make-up of Clinical Hours for LPN Students *Executive Approval

Recommend approval of clinical make-up days at Virtua Berlin, LTC, needed for four (4) LPN students to complete their clinical rotation. Makeup dates are 02/01,02,08,09,14,15,16,17/2020*. Kathleen Burke and/or Dr. EMC Lazarus will be the instructors on-site with students.

3. Release Forms

Recommend approval of revised Adult Education Release Forms for Pet Grooming and Veterinary Assisting.

4. Activities

Campus	Activity	Date(s)
Adult Education	Dental Assisting class CODA required Radiology clinic.	03/13/2020, 03/20/2020, 03/27/2020

5. Health Occupations Proposals

LPN Students will manage a community health clinic to provide preventive health services, including biometric measurements, to address current health concerns of adult populations at BCIT Westampton, Adult Education, LPN classroom A909.

6. New Adult Education Tuition 20-21 SY

Course Description	Projected New Price
Advanced Manufacturing - Machinist Bootcamp	\$5,800
ASE Test Prep	\$1,324
Auto Collision Repair I	\$1,514
Auto Collision Repair II	\$1,514
Auto Technology I	\$2,849
Auto Technology II	\$2,849
Advanced Computer Engine Controls	\$1,121
Automotive Engine Repair	\$1,099
Automotive Fuel & Emission Systems	\$1,121
Automotive Transmissions/Transaxles	\$1,099
Emission Technician Education Program 1-10	\$2,492
Emission Technician Education Program 1-5	\$1,048
Emission Technician Education Program Update 6	\$359
Emission Technician Education Program Update 7	\$359
Emission Technician Education Program Update 8	\$359
Emission Technician Education Program Update 9	\$276
Emission Technician Education Program Update 10	\$276
NJ State Motor Vehicle Inspector	\$305
NJ State Motor Vehicle Inspector State Specific	\$138
Certified Homemaker Home Health Aide (for the CNA)	\$260
Certified Homemaker Home Health Aide (non-CNA)	\$1,008
Commercial Driver's License (CDL A)	\$4,118
Commercial Driver's License (CDL B)	\$3,374
Cosmetology	\$8,560
Cosmetology Refresher	\$2,856
Barbering Crossover Exam Prep	\$379
Dental Assisting I & II	\$8,128
Dental Assisting Advanced Standing	\$2,311
Dental Assisting DANB Infection Control Exam Prep Course	\$552
Dental Assisting Radiation Health & Safety Exam Prep	\$552
Registered Dental Assisting DANB Exam Prep Course	\$552
Dental Assisting General Chairside Exam Prep Course	\$552
Dental Radiology	\$900

Diesel Technology I	\$1,757
Diesel Technology II	\$1,757
Digital Accounting	See breakdown below
Accounting I & II (Digital Accounting Assistant)	\$500
QuickBooks Basic (Digital Accounting Assistant)	\$600
QuickBooks Intermediate (Certified Digital Accountant)	\$750
Final Certification Exam (Certified Digital Accountant)	\$150
Basic Life Support	\$70
Carpentry I	\$1,893
Carpentry II	\$1,893
Blueprint Reading for Residential	\$318
Home Repair	\$433
EKG Technician*	\$937
Electrical Trades I	\$1,755
Electrical Trades II	\$1,755
Electricity I	\$623
Electricity II	\$623
Electricity III	\$623
Electricity IV	\$623
Electricity V	\$623
Electricity VI	\$623
Electricity VII	\$623
Esthetician I	\$2,292
Esthetician II	\$2,292
HVAC/R I	\$2,457
HVAC/R II	\$2,457
HVAC/R Exam Prep Course	\$427
Licensed Practical Nursing	\$13,386
Licensed Practical Nursing - Refresher Course	\$420
TEAS Testing	\$102
Medical Assistant (Program)*	\$6,603
Medical Administrative Assisting*	\$1,250
Clinical Medical Assisting w/Practicum*	\$2,439
Patient Care Technician (Program)*	\$4,770
Introducing The Patient Care Technician*	\$580
Certified Nurse Aide	\$1,276
Massage Therapy	\$6,695
Mathematics For The Apprentice	\$593
OSHA Training (10 Hour Training)	\$80

