

**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 called to order at 4:08 pm in hybrid format, both in-person and virtual audio format via Zoom Conference Call on December 14, 2023 in the Rutgers Room at 2 Academy Drive, Westampton, NJ.

Mr. Tyler Burrell called the meeting to order at 4:08 pm and led the flag salute.

Sunshine Notice

Mr. Andrew Willmott, Board Secretary, read the Sunshine Notice stating that this meeting was in accordance with the Open Public Meeting Act and that this was a public meeting.

Roll Call: Andrew Willmott, Board Secretary, called the roll:

Odise Carr	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tiffany Cohen	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mekhi Greene BCSSSD Student Rep	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Raymond Marini Exec. County Supt.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Dr. Charles McCabe	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Michelle Parker	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
William "Liam" Redford, BCIT Student Rep	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tyler J. Burrell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

In-person public attendance: E. Joseph, R. Wright, F. Staff, J Pappler, V. McGuinness, S. Lewis, L. Salmons, M. Stewart, M. Kneringer, S. Wilcox, K. Baider, K Nevadomski, H. Foul, J. Bouchard, N. Duong- Jackson, M. Green, A. Valle, D.Jedda, J. Willey, B. Gunther Miser, N. Acosta, L. Hughes, W. Cerminara, J. Gregg, M. Azzarone, A. McDermott, C. Hewitt, S. Bansay, L. Ryder, A. Landry, M. D'Antoni, J. Stillwell, J. Schider, D. Finn, T. Edwards

Virtual public attendance by registering through Zoom: B. Downs, B. Shinn, K. Harris, N. Riccitello, V. Evangel

Presentation: Dr. Nagy introduced Jesse Pappler, Assistant Principal at BCIT who provided an overall focus on BCIT programs/courses in career technical education to the adults of Burlington County and beyond at both Medford and Westampton.

Communication & Correspondence: Mr. Willmott announced that the Board of Education had not received communication or correspondence.

Minutes: Mr. Burrell, Board President, presented the Meeting Minutes from November 16, 2023. On a motion by Mr. Robert Brittain and seconded by Ms. Tiffany Cohen, the Board approved the Meeting Minutes.

Roll Call: Mr. Andrew Willmott, Board Secretary, called the roll:

Odise Carr	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tiffany Cohen	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Raymond Marini Exec. County Supt.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tyler J. Burrell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Financial Report: Mr. Burrell, Board President presented the Financial Report and called for a motion to approve the report. On a motion from Mr. Raymond Marini and seconded by Mr. Odise Carr, the Board approved the financial report.

Roll Call: Mr. Andrew Willmott, Board Secretary, called the roll:

Odise Carr	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tiffany Cohen	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Raymond Marini Exec. County Supt.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tyler J. Burrell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Public Comments on Superintendent's Agenda: Mr. Burrell made a motion to open the public comments on the Superintendent's Agenda only. Ms. Tiffany Cohen motioned and Mr. Raymond Marini seconded to open the public comments. Mr. Andrew Willmott announced any public members to make a comment to speak via Zoom on the Superintendent's Agenda only.

Dave Finn: Instructor at BCIT - Requested to know the bidding process and how bids are not approved. Mr. Willmott explained that the specifications of the bid are under review and may be modified.

Christine Hewitt: Use employee identification numbers instead of names in salary adjustment sections. Expressed her dissatisfaction that they did not get any response to the proposal sent to the negotiations team. ESU staff wants to be included in the BSSD union

The public comments portion of the Superintendents Agenda was closed on a motion by Mr. Robert Brittain and seconded by Mr. Raymond Marini.

Superintendent's Agenda: Mr. Burrell invited Dr. Nagy to present the superintendent's report to the Board.

At the Board meeting, Dr. Nagy acknowledged a presentation made by Mr. Jesse Pappler for the impressive statistics on the important work of our BCIT Postsecondary Adult Education Division. It was very informative and the work is so important to provide adults the ability to reskill, upskill, change career paths, re-enter the workforce or be an apprentice and earn stackable industry credentials much like our high school students. The Middle States Accreditation and the Federal Financial Aid are the latest advances to provide adults affordable ways to learn and earn.

Our Board President, Mr. Burrell and Vice President Mr. Brittain, joined the administration in both districts to visit the campuses across the district in a surprise visit to present flowers and announce the campus winners for the Teacher of the Year, Educational Services Professional of the Year and Teacher Assistant of the Year. Dr. Nagy congratulated all honorees. On behalf of the Board, the Superintendent recognized the retirees on the agenda and wished them good health and best wishes in their next endeavors.

The Board approved a few job descriptions on the agenda for approval as well as policies and Statement of Assurance for the School Safety and Security Plans for each school district which reflects work done since the start of the school year on our campuses, approval of ESSER Funds, Perkins Amendments, MOUs with educational agencies, and curriculum approvals.

The administration in both districts have been working collectively to update emergency procedures, crisis communication plan, and related organizational chart and messaging to parents, staff and students in the event of a crisis that necessitates involvement of police, lockdowns of campuses and potential implementation plan for reunification of students to parents as was done at the Medford case back in September.

On behalf of the Board of Education, Dr. Nagy wished all a Happy Holiday and Happy New Year filled with good health, blessings, peace and joy in your hearts and families. Students have a half day on Friday, December 22nd and will return on January 2, 2024.

Dr. Nagy acknowledged Liam Redford, the BCIT student representative to the Board, and asked him to present his report on campus happenings:

- CTE:
 - APA students auditioned for the Spring musical opening March 15th 2024. Students had a field trip to a Broadway show. APA students received great reviews for the Winter music concert and The “Emerging Pathway dance concert. Westech Sports Medicine juniors and seniors took a trip to Montclair State University to tour the campus
- Student Activity:
 - M- NHS is collecting donations for Kelly’s Kidz
 - M- Student council will host its annual BCIT’s Got talent show -all proceeds will be donated to "Camp Fatima of NJ" and "Hugs for Brady".
 - W- Student Council will be hosting its annual Toy Drive to benefit Toys for Tots.
 - M- NAHS was very active this month, decorating doors for the holidays for staff, planning a MLK Poetry event for next month, as well as collecting old clothes through December 21st. These clothing donations will go towards making blankets for animal shelters and other charities
 - HOSA will be hosting its annual blood drive and collected donations from generous staff and students on December 12th
 - Westech SkillsUSA held a fundraiser online for Gifts and Goodies to raise funds to cover their competition fees. They raised around \$700.00
 - The International Thespian Society is rehearsing for the NJ Thespian Festival
 - M- Class of 2024 held fundraisers for Toys for Tots.
- Athletics:
 - The Lady Jags Basketball team is prepared for a great season. The Medtech bowling team had a great start of the season. The Cheer and Step teams are working hard to elevate their performances at this season’s basketball games.

