

I. PERSONNEL

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

1. **Job Description**

Assistant Director of Security (Shared) (Exhibit #1)

A. Burlington County Special Services School District

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

Name	Position	Reason	Effective
Colona, Katherine	Secretary	Resignation	12/31/20
Southerland, Orlando	Teacher Assistant	Resignation	11/25/20
Petz, Lynn	Teacher Assistant	Retirement	01/01/21
Talkpa, Geraldine	Teacher Assistant	Resignation	12/08/20

2. **Employment: Full Time** (Prorated) Pending New Hire Requirements

Name	Position	Salary	Effective
Kreifels, Emily	Secretary (Shared)	Non-Align \$40,000 + \$5,000 Shared non-pensionable supplemental pay	TBD

3. **Transfers**

Employee	From	To	Effective
Buscetta, Deanna	ESU School Psychologist	BCSSSD School Psychologist	12/18/20
Hall, Christina	ESU Educational Interpreter	BCSSSD Educational Interpreter	12/18/20
McClure, Irene	ESU Educational Interpreter	BCSSSD Educational Interpreter	12/18/20
Rogina, Steven	ESU Educational Interpreter	BCSSSD Educational Interpreter	12/18/20

4. **Status Change, Full-Time** (Prorated) *Executive Approval

Name	From	To	Salary	Effective
Theis, April	Job Coach (Hourly)	Teacher Assistant	BA Step 1 \$24,239	12/01/20*

5. **Leaves Full Time** *Intermittent **Amended

Employee	Position	Type	Effective
Allen, Brittney	Physical Therapist	FMLA/NJFLA	11/03/20-03/23/21
Balbuena, Helen	Teacher Assistant	FFCRA	11/25/20-12/06/20
Cann, Michelle	Teacher Assistant	LOA	11/23/20-12/31/20
Cibriani, Marita	LDTC	FFCRA*	11/20/20-12/21/20

Clark, Tami	Teacher Assistant	FFCRA/LOA	11/17/20-12/06/20
Crosby, Deborah	Teacher Assistant	FFCRA/LOA	11/16/20-12/06/20
Davis, Matthew	Teacher	FFCRA	11/23/20-12/03/20
Decker, Brooke	ESU Supervisor	FMLA/NJFLA	11/23/20-03/28/21
DeSantis, Thera	Occupational Therapist	FFCRA	11/30/20-12/06/20
Edwards, Theresa	Teacher Assistant	FFCRA	10/05/20-10/16/20
Fazzie, Gregory	Teacher Assistant	FFCRA	11/30/20-12/06/20
Ferrante, John	Teacher	FFCRA	11/23/20-12/06/20
Giorla, Sarah	Speech Therapist	FFCRA*	11/09/20
Giorla, Sarah	Speech Therapist	FFCRA	11/18/20-12/03/20
Holmes, Carol	Teacher Assistant	FFCRA	11/11/20-11/18/20
Jackson, Deborah	Speech Therapist	FFCRA	11/20/20-12/06/20
Jeitner, Jessica	Teacher	FFCRA	11/12/20-11/13/20
Jones, Keith	Teacher Assistant	FMLA*	10/16/20-06/30/21
Kamelia, Nina	Social Worker	FFCRA/LOA	11/20/20-12/06/20
Koch, Kathleen	Teacher	FFCRA	12/03/20-12/16/20
Langan, Lauren	Teacher	FFCRA	11/10/20-12/31/20
Langish, Marsha	Secretary	FFCRA	11/30/20-12/07/20
Lewis, Kristine	Teacher	FFCRA	11/30/20-12/06/20
Lucas-MacPhee, Nancy	Teacher Assistant	FFCRA	11/12/20-11/25/20
Maiese, Bernadette	Speech Therapist	FFCRA	11/25/20-12/06/20
McIntyre, Becky	Teacher	FFCRA	11/12/20-11/19/20
Milas, Katherine	Teacher Assistant	FFCRA	11/12/20-11/17/20
Moore, Cynthia	Teacher Assistant	FFCRA	12/04/20-12/21/20
Morris, Simone	Teacher	FFCRA	11/30/20-12/06/20
Moss, Jacqueline	Physical Therapist	FFCRA	11/30/20-12/06/20
O'Donnell, Jennifer	Teacher Assistant	FFCRA*	11/10/20-12/31/20
Paris, Tracey	Cafeteria Assistant	LOA	11/30/20-01/20/21
Rinaldi, Fionna	Teacher	FFCRA**	10/29/20-11/26/20
Rooney, Karen	School Nurse	FFCRA	11/10/20-11/23/20
Shivers, Angela Renee	Secretary	FMLA*	11/22/20-06/30/21
Stanfield, Edward	Night Foreman	FFCRA	12/02/20-12/15/20
Vickers, Jason	Maintenance	FFCRA	12/07/20-12/16/20