OSHA Training (30 Hour Training)	\$170
Plumbing I	\$2,163
Plumbing II	\$2,163
Plumbing IA	\$665
Plumbing IB	\$665
Plumbing IIA	\$665
Plumbing IIB	\$665
Plumbing IIIA	\$665
Plumbing IIIB	\$665
Plumbing IVA	\$665
Plumbing IVB	\$665
Plumbing Code State Exam Prep	\$552
Plumbing For Beginners	\$644
Pet Grooming	\$649
Advanced Pet Grooming	\$649
Phlebotomy Technician*	\$1,977
Veterinary Assisting I	\$1,783
Veterinary Assisting II	\$1,783
Introduction to Water/Wastewater	\$1,978
Industrial Waste Treatment	\$409
Advanced Water Operations	\$950
Advanced Wastewater Operations	\$950
Advanced Collections Operations	\$409
Very Small Water Systems	\$268
Water Conferences (1 and 2 day events)	\$295
Safe Drinking Water Act Regulatory Update (2 days)	\$315
Instrumentation for Water and Wastewater Operations (1 day)	\$295
Welding I	\$2,369
Welding II	\$2,369

*=aligned with RCBC for hours and pricing

CNA Skills Test - \$100

\$39 per hour for make-up/missed hours

Out of County Fee - \$50

\$50 ½ day and \$100 full day make-up rates

Late Payment Fee - \$25 per late payment

BCIT Alumni - 10% Discount

Senior Citizens - 50 or plus - \$10 discount

7. Conferences/Professional Workshops *Over Mileage ** Executive Approval ***

Personnel	Conference	Date	Cost*
Lazarus, Euphemia	New Jersey League for Nursing Convention, Harrah's Resort, Atlantic City	03/25/20 - 03/26/20	\$430

8. Field Trips

Students	Trip	Date	Personnel	S	C
LPN	Nursing Care of the Patient with a Burn Injury: An Introductory Seminar for Student Nurses, Rowan College of South Jersey, Sewell	03/27/20	Lazarus, E.	19	2
LPN	New Jersey League for Nursing 2020 LPN Student Education Day, Pines Manor, Edison	04/29/20	Lazarus, E.	19	2

9. Guest Speakers

Speaker(s)	Audience	Date
F.A. Davis LPN Connections: Haleahy Craven	LPN	03/16/20

Burlington County Special Services School District & Institute of Technology

Job Title: Bus Driver (Shared)

Qualifications:

1. Valid Commercial Driver's License/Passenger Endorsement
2. Minimum of three years previous safe driving experience
3. High School Diploma or equivalent
4. Ability to maintain passenger discipline to ensure safety of passengers
5. Ability to lift at least 50 pounds (lift test for all new employees after 2/27/20).
6. Ability to assist disabled students, operate wheelchair lift door and secure wheelchair.
7. Required criminal history background check and proof of US citizenship or legal resident alien status

Reports to: Transportation Coordinator

Job Goal: To transport students in a safe and efficient manner and perform all activities related to the operation of the school bus.

Performance Responsibilities:

1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the school bus condition report.
2. Notifies transportation coordinator of any mechanical malfunctions and/or safety hazards.
3. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
4. Transports only authorized students.
5. Obeys all traffic laws and observes mandatory school bus safety regulations.
6. Maintains discipline on the bus and reports violations to the building principal or other authorized individual.
7. Reports all accidents and student injuries immediately to the supervisor or the school business administrator, and completes required reports.
8. Participates in emergency evacuation drills in accordance with board policy, and instructs passengers regarding safety regulations and other bus rules.
9. Performs interior bus cleaning duties daily, cleans windows/bus exterior as needed, refuels vehicle and checks for students on bus at end of bus runs.
10. Performs light maintenance as necessary to include: checking fluids, antifreeze, oil and air in tires;
11. Participates in mandatory training required by state and district to support responsibilities.

Terms of

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

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

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

Bus Driver (Shared)

Date Adopted: 2/03
Dates Revised: 1/07, 2/20



Burlington County Institute of Technology

2020 - 2021 CALENDAR

Exhibit #2

www.burlcoschools.org

February 27, 2020

The Board of Education reserves the right to modify the School Calendar as circumstances warrant.