In addition to items presented by our student representative to the Board Liam Redford, Dr. Nagy highlighted the following:

- BCIT is undergoing a NJ Department of Education QSAC review. As part of this process, a visit by our County Executive Superintendent took place this week for personnel and operations. Other areas are addressed through submissions of requested documents much like a desk audit and visitation of Department of Education links to data. The Superintendent thanked all of the central office staff and administrators and building administrators for their assistance and support to help gather the needed information. We anticipate in February that a final meeting be held to discuss the results.
- Those who attend BCIT Medford or who have visited lately, there are construction workers and fencing the area under work pursuant to the extension of a few shop areas. This represents an exciting point in the history of the school and will add space, seats and opportunities for students. We anticipate that the construction will take place sometime in the Spring for the West Campus. All this is possible due a NJ CTE Grant.
- Dr. Nagy welcomed Jill Trainor to the district as the Director of Pupil Personnel Services, the Board approved her as the District Testing Coordinator. Dr. Nagy congratulated all of our honorees on being inducted to the various Honor Societies including National Technical Honor Society tonight at West.

Dr. Nagy acknowledged Mekhi Green, the BCSSSD student representative to the Board, and asked him to present his report on campus happenings.

- District Wide:
 - All campuses held a festive Thanksgiving luncheon for students and staff. Excited for this evening's event with our Annual Holiday Show and Craft Fair. 178 students participated. There was something for everyone to get involved as a school community. Pioneer Band performed on Transitions to add to their Thanksgiving festivities during their luncheon. The Pioneer Band and cheer squad was featured at the annual Holiday Parade in Moorestown and played “*Feliz Navidad*” for the judges stand. They performed fun selections for the North Campus ‘Student SpotLight’ Luncheon and at the Board meeting, the ensemble was an integral part of the district

Holiday Show. Pioneer Special Olympics Volleyball teams played in Princeton and Lawrenceville and Basketball practices began this month. Bowling competitions begin in the new year.

- North Campus:
 - North Campus held their annual Thanksgiving BINGO.
 - The first Marking Period awards Ceremony honored students with awards of Perfect Attendance, Principal's list, Honor Roll and Most Improved behavior.
- South Campus:
 - The Campus Literature Trees are displayed at the main entrance at Westampton.
 - Holiday Spirit days included dressing like an elf, hat day and our annual favorite ugly sweater contest. South has a holiday dance on Thursday and a cozy day in PJs to finish the holiday season!
- The East Campus:
 - The Campus Literature Trees are displayed at the main entrance at Westampton continues to spread holiday joy with East Grinchmas theme days.
- Transitions:
 - The Campus held their monthly Awards Ceremony, 12 young adults received Strive Character Awards or Employee of the Month Awards.
 - Other events include a Lip Sync battle and the annual tradition of Reindeer Dash where both students and staff had collaborative and competitive games
- BCAS:
 - Looking forward to the new partnership with the Transition Campus for student mentoring
 - Many students at BCAS are enrolled in RCBC to test the waters at college.
 - Congrats to Robert, Martin, Shalamar and Jaiida, the recent graduates!
 - The student group R.O.A.D. (Representatives of Adolescent Drivers) started this year's campaign to increase awareness for teen driving. NJDRIVES awarded the school \$1000.00 for this initiative.

In addition to items presented by our student representative to the Board Mekhi Greene, Dr. Nagy highlighted the following items:

- Dr. Nagy congratulated Mekhi for having completed his first RCBC course and with an excellent grade. We are proud of this partnership with RCBC to allow students who meet the qualifications to take college courses on the college campus. The Superintendent noted that tonight is a special night and thanked administration, staff, Sodexo and students for all of their work to make this night so special.
- He thanked members of the former Education Foundation who for years since 1996 when originally established, who dedicated their lives to helping our students and staff with financial support, scholarships, purchase of equipment, graduation gifts, character education awards, state of art technology, campus food drives and payment for the respites throughout each school year to name a few. The Foundation as part of its last work as a Foundation in 2023, has earmarked funds to support this year's and next year's respites. The Superintendent thanked all of the foundation members and those who have passed and who were integral founders of the original Ed Foundation. Their contributions will be felt for many years.
- The Board approved the submission for the Limited CE/CEAS Five-Year Pilot application and Data Collection which provides flexibility to individuals considering hard to fill positions in the district with certain flexibility for certification in that specialized area of need. Next year, BCSSSD will undergo a NJDOE QSAC review.
- Dr. Nagy mentioned he was grateful to one of our former students and an accomplished artist, Jonathan Wynn who has decided to donate a number of his pieces from his Art Gallery to BCSSSD. There is a dedicated space in the main hallway on the West Campus. The Board accepted the donation of Jonathan's amazing art work.
- It has been a busy month at BCSSSD on the career fair efforts. There were two career fairs held this month, one in person for all positions and another, just for Teacher Assistants.
- The Board approved of the BCSSDEA Teacher Assistant and Hourly Guides. This represents a great step forward as the guides represent the increase in the NJ minimum wage.

Roll Call: Mr. Andrew Willmott, Board Secretary, called the roll:

Odise Carr	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tiffany Cohen	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Raymond Marini Exec. County Supt.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tyler J. Burrell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Public Comments:

Board President Mr. Burrell moved to the public comments section. Mr. Odise Carr made a motion and seconded by Mr. Raymond Marini seconded to open the public comments. Mr. Burrell requested anyone interested in making a public comment to raise their hand. Mr. Willmott invited anyone on the Zoom link to raise their hand to address the Board.

Kerry Nevadomsky: Contract negotiations are not progressing, and academic progress is stalled. She expressed her concern regarding teacher turnover, as a parent does not want to send a child where teacher positions are unfilled.

Matt Azarone: BCIT EA Negotiation Chair, expressed the importance of settling the contract to be able to hire new teachers and retain experienced teachers and ensure they are paid well.

Frank Staff: BCIT EA President hopes that the negotiations will move forward soon in an equitable, fair manner. He wished all a very Happy Holidays.

Board Comments:

Odise Carr: Congratulated the students present on their accomplishment, thanked everyone for attending and wished them Happy holidays!

Tiffany Cohen: Wished everybody Happy Holidays!

Raymond Marini: Applauded Mr. Pappler for his informative presentation and suggests the program to include CDL training to accommodate the rising needs of school bus drivers in every county in NJ. Mr. Marini recognized the contribution of a former teacher, coach, athletic director and vice principal at BCIT West, Thomas Murtagh who passed away. BCIT ranks high academically in NJ. Tenured teachers are moving to other districts and this is happening statewide. Mr. Marini acknowledged the efforts and contributions of every single teacher and wished that the negotiation would be settled soon.

Robert Brittain: Mentioned the Governor's Teacher of The Year Award winners, he appreciated the contribution of the teachers and is saddened that the contract is not settled. He wished everyone Happy Holidays!

Tyler Burrell: Had a great time Honing the Teachers of the Year, acknowledged their dedication. Looking forward to attending the Holiday festivity. Regarding the contracts, The Board had an offer from both unions in April and in June. The Board understands and wants to settle soon. He wished all Happy Holidays.

Meeting Adjournment:

Mr. Tyler Burrell called for a meeting adjournment. Mr. Odise Carr motioned to approve and Mr. Robert Brittain seconded the motion. Meeting adjourned at 4:58 pm.

Respectfully submitted,

Andrew Willmott, CPA
Board Secretary/Business Administrator

I. PERSONNEL

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

- Job Description** (Exhibit #1)
System Administrator (Shared)

- Conferences/Professional Workshops** *exclusive of mileage

Personnel	Conference	Date	Cost*
Vickers, Jason	School IPM Coordinators Training, Rutgers EcoComplex, Bordentown, NJ	01/12/24	None
	PEOSH/NJADP Indoor Air Quality Training, Rutgers EcoComplex, Bordentown, NJ	01/26/24	None

A. Burlington County Special Services School District

- Resignation/Retirements: Full-Time**

Name	Position	Reason	Effective
Jackson, Astaria	Teacher Assistant	Resignation	12/04/23
Kennedy, Skyler	Teacher Assistant	Resignation	01/03/24
Moore, Bryan	Teacher Assistant	Resignation	12/15/23
Ross, Torrell	Teacher Assistant	Resignation	12/15/23

- Employment: Full Time** (Prorated) pending new hire requirements *amended **all salaries pending contract settlement

Name	Position	Salary	Effective
Clark Rodriguez, Chanelle	Teacher Assistant Previously approved TBD 11/16/23	HS Step 15 \$23,959	11/20/23*
Johnson, Lauren	School Nurse	BA+30 Step 2 \$63,887	TBD
Sawaged, Arwa	Teacher Assistant	BA Step 4 \$26,467	TBD
Signorino, Brianna	School Nurse Previously approved TBD 11/16/23	BA+15 Step 5 \$65,496	01/17/24*

- Status Change, Full-Time** (Prorated) *executive approval **all salaries pending contract settlement

Name	From	To	Salary	Effective
Cope, Christina	ESU Social Worker	BCSSSD Social Worker	MA Step 6 \$73,171	01/01/24
Parker, Barbara	Teacher Assistant	Teacher	BA Step 7 \$67,074	12/04/23*
Tees-Sternchos, Vanessa	Teacher Assistant	Teacher	BA Step 3 \$61,678	12/18/23

- Status Change, Degree** (Prorated) *all salaries pending contract settlement

Name	Position	From	To	Effective
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Ogden, Monica	Teacher Assistant	HS+90 Step 12 \$29,036	BA Step 12 \$29,361	01/01/24
Polito, Rebecca	Teacher Assistant	HS+30 Step 15 \$24,545	HS+60 Step 15 \$29,166	01/01/24

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

Employee	Position	Type	Effective
Algorri, Mirella	Teacher	LOA	11/30/23 - 12/22/23
Borrero, Jose	Teacher Assistant	LOA/FMLA	11/07/23 - 02/14/24
Moses, Jennifer	Social Worker	Military LOA/FMLA/LOA	03/02/23 - 02/19/24**
Stepp, Diana	Occupational Therapist	LOA/FMLA/NJFLA*	01/30/24 - 06/12/24
Parlato, Christian	Accountant/Accounts Payable Specialist	LOA/FMLA	01/02/24 - 02/14/24

5. **Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Adams, Ronald	Teacher Assistant	-\$999.80	11/17-30/23
Belman, Lindsey	Autism Consultant	-\$367.23	½ 10/27/23, ½ 11/08/23
Jackson, Astaria	Teacher Assistant	-\$502.40	10/31/23, 11/02/23, 11/15/23, 11/22/23, ½ 11/20/23, ½ 11/21/23
McGill, Rosemarie	Secretary	-\$348.55	½ 07/06/23, 11/08/23

6. **Employment, Work Study Students, 23-24 SY**
\$14.13/hr 07/01/23 - 12/31/23; \$15.13/hr 01/01/24 - 06/30/24

Student	Department	Campus
Comly, Nathen	Work Study	Transition
Puella, Rose	Work Study	Transition

7. **Extra Pay/Volunteer Positions** *all rates pending contract settlement

Name	Campus	Extra-Curricular	Rate
Hall, McKenzie	South	Bus Aide	\$15.38/hr

Extra Pay/Volunteer Position Resignation

Name	Campus	Extra-Curricular	Rate
Cotton, Charlene	North	Curriculum Writing (up to 13 Hours)	\$40/hr

8. **Mentor**

Name	Mentor
Barbara Parker	Catherine Zavacky

9. **Student Teacher/Internship/Observation** *executive approval **amended

Name	College	Type	Effective
Fisher-Diaz, Caitlyn	Jefferson University	OT Level II	01/24/24 - 03/22/24

Juliano, Sophia	Delaware Valley University	Speech Therapy	01/16/24 - 05/01/24
McRae, Serina	Capella University	School Counseling	04/08/24 - 06/14/24
Moore, Ashley	Emerson College	Speech Therapy	09/04/23 - 01/05/24** (previously approved on 08/24/23 until 12/21/23)
O'Connor, Emily	Kean University	Speech Therapy - Observation	01/12/24
Ortega, Michael	Emerson College	Speech Therapy	01/08/24 - 04/21/24
Testa, Gigi	Ursinus College	Occupational Therapy Observation	01/09 - 11/24

10. Course: Approvals

Name	Position	College	Credits
Cruz, Jeanne	Teacher	Rider University	3
Davis, Matthew	Teacher	Lourdes University	3
Hewitt-Portnoy, Susan	Physical Therapist	Lourdes University	3
Nerolich, Yiwen	TA	Rowan University	3
Paige, Meghan	Assistant to the Business Administrator	Wilmington University	3
Stevens, Sharonda	Teacher	Lourdes University	3

11. Course: Reimbursements

Name	Position	College	Credits	Amount
Buono, Zachary	TA	University of Phoenix	3	\$1,000
Kennedy, Robert	Occupational Therapist	Lourdes University	6	\$855

12. Conferences/Professional Workshops *exclusive of mileage ** administrative assignment
*** executive approval

Name	Conference	Date	Cost
Balbuena, Helen King, Keely Richter, Kelli	Applied Behavior Analysis, BCSSSD, Westampton, NJ	02/28/24	None
Dennion, Matthew Parker, Barbara Signorino, Ronald	Attended RCBC Education Symposium** RCBC, Mt. Laurel, NJ	11/15/23***	None
Dooley, Karinn Hilinski Jennifer Lentini, David Moses, Jennifer Principato, Christopher Scannell, Deanna	Enhancing School Mental Health Team Training** Mays Landing, NJ Clementon, NJ	02/06/24 03/26/24, 05/28/24	None
Kelly, Gabriella Massari, Jessica	Nurtured Heart Approach, Dreams Initiative ** Virtual	12/04 - 08/23**	None
Massari, Jessica	There's Always Something Going Right **	01/25/24	None

Scannell, Deanna	Adverse Childhood Experiences ** Making Things Worse: Trauma-Informed Practices** Classroom Activities from Greatness Kids ** All Programs Are Virtual	03/05/24 03/12/24 04/17/24	
Rinaldi, Fionna	Trauma Informed EIPs and FBAs, BCSSSD Westampton, NJ	01/04/24	None
Scannell, Deanna	Building Positive Childhood Experiences ** Virtual	03/19/24	None
Stahl, Fred Stanfield, Edward	School IPM Coordinators Training, Rutgers EcoComplex, Bordentown, NJ	01/12/24	None
	PEOSH/NJADP Indoor Air Quality Training, Rutgers EcoComplex, Bordentown, NJ	01/26/24	None

B. Burlington County Institute of Technology

1. **Job Description** (Exhibit #2)
Teacher of Video Game Design

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

Name	Position	Reason	Effective
Hagan, Christine	Secretary	Retirement	02/01/24
Horner, Jacob	Custodian	Resignation	12/06/23

3. **Employment: Full Time** (Prorated) pending new hire requirements *amended **all salaries pending contract settlement

Name	Position	Salary	Effective
Beck, Ryan	Guidance Counselor	Col C Step 1 \$64,072	TBD
Buerklin, Kristina	Custodian Previously approved TBD 11/16/23	Col A Step 1 \$36,355	12/11/23*
Bolognese, Alexa	School Psychologist Previously approved TBD 11/16/23	10-Month Step 8 \$73,740	01/08/24*
Franchetti, Christina	Teacher of English	Col C Step 9 \$71,690	TBD
Monegro, Angela	Teacher of Science Previously approved TBD 11/16/23	Col C Step 11 \$75,690	01/19/24*
Sopko, Kelly	Teacher of Special Education Previously approved TBD 11/16/23	Col C Step 13 \$79,740	01/16/24*
Romano, Michael	Teacher of Culinary Arts Previously approved 11/16/23 TBD	Col D Step 4 \$66,734	01/22/24*

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

Employee	Position	Type	Effective
Porter, Diana	Teacher of Social Studies	LOA/FMLA/NJFLA	08/30/23 - 06/30/24**

5. Extra Pay/Volunteer Positions

District *executive approval ** all rates pending contract settlement

Name	Extra-Curricular	Rate
Cooney, Scott Heston, Claire Turowski, Pamela	Perkins Curriculum Writing (15 hours)	\$42/hr
Ehring, Sarah Latigona, Joseph Smith-Evans, Samantha	Admissions Proctors (not to exceed 3 hrs per session)	\$42/hr*
Mondragon, Antonio	ESSER III ESL Tutoring 12/06/23 - 01/28/24*	Per diem
Morales, Christie	Admissions Assistant (not to exceed 3 hrs per session)	\$37/hr*

Medford *executive approval ** all rates pending contract settlement

Name	Extra-Curricular	Rate
Conyer, Nathan Milton, Anton	Medford Boys Basketball	Volunteer
Darroch, Callie Towey, Mary	Auxiliary Personnel	****
Kosh, Deanna	Skills Advisor (Parent Volunteer)	Volunteer
Sprague, Meagan	Stage Crew Supervision (after hours streaming/editing for school events)	\$42/hr

Westampton *executive approval ** all rates pending contract settlement

Name	Extra-Curricular	Rate
Azzarone, Matthew Cabrera, Jilys Vogel, Donald Williams, Kimberlee	Fall Program Advisory Committee Meeting	\$42/hr each, not to exceed 4 hours*
Benson, Laura Bond, Laura Rivera, Joseph	Homebound Instructor	\$42/hr
Bond, Laura Snyder, Nicholas	Auxiliary Personnel	****
Cameron, Ronald	Assistant Wrestling Coach	\$6,588
Digney, Kelly	Student Supervision	\$42/hr*
Spoltore, Megan	Supplemental Instructional Tutoring	\$42/hr

Extra Pay/Volunteer Position Resignation

Name	Campus	Extra-Curricular
Perry, Jocelyn	Medford	Cheerleading/Step Coach (ESS Employee)

6. **Course: Approvals**

Name	Position	College	Credits
Avila, Amanda	Guidance Counselor	Capella University	3
Eriksson, Sean	Teacher	University of North Dakota	2
Georgette, Brittany	Teacher	Stockton University	3
Joseph, Eder	Assistant Superintendent	Wilmington University	6
Snyder, Nicholas	Teacher	Stockton University	5
Spoltore, Megan	Teacher	New Jersey City University	3
Stillwell, Jennifer	Teacher	Rowan University	3
Taylor, Erin	Teacher	Rutgers University	3

7. **Conferences/Professional Workshops** *exclusive of mileage **executive approval

Personnel	Conference	Date	Cost*
Antunes, David	NJAPSA: Winter Academy, Monroe, NJ	01/19/24	\$199
Bowlsbey, William Hernandez, Jocelyn	Walnut Hill College Educators Event, Walnut Hill College, Philadelphia, PA	12/08/23**	None
Burdalski, Doreen	DECA Regional Mandatory Meeting, Washington Township High School, Sewell, NJ	12/21/23	None
Cameron, Ronald DiMenna, Gabriella Robinson, Ivan Smith, Siani Snyder, Nicholas	Fundamentals of Coaching Course, Online	TBD	\$75 each
Chiriach, Danut	2023 NEC, Online ARC Flash Electrical Safety NFPA 70E, Online	02/26 - 02/27/24 03/20 - 03/21/24	\$1,195 \$1,195 (Perkins Grant Funded)
Culp, David Frazier, Kaylee Scaffidi, Dominic	School IPM Coordinators Training, Rutgers EcoComplex, Bordentown, NJ PEOSH/NJADP Indoor Air Quality Training, Rutgers EcoComplex, Bordentown, NJ	01/12/24 01/26/24	None None
Daily, Jennifer	LGBTQ Youth, Online	01/22/24	\$124.99
Hawco, Caitlin	Hydration Certification - Wrestling, Collingswood, NJ (previously BOE approved 11/16/23 - updated date/cost)	11/28/23**	\$75
LaRusso, Cinnamon	Implication of Endrew F. v. Douglas County School District (2017) for School Psychology, Online	TBD	\$90
Taylor, Erin Wilson, Michael	SkillsUSA State Advisory Meeting, Monroe, NJ	01/17/24	None

8. **Approval for Sick Day Donation**

The Superintendent of Schools recommends the donation/transfer of up to 60 sick days to employee #105552 in accordance with the Sick Day Donation procedures.*

9. **Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Horner, Jacob	Custodian	-\$75.74	½ 12/05/23

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

P 8130 School Organization (M)

2. **Approve the School Safety and Security Plan Annual Review Statement of Assurance and submission of SOA**

WHEREAS, In accordance with N.J.A.C. 6A:16-5.1 School Safety and Security Plans, each school district is required to have comprehensive plans, procedures and mechanisms that provide for safety and security in the school district's public schools and submit SOA by November 30, 2023.

WHEREAS, The School Safety and Security Plan (SSSP) was developed to meet the minimum state requirements and clearly define plans, policies and procedures for prevention of, response to and recovery from emergencies and crises. The SSSP was developed and reviewed with key stakeholders such as law enforcement agencies, public health agencies, social services providers, emergency management planners, district, school and other community resources and the SOA was submitted by November 30, 2023.

THEREFORE BE IT RESOLVED, that the Burlington County Special Services School District and the Burlington County Institute of Technology, upon the recommendation of the Superintendent of Schools, approves the School Safety and Security Plan Annual Review Statement of Assurance.

3. **Application for Limited Instructional Certificate of Eligibility and Certification of Eligibility with Advanced Standing 5-Year Pilot Program**

Approve submission of application to NJDOE of BCRCC to be part of the Pilot.

A. Burlington County Special Services School District

1. **Affiliation Agreements**

Institution	Date(s)
Capella University	01/01/24 - 12/31/24
Monmouth University	12/15/23 - 08/30/24

2. **Guest Speakers** * executive approval

Speaker(s)	Audience	Cost	Date
Sterling, Sara - PRC Saltillo	BCSSSD SLPs	None	12/13/23 *
Malloy, Ian James	BCSSSD Students	None	12/18/23
Holland, Roxanne - NJ4S	BCSSSD Parents	None	01/17/24, 01/24/24

3. **Acceptance of Donations:**
Recommend acceptance of multiple pieces of Artwork by a former student Jonathan Wynn, as a donation from the family.
4. **BCSSSD Career Fair** * executive approval
Non Certified - Virtual December 9, 2023

B. Burlington County Institute of Technology

1. **Articulation Agreements**

Institution	Date(s)
Camden County College	2023-2024

2. **Guest Speakers** *executive approval

Speaker(s)	Audience	Cost	Date
I&RS: Maria Matlack	Staff	\$874	11/15/23*
Wrestling: Ronald Cameron	Wrestling	None	11/29/23* - TBD
Creating the Life you Imagined: Bob Henken	Auto/Auto Collision	None	12/20/23
First Semester of College & Life After BCIT: Kahliyah Evans, Jeremy Henskens, Kyle Henskens, Jessie Mae Roman	Advertising Art	None	12/22/23
Executive Functioning Skills: Margaret Peg Dawson (Funded by Title II/ESEA)	Staff	\$600	01/17/24
Rutgers University Arts Program: Rachel Beiswenger	Advertising Art	None	01/19/24
Class Ring Sale: Gary Lehman, Scott Gerhart	Class of 2026	None	02/01/24 02/02/24
Dance at Rowan University: Leslie Bush, Melanie Stewart, Paule Turner	Dance Seniors	None	02/02/24
Law Related Education: Douglas Bligh, Attorney-at-Law	Criminal Justice	None	02/15/24
Men's Clipper Cutting Workshop/Workplace Readiness: Kaminah Parker; Lindsay Renta; Yamaira Velez	Cosmetology	None	Feb - TBD
Waxing, Facials and Skin Care: Tiffany Torrens, Skin and Body Clinic	Cosmetology	None	Feb - TBD
Fabscrap: TBD	Fashion	None	04/12/24

3. **American Rescue Plan - ESSER III Safe Return Plans**
Recommend approval of submission for Safe Return Plan for in-person instruction and continuity of services for all schools through June 30, 2024.
4. **District Testing Coordinator**
Recommend approval of Ms. Jill Trainor to be the District Testing Coordinator for BCIT.
5. **Perkins V Secondary Grant FY24 Amendment**
Recommend approval of submission of Perkins V Secondary Grant FY24 Amendment.
6. **Memorandum of Understanding (MOU) Between Rowan College at Burlington County and Burlington Institute of Technology**
Recommend approval of the College Head Start program for 2023-2024 SY

7. **Curriculum Approval**
Recommend approval of the revised curriculum for Engineering

8. **Textbook Approval**

Careers and Basics of Business, Marketing, and Finance
First Edition
McGraw Hill, 2024
ISBN 978-1-26-660595-6

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	1	Transition	0	North	5
East	3	South	5		

2. **Activities** * executive approval

Campus	Activity	Dates
BCAS	Annual Liaison Breakfast	12/14/23 *
Westampton	Special Olympics Swim Practices	01/22/24, 01/29/24, 02/05/24, 02/12/24, 02/26/24, 03/04/24, 03/11/24, 03/18/24, 03/25/24, 04/08/24, 04/15/24, 04/22/24, 04/29/24, 05/06/24, 05/13/24, 05/20/24, 06/03/24
Westampton - North	Gingerbread House Decorating	12/19/23
Westampton - North	Reindeer Games	12/22/23

3. **Fundraisers**

Campus	Activity	Dates
North	Holiday Craft Fair	12/14/23 - 12/15/23
Westampton	BCSSSD Online Clothing Sale	01/08/24 - 01/19/24
Westampton	Double Good Popcorn Sale	02/19/24 - 02/23/24

4. **Field Trips** *executive approval

Campus	To	Date	Inst.	S	C
East	Community Outing: Burger King, Burlington, NJ	01/04/24, 01/11/24, 01/18/24	Flade, K.	18	18
East	Community Outing: ShopRite, Hainesport, NJ	02/01/24, 02/08/24, 02/22/24, 03/07/24, 03/14/24, 03/21/24	Flade, K.	18	18
Transition	Community Outing: Moorestown Mall, Moorestown, NJ *	12/04/23, 12/11/23,	Fletcher, K.	18	20
Transition	Community Outing, Walmart, Lumberton, NJ - (AM)	01/08/24, 01/22/24, 01/29/24	Fletcher, K.	16	15
Transition	Community Outing, Walmart, Lumberton, NJ - (PM)	01/08/24, 01/22/24, 01/29/24	Fletcher, K.	18	20
Westampton	Special Olympic Bowling Practice, Laurel Lanes, Mt. Laurel, NJ	01/23/24 (previously approved for 11/28/23 on 09/27/23)	Hickey, B.	30	3

B. Burlington County Institute of Technology

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

	Medford	Westampton
a. Transfers in County	2	1
b. Transfers out of County	1	2
c. Dropouts	0	0
d. Transfer to West/Medford Campus	5	5
e. Suspensions	8	8
f. Homebound	1	2

2. **Activities**

Campus	Activity	Dates
Med	NAHS Martin Luther King Jr. Poetry Workshop	01/12/24
Med	Jaguar Choice Awards	04/17/24
West	PRIDE Student Holiday Cookies & Milk Event	12/15/23
West	HOSA Medical Supply Donation Drive	12/15/23 - 01/19/24
West	Division of Vocational Rehabilitation Services, Dept of Labor- DVRS Transition Services	01/24/24
West	PRIDE People's Choice Awards	04/17/24

3. **Fundraisers**

Fund/Campus	Activity	Dates
Cheer/Med	Clothing Sale Fundraiser	12/15/23 - 12/22/23
NAHS/Med	Sticker Club Subscription	01/08/24 - 05/31/24
NAHS/Med	Valentine's Day Grams	01/23/24 - 02/14/24
Video Tech Crew/NAHS, BCIT Foundation/Med	Valentine's Day Film Fundraiser	02/08/24

NTHS/Med	Grooming for a Good Cause	02/13/24, 04/16/24
Class of 2027/Med	Freshman/Sophomore Dance	03/08/24
SkillsUSA/West	SkillsUSA Donations	12/15/23 - 06/30/24
SkillsUSA/West	Flower Power	03/04/24 - 04/01/24
SkillsUSA/West	Gourmet Popcorn	05/09/24 - 06/03/24

4. **Field Trips** *executive approval

Campus	To	Date	Inst.	S	C
Med	Trenton Soup Kitchen, St. Mary's Church, Trenton, NJ	12/23/23	Pensabene, J.	10	1
Med	NJAC Winter Convention, TCNJ, Ewing, NJ	01/10/24	Canfield, M.	10	2
Med	New Jersey State House, Trenton, NJ	01/23/24	Malesich, E.	14	1
Med	HOSA Southern Regional Conference, Cumberland County Technical Education Center, Vineland, NJ	02/03/24	Brown, K.	11	1
Med	Anatomy & Pathology: The Fragile Organ, National Museum of Health & Medicine, Silver Spring, MD	02/15/23	Sienkiewicz, J.	36	2
Med	Philadelphia Museum of Art: Identity Tour, Philadelphia, PA	02/29/24	Pappler, S.	30	3
Med	Liberty Science Center, Jersey City, NJ	04/12/24	Brown, K.	22	1
West	NJASC State Officer Interview Meeting, East Brunswick High School, East Brunswick, NJ	12/11/23*	Mazella, A.	1	1
West	Prevention Plus Sticker Shock Campaign, Maro Brothers Discount Liquor Mart, Hainesport, NJ	12/18/23	Cech Stevens, C.	12	1
West	NJ DECA District Conference, DoubleTree, Cherry Hill, NJ	01/09/24*	Burdalski, D.	3	1
West	Philadelphia Auto Show, Philadelphia Convention Center, Philadelphia PA	01/18/24	Sitchler, D.	50	3
West	Fabric Shopping, Joann Fabrics, Mount Laurel, NJ	01/30/24	Baider, K.	36	3
West	Discount Cards/ Barbershop Tour, Sally's Beauty Supply, Delran, NJ; Mogul's Barbershop, Cinnaminson, NJ	02/21/24	Benson, L. Williams, K.	37	2
West	IKEA DC Facility Tour, IKEA, Westampton	03/07/24	Mason, T.	10	1
West	SkillsUSA Championships, Hunterdon Polytech, Flemington, NJ	03/09/24	Bouchard, J.	TBD	2
West	NJFEA Winter Conference, Rider University, Lawrenceville, NJ	03/13/24	Fine, E.	37	1
West	FedEx Facility Tour, FedEx Shipping Center, Newark, NJ	03/14/24	Mason, T.	10	1
West	Radwell Facility Tour, Willingboro, NJ	03/18/24	Mason, T.	10	1
West	Impressions Expo, Atlantic City, NJ	03/22/24	Finn, D.	10	1
West	SkillsUSA Championships, CCTS, Sicklerville, NJ; GCIT, Sewell, NJ	03/23/24	Bouchard, J.	TBD	TBD

West	NFI Facility Tour, Hillsborough, NJ	04/09/24	Mason, T.	10	1
West	SkillsUSA Championships, Mercedes Benz Training Center, Robbinsville, NJ	04/11/24	Bouchard, J.	TBD	2
West	SkillsUSA Championships, Somerset County Vo-Tech, Bridgewater, NJ; Lincoln Tech, South Plainfield, NJ	04/13/24	Bouchard, J.	TBD	2
West	Fabscrap Volunteering, Fabscrap, Philadelphia, PA	04/15/24	Baider, K.	25	2
West	Retailing-Mall Management, Cherry Hill Mall, Cherry Hill, NJ	04/17/24	Burdalski, D.	14	1
West	SkillsUSA Championships, Payne Tech (Essex County), Newark, NJ	04/20/24	Bouchard, J.	TBD	2
West	Retail Chain Corporate Office, Burlington Stores Corporate Office, Burlington, NJ	05/08/24	Burdalski, D.	14	1
West	NJFEA Spring Conference, Rowan College of South Jersey, Sewell, NJ	05/21/24	Fine, E.	37	1
West	Port of Philadelphia Tour, Holt Logistics Port Facility, Philadelphia, PA	05/23/24	Mason, T.	10	1
West	SkillsUSA Kick-Off to Atlanta, Forest Lodge, Warren, NJ	05/23/24	Bouchard, J.	TBD	2
West	NJASC State Officer Monthly Meetings, Franklin High School, Somerset, NJ	TBD	Mazella, A.	1	1
West	NJ State Bar Courtroom Artist Competition, Burlington County Courthouse, Mount Holly, NJ	TBD	Pendleton, A.	18	1

IV. BUSINESS/FINANCIAL

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

1. Board Secretary's Monthly Certifications

Budgetary Status - Pursuant to N.J.A.C. 6A:23-2.12(c)3, the Board Secretary, Andrew Willmott, certifies that as of October 31, 2023, no budgetary account has been over-expended in violation of N.J.A.C. 6A:23-2.12(c).

Budgetary Major Account/Fund Status - Pursuant to N.J.A.C. 6A:23-2.12(c)4, the Board of Education, certifies that as of October 31, 2023, after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of their knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

2. Annual Comprehensive Financial Report

RECOMMENDED a resolution to be adopted approving the Burlington County Institute of Technology and Burlington County Special Services Annual Comprehensive Financial Reports for the fiscal year ending June 30, 2023, conducted by Brent W. Lee & Co., LLC, Cinnaminson, NJ; a copy of the audits are available to the public.

3. **Appointment of Health Insurance Broker- Health Benefits & Prescription (Rx) Only**
 BE IT RESOLVED by the Board of Education of the Burlington County Special Services School District and the Burlington County Institute of Technology that Brown & Brown Metro, LLC., 1201 New Road, Suite 230, Linwood, NJ, be appointed the Broker of Record and Consultant for the District's Health and Prescription Programs, from January 1, 2024 to December 31, 2024, with the option of (2) one-year extensions, to perform the professional services ordinarily provided by an insurance broker and consultant for health insurance. These professional services are necessary and required by this Board of Education.

A. Burlington County Special Services School District

1. **BCSSSDEA Teacher Assistant & Hourly Guides**
 Recommended approval of the updated Burlington County Special Services School District and the Burlington County Special Services Education Association Teacher Assistant and Hourly 2023 Guides effective 1/1/2024. The guides have been updated to reflect the increase in NJ minimum wage.

B. Burlington County Institute of Technology

1. **Use of Facilities** *executive approval

Agency/Program	Room - Campus	Date(s)
Girl Scouts of Central & Southern NJ	Cafeteria - Westampton	12/09/23*
Rotary District 7505	Atrium - Westampton	02/03/24
Dansations	Auditorium, Cafeteria - Westampton	06/05/24, 06/08/24

2. **Donation** *executive approval

Donor	Item	Utilized
Chick-fil-a Burlington (Jamie Gottschling)	50 digital offer cards - vouchers toward complimentary food items.	PRIDE program
Tracy Blakey	Miscellaneous tools	Building Trades*
Lionel Earlen	CAB Faby 2 - 2 chamber slushy machine - used	Westampton Campus
Anthony Hurst	5 camera cleaning kits, 4 pairs of headphones, 2 storage cases, 3 mini microphones	Entertainment Technology

3. **Rejection of Bids**
 BE IT RESOLVED that the Board of Education of the Burlington County Institute of Technology is rejecting all bids received in response to the previously advertised and posted bid for Building Addition and Alterations at the Westampton Campus for the following reason: The submitted bids Substantially exceed the cost estimates.

4. **Authorization for Re-Bid**
 BE IT RESOLVED by the Board of Education of the Burlington County Institute of Technology that the Business Administrator is hereby authorized to issue a re-bid request for Building Addition and Alterations at the Westampton Campus.

5. Disposal of Vehicle

RECOMMENDED the Burlington County Institute of Technology Board of Education hereby approves the Business Administrator to dispose of the following vehicle that is no longer operable:

- 644 4WD Loader, VIN: DW644HX571270

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Employment: Full Time (prorated)

*executive approval **all salaries pending contract settlement ***amended

Name	Position	Salary	Effective
Philipps, Mallie	Speech Therapist	MA Step 1 \$63,785	11/21/2023*
Sadowski, Lisa	Teacher	MA Step 3 \$65,766	TBD
Turco, Ashley	Occupational Therapist Previously approved 11/16/23 TBD	MA Step 8 \$72,752	12/18/23***
Porter, Mykala	Occupational Therapist	MA Step 2 \$64,767	TBD

Employment: Hourly

Name	Position	Hourly Rate	Effective
Foster, Dominica	LDTC	\$43	TBD

2. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
McClendon, Willie	Security	Hourly LOA	12/01/23 - TBD

3. Professional Services Agreements

District	Type
Central Regional School District	2023-2024 Professional Services Agreement
Keyport Public Schools	2023-2024 Professional Services Agreement

4. Course: Approvals

Name	Position	College	Credits
Mackell, Jennifer	Teacher	Rutgers University	3

5. Course: Reimbursements

Name	Position	College	Credits	Amount
Wells, Renee	Social Worker	Rowan University	3	\$2,000

6. **Conferences** *exclusive of mileage

Personnel	Conference	Date	Cost
Lockhart, Wendy	Evaluation and Treatment of Pediatric Gait, Virtual	01/23 - 24/24	\$389
Weber, Gia	Developing Effective Sensory Diets, Virtual	01/11/24	\$219.99

7. **Transportation Joint Transportation Agreements 23-24 SY**

It is recommended a resolution be adopted for the following new transportation jointures, in accordance with N.J.A.C. 6A:27-9.16, between the Burlington County Special Services School District ESU and the county/district listed below for the 23-24 SY:

Freehold Regional School District

Joint Transportation Agreement with Freehold Regional School District. BCSSSD ESU to transport one Freehold Regional School District student to BCSSSD in Westampton, NJ from 12/05/23-06/30/24 on Route ESU T12 for the sum total of \$3,501.33.

B. Burlington County Institute of Technology: Adult Education

1. **Field Trips**

Students	Trip	Date(s)	Personnel
Cosmetology	International Beauty Show, Jacob-Javits Center, New York, NY	03/05/24	McGinty, D. Wilmot, J.

2. **Resignation**

Name	Position	Reason	Effective
Brzozowski, Joanna	Instructor of LPN	Resignation	12/22/23

3. **Employment**

Name	Position	Date	Hourly
Smallwood, Pamela	Instructor of LPN	TBD	\$59.45

B. Burlington County Institute of Technology: Fire School

1. **Status Change, Hourly**

Name	Previous Rate	New Rate	Position	Effective
Clifford, Peter	\$15.00	\$15.13	Emergency Services Adie	01/01/24
Godish, Gregory	\$15.00	\$15.13	Emergency Services Instructor	01/01/24
Oatman, Scott	\$15.00	\$15.13	Emergency Services Instructor	01/01/24
Revy, Matthew	\$15.00	\$15.13	Emergency Services Instructor	01/01/24
Westdyk, Michael	\$15.00	\$15.13	Emergency Services Instructor	01/01/24

Exhibit # 1

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

Job Title: BCIT/BCSSSD -System Administrator Qualifications:

1. A+ Certification or equivalent experience.
2. Network+ Certification or equivalent experience along with, C•CURE 9000 for System Managers; Exacqvision or equivalent; VoIP Phone Systems, preferably 3CX.
3. Exceptional communication skills, both written and verbal.
4. Minimum of five (5) years of experience in Systems Administration.
5. A proactive approach to problem-solving.
6. Knowledge in the configuration and maintenance of systems within a network.
7. Familiarity with contemporary PC hardware and software, Ethernet cabling techniques and diagnostics.
8. Proficiency in the Microsoft and Google G-Suite in (e.g., Office365, Teams, Exchange, SharePoint, Active Directory).
9. Familiarity with AI technologies preferred but not required.
10. Demonstrate excellent initiative, personal integrity and business ethics.
11. Exhibits initiative, independence and decision-making appropriate to the performance tasks of this position
12. Make efficient use of time and resources available.
13. Demonstrate ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
14. Maintain confidentiality with complex and sensitive documents, information and records that are maintained in the confidential role.
15. Physical Requirements require prolonged periods of sitting at a desk and working on a computer, and must be able to lift up to 15 pounds at time.

Role Essentials:

1. Extensive knowledge of access control systems, including keypads, control panels, and access control software, specifically CCURE and Salto based systems.
2. Thorough understanding of surveillance systems, including CCTV cameras, video recorders, and video management software.
3. Solid understanding of networking technologies, including firewalls, routers, switches, and network protocols.
4. Experience with managing and maintaining a voip phone system.
5. Proficient in Microsoft Server 2019 and later editions, with experience in managing Active Directory
6. Familiarity with modern server technologies, including server and desktop hardware, virtualization, and cloud computing.
7. Ability to support firewall devices, Wi-Fi Access Points, antivirus solutions, backup services, and network monitoring tools.
8. Experience in installing and managing advanced Ethernet Network Cabling solutions.
9. Other technical tasks as assigned by the Director of Technology.
10. Understanding of firewall, router, and switch configurations.
11. Ability to provide efficient and precise technical support to users.
12. Experience in managing support requests and implementing solutions for tech-related challenges.
13. Valid NJ driver's license and a vehicle for travel between various school districts in South Jersey. Compensation for travel is provided.
14. A self-starter attitude, organizational skills, and excellent communication capabilities.

Key Performance Responsibilities:

1. Operate and maintain security equipment, including access control systems, CCTV cameras, intrusion detection systems, and alarm systems.
2. Install, configure, and test physical security systems, including mounting and positioning security devices, running cables and wires, terminating and connecting wires to devices and control panels, programming access control systems, and configuring and testing video surveillance systems.
3. Calibrate and test intrusion detection systems.
4. Troubleshoot and diagnose system malfunctions, performing repairs or replacements as needed.
5. Provide efficient and precise technical support to end users, managing support requests and implementing solutions for tech-related challenges.
6. Efficiently address connectivity and IT issues, documenting resolutions in detail.
7. Strictly adhere to security standards and maintain meticulous record-keeping.
8. Accurately and timely log time and tasks.
9. Strict adherence to security standards and meticulous record-keeping.
10. Accurate and timely logging of time and tasks.
11. Perform other duties as assigned for the efficient operation of the Business Office to increase effectiveness and reduce costs for the ultimate benefit of the education program.

Reports to: Director of Technology

Physical Requirements:

Prolonged periods of walking, standing, bending, stretching, pushing, pulling, and kneeling. While performing the duties of this job, the employee is regularly required to lift and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 50 pounds.

*The District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

TERM OF EMPLOYMENT:

Twelve Month Contract. Salary and work schedule to be established by The Board of Education.

EVALUATION:

The performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on the evaluation of certified staff.

Employee First Name Last Name (Printed) Date

Signature

Board Approved:

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Exhibit # 2

Burlington County Institute of Technology

Job Title: Teacher of Video Game Design

QUALIFICATIONS:

1. Valid NJ Career and Technical Education Certificate in Subject Area or eligibility.
(Interactive Media #4250 / or Computer Science tech #4148)
2. Demonstrated knowledge of subject specialty and effective teaching methods.
3. Ability to maintain a positive learning environment.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of US citizenship or legal resident alien status.
6. Bachelor's Degree in related Animation, Interactive Technology or Video Graphics; Digital Arts and / or Multimedia.

*Optional qualifications:

- Associates Degree in Animation, Interactive Technology or Video Graphics with GPA of at least 2.75 and employment experience of 4,000 hours of eligible employment or self-employment.
- Employment commensurate with 8,000 hours of full time or part time experience within the last 10 years.

JOB GOAL:

To provide an approved education program and establish a class environment that fosters learning and personal growth; to help students develop skills, attitudes, and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches students through an approved course of study using board-adopted curricula, textbooks, and other appropriate teaching materials.
2. Develop lesson plans and instructional materials and provide opportunities for individualized and small group instruction to adapt the curriculum to the needs of each student. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
4. Assesses student academic progress and personal growth toward stated objectives of instruction. Evaluates student progress on a regular basis.
5. Maintains records of students' educational progress in class record books and electronically, and summarizes these marks for reporting purposes. Records are accurate, complete, and correct as required by law, district policy, and administrative regulations.
6. Identifies student needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
8. Develop and maintain a classroom environment conducive to effective learning.
9. Budgets class time effectively.
10. Communicate with parents through conferences and other means to inform them about the school program and to discuss student progress.
11. Devises assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
12. Supervise students in out-of-classroom activities as assigned.
13. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.

14. Participates in school-level planning, faculty meetings/committees, and other school system groups.
15. Remain current with developments in the profession through participation in In-service programs, professional development opportunities, and through membership in professional organizations.
16. Makes effective use of community resources to enhance the instructional program.
17. Upholds and enforces school rules, administrative regulations, and board policy.
18. Perform other duties within the scope of their employment and certification as may be assigned.

Physical Requirements:

Prolonged periods of walking, standing, bending, stretching, pushing, pulling, and kneeling. While performing the duties of this job, the employee is regularly required to lift and bend or stand on a stool as necessary.

This position requires the ability to occasionally lift office products and supplies, up to 50 pounds.

*The District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

TERM OF EMPLOYMENT:

Ten Month Contract. Salary and work schedule to be established by The Board of Education.

REPORTS TO:

Principal and/or Assistant Superintendent

EVALUATION:

The performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on the evaluation of certified staff.

Employee First Name Last Name (Printed) Date

Signature

Board Approved:

Board Revision approved: