

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 evening, November 21, 2019 at the Rutgers Center, 2 Academy Dr., Westampton, NJ.

The meeting was called to order at 6:01 p.m. by Vice President Paula Lee, 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
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
Robert C. Silcox	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Daryl Minus-Vincent Ex. County Supt	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

Public Attendance: Hewitt, C.; Wilcox, S.; Will, B.; Guenther-Misunas, B.; Crosby, D.; Bennett, J.; Yanoschak, B. Lewis, K.; Macintosh, A.; Macintosh, S.; Mangus, J.; Scherer, H.; Finn, D.; Shenton, H.; Spicer, C.; Botch, M.; Maszans, T.; Kiczek, R.; McGuinness, J.; Eischen, L.; Ware, A.; Payne, D.; Miller, J.; Cohen, J.; Varga, R.; Forrester, G.; Pietrow, R.; Parker, M.; Braude, E.; Moreland, L.; Kneringer, M.; Barbagiovanni, J.; Nieves, M.; Amodio, A.; Cubbage, C.; Jenter, C.; Venuto, J.; Salmons, L.; Roman, N.; Sykes, E.; Green, E.; Harris, K.; Fryar, L.; Pagan-Colon, K.; Rawlins, J.; Cotton, C.; Morse, R.

Communication & Correspondence: Nothing at this time.

Presentations:

Dr. Lisa English introduced Burlington Auto Group General Manager Mr. John Broderick and Mr. Robert Deaton, Public Relations to present scholarship awards to two BCIT Adult Ed students for outstanding academic achievement. The Burlington Auto Group is pleased to participate in this CTE partnership and continue to recognize exemplary Adult Ed students, since the training they receive at BCIT Adult Ed is highly valued in the automotive industry.

Ryan Varga, Principal of BCSSSD Westampton presented Special Olympics athletes certificates of achievement for numerous medals awarded for Spring Sports of Swimming, Track and Field. Swimming took home 11 gold and 13 silver medals, with additional 4,5,6 placements. Track and field athletes earned 5 gold, 4 silver, 10 bronze with additional 4,5,6 placements. Congratulations!

Mr. Matt Willey from the Burlington County chapter of Special Olympics presented a special award to the Special Olympics Athlete of the Year Ben M. from the BCSSSD Westampton campus. He was also pleased to report that the events organized and hosted by BCSSSD Special Olympics athletes themselves helped to raise a total of \$2,101 for the Burlington County chapter, and thanked the students for their efforts.

Minutes: Andrew Willmott, Acting Board Secretary, presented the Minutes from October 30, 2019. On a motion by Kathleen Burgess and seconded by John J. Ferry, the Board approved the Minutes.

Roll Call:

Kathleen Burgess	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent
Robert C. Silcox	<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 Kathleen Burgess, the Board approved the Financial Report.

Roll Call:

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

Public Comments - Superintendent Agenda and Addendum Only:

Dr. Nagy noted that this would be Kathleen Burgess last Board meeting after graciously serving the students in our districts for 17 years. Ms. Burgess indicated she was sad to be leaving and she would miss everyone, especially the students.

Dr. Nagy congratulated Board President Bob Silcox as he will be honored with Burlington County's Distinguished Citizen of the Year Award in December.

Dr. Nagy was pleased to report that at this meeting the five-year ratification of both the BCSSSD EA and BCIT EA contracts are included on the Agenda.

Dr. Nagy introduced and welcomed Christine Jenter, BCSSSD Strategic Marketing, Communications and Enrollment Coordinator.

Superintendent Agenda:

Dr. Nagy presented and recommended approval of the Report and Addendum noting that Personnel item number A1 pertaining to employee #7074 was removed for discussion in private session. 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
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent
Robert C. Silcox	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent

Public Comments:

C. Hewitt, BCSSSD EA President thanked Ms. Burgess for her service to the District, offering a standing invitation for her to visit at any time. Ms. Hewitt expressed gratitude to the Board for settlement of the contract noting that BCSSSD staff always put students first. She thanked her colleagues for their professionalism and passion throughout the process.

S. Wilcox, BCSSSD EA Vice President thanked the Board for settling and hopes this will reestablish dedication to the staff and students of BCSSSD.

W. Hinkson, Lumberton campus was both relieved and pleased to hear the contract was settled and looks forward to a renewed future. Mr. Hinkson also challenged his colleagues to renew and recommit themselves to all students.