July 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY 2020	3	Independence Day - DISTRICT CLOSED
AUG 2020	19	Accepted Student Orientation (Medford)
	20	Accepted Student Orientation (Westampton)
	26-27	NEW TEACHER ORIENTATION
SEP 2020	2-3	ALL TEACHERS REPORT-Staff In-Service
(16 Student/	4	District Open for Staff, Admin - NO Teachers, Students
18 Teacher	7	Labor Day - All Schools, District Closed
days)	8	ALL STUDENTS REPORT - First Day Students
	23	Staff in service: 12:32 pm Dismissal for Students
	24	Back to School Night- CTE & Academic
	28	Yom Kippur - Schools CLOSED
OCT 2020	12	Columbus Day: Schools CLOSED
(20 Student/	14	Staff In-Service: Early Student Dismissal 12:32 pm (PSATS)
21 Teacher	22	Discovery Night
days)	23	Staff In-Service: School Closed for Students
NOV 2020	5-6	NJEA Convention: Schools Closed
(17 Student/	11	Staff In-Service: Early Student Dismissal 12:32 pm
17 Teacher	16	Marking Period 1 Ends: 23rd Report Cards Sent
days)	17	Fall PAC Meeting @ Medford
	25	Early Dismissal 12:32 pm - Thanksgiving
	26-27	Thanksgiving: Schools CLOSED
DEC 2020	2	Staff In-Service: Early Student Dismissal 12:32 pm
(17 Student/	23	Early Dismissal 12:32 - Winter RECESS
17 Teacher)	24-31	WINTER RECESS: SCHOOLS CLOSED
JAN 2021	1	WINTER RECESS: SCHOOLS CLOSED
(19 Student/	13	Staff In-Service: Early Student Dismissal 12:32 pm
19 Teacher)	18	Dr. Martin Luther King, Jr. Day: Schools CLOSED
	29	EXAMS: Early Student Dismissal 12:32 pm
FEB 2021	1	EXAMS: Early Student Dismissal 12:32 pm, Sem 1 Ends
	2	Staff Semester Transition Day: Schools CLOSED for students / Report cards distributed 2/3
(17 Student/	12,15	President's Day: Schools CLOSED
18 Teacher	17	Back to School Afternoon - Early Student Dismissal 12:32
days)	19	Staff In-Service: Early Student Dismissal 12:32 pm
MAR 2021	19	Staff In-Service: Early Student Dismissal 12:32 pm
(23 Student/	24	Spring PAC Meeting @ Westampton
23 Teacher)		
APR 2021	1	Early Dismissal 12:32 pm - SPRING RECESS
(16 Student/	2-9	SPRING RECESS: SCHOOLS CLOSED
16 Teacher)	16	Marking Period 3 Ends: 22 - Report Cards Distributed
MAY 2021	31	Memorial Day: Schools CLOSED
20 Student /	20	Teacher days
JUN 2021	17,18,21	Early Dismissal: 12:32 pm for Students ONLY
15 Student /	21	Semester 2 Ends: Last Student Day; GRADUATION
16 Teacher	22	Last Days for Teachers; No school for students

Key:

- Schools CLOSED
- Early Dismissal 12: 32 pm
- School closed for Students ONLY
- School Closed: Weather

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Westampton Campus (609) 267-4226

Medford Campus (609) 654-0200

In the event of school closures, in order of priority the following dates (half-day sessions) will be added to the school calendar:

1) 2/2/21

2) 2/12/21

3) 6/22/21

4) 6/23 /21

5) 4/2/21

6) 4/9/21

Burlington County Special Services School District

Job Title: Security Lead

Qualifications:

1. High School Diploma or GED required;
2. Minimum of 2-3 years of highly successful related experience;
3. Ability to follow written and oral instructions;
4. Proficient with teamwork and in collaborating with colleagues and administration;
5. Exhibit passion and ability to thrive amidst changing and challenging conditions while maintaining a positive outlook;
6. Hold and maintain a valid driver's license with no violations;
7. Demonstrate the ability to communicate effectively both orally and in writing, using proper grammar and vocabulary;
8. Required: criminal history background check and proof of U.S. Citizenship or legal resident alien status.

Reports To: Director of Security

Job Goal: To ensure the overall safety and security of the school and serve as an integral part of the school's comprehensive security plan; to effectively serve as a liaison between school security personnel and Director of Security and school administration.

Performance Responsibilities:

1. Communicate the directives, memoranda, orders and protocols of the Director of Security to Security staff;
2. Act as campus liaison between the Director of Security and District Administration;
3. Be organized and able to write reports and verbalize their contents to the Director of Security and District Administration;
4. Be available to immediately respond to an emergency;
5. Maintain strict confidentiality at all times;
6. Play critical role in school culture and climate;
7. Monitor activity in assigned school and report unusual activity or suspicions to Director of Security and District Administration;
8. Exercise respect and preserve the dignity of students, staff and parents at all time during all interactions and to utilize de-escalation techniques where appropriate;
9. Be trained in appropriate response protocols to support lead role;
10. Work with District Administration at the building level to address student and staff issues;
11. Assist with any request from the Director of Security that is reasonably connected to the role of security lead.

Terms of Employment: Terms and hourly rate of pay to be determined by the Superintendent/Board of Education.

Evaluation: Performance of this job will be evaluated in accordance with _____ Board of Education policy.

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