

**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, December 15, 2016, at the Rutgers Center, 2 Academy Dr., Westampton, NJ.

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

Theresa Margiotta, Board Secretary, stated that this meeting was in accordance with the Open Public Meeting Act and that this was a public meeting.

Roll Call Theresa Margiotta, Board Secretary, called the roll:

Kathleen Burgess	Term Ex.	6/30/19	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
John J. Ferry	Term Ex.	6/30/17	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	Term Ex.	6/30/17	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Paula E. Lee	Term Ex.	6/30/18	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Tyler Seville	Term Ex.	6/30/19	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Robert C. Silcox	Term Ex.	6/30/18	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daryl Minus-Vincent	Ex. County Supt		<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Public Attendance: Adams, Cynthia; Amen, Cortney; Barbagiovanni, Joan; Bonsall, Todd; Bulle, Shirley; Butler, Michele; Cerminara, Wendi; Colwell-Stingel, Marge; Cruet, Patrick; Daily, Jennifer; Delaney, Michelle; Demidont, Andy; Fessenbecker, Rachel; Finn, David; Geltch, Laura; Gill, Karen; Grobelny, Barbara; Hannon, Lachan; Hannon, Lia; Heston, Claire; Hewitt, Christine; Inmon, Ellen; Kneringer, MaryJean; Kwartin, Deborah; McGuinness, Jackie; Mozelewski, Joe; Parker, Mike; Polizzi, Nicole; Stevenson, Charleen; Taylor, Ann; Tisdale, Larry; Trzaska, Barbara; Venuto, Joe; Ward, Terry; White, Kellie; Wilcox, Sandi; Williams, Kimberlee.

Communication & Correspondence: A letter was received from a BCIT Parent thanking and complimenting Teacher Karen Gill and Guidance Counselor Jennifer Daily for everything they have done to assist her child.

Presentations: None at this time.

Minutes: Theresa Margiotta presented Minutes of November 17, 2016. On a motion by Kathleen Burgess and seconded by Leon Jones the Board approved the Minutes.

Roll Call:

Yes Kathleen Burgess Yes John Ferry Yes Leon Jones Yes Paula Lee
Yes Daryl Minus-Vincent Yes Robert Silcox Absent Tyler Seville

Financial Report: Theresa Margiotta, Board Secretary, presented Financial Report.
On a motion by Paula Lee and seconded by Leon Jones, the Board approved the Financial Report.

Roll Call:

Yes Kathleen Burgess Yes John Ferry Yes Leon Jones Yes Paula Lee
Yes Daryl Minus-Vincent Yes Robert Silcox Absent Tyler Seville

Public Comments - Superintendent Agenda Only:

Cynthia Adams, BCIT EA President, acknowledges that it is the Boards right to change Health Care Providers, hopes this is not a hasty decision. The last switch of health care did not have a smooth transition. Voiced concerns consisting of: members who have serious illnesses, such as cancer, once again within a two year term; having to find doctors within the plan; lack of communication from administration and then being informed two days before Board approval.

Solicitor, William Burns: It is the Board of Education's goal to find the best Health Coverage for it's staff and saving money for the employer that is equal to or better than current plan. Open lines of communication must go both ways. Recognizes that everyone's goal is to have open communication on both sides and the Board will continue to work to achieve this.

Rachael Fessenbecker, BCIT Instructor; Concerns that her husband who has cancer will have difficulties changing doctors, as with the holidays it is only one month notice.

Barbara Trzaska, BCIT Instructor; Concerned with lack of communication, receiving email hours before meeting, matter of common courtesy that affects our lives.

Jennifer Dailey, BCIT Guidance; Concerned that her doctor told her that Horizon was being terminated on January 1, 2017 instead of February 1, 2017.

Theresa Margiotta: That information is not correct staff are covered to end of January new coverage will begin on February 1, 2017 and we will be scheduling a Representative for each building.

Dave Finn, BCIT Instructor: Question regarding deductible if it starts over on the 1st of the year will it then start over again on February 1?

Theresa Margiotta: Will check with broker and get back to association.

Superintendent Agenda:

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

Roll Call:

Yes Kathleen Burgess Yes John Ferry Yes Leon Jones Yes Paula Lee
Abstain: II.B.4,5; IV. 1.; IV. 2. Daryl Minus-Vincent Yes Robert Silcox Absent Tyler Seville

Public Comments: Nothing at this time.

Board Comments:

Leon Jones: Thanked everyone and wished them a Happy Holiday.

Kathleen Burgess: Thanked everyone and wished them a Happy Holiday and a Happy New Year.

Paula Lee: Wished everyone a Happy Holiday and invited everyone to attend the Holiday Show/Craft Fair at the BCSSSD.

John Ferry: Thanked everyone and wished them a Happy Holiday.

Daryl Minus-Vincent: Happy Holiday wished everyone a safe holiday.

President Silcox: Understands that changing Health Plans is very upsetting, but this is a County Initiative for all county entities to participate in the BCIC. Broker will assist in the transition.

Approval to adjourn to Executive Session. The Board went into Executive Session at 4:40 p.m. under the following resolution:

RESOLUTION 2016-2017
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, at approximately 4:50 p.m. this evening.

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: BCIT-Westampton - Tenure Charges)

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, Theresa Margiotta , 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 December 15, 2016.

Roll Call:

Yes Kathleen Burgess Yes John Ferry Yes Leon Jones Yes Paula Lee
Yes Daryl Minus-Vincent Yes Robert Silcox Absent Tyler Seville

Reconvened: At 5:10 p.m. Approved the following resolution:

1. RESOLUTION (CERTIFICATE OF DETERMINATION) CERTIFYING TENURE CHARGES AGAINST JUDITH EVANS

WHEREAS, Judith Evans is a tenured member of the Child Study team and School Social Worker for Burlington County Institute of Technology; and

WHEREAS, on November 22, 2016, Tenure Charges Against Judith Evans for Conduct Unbecoming and Other Just Cause (“Tenure Charges”) were filed with the Board Secretary by the Superintendent of Schools, Dr. Christopher Nagy, along with a Statement of Evidence in Support of Tenure Charges (“Statement of Evidence”) (with accompanying Certification and Exhibits); and

WHEREAS, a copy of the Tenure Charges and Statement of Evidence (with accompanying Certification and Exhibits) were served upon Ms. Evans’ counsel by the Board’s counsel on November 22, 2016; and

WHEREAS, a copy of the Tenure Charges and State of Evidence (with accompanying Certification and Exhibits) were served Ms. Evans on November 23, 2016; and

WHEREAS, Ms. Evans has been given the opportunity to respond to the Tenure Charges and Statement of Evidence with a written statement of position and written statement of evidence, both under oath; and

WHEREAS, on December 8, 2016, Ms. Evans submitted a written Response to Tenure Charges (“Response To Tenure Charges”) under oath; and

WHEREAS, the Board of Education of Burlington County Institute of Technology (“the Board”) has considered the Tenure Charges and Statement of Evidence (with accompanying Certification and Exhibits), and Ms. Evans’ Response to Tenure Charges, and finds that there is probable cause to credit the evidence in support of all of the Tenure Charges, and that the Tenure Charges warrant the dismissal of Ms. Evans from Burlington County Institute of Technology;

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

1. Upon consideration of the Tenure Charges and the Statement of Evidence (with accompanying Certification and Exhibits), as well as Ms. Evans’ Response to Tenure Charges, the Board pursuant to N.J.S.A. 18A:6-11 finds that there is probable cause to credit the evidence in support of all of the Tenure Charges against Ms. Evans and that the Tenure Charges are sufficient to warrant the dismissal of Ms. Evans from her tenured position with Burlington County Institute of Technology;
2. The Board Secretary is directed to forward to the Commissioner of Education the Tenure Charges, Statement of Evidence (with accompanying Certification and Exhibits), and the Board’s resolution certifying the Tenure Charges for a hearing pursuant to N.J.S.A. 18A:6-16;
3. Ms. Evans is hereby suspended without pay for a period of 120 calendar days commencing December 19, 2016. If, at the end of the 120 day suspension, and excluding all delays granted at the request of Ms. Evans, the arbitrator has not made a determination of the Tenure Charges, then Ms. Evans shall be suspended with pay beginning on the 121st day of said suspension until such time as the arbitrator rules on the Tenure Charges; and
4. A copy of the Board’s determination to file Tenure Charges with the Commissioner of Education shall be served on Ms. Evans by the Board Secretary.

Roll Call:

Yes Kathleen Burgess Yes John Ferry Yes Leon Jones Yes Paula Lee
Absent Daryl Minus-Vincent Yes Robert Silcox Absent Tyler Seville

Adjournment:

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by Leon Jones and second by Kathleen Burgess the Board adjourned at 5:11 p.m. with the next meeting to be on January 26, 2017, at Rutgers Media Center at 4:30 p.m.

Respectfully Submitted,

Theresa L. Margiotta
Board Secretary/School Business Administrator

I. PERSONNEL

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

1. Employment: Substitute Pending New Hire Requirements

Name	Position	Rate	Effective
Jones, Cindy	Bus Driver	\$21	01/03/17
Nichols, Akirya	Bus Driver	\$21	12/16/16

A. Burlington County Special Services School District

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Gizzi, Thomas	Teacher Assistant	Resignation	12/01/16
Lilley, Moriah	Teacher Assistant	Resignation	11/08/16
Parenteau, Sarah	APF	Resignation	01/04/17
Pray, Amabel	Secretary	Resignation	12/05/16

Resignations: Substitute

Name	Position	Reason	Effective
Mantuano-Williams, Teresa	Bus Driver	Resignation	12/06/16

2. Employment: Full Time (pro-rated) (pending new hire requirements)

Name	Position	Salary	Effective
Chilton, Megan	Teacher Assistant	HS Step 1 \$14,320	12/16/16
Cohen, Jeremy	Supervisor	\$83,250	02/06/17
Delorenzo, Alban	Teacher of Art	BA Step 4 \$56,338	12/19/16
O'Brien, Jacqueline	Autism Consultant	MA Step 11 \$70,626	02/16/17
O'Malley, Grace	Teacher Assistant	BA Step 2 \$22,919	01/01/17

Price, Aundry	Teacher Assistant	BA Step 3 \$23,312	01/01/17
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3. Employment Hourly (pending new hire requirements)

Name	Position	Hrly Rate	Effective
Gates, Janet	Teacher Assistant	\$12	01/03/17
Regimbal, Joanne	Teacher Assistant	\$14	01/03/17
Wu, Robin	Teacher Assistant	\$15	12/16/16

4. Status Change, Degree (Pro-rated)

Name	Position	From	To	Effective
Hoge, Jessica	TA	HS+90 Step 3 \$23,237	BA Step 3 \$23,312	01/01/17
O'Malley, Katharine	Teacher	BA Step 10 \$65,053	BA+15 Step 10 \$66,360	12/01/16

Status Change, (Pro-rated)

Name	From	To	Effective
Cummings, Bryan	FT TA, \$26,827	FT TA, HS+30 Step 21 \$27,715	11/01/16
Fennel, Barry Reinstatement		TA, HS+60 Step 13 \$25,527 Crisis Team \$1,050 Detention \$29/Hour Bus Aide \$14.25/Hour	12/07/16
Gerdelman, Paige	Hourly TA	HS Step 1 \$14,320	01/01/17
Ruff, Mark	FT TA, BA Step 3 \$23,312	FT Custodian, Step 1 \$37,126	01/01/17

5. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
Jeitner, Jessica	Teacher	-\$710.90	11/09,14/16
Kurtz III, Thomas	Teacher	-\$1,292.87	½ 12/02/16; 12/05-07/16

Marquette, Shelli	APF	-\$94.52	½ 11/22/16
Moses, Brandee	TA	-\$83.82;-\$293.37	11/22, 30; 12/01,05,06/16

6. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
Brumbaugh, Glenn	Custodian	FMLA/LOA**	10/11/16 - 02/01/17
Higgs, Jennifer	Social Worker	Military LOA*	09/01/16 - 06/16/17
Huber, Erica	Physical Therapist	LOA	12/12/16 - 06/20/17
Kiczek, Renee	Teacher Assistant	FMLA/LOA**	09/01/16 - 02/14/17
Mangini, Maria	Secretary	FMLA*	11/22/16 - 02/01/17
Marshall-Goon, Sue	Secretary	FMLA*	10/04/16 - 06/20/17
Moreland, LaToya	Teacher Assistant	FMLA*	10/28/16 - 11/21/16
Pray, Amabel	Secretary	LOA	10/03/16 - 12/02/16
Stoeckel, Sara	Teacher Assistant	FMLA/NJFLA	01/03/16 - 04/11/17

7. Employment, Work Study Students, \$8.38 Hourly, Effective 12/16/16

Lumberton		HS	
Bryson-Lewis, Jalen Chmielinski, Rocky	McCargo II, Anthony Wyatt, Anthony	Chapman, Daniel Morrell, Nicole	Newton, Antonio Wilson, Jalen

8. Extra Pay/Stipends/Extra Curricular

Name	Stipend/Extra	Rate
Johnson, Erica	Bus Aide	\$14.25/hr
Jones, Madison	Respite Recreation Leader	\$31/hr
Fennell, Barry Morris, Christopher	Snow Crew	\$25/hr
Detention Lumberton		\$29/hr

Briggs, Chris Cribbs, Alan	Flunder, Anthony Jones, Dwayne	Smarrito, Sal Watkins, Stephen
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9. Course: Approvals

Name	Position	College	Credits
Boyle, Brian	TA	Holy Family Univ	3
Davies, Kristy	Speech Therapist	Nova Southeastern Univ	1
Downs, Bobbie	Director ESU	Rowan University	6
Hill, Christina	TA	RCBC	9
Roggio, Deborah	TA	Camden Co College	9
Schouten, Simone	Teacher	Wilmington Univ.	6

10. Course: Reimbursements

Name	Position	College	Credits	Amount
Barbagiovanni, Joan	Principal	Leader 2 Leader	N/A	\$1,000
Lyman, Rita	Social Wk	Rowan Univ	3	\$1,032
O'Malley, Katharine	Teacher	LaSalle Univ RTC	3	\$1,245

11. Student Teacher/Internship/Observation

Student	College	Type	Effective
Peyton, Jasmine	Philadelphia Univ	OT Level I	01/16/17
Schaum, Chava	Temple Univ	OT Level II	01/03/17
Spicer, Shannon	FL Gulf Coast Univ	OT Observation	12/16/16

12. Transfer

Employee	From	To	Effective
Mitchell, Alexis	West	Lumberton Campus	01/03/17

13. **Conferences/Professional Workshops** *(over milage)

Personnel	Conference	Date	Cost*
BCSSSD Staff	CPI Refresher Course, Westampton and LUM CPI Nonviolent Crisis Int. Trng.	01/09,19, 02/07,23, 03/06,21, 04/05,27, 05/15,23, 06/01,05/17 03/27-03/30/17	None
Bonsall, Todd Boston, Paige Downs, Bobbie Moore, Andrea	Gang Awareness Training, Location TBD	01/24/17	None
Holmes, Michelle	Improving Executive Functions, Cherry Hill	02/10/17	\$199.99
Kneringer, Mary Jean	Leader 2 Leader NJPSA, Monroe Township	12/05/16, 1/17, 2/28/17	None
Nizio, Jennifer Scannell, Deanna Scheetz, Kimberly	Rewire the Anxious Brain, Philadelphia, PA	01/19/17	\$199.99 ea
Read, Kristen	Timesaving Strategies for OT, Voorhees	01/13/17	\$245
Yeo, Pierrette	Sensory Processing Disorders, Mt. Laurel	01/11/17	\$199.99

B. Burlington County Institute of Technology

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Dragish, Ellen	Teacher Aide	Retirement	07/01/17
Meghri, Nicholas	Pre-Engineering Teacher	Resignation	01/06/17
McCoy, Tammy	Teacher of Health/PE	Retirement	02/01/17

2. Employment: Full-Time (pro-rated) (pending new hire requirements)

***Salaries Pending Settlement of Negotiated Agreement**

Name	Position	Salary	Effective
Hagar, Timothy	Teacher of Welding	Step 14 Col A \$71,969*	02/16/17
Keyser, Sarah	Teacher Aide-Child Care	Step 1 Col E \$25,928*	01/16/17
Miller, Antoine	Teacher Aide	Step 1 Col E \$25,928*	12/16/16
Pignataro, Rachel	Teacher of ESL	Step 2 Col C \$57,031*	01/16/17

3. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
Knight, Shatasia	Teacher Aide	-\$194.46	½ 12/01/16; 12/06/16
Porter, Rachel	Teacher	-\$276.04	11/09/16
Turowski, Pamela	Teacher	-\$656.98	11/16-17/16

4. Course: Approvals

Name	Position	College	Credits
Bouchard, Heidi	Asst. Principal	Concordia Univ	3
Cermatori, Diana	Teacher	Wilmington Univ	6
Harris, Keturah	Teacher	Concordia Univ	1
Rista, Jessica	Math Specialist	Stockton Univ	6

**5. Extra Pay/Stipends/Extra Curricular
Medford**

Personnel	Extra Curricular/Stipend	Rate
Canfield, Melody	Extra Block Coverage (Exec Appr.)	Per Diem

Westampton

Personnel	Extra Curricular/Stipend	Rate
Burlage, Bridget	Performing Arts Co-Advisor	Volunteer
Cermatori, Diana	Asst. Girls Basketball Coach	\$5,981 - Prorated
Hall, Nia	Asst. Girls Basketball Coach (S4T)	LOA - Prorated
Jones, Michael	Site Supervisor - Spring	\$4,000
Napolitano, Molly	Fitness Club Supervisor	Volunteer
Valenti, Gina	Substitute Athletic Trainer	\$34/hour

6. Conferences *(over milage)

Personnel	Conference	Date	Cost*
Baez, Patrick Sbraga, Jesmary	A Parisian Holiday, Phila, PA	12/09/16	none
Brownell, Jacqueline	School of the Future, Monroe Twp	*12/14/16	none
Ogden, Carla	State Boards, Westampton	01/23; 03/27/17	none
Pensabene, Jeffrey Pino, Christian	Bullying Law Update & the Role of the ABS, Mt. Laurel	01/25/17	\$150 ea
Milanowicz, Lauren Nagy, Christopher Pappler, Jesse Pino, Christian	Gang Awareness Training, TBD	01/24/17	none

II. PROGRAMS

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

1. **Organizational Charts** (Exhibit #1)
Recommend approval of the revised Organizational Charts for 2016-2017.
2. **General Work Request & Liability Waiver - SOP** (Exhibit# 2)
Approval of the General Work Request & Liability Waiver.

A. Burlington County Special Services School District

1. Guest Speakers

Speaker(s)	Audience	Date
Selection a Support Coordination Agency, Heather Cooper	HS	12/16/16
Professionalism in the Workplace, Marie Phillips	ESU Staff	03/01/17
Blue Sky Puppet Theater	ES	04/06/17

B. Burlington County Institute of Technology

1. Guest Speakers

Speaker(s)	Audience	Date
RCBC-ECET Program-Epps, Danielle	Parents/Students	11/28; 12/06/16
Design Innovation Award-Verrett, Cody & Nicole	Arch & Des Tech- 11th & 12th graders	01/25; 04/15; 05/12/17
Musical Theater Auditioning - Brown, Enrique	Performing Arts	01/09, 02/06, 03/06, 04/10, 05/01/17
Pyramid of Success in Business & Life - Monahan, Denise	Marketing	01/19/17

2. Non-Credit Make-Up Dates:

Medford Campus

After School - January 10, 12, 17, 18, 19, 24, 25, 26; February 1, 2, 7, 8, 9, 2017

Saturdays - February 4, 11, 2017

3. **Revised Curriculum** *Curricula will be available in the Supt’s Conference Room 48 hours prior to the Board meeting.
 Spanish I Honors Spanish I
 Spanish II Honors Spanish II

4. **BCIT Admission Rubric 2017-2018**

Student Name:		Grade:	
Criteria	Scale	Score	MAX
7th or 8th Grades (Core Courses: Math, LAL, Science, Social Studies, PE)	C and above on all classes = 10 pts 1 D = 5 2 Ds = 3 points 3+ Ds = 2 points 1+ F = 0 pts*		10
8th or 9th Grades (Core Courses: Math, LAL, Science, Social Studies, PE)	C and above on all classes = 10 pts 1 D = 5 2 Ds = 3 points 3+ Ds = 2 points 1+ F = 0 pts*		10
Admissions Test Math	40th Percentile and above = 20 pts 30th-39th = 15 pts 29th-20th = 10 pts below 20th = 0 pts		20
Admissions Test Reading	40th Percentile and above = 20 pts 30th-39th = 15 pts 29th-20th = 10 pts below 20th = 0 pts		20
Current and Previous SY cumulative Attendance Score**	Below 13 days = 15 pts 14-16 days = 5 pts 17+ days = 0 points*		15
Current and Previous SY cumulative Discipline/Behavior Score+ (OSS)/(Incidents)	No OSS/Incidents = 25 pts 1-2 OSS/Incidents = 15 pts 3-4 OSS/Incidents = 10 pts* 5+ OSS/Incidents = 0 pts* Weapons/Drugs or Act of Violence = 0 points*		25
TOTAL			100
		ACCEPT	DENY
<p>*Administrative Review: Applicant will be required to submit additional or updated credentials to be reviewed; applicant may be denied based on the new documentation. † a score below the 20th percentile on both Reading and Math will disqualify a candidate ** Medical Documentation of Extended Illness may be considered † a single weapons/drug offense or act of violence offense may disqualify a candidate</p>			

5. **Request to Revise the BCIT Bridge Program** (Exhibit #A1)
 Approval to revise the Bridge Program at BCIT.

6. Recommend Approval of the following Articulation Agreements:

Ohio Technical College for Welding Technology
Ohio Technical College for Collision Repair Technology
Ohio Technical College for Diesel Technology
Ohio Technical College for Automotive Technology

7. Affiliation Agreements

Recommend approval of the following Affiliation Agreements with Adult Education/HS:

CNA and the Masonic Charity Foundation

Medical Assistant Program and Virtua-West Jersey Health System, Inc.

CNA and Virtua Health & Rehabilitation at Berlin and Mt. Holly

LPN and Virtua Health & REhabilitation at Berlin and Mt. Holly

Medical Assistant Program and Cooper University Health Care

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. (Exhibit #3: Report is considered privileged in nature.)

A. Burlington County Special Services School District

1. Suspensions:

BCAHS 1 High School 2 Middle 7
 Elementary 0 Lumberton/CA 27

2. Fundraisers

Campus	Activity	Dates
HS/MS/ES	Wawa Hoagie Coupon Sale	02/10-02/24/17

3. Field Trips

Campus	To	Date	Inst.	S	T
HS	BCIT Campus, Westampton*	01/26/17	Screven, M.	7	2

B. Burlington County Institute of Technology

1. Transfers, Withdrawals, Suspensions, Homebound (Exhibit #4 Report is considered privileged in nature.)

		<u>Medford</u>	<u>Westampton</u>
a.	Transfers in County	7	13
b.	Transfers out of County	1	3
c.	Dropouts	0	0
d.	Transfer to West/Medford Campus	10	4
e.	Suspensions	6	2
f.	Homebound	9	1

2. Field Trips

Students	Trip	Date	Personnel	S	C
Math Competitor	Math Competition, Bordentown HS & Medford HS	01/10; 02/14/17	Callaghan, C	10	1
Robotics	Robotics Competition, Cape May Court House	1/14/17	Humphrey, E	26	2
Bldg Trades	Carpenters Local 255, Mullica	01/25/17	Reed, R.	34	4
LPS	Twp Municipal Court, Medford	02/23/17	Latigona, J	20	2
Vet Tech Seniors	Mt Laurel Animal Hospital, Mt Laurel	02/24/17	Inman, E	11	2
Vet Tech	Arram Dawn Farm, Bordentown	03/03/17	Inman, E	11	2
SkillsUSA	SkillsUSA Competition, Jersey City; Deptford	03/04; 03/11/17	Bouchard, J Haney, K	TBD TBD	2 2
Vet Asst	Jenkinsons Aquarium Point Pleasant	03/10/17	Inman, E	23	2
Robotics	Robotics Competitions, West Chester, PA; Tabernacle	03/10-12 03/24-26	Antinoro, J	45	2
PA-Dance	Prince Theater, Phila, PA; Broadway Studios & Lincoln Center Plaza, NY, NY	03/10; 05/31/17	Gebhart, L	30 30	2 3
PA Club	NJHS Dance Festival, Union City	03/11/17	Gebhart, L	30	3
Cosmetology HS & AE	Javits Convention Center, NY, NY	03/14/17	Pinardo, K Williams, K	50	5
Fund of Art	Teen Arts Festival, Pemberton	03/16/17	Polizzi, N	20	2
LPS-West	Firearms Training Simulator & NOCTI Prep Competition, BCIT Med	03/16/17	Azzarone, M	12	1
Culinary Art	Atlantic Cape Community	04/04/17	Sbraga, J	12	2

	College, Mays Landing				
Vet Assist FFA	Vet Sci Competition, New Brunswick	04/27/17	Inman, E.	4	1
LPS	NJSP Crime Lab, Hamilton; NJSP Division HQ, W Trenton	05/03; 05/17/17	Azzarone, M	20 12	2 2
Early Childhood Ed-*HS Students **Preschool Students	Pete the Cat, Trenton	05/11/17	Fazzie, K	*19 **32	6

Overnight Field Trips

Students	Trip	Dates	Personnel	S	C
FCCLA	FCCLA Competition, Cherry Hill	03/22-24/17	Cross, G	30	3

3. Activities

Campus	Activity	Dates
W	Fundamentals of Art Showcase 6-7:30pm Atrium	01/19/17
W	PRIDE/Student Council Pep Rally - PM Activity Period Schedule	1/20/17
W	Wrestling-JV Hall of Fame Tournament, Eastern HS	1/8/17
W	Bowling Snowball Tournament at Laurel Lanes	1/16/17
M	Winter/Spring Music Concerts	01/10/17, 05/11/17
M	African-American Read In	02/16/17
M/W	Carino BBall HOF Induction Carino BBall All Star Game Carino BBall Awards Banquet	02/12/17 03/26/17 04/07/17

Fundraisers

Fund/Campus	Activity	Dates
M/Performing Arts	Winter Concert w Todays Dance Center	01/21/17

IV. BUSINESS/FINANCIAL

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

1. **Comprehensive Annual Financial Report (Reports included)**
Recommended a resolution be adopted approving the District’s Comprehensive Annual Financial Report for the fiscal year ending June 30, 2016, conducted by Holman Frenia & Allison, Medford, NJ; a copy of the audit synopsis is available to the public.

2. **Audit Report Recommendation, Fiscal Year Ended June 30, 2016**
Accept the Recommendation and Corrective Actions Plan for the audit report for the Fiscal Year ending June 30, 2016.

Burlington County Special Services School District

CORRECTIVE ACTION PLAN
For the Fiscal Year Ended June 30, 2016

SCHOOL DISTRICT/CHARTER/RENAISSANCE SCHOOL PROJECT

BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT

COUNTY BURLINGTON

CONTACT PERSON THERESA L. MARGIOTTA

TYPE OF AUDIT SINGLE – FISCAL YEAR ENDED JUNE 30, 2016

TELEPHONE NUMBER 609-267-4226 EXT. 8209

DATE OF BOARD MEETING DECEMBER 15TH, 2016

EMAIL ADDRESS TMARGIOTTA@BCSSSD.K12.NJ.US

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
2016-001	General ledgers should be maintained for all funds operating within the District in accordance with GAAP.	Funds will be monitored to ensure compliance with GAAP. Training is on-going and will continue.	Business Office Staff Andrew Willmott, CPA	Ongoing through 2016/2017 School Year.
2016-002	Capital Asset additions, deletions and depreciation should be accurately recorded and maintained during the fiscal year.	Internal controls will be put in place to ensure Capital Asset additions, deletions, and depreciation are recorded correctly in its records.	Business Office Staff Andrew Willmott, CPA	Ongoing through 2016/2017 School Year.

Burlington County Institute of Technology

CORRECTIVE ACTION PLAN
For the Fiscal Year Ended June 30, 2016

SCHOOL DISTRICT/CHARTER/RENAISSANCE SCHOOL PROJECT

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

COUNTY BURLINGTON

CONTACT PERSON THERESA L. MARGIOTTA

TYPE OF AUDIT SINGLE – FISCAL YEAR ENDED JUNE 30, 2016

TELEPHONE NUMBER 609-267-4226 EXT. 8209

DATE OF BOARD MEETING DECEMBER 15TH, 2016

EMAIL ADDRESS TMARGIOTTA@BCIT.CC

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
2016-001	Due to lack of building level oversight, district employees need to follow the internal controls and SOP’s put into place by the District & Board of Education.	All building level management & staff will be expected to follow internal controls and SOP’s. Building level oversight will include scheduled reporting to the Assistant Superintendent of C&I & the Superintendent.	Mr. Venuto, Mr. Cruet, Mr. Parker, Dr. Aiken, Mrs. Milanowicz, Ms. Lee, Mr. Pappler, Mr. Pino, and Dr. Bonsall	Ongoing through 2016-2017 School Year

A. Burlington County Special Services School District

1. Use of Facilities

Agency/Program	Building/Room - Campus	Date(s)
Burl Co Cloggers 4-H/ Practice	MPR - HS	
BCSSSD/ CPI Training	Various - Central & Lumberton	2016-2017
BCSSSD/ Holiday Craft Show	Central Campus	12/15/16
BCSSSD/ Respite	515, 520, MPR - ES	12/17/16

2. Donation

Donor	Item	Utilized
Johnson, Barbara	Small Rifton Gait Trainer	BCSSSD

3. Change Order 005 for BCSSSD- Phase III Partial Reroofing Westampton Campus

It is recommended a resolution be adopted authorizing a change order in the amount of \$9,844.00 representing a contract increase in accordance with Patriot Roofing Assessment for Deteriorated Sheathing and Insulation to Areas A,B,C and D LESS Contract Allowance No. A-GC-1 in the amount of (\$35,000), this Change Order will be a DEDUCT Amount of (\$25,156.00).

4. Change Order 006 for BCSSSD- Phase III Partial Reroofing Westampton Campus

It is recommended a resolution be adopted authorizing a change order in the amount Not-To-Exceed (NTE) \$25,000.00 representing a contract increase in accordance with Patriot Roofing estimates to perform the ceiling demolition and restoration excluded from JCI's scope of Change Order No. 003. This figure shall be subject to final adjustment at the end of the project based on the contractor's accounting of labor and material expended.

5. BOE Accepts the Resolution Reached in Docket #NJ0DR2016-062

Recommend approval to accept the resolution reached in the **Docket #NJ0DR2016-062**.

B. Burlington County Institute of Technology

1. RESOLUTION AUTHORIZING THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY TO ESTABLISH MEMBERSHIP IN THE BURLINGTON COUNTY INSURANCE FUND COMMISSION FOR HEALTH BENEFITS COVERAGES

WHEREAS, on July 1, 2015 the Board of Chosen Freeholders of the County of Burlington (the “County”) established a County Insurance Fund Commission for the purposes provided by law; and

WHEREAS, the existence of the Burlington County Insurance Fund Commission is intended to provide Burlington County’s various boards, agencies, authorities and commissions with the opportunity to combine resources to manage their liability and casualty risks and employee health insurance, as may be authorized; and

WHEREAS, pursuant to N.J.S.A. 40A:10:8 et seq. the County of Burlington appointed three County officials to serve as Commissioners of the County Insurance Fund Commission; and

WHEREAS, pursuant to the rules and regulations adopted by the Burlington County Insurance Fund Commission, the commissioners shall be officials of the County of Burlington and are authorized to perform all the duties as set forth in N.J.S.A 40A:10-10 and all applicable rules and regulations; and

WHEREAS, the various County boards, agencies, authorities and commissions shall have representation on the safety committee and the advisory committee established by the Burlington County Insurance Fund Commission; and

WHEREAS, the Burlington County Institute of Technology (hereinafter “Governing Body”) has determined it is in the best interest of the residents of Burlington County for the Governing Body to establish its membership in the Burlington County Insurance Fund Commission for the coverage of health benefits; and

WHEREAS, membership in the Burlington County Insurance Fund Commission shall be for a period not to exceed three (3) years beginning on February 1, 2017 and ending on December 31, 2019; now, therefore,

BE IT RESOLVED by the Burlington County Institute of Technology as follows:

Section 1. The Governing Body hereby accepts the finding that participation in the Burlington County Insurance Fund Commission will continue to result in cost savings and administrative efficiencies in the management of its employee health insurance to the benefit of the residents of Burlington County.

Section 2. The Board Secretary is hereby authorized and directed to publish and/or file any notices that may be required by applicable law.

Section 3. The Board President and Board Secretary or his designee is hereby authorized to execute any agreement, including an indemnity and trust agreement, or other documents required by the Burlington County Insurance Fund Commission to effect the purposes of this resolution.

Section 4. This resolution shall take effect immediately upon the adoption and publication as required by law.

2. Use of Facilities

Agency/Program	Building/Room - Campus	Date(s)
Arc of Burl Co/ Dance	Atrium - West, Category B - No Charge	01/13/17
ESTC/ Graduation	Atrium, Aud - West, Category A - No Charge	01/05/17
NJDOE/ Meeting	D414A - West, Category A - No Charge	12/21/16
RCBC/ CHE-107-870	D217-Medford, Category A - Custodial Fees	01/25-05/10/17 Wednesdays
Westampton Rec/ Basketball Tournament	Main Gym, Aux Gym - West Category A - Custodial & Security Fees	05/19/17

3. Donation

Donor	Item	Utilized
Morgan, Dawn	New-Kobalt Heavy-Duty 3 Drawer Workbench	Robotics Club - In School/Competitions
Surley, Glenn	Assorted Machining Tools, End Mills, Lathe Tools	Adv Mfg Lab

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Resignations/Retirements: Hourly

Name	Position	Reason	Effective
Edwardson, Barbara	Occupational Therapist	Resignation	01/01/17

2. Professional Services Agreements 2016-2017 School Year

District	Type
Merchantville	Professional Services Agreement
Willingboro	Communication Aide Agreement
Woodland	Professional Services Agreement

3. Employment: Full-Time (pro-rated)(pending new hire requirements)

Name	Position	Salary	Effective
Bradley, Paula	Occupational Therapist	MA Step 1 \$57,365	01/01/17

4. Hourly Rates 2016-2017 School Year

Position	Rate
Hourly Teacher (JDC)	\$40/hr

B. Burlington County Institute of Technology: Adult Education

1. Hourly Employment (pending new hire requirements)

Name	Position	Effective	Hrly Rate
Barris, David	Automotive/Diesel Technician Instructor	01/17/17	\$34
McHenry, Nicole	Health Occupations Instructor	01/03/17	\$34
Torres, Alberto	Carpentry Instructor	01/17/17	\$34

2. Conferences (*over milage)

Personnel	Conference	Date	Cost*
Cruet, Patrick	MSA-Dev. the Plan: Objectives and Action Plans	12/14/16	none

3. Guest Speakers

Guest Speaker	Audience	Date
Skin Care, Facials & Eyelashes-Natale, Caroline	Cosmetology	02/01/17
Intro to Hand Scissoring-Borodovsky, Jakqueline	Pet Grooming	03/15/17

4. Field Trips

Students	Trip	Date(s)	Personnel	S	C
Vet Asst	Pet PT, Cherry Hill	02/15, 02/22, 03/01/17	Cassano, P	5	0

5. Revised Course Proposal

Recommend Revised Proposal for Advanced Manufacturing evening program per the following revision:

Cost: \$5,050

Schedule: Monday through Friday from 5:30 pm to 10:00pm, December 12th-16th

Total hours: 190