A. Wave, BCSSSD thanked the Board and hopes to see energy and morale grow across all campuses.

B. Will, BCSSSD Negotiations chair thanked Ms. Burgess for her efforts throughout the years and service to the students. Ms. Will thanked the Board for settling the contract after a lengthy process but looks to this as the first day of a new contract and new beginning for a unified staff and administration.

D. Finn, BCIT EA Vice President offered many thanks to his Association members, the Board as settlement of the contract is good for both the staff and students we serve.

Board member L. Jones thanked everyone, indicating the Board never questions staff dedication. Mr. Jones also thanked Kathleen Burgess for her many devoted years of service.

Board member Kathleen Burgess stated she would really miss all staff and the children of both districts.

Board member John J. Ferry is very happy to see all the students receive their awards as Special Olympics athletes and thanked all staff, wishing everyone a Happy Thanksgiving. Mr. Ferry also thanked Ms. Burgess, stating it was great to serve as Board member alongside her.

Vice President Paula Lee said it was a great meeting to chair. Ms. Lee also thanked Ms. Burgess for her many years of dedicated service, having enjoyed serving alongside her.

Executive Session On a motion to adjourn and move to Executive Session by Leon Jones and seconded by Kathleen Burgess, The Board went into Executive Session at 6:43 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 November 21, 2019.

Public Session

The Board returned and reopened the public session at 7:12 p.m. and took action.

On a motion by Leon Jones and seconded by John J. Ferry, the Board reconvened the Regular portion of the Meeting.

Roll Call:

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

Adjournment

Since there was no further business, Vice President Lee asked for a motion to adjourn. On a motion by Leon Jones and seconded by John J. Ferry the Board adjourned at 7:18 p.m. with the next meeting to be on December 12, 2019, at Rutgers Media Center at 4:00 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. Job Description

Director of Security (New) (Exhibit #1)

2. Resignation/Retirements: Substitute

Name	Position	Reason	Effective
Jackson, William	Bus Driver	Resignation	11/15/19
Warfield, Theodore	Bus Driver	Resignation	11/21/19
#9009/104269	Substitute Bus Driver	Administrative LOA	11/15/19 - 11/20/19

3. Employment: Substitute *Executive Approval

Name	Position	Hourly Rate	Effective
Graham, Asim	Substitute Bus Driver	\$21.75	11/18/19*

A. Burlington County Special Services School District

1. Resignation/Retirements/Terminations: Full-Time

Name	Position	Reason	Effective
Wright-Sharpe, Aquilina	Teacher Assistant	Retirement	01/01/20

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

*Executive Approval

Name	Position	Salary	Effective
Evans, Deborah	Teacher Assistant	BA Step 7 \$24,773	12/16/19
Stobie, Kelly	Teacher of Chemistry	BA+15 Step 15 \$73,490	11/14/19*

3. Transfers

Employee	From	To	Effective
Kamelia, Nina	Westampton	Lumberton	12/02/19
Lentini, David	Lumberton	Westampton	12/02/19
Wyllner, Robert	Westampton	Transition 3 days/wk	12/02/19

		Westampton 2 days/wk	
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4. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
Conner, Craig	Transportation Courier	FMLA	11/18/19-11/29/19
Daly, Sean	Transportation Coordinator	FMLA*	09/23/19-06/01/20
Dooley, Karinn	Speech Therapist	LOA/FMLA/NJFLA	12/02/19-05/01/20
Juliana, Erin	Teacher Assistant	LOA/FMLA/NJFLA	11/26/19-02/28/20
Shivers, Angela Renee	Secretary	FMLA**	11/21/19-06/30/20
Ste.Claire, Celestina	School Psychologist	FMLA**	11/20/19-06/20/20
Stewart, Diana	Teacher	FMLA	10/01/19-11/27/19
#7074	Maintenance	Administrative LOA	11/21/19 - TBD

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

Lumberton			
Garcia Dearmas, Jose Kisielnicki, Gabriel	Moultrie, Stefan	Taliaferro, Gabriel	Willis, Aden

6. Supplemental Pay/Extra Curricular

Name	Extra-Curricular	Rate
Crayne, Denise	Bus Aide	\$14.50/hr
Markelwith, Brian	After Hours Event - Special Olympics - Support Staff	\$27/hr

7. Course: Approvals

Name	Position	College	Credits
Eiserle, Christine	Speech Therapist	Lourdes University	9
Miskey, Shannon	TA	University of Phoenix	3

8. Conferences/Professional Workshops *Over Mileage

Personnel	Conference	Date	Cost*
Adcock, Maria	NJPAA Certification Landscape Analysis,	12/11/19	None

	Pennington		
Scannell, Deanna	Play Therapy Innovative Interventions, Online	N/A	\$199.99
Willard, Colin	20/20 STEM for 2020, Westampton	02/26/20	None

9. Course: Reimbursements

Name	Position	College	Credits	Amount
Angelini, Maria	Teacher	Rowan University	3	\$2,000

10. Status Change: Full Time (prorated)Salaries Pending Settlement of Negotiated Agreement

Name	From	To	Salary	Effective
Boyle, Brian	Teacher Assistant	Teacher	MA Step 1 \$57,365*	11/25/19

11. Student Teacher/Internship/Observation

Name	College	Type	Effective
Hassel, Tonya	Rowan University	TOSD	01/21-03/16/20
Ismael, Kristine	Jefferson University	Level II OT	01/06-03/27/20
Rosen, Dana	Rowan University	TOSD	01/21-03/16/20

12. Increment Restored, School Year 2019-2020

Employee
#6259, #7772, #9229

13. Approval for Sick Day Donation *Executive Approval

The Superintendent of Schools recommends the donation/transfer of up to 60 sick days to Employee #7721 in accordance with the Sick Day Donation procedures.*

B. Burlington County Institute of Technology

1. Resignations: Supplemental Pay/Extra Curricular *Amended Medford

Name	Position	Reason	Effective
Jurkowitsch, Colleen	Student Activity Coordinator	Resignation	11/15/19*

2. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
Destinoble, Marc	Custodian	LOA	10/24/19 - 11/15/19**
Paliotta Nevadomski, Kerry	Teacher of Mathematics	LOA	12/09/19 - 01/05/20
Sprague, Meagan	Teacher of Entertainment Technology	LOA/FMLA/NJFLA	01/13/20 - 06/22/20

3. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
Johnson, Joslyn	Teacher of Art	-\$1,839.31	11/01,04-06,11/19 & ½ 11/12/19

4. Employment, Work Study Students, \$9.00 Hourly

Student	Department	Campus
Anderson, Mikayla	Stage Crew/Tech Crew	Medford
Rodriguez-Koenig, Cristina Maria	Nurses Office	Medford

5. Supplemental Pay/Extra Curricular District

Name	Extra-Curricular	Rate
Georgette, Brittany	ASPIRE Tutoring, ESEA Title I funded	\$34/hr

Medford *prorated (**per negotiated agreement)**

Name	Extra-Curricular	Rate
Anenberg, AnneMarie	Auxiliary Personnel	****
Avila, Amanda	Cheer/Step Coach	\$5,934
Chamberlain, Brandi	Student Activity Fund Coordinator (effective 11/18/19)	\$2,793*
Pine, Victoria	Auxiliary Personnel	****
Riccitello, Nicole	Auxiliary Personnel	****
Say, James	Auxiliary Personnel	****

Westampton *prorated ** Executive Approval

Name	Extra-Curricular	Rate
Callaghan, Colleen Conyer, Robert Georgette, Brittany** Kling, Lois**	Extra Block Coverage (LOA coverage, subject aligned)	Per diem
Carey, Danielle	Assistant Softball Coach	\$5,530
Georgette, Brittany	Cheerleading Coach	Volunteer
Hurst, Anthony	Bible Impact Club Advisor (Shared ½)	\$1,452*
Kenney, Edward	Site Supervisor - Winter Season	\$4,166
Miller, D'Andre	Boys Assistant Basketball Coach	\$6,376

6. Mentor

Name	Mentor
Allenbach, Ryan	Saxton, Mark

7. Course: Approvals

Name	Position	College	Credits
Hackman, Deborah	Teacher	Wilmington University	3
Landre, Laura	Teacher	Brookdale Community College	6

8. Course: Reimbursements

Name	Position	College	Credits	Amount
Hackman, Deborah	Teacher	Wilmington University	3	\$1,464

9. Conferences *Over Mileage

Personnel	Conference	Date	Cost
Jones, Aja	BCSCRT Suicide Prevention, Burlington County Library, Westampton	12/05/19	None
Sleppy, Jennifer	NJPAA Certification Landscape Analysis, Pennington	12/11/19	None
Hackman, Deborah	DECA Meetings, Eastern High School, Voorhees	12/19/19, 01/07/20, 01/16/20, 02/20/20, 03/19/20, 05/21/20	None

Malsbury, Vicki	Mentor NJ Technology Meetup, Burlington County Library, Westampton	02/07/20	None
Johnson, Beth	Working with Difficult Emotions, Online	02/14/20 - 03/26/20	\$125
Dinovelli, Diane	BCPDI-Enabling Learning in 2020-Smart Implementation of Special Education and Section 504 for the Student and the District, BCSSSD Westampton	03/03/20	None

II. PROGRAMS

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

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

Revised - Second Reading

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

2. **Uniform State Memorandum of Understanding**

Approval of the Uniform State Memorandum of Agreement (MOA) along with the Live Streaming Memorandum of Understanding (MOU) between Burlington County Special Services School District and Burlington County Institute of Technology with Law Enforcement Officials for the 2019-2020 school year:

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

A. Burlington County Special Services School District

1. Recommend approval of the establishment of an Autism Elementary Special Class Program.
2. **In School Youth (ISY) - America Works**
 ISY Strength Finder
 ISY Emotional Intelligence 2.0
 ISY Financial Literacy
 ISY Born to Build - Entrepreneur Skills Training
 ISY ServSafe Certification
 ISY National Retail Federation Certification
 ISY NJ SORA Certification

B. Burlington County Institute of Technology

1. **Guest Speakers** *Executive Approval

Speaker(s)	Audience	Date
Cheer Tryouts/Choreography - Aleshia Crump, Keenan Riley, Angelique Shanks	Cheerleaders	11/11/19, 11/12/19, 11/14/19, 11/23/19, 12/21/19*
Fitness Workout & Conditioning - Kenneth Dudley	Cheerleaders	11/20/19*
Wrestling & MMA - Ryan Kim Cataro	Wrestling Team	12/11/19

Aggies in the Classroom - Leigh Heicke	Veterinary Technology	12/18/19
Wegman's Culinary Careers & Sushi Demo - Chao Hsiao, Angela McMaster, Lauren Weiss	Culinary Arts	12/19/19
Burlington County Library Promotion - Allegra Dingle, Rosy Wagner	All Students	12/19/19
Benjamin A. Gilman Scholarship - Chance Gayles	CTE Students	01/07/20

2. Dissertation

Recommend approval of doctoral dissertation for Keturah Harris entitled: *Phenomenological Study Perceptions of Women in Leadership Positions*. Ms. Harris will shadow Dr. Lisa English and Dr. Ashanti Holley for 150 hours as per dissertation requirements.

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	6
Elementary	7	Transition	0
Middle	0	Lumberton/CA	18

2. Activities

Campus	Activity	Dates
Lumberton	Home Ball Games	12/12/19; 01/14 - 15; 02/04/20
Lumberton	Home Soccer Game	11/22/19

3. Field Trips

Campus	To	Date	Inst.	S	T
Elementary	FOP Holiday Party, Cherry Hill	12/16/19	Hewitt, C.	150	30
Lumberton	Garfield Park Academy, Willingboro	12/19/19 01/23/20	Roberts, K. Myers, B.	15	5
Transition	ShopRite & Lowes, Hainesport	04/08,22/20	Fletcher, K.	22	18
Transition	Target & Chick-fil-A, Mt. Laurel	05/13,20/20	Fletcher, K.	22	18

B. Burlington County Institute of Technology

1. Transfers, Withdrawals, Suspensions, Homebound (Exhibit # Report is considered privileged in nature.)

	<u>Medford</u>	<u>Westampton</u>
a. Transfers in County	6	6
b. Transfers out of County	0	0
c. Dropouts	1	0
d. Transfer to West/Medford Campus	0	0
e. Suspensions	7	13
f. Homebound	1	1

2. Field Trips *Executive Approval

Students	Trip	Date	Personnel	S	C
NTHS	Day of Service, Battleship New Jersey, Camden	12/16/19	Daily, J.	15	2
		03/06/20		30	2
Performing Arts - Vocal	Philly Pops Concert, Kimmel Center, Philadelphia, PA (If students win)	12/18/19	Turowski, P.	45	4
Sports Medicine	Amazing Escape Room, Cherry Hill	01/14/20	Sienkiewicz, J.	31	2
Culinary Arts	Wegman's Store Tour, Mount Laurel	01/23/20	Adams, C.	20	2
HOSA	HOSA State Officer Interview Meeting, Middlesex County Vocational & Technical School, East Brunswick	02/07/20	Mazella, A.	5	1
Performing Arts - Dance	NJ High School Dance Festival, Union City High School, Union City	03/14/20	Gebhart, L.	20	2
Performing Arts	West Side Story, Broadway Theatre, New York, NY	04/25/20	Cooney, S.	38	4

Overnight Field Trips

Students	Trip	Dates	Personnel	S	C
Class of 2020	Pocono Valley Resort, Reeders, PA	06/10/20-06/11/20	Murrenburke, H.	50	5

3. Activities *Executive Approval

Campus	Activity	Dates
Westampton	NTHS Peer Tutoring & Mentorship	SY 2019-2020

Westampton	Boys Basketball Showcase - Holy Cross Academy	01/31 - 02/02/20
Westampton	Valerie Lee, Volunteer Coach-Step Team Performance @ Blue & White Night	01/15-16/20
Westampton	Cheerleading Choreography-Rah Rah Routines*	11/23/19, 12/21/19

Fundraisers

Fund/Campus	Activity	Dates
Performing Arts/Medford	Fall Play-Open Dress Rehearsal	12/12/19

IV. BUSINESS/FINANCIAL

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

No Action Taken

A. Burlington County Special Services School District

1. Resolution, Memorandum of Agreement - BCSS Education Association

Resolution to ratify the negotiated agreement between the Burlington County Special Services School District/Burlington County Institute of Technology Board of Education and the Burlington County Special Services Education Association for the years 2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023 as per the Memorandum of Agreement.

B. Burlington County Institute of Technology

1. Resolution, Memorandum of Agreement - BCIT Education Association

Resolution to ratify the negotiated agreement between the Burlington County Special Services School District/Burlington County Institute of Technology Board of Education and the Burlington County Institute of Technology Education Association for the years 2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023 as per the Memorandum of Agreement.

2. Use of Facilities

Agency/Program	Building/Room - Campus	Date(s)
Kingsway Church/Egg Hunt	Fields - Westampton	04/11/2020

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Resignations: Hourly

Name	Position	Reason	Effective
Carter, Felicia	Security	Resignation	11/08/19
Ware, Terence	Security	Resignation	11/27/19

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

Name	Position	Salary	Effective
Cosico, Janelle	Speech Therapist	MA Step 1 \$57,365	11/18/19*

3. Professional Services Agreements 2019-2020 School Year

District	Type
Manchester Township	Professional Services Agreement
Mount Holly Township	ESSA Agreement
Pemberton Township	Basic Skills Services Agreement
Vernon Township	Professional Services Agreement

4. Course: Reimbursements

Name	Position	College	Credits	Amount
O'Brien, Julie	Teacher	Rowan University	3	\$2,000

5. Conferences *Over Mileage

Personnel	Conference	Date	Cost
Jagodzinski, Kathleen	Autism Fitness Level 1, Deptford	12/07-08/19	\$549

6. Transportation BCSSSD 2019-2020 Fall School Bus Evacuations

The following bus routes have completed the mandatory School Bus Emergency Evacuation Drill at Burlington County Special Services School on 10/21/19 in accordance with N.J.A.C. 6A:27-11.2:

<u>AM & FB</u> #61	<u>ARK Transit</u> Van #1	<u>Bordentown Twp</u> #V11
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<u>Bristol Twp</u> Van #4	<u>Cinnaminson Twp</u> #65, #SE65, #43	<u>Caravan</u> #159
<u>BCSSSD/BCIT/ESU</u> ESUT14 #18 ESUD75 #12 ESUH23 #16 ESUT09 #17 ESUT03 #3 ESUT11 #138 ESUT08 #60 ESUT15 #137 ESUC34 #2	ESUC52 #11 ESUT12 #114 ESUT04 #13 ESUC33 #7 ESUT16 #15 ESUT17 #10 ESUR15 #115 ESUC57 #1 ESUR41 #113	ESUT05 #5 ESUT18 #2 BCIT1 #133 BCIT2 #134 BCIT3 #135 BCIT4 #136 BCIT5 #10 BCIT6 #116 BCIT7 #12
<u>Burlington Twp</u> #BT-14, #19	<u>First Student</u> #202, #92, #97, #1912, #7292	<u>GST</u> 820, #1732, #820, #H37
<u>Hillman's</u> #H295, #H299	<u>Holcomb</u> #394	<u>Kerry Bus</u> #N6RS
<u>Laurel</u> #20, #3, #LE30, #SH15	<u>Maple Shade</u> #28	<u>Medford Twp</u> #134
<u>Morgan's Bus</u> #6	<u>Pemberton</u> #L9, #L44, #L49, #L35	<u>R&D</u> #9
<u>Rick Bus</u> #1439, #1239, #1426	<u>Sheppard</u> #S200	<u>STA</u> #S1, #S15
<u>T&L</u> #528	<u>West Berlin Bus</u> #718	

7. **Status Change**

Name	Position	From	To	Effective
Durham, Thomas	Security	\$25/hr	\$35/hr (Interim until new Director of Security is hired)	11/07/19

B. Burlington County Institute of Technology: Adult Education

1. **Field Trips**

Students	Trip	Date(s)	Personnel	S	C
Advanced Water Operations	Trenton Water Treatment Plant, Trenton	12/11/19	McKeon, P.	10	1

- 2. Approval, NJ Apprenticeship Network Coordinator Program Grant FY '19**
Recommend approval and acceptance for the NJ Apprenticeship Network Coordinator Program Grant in the amount of \$15,900 for the 2019/20 FY

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT
JOB DESCRIPTION

DIRECTOR OF SECURITY

TITLE:

DIRECTOR OF SECURITY for the Burlington County Special Services School District (BCSSSD) AND the Burlington County Institute of Technology

OVERVIEW:

The Director of Security will maintain a safe and secure environment for students, employees and visitors by helping to develop, establish and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire, safety, emergency management, asset protection, parking control and traffic enforcement programs. The Director of Security performs tasks in developing, implementing, and managing programs designed to effectively address security and school safety needs. Employee is responsible for coordinating a comprehensive school safety program, which includes working and collaborating with local law enforcement agencies. Employee works extensively with the Board, school administrators and the BCSSSD and BCIT community on all areas of school safety. Work also involves implementing training programs pertaining to matters of safety and security for site-based administrators. Will help to develop and monitor school safety areas within school improvement plans.

REPORTS TO:

Superintendent or his/her designee

QUALIFICATIONS:

1. Have earned a bachelor's degree.
2. Have a valid New Jersey driver's license with no serious violations.
3. Have ten (10) years of supervisory experience with a law enforcement agency.
4. Have seven (7) years of command (rank of captain or above) experience with a law enforcement agency.
5. Show evidence of supervising law enforcement officers or security personnel.
6. Exhibit a personality that demonstrates interpersonal skills that relate well with student, staff, Administration, parents and the community.
7. Demonstrate an ability to communicate effectively both orally and in writing.
8. Must have a strong background in building security, including design, set-up and daily operation of digital electronic security systems.

9. Strong problem-solving skills.
10. Possess an understanding of the criminal justice system. Experience and expertise in school-related investigative fields, related juvenile enforcement and the development of prevention and intervention programs.
11. Required criminal history background check.
12. Ability to provide leadership and guidance regarding safety and security issues in an educational environment.
13. Demonstrate ability in training and supervision of security personnel.
14. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:

Supervision of Staff

1. Interviews candidates for the position of security aides and makes recommendations concerning appointments, promotions, reassignments, and disciplinary actions.
2. Assigns, directs, and reviews the work of security aides.
3. Identifies professional development activity needs for security personnel and makes provisions for the appropriate training.
4. Advises school administrators on security measures and conducts in-service programs for school site personnel.

Security and Emergency Planning

1. Participates in the development and review of the district's/school's safety and security plan as assigned.
2. Maintains a comprehensive knowledge of the contents and requirements of the emergency plans for all district facilities.
3. Cooperates with the local law enforcement agency and other federal, state, and local agencies regarding building security procedures and special security problems.
4. Oversees the placement, use and maintenance of school electronic security equipment including ensuring appropriately posted notices oversees, and in consultation with the custodian of records oversees the retention, storage, security and disposal of recorded footage and ensures appropriate access and use of recorded footage.
5. Oversees the development and implementation of procedures for school building access by staff, students and visitors.

6. Assumes responsibility for implementation of the district's security plan and security-related policies and regulations.
7. Evaluates the district's security program on a continuing basis and recommends changes as necessary.

Crisis Response

1. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
2. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
3. Serves as a link between units responding to a crisis on school property and school staff.
4. Prepares and maintains reports on fire drills and security drills.

Other

1. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs any and all duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Contract terms, salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey law and the provisions of the board's policy on evaluations.

Employee Name (printed)

Date

Employee Signature

Board approved: November 21, 2019