Willard, Colin	Teacher	FFCRA	11/24/20-12/06/20
Witkowski, Carly	Speech Therapist	FFCRA	11/30/20-12/06/20
Wolff, Casandra	Teacher	FFCRA	11/30/20-12/06/20
Zavacky, Catherine	Teacher	FFCRA	12/09/20-12/22/20

6. Extra Pay/Volunteer Positions 2020-2021 SY *Prorated & Amended

Name	Extra-Curricular	Rate
Cohen, Jeremy	Assistance to Acting Director of CST & Related Services & Nursing (01/2021-06/2021)	Non-pensionable supplemental pay \$5,000
Downs, Bobbie	Acting Director of CST & Related Services & Nursing (01/2021-06/2021)	Non-pensionable supplemental pay \$11,376
Evans, Deborah	Leave Replacement Covering (Cheeseman, Deborah 11/16/20-11/20/20*)	Difference - Per Diem & MA+30 Step 1 \$64,317
LeCates, Jaime	Horticulture Coordinator	\$4,300

7. Employment, Work Study Students, \$11/hr

Lumberton	Transition	
Cummings, Tashanae Wright, Jaden	Campbell, Jalen Giovanetti, Craig	Patterson, Le'chya Rzeczkowski, Tyler

8. Course: Approvals

Name	Position	College	Credits
Dorety, Peter	Teacher Aide	Holy Family University	3
Flood, Michelle	Teacher	University of North Dakota	3
Freitas, Diane	Teacher Aide	Rowan College at Burlington County	4
O'Donnell, Jennifer	Teacher Aide	Rowan College at Burlington County	3
Palella, Angelina	Guidance Counselor	Rowan University	6

9. Course: Reimbursements

Name	Position	College	Credits	Amount
Davis, Matthew	Teacher	Rider University	3	\$2,000
Jackson, Deborah	Speech Therapist	Lourdes University	3	\$449

10. Conferences/Professional Workshops *Over Mileage

Personnel	Conference	Date	Cost*
DeSantis, Thera Downey, Stephanie	Developing an Effective Sensory Diet, Virtual	12/18/20 or 01/08/21	\$200 each
Holley, Ashanti	Rancocas Valley Alumnae Chapter Delta Sigma Theta Sorority, Inc. Virtual Career Expo Spring 2021	01/23/21	None
LeCates, Jaime	Stage V Brookdale CTE	12/2020	\$653
Zavacky, Catherine	Stage V Brookdale CTE	12/2020	\$653

11. Student Teacher/Internship/Observation

Name	College	Type	Effective
Curley, Madison	Temple University	Occupational Therapy	01/11/21-04/02/21
Maslinski, Lauren	University of the Sciences	Occupational Therapy	01/04/21-03/26/21
Maurin, Marissa	LaSalle University	Speech Therapy	01/19/21-05/07/21
Schappell, Chloe	LaSalle University	Speech Therapy	01/19/21-05/07/21

12. COVID-19 *Executive Approval

Recommend approval of Connie Garrano to serve as Facilitator of COVID-19 Compliance Documents beginning 12/07/20*

B. Burlington County Institute of Technology

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Kaplan, Toby	Teacher of English	Retirement	02/01/21

2. Employment: Full Time (Prorated) Pending New Hire Requirements *Executive Approval

Name	Position	Salary	Effective
Cooper, Heather	Human Resources Coordinator (Shared)	Non Align \$80,000	12/16/20*
Dileo, Domenick	Assistant Director of Security (Shared)	Non Align \$50,000	TBD

3. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
Baker, Mary	Teacher of Science	FFCRA	11/25/20-12/04/20
Bush, Marissa	Teacher of Health & Phys Ed	LOA/FMLA/NJFLA	02/08/21-06/22/21

Clayton, Jillian	School Psychologist	FFCRA	11/25/20-12/03/20
Clayton, Jillian	School Psychologist	LOA/FMLA/NJFLA*	01/04/21-03/12/21
Colby, Jennifer	Secretary	FFCRA	11/16/20-11/19/20
Jenkins, Monique	Teacher of Spanish	FFCRA	12/07/20 & 12/11/20
Johnston, Ronald	Teacher Aide	FFCRA/LOA	11/12/20-12/07/20
Klingler, Debra	Custodian	FMLA	10/30/20-12/30/20**
Landre, Laura	Teacher of Allied Health Prof	FFCRA	11/23/20-12/04/20
Murrenburke, Holly	Teacher of the Handicapped	FFCRA	11/30/20-12/04/20
Murrenburke, Quinn	Head Maintenance	FFCRA	11/30/20-12/11/20
Polizzi-Herzog, Nicole	Teacher of Art	LOA/FMLA/NJFLA	12/14/20**-06/22/21
Rivera, Joseph	Teacher of Computer Science	FFCRA/LOA	11/17/20-12/04/20
Rodriguez-Muldrow, Irene	Secretary	FFCRA	11/30/20-12/11/20
Shilling, Michael	Teacher of Health & Phys Ed	FFCRA	11/24/20-12/03/20
Tarantini, Mary	Teacher of English	FFCRA/LOA	11/17/20-12/10/20
Towey, Mary	Teacher of Science	LOA/NJFLA	01/25/21-06/06/21
Valenti, Gina	Teacher of Sports Medicine	FFCRA	12/01/20-12/04/20

4. Extra Pay/Volunteer Positions 2020-2021 SY

District *Executive Approval **2021-2022 FY

Name	Extra-Curricular	Rate
Select Participating Staff*	Virtual Program Advisory Committee Meetings	\$38/hr Certified Staff (max 1 hr) \$33/hr Support Staff (max 1 hr)
Callaghan, Colleen	Summer Camp Coordinator	\$4,000**
Porter, Rachel	Assistant Summer Camp Coordinator	\$4,000**

ESEA Grant Funded Equity Champion Stipend Increase from \$798 to \$1,140* *** prorated 07/01/20-10/15/20		
Adams, Cynthia Barchue, Emmanuel Cech Stevens, Colleen Hill, Michele Holbrook, Henry	Jones, Aja Murrenburke, Holly Poirier, Jessica*** Quinn, Christopher Rivera, Joseph	Sommers, Kelly Stillwell, Jennifer Taylor, Erin Wiley, Luke Williams, Kimberlee

Medford *Executive Approval

Name	Extra-Curricular	Rate
Christopher, Carly	Supplemental instruction for student #226810 (12/07/20-01/30/21)	\$38/hr (3 hrs/wk (max 21 hrs)*
Stillwell, Jennifer	Supplemental instruction for student #226810 (12/07/20-01/30/21)	\$38/hr (3 hrs/wk (max 21 hrs)*

Westampton *Executive Approval

Name	Extra-Curricular	Rate
Goduto, Derrick Leshner, Joseph Wiley, Luke	Extra Block (Cermatori LOA coverage)	¼ Per diem*
Hackman, Deborah	Virtual home instruction for student #235710 (12/14/20-01/30/21)	\$38/hr (max 50 hrs)*
Marencin, Jaclyn	Extra Block (Polizzi-Herzog LOA coverage)	¼ Per diem*

5. Course: Approvals

Name	Position	College	Credits
Artz, Brooke	LDT/C	Stockton University	3
Bouchard, Heidi	Assistant Principal	NJPSA FEA NJEXCEL	N/A
Ent, Audra	Secretary	Strayer University	6
Schneider, Vicky	Exec Admin Asst to BA/BS	Rutgers Center for Government Services	N/A
Vincent, Cinnamon	School Psychologist	University of Southern Maine	3

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

Personnel	Conference	Date	Cost*
Barsony, Scot	Brookdale College CTE Stage II, Virtual	10/2020-01/2021	\$685
Hagaman, Daniel Landre, Laura	Brookdale College CTE Stages V, VI, VII, Virtual	09/2020-11/2020 01/2021-03/2021 03/2021-06/2021	\$653 ea
Hurst, Anthony	Brookdale College CTE Stage V, Virtual	09/2020-11/2020	\$653 ea
Malesich, Elizabeth	Brookdale College CTE Stage VII, Virtual	01/2021-03/2021	\$653
Rista, Jessica	A Plethora of Desmos Activities, Virtual	12/17/20**	\$89 Title II Funded

7. Mentor

Name	Mentor
Meh Chu, Chu	Crowley, Robert

8. NJPSA FEA NJEXCEL MODEL 4 Program

Recommend approval for Dr. Lisa J. English to mentor Dr. Heidi Bouchard for the NJPSA FEA NJEXCEL Model 4 Program.

II. PROGRAMS

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

1. Policies/Regulations (Exhibit #2)

New - First Reading

P 1648.02 *Remote Learning Options for Families* (M) (New)

P 1648.03 *Restart and Recovery Plan - Full -Time Remote Instruction* (M) (New)

Revised - First Reading

A. Burlington County Special Services School District

1. Guest Speakers

Speaker(s)	Audience	Date
Destination Career Assessment & Exploration, Virtual	Transition Students	01/26-28/21

B. Burlington County Institute of Technology

1. Guest Speakers

Speaker(s)	Audience	Date
CVA Online Checklist - Dr. Elizabeth Karwacki (Virtual)	Veterinary Technology	01/02, 01/11, 02/08, 02/22, 03/01, 03/15, 03/22/21
Introduction to FFA - Katelyn Duell (Virtual)	Veterinary Technology	01/11/21
Johnson & Wales University Culinary Demonstration - Victoria Esser (Virtual)	Culinary Arts	01/06/21
Experience the CIA at BCIT! - Ariana Carbonaro (Virtual)	Culinary Arts	01/14/21
Entrepreneurship and the Cosmetologist - Nakeara Bond (Virtual)	Cosmetology	02/2021 - TBD
Success after Cosmetology School - Justice Hill (Virtual)	Cosmetology	02/2021 - TBD

2. BCIT Admissions Online Entrance Exams

Recommend approval of the new BCIT Admissions Online Entrance Exams Directions.

3. Articulation Agreements

Recommend approval of articulation agreement between BCIT and:
Camden County College - Auto Fundamentals.

III. STUDENT ACTIVITIES

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

1. **Harassment, Intimidation and Bullying (HIB)** (Report is considered privileged in nature.)
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.

A. Burlington County Special Services School District

1. **Suspensions:**

BCAHS	0	High School	0
Elementary	0	Lumberton/CA	0

B. Burlington County Institute of Technology

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

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

2. **Drop Student**

Recommend approval to drop student #213931, Medford Campus from the rolls in accordance with District policy, effective December 18, 2020.

3. **Activities** *Executive Approval

Campus	Activity	Dates
M	Clothing Drive*	11/3/20-11/15/20
M	Food Drive*	11/4/20-11/18/20
M	ITS Nationwide Virtual Reading*	12/14/20
M	Music Department Virtual Holiday Concert*	12/17/20
M	National Honor Society - Virtual Induction Ceremony*	01/12/21
M	Poetry Out Loud Competition (Virtual)	01/12/21
W	The NJ Hoby Youth Leadership Seminar student F.O. (Virtual)	06/11/21-06/13/21
W	National Honor Society - Peer Tutoring (Virtual)	01/04/21-06/18/21
W	Student Council (Virtual) Spirit Week Activities	01/11/21-01/15/21
W	HOSA Virtual Southern Regional Conference	01/30/21

4. Field Trips

Students	To	Date	Inst.	S	C
Dental Occupations	AMP DANB National Exam, Princeton or Philadelphia, PA (In Person)	03/2021-TBD	Heston, C.	14	1
	ICE DANB National Exam, Princeton or Philadelphia, PA (In Person)	05/2021-TBD		11	1
	RHS DANB National Exam, Princeton Philadelphia, PA (In Person)	05/2021-TBD		9	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 November 30, 2020, 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. 6A23-2.12(c)4, the Board of Education, certifies that as of November 30, 2020, 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. BURLINGTON COUNTY COOPERATIVE PRICING SYSTEM #4-BUCCP 2021-2025

WHEREAS, N.J.S.A. 40A:11-11(5), specifically authorizes two or more contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and enter into a Cooperative Pricing Agreement for its administration; and

WHEREAS, the COUNTY OF BURLINGTON is conducting a voluntary Cooperative Pricing System with other contracting units including but not limited to the Burlington County Special Services School District and the Burlington County Institute of Technology; and

WHEREAS, this Cooperative Pricing System is to effect substantial economies in the provision and performance of goods and services; and

NOW, THEREFORE, BE IT RESOLVED, all parties hereto have approved the within Agreement by Resolution in accordance with the aforesaid statute.

3. Resolution for Bank Account Authorized Signers

WHEREAS, the Burlington County Special Services School District and Institute of Technology Board of Education ("Board") has determined at a legal meeting of the governing body of the Board, to designate OceanFirst Bank N.A. ("Bank") as an approved depository for the Board of Education's funds for the performance of banking transactions;

NOW, THEREFORE, BE IT RESOLVED by the Board, that in accordance with the tables below and signature cards provided to the Bank, the following Board Members, officers, employees or agents of this Board is/are authorized, on behalf of this Board and in its name, (a) to sign checks, savings withdrawals, drafts, notes, wire transfer requests, acceptances and other instruments and orders for the payment of money or for the withdrawal or delivery of funds or other property at any time held by the Bank and to receive any thereof, and to issue instructions for the conduct of any account of this Board with the Bank; (b) to accept drafts, checks, any other instruments or orders, including any payable to the Bank, and to waive demand, protest, and notice of protest or dishonor of any instrument made, drawn, or endorsed by this Board; and (c) to endorse, negotiate, and receive, or authorize the payment of or the proceeds of any negotiable or other instruments or orders for the payment of money payable to or belonging to the Board; and (d) to open and have access to a safe deposit box or boxes subject to the terms and conditions specified in the applicable lease.

BE IT FURTHER RESOLVED that the foregoing resolution shall continue in full force and effect and the Bank may rely on it until a certified copy of a subsequent resolution of the Board modifying or rescinding any or all such resolutions shall have been received by the Bank.

Burlington County Special Services School District

Accounts	Authorized Signers
General Account Cafeteria Account	Board President Business Administrator/Board Secretary Treasurer Assistant to the Business Administrator Administrative Assistant to the Business Administrator
Capital Reserve Account Student Activity Account	Business Administrator/Board Secretary Assistant to the Business Administrator Administrative Assistant to the Business Administrator
Payroll Account Agency Account Flex Spending Account Unemployment Account	Treasurer Business Administrator/Board Secretary Assistant to the Business Administrator Administrative Assistant to the Business Administrator

Burlington County Institute of Technology

Accounts	Authorized Signers
General Account Cafeteria Account	Board President Business Administrator/Board Secretary Treasurer Assistant to the Business Administrator Administrative Assistant to the Business Administrator
Capital Reserve Account Westampton Student Activities Account Medford Student Activities Account	Business Administrator/Board Secretary Assistant to the Business Administrator Administrative Assistant to the Business Administrator
Payroll Account Agency Account Flex Spending Account Unemployment Account Summer Savings Account	Treasurer Business Administrator/Board Secretary Assistant to the Business Administrator Administrative Assistant to the Business Administrator

A. Burlington County Special Services School District

1. Hourly Rate Increase Effective 01/01/21

Position	Rate
Student Work Study Students	\$12/hr

2. Donation *Executive Approval

Donor	Item	Utilized
Nam Knights of America	27 Turkeys *	Student Thanksgiving Baskets
Rowe, Roseanne	Ford F150 Pickup Truck	Lumberton Campus Auto CTE Program

B. Burlington County Institute of Technology

1. Hourly Rate Increase Effective 01/01/21

Position	Rate
Student Worker School to Work (STW)	\$12/hr

2. Use of Facilities

Agency/Program	Room - Campus	Date(s)
Burlington County/Emergency Food Distribution	Parking Lot - Westampton	12/19/20
BCESTC/Emergency Vehicle Defensive Driving Class	Parking Lot - Westampton	04/10/21

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Employment: Hourly Pending New Hire Requirements

Name	Position	Hourly Rate	Effective
Abrams, Alyssa	Occupational Therapist	\$43	02/01/21
Alcott, Anna Marie	Registered Nurse	\$31	TBD
Martini, Alyssa	Physical Therapist	\$58	TBD

2. Status Change, Full-Time (Prorated)

Name	From	To	Salary	Effective
Nims, Samantha	Teacher	LDTTC	MA Step 2 \$64,402	01/01/21

Status Change, Degree (Prorated)

Name	Position	From	To	Effective
White, Molly	Teacher	MA Step 6 \$66,876	MA+15 Step 6 \$68,569	01/01/21

3. Conferences *Over Mileage

Personnel	Conference	Date	Cost
Downs, Bobbie	Educator Mental Health & Wellness Leadership Summit, Virtual	01/27/21	\$174
Smith, Renee	Supporting Success for Children with Hearing Loss, Virtual	02/05/21	\$179

4. Professional Services Agreements

District	Type
Barrington School District	2020-2021 Professional Services Agreement
Clayton Public School District	2020-2021 Professional Services Agreement
Delran Twp CARES ACT	2020-2021 NP CARES ACT

B. Burlington County Institute of Technology: Adult Education

1. Transfers

Employee	From	To	Effective
Shinn, Brenda	Medford Secretary	Adult Education Secretary	01/25/2021

2. Program

Recommend approval of Winter Radiology Program for BCIT Dental Occupation students only; 45 required hours, beginning week of 01/04/21 at the cost of \$200.

3. Affiliation Contracts

Recommended approval of the affiliation contracts with RCBC for Medical Assisting & ECG.

B. Burlington County Institute of Technology: Fire School

No Action Taken

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: ASSISTANT DIRECTOR OF SECURITY (Shared)

QUALIFICATIONS:

1. Bachelor's degree preferred
2. Have a valid New Jersey driver's license with no serious violations.
3. Have ten (10) years of experience with a law enforcement agency.
4. Show evidence of supervising law enforcement officers or security personnel.
5. Exhibit a personality that demonstrates interpersonal skills that relate well with student, staff, Administration, parents and the community.
6. Demonstrate an ability to communicate effectively both orally and in writing.
7. Must have a background in building security, including design, set-up and daily operation of digital electronic security systems.
8. Strong problem-solving skills.
9. Possess an understanding of the criminal justice system. Experience and expertise in school-related investigative fields, related juvenile enforcement and the development of prevention and intervention programs.
10. Ability to provide leadership and guidance regarding safety and security issues in an educational environment.
11. Demonstrate ability in training and supervision of security personnel.

REPORTS TO:

Director of Security

PERFORMANCE RESPONSIBILITIES:

Supervision of Staff

1. Assists Director with interviewing candidates for the position of security aides and making recommendations concerning appointments, promotions, reassignments, and disciplinary actions.
2. Assists Director with assigning, directing, and reviewing the work of security aides.
3. Advises school administrators on security measures and conducts in-service programs for school site personnel.

Security and Emergency Planning

1. Assists in the development and review of the district's/school's safety and security plan as assigned.
2. Maintains a comprehensive knowledge of the contents and requirements of the emergency plans for all district facilities.

Crisis Response

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

Other

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

TERMS OF EMPLOYMENT: Twelve (12) months per year. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools or his/her designee.

EVALUATION: Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel.

POLICY GUIDE

Exhibit #2

ADMINISTRATION
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Remote Learning Options for Families
Sept 20
M

[See **POLICY ALERT No. 221**]

1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

- A. Unconditional Eligibility for Full-time Remote Learning
 - 1. All students are eligible for full-time remote learning.



POLICY GUIDE

Exhibit #2

ADMINISTRATION

1648.02/page 2 of 8

Remote Learning Options for Families

- a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
 - b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).
- B. Procedures for Submitting Full-time Remote Learning Requests
1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least _____ calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
 2. The student may only begin full-time remote learning
[Choose one or more of the following:
____at the beginning of the school year.
____x____at the beginning of a marking period.
____at the beginning of a mid-year semester.
____within _____ school days after receiving written approval of the Principal or designee.]
 3. The written request for the student to receive full-time remote learning shall include:
 - a. The student's name, school, and grade;



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- b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
 - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
 - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
 - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
 - (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
 5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.



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- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. The Principal's written approval of the request shall be provided to the parent within 14 calendar days of receiving the parent's written request.
 - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.
- C. Scope and Expectations of Full-Time Remote Learning
1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
 - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
 - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
 - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).



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- (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
 - d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.
- D. Procedures to Transition from Full-Time Remote Learning to In-Person Services
1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least ____ calendar days before the student is eligible for in-person services.
 2. A student is only eligible to transition from full-time remote learning to in-person services commencing

[Choose one or more of the following:

___ at the beginning of the school year.

x at the beginning of a marking period.

___ at the beginning of a mid-year semester.

___ within ____ school days after receiving written approval of the Principal or designee.]



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3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
 - a. The student's name, school, and grade;
 - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
 - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least

[Choose one or more of the following:

one marking period in remote learning before being eligible to transition into the school district's in-person program.

one semester (1/2 school year) in remote learning before being eligible to transition into the school district's in-person program.

_____ school days in remote learning before being eligible to transition into the school district's in-person program.]

- a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.



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- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
 7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.
- E. Reporting
1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
 - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.
- F. Procedures for Communicating District Policy with Families
1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:



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- a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
 - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
 - c. Scope and expectations of full-time remote learning in accordance with C. above;
 - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
 - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.
- G. Home or Out-of-School Instruction
1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:
“Clarifying Expectations Regarding Fulltime Remote Learning
Options for Families 2020-2021”

Adopted:



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Aug 20
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[See POLICY ALERT No. 221]

1648.03 RESTART AND RECOVERY PLAN – FULL-TIME REMOTE INSTRUCTION

On June 26, 2020, the New Jersey Department of Education published “The Road Back - Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.

The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;



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Restart and Recovery Plan – Full-Time Remote Instruction

2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, that the school is unable to satisfy;
3. The school’s anticipated efforts to satisfy the identified health and safety standard(s); and
4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district’s first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.
2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.
3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLs).



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Restart and Recovery Plan – Full-Time

Remote Instruction

All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).

Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

Executive Order 175 – August 13, 2020

Adopted:

