

**BOARD OF EDUCATION OF THE SPECIAL SERVICES SCHOOL DISTRICT AND
THE INSTITUTE OF TECHNOLOGY OF THE COUNTY OF BURLINGTON**

EXECUTIVE CLOSED MEETING

The Executive Closed Meeting of the Board of Education of the Special Services School District and The Institute of Technology of The County of Burlington was held in-person on Thursday, January 27, 2022, with the exception of two board members attending the meeting via Zoom.

The meeting was called to order at 5:00 pm by President Leon Jones. A motion to go into a closed executive session to address legal and personnel matters with legal counsel was made.

RESOLUTION AUTHORIZING EXECUTIVE SESSION

Whereas, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and Whereas, the Board of Education of the Burlington County Special Service School District/Institute of Technology has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

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

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

 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.

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

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

I, Andrew Willmott, 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 January 27, 2022.

Andrew Willmott, Board Secretary, stated that this meeting was in accordance with a printed announcement published in the newspaper and this was a closed meeting.

A motion was approved to open the public session by Mr. Tyler Burrell and seconded by Mr. Robert Brittain.

The Board resumed the public meeting at 6:00 pm Thursday, January 27, 2022.

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 at 6:00 pm in hybrid format, both in-person and virtual audio format via Zoom Conference Call on January 27, 2022.

Mr. Leon Jones called the meeting to order at 6:21pm and led the flag salute.

Mr. Jones requested for Mr. Andrew Willmott to read the Sunshine Notice.

Sunshine Notice

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

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

Tyler Burrell	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Anna Evans	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Raymond Marini Exec. County Supt.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michelle Parker	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent from roll call
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

In-person public attendance was limited to fifty (50): Public registered in advance to attend the meeting in-person: C. Jenter, S. Wilcox, D. Finn, B. Downs, C. Hewitt, A. Holley, L. English, R. Loughlin, E. Barchue, J. Brown, W. Geller, C. Kaifa, O. Cramer, M. Parker, D. Dileo, K. Grant

Virtual public attendance by registering through Zoom: Three phone numbers, N. Roman, J. Walentukonis, M. Jenkins, M. Ogden, K. Bakely, E. Lazarus, T. Arket-York, A. Grohe, K. Waldis, B. Guenther-Misunas, K. Harris, B. Shinn, J. LeCates, N. Roman, L. Salmons, M. Ferrell, J. Colby, R. Lallo, C. Dickerson, M. Angelini, B. Burlage, K. Nizio, MJ Kneringer, V. Evangel, A. McHugh, R. Fessenbecker, S. Pressley, L. Warren, P. Turowski, J. Rosenberg, S. Downey, N. Polizzi, M. Troncone, B. Wolcott, K. Niehaus, L. Langan, K. Jones, K. Dooley, D. Williams, C. Zavacky, D. Hand, F. Gellis, D. Roggio, M. Stewart, B. Decker, C. Pino, C. Dickerson

Communication & Correspondence: Mr. Jones requested Mr. Willmott to announce any communication or correspondence. Mr. Willmott announced there were none at this time.

Minutes: Mr. Jones, Board President, presented the Meeting Minutes from December 16, 2022. On a motion by Ms. Anna Evans and seconded by Mr. Tyler Burrell, the Board approved the Meeting Minutes.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Raymond Marini Exec. County Supt.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Michelle Parker	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent from roll call
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	

Financial Report: Mr. Jones, Board President presented the Financial Report and called for a motion to approve the report. On a motion from Mr. Robert Brittain and seconded by Ms. Lorene Moore, the Board approved the financial report.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Raymond Marini Exec. County Supt.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain	
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Michelle Parker	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent from roll call
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	

Presentations: Dr. Nagy announced the first presentation in honor of the National School Board Appreciation month, recognizing the Board of Education members for their service on the Board and for their service to education. Dr. Nagy spoke on behalf of the administration, staff and students by saluting our dedicated Board of Education members for their combined 89 years of service on school boards and in education. Dr. Nagy presented a certificate to the members of the Board of Education. Dr. Nagy announced as a tribute to our dedicated Board members under the direction of Christine Jenter, a new Board of Education Member webpage has been created to highlight each Board member and to provide the community an appreciation of the talents they bring to the Board and Districts. Please visit the [Board website page](#).

Leon E. Jones, Jr., President	13 years
Robert Brittain, Vice President	13 years
Tyler Burrell	1 year
Anna Evans	2 years
Lorene Moore	11 years
Michelle Parker	2 years

Raymond Marini, Exec County Superintendent 1 year on Board and 47 years in education

Dr. Nagy introduced the second presentation from the BCIT Medford Black Student Union established just before the pandemic. Union advisor for the Medford Campus, Mr. Barchue, Principal Michael Parker and student members approached the Board and the students shared a brief summary of their mission and outreach to the community and

challenges to the school districts of which efforts are being addressed through our Diversity Equity and Inclusion.

Public Comments: Mr. Jones requested for Mr. Andrew Willmott to announce any public members who wished to make a comment in-person by raising their hand to speak or via Zoom on the Superintendent's Agenda only. Mr. Willmott requested the attendees to raise their hand if they wished to address the Board of Education. There were no public comments at this time.

Superintendent's Agenda: Mr. Jones asked Dr. Nagy to present his report to the Board.

Dr. Nagy presented the approval of some updated job descriptions and titles and explained the Data Coordinator job description is on the agenda to be approved and Dr. Nagy announced that items 3 and 4 on the Personnel section of the agenda would be tabled until the next meeting.

Dr. Nagy explained in response to a few emails received from parents regarding when the mask mandate in schools will be lifted, at this time we are following the guidelines of the CDC, BCDOH and executive orders of the Governor and will continue to do so until otherwise directed.

Dr. Nagy announced the approval of the architect's plans and applications to the NJDOE for the CTE Program Expansion Grant of which there is one submission for BCIT West and one for BCIT Medford and where the construction would expand the footprint of our new and existing programs. Dr. Nagy shared how the BCIT administration and Dr. English worked tirelessly to meet the tight deadlines of the submissions.

Dr. Nagy announced that when the schools closed on January 3, 2022 for one day due to inclement weather, this triggered the Board approved calendar plan to add another school day onto the calendar. The Board approved the changes and calendars will be subject to further changes to meet contractual agreements.

Dr. Nagy highlighted the summary and presentation of the Violence and Vandalism, Substance Abuse and HIB incidents for the period of September 1-December 31, 2021 included on the meeting agenda.

Dr. Nagy shared how the District welcomed Damon West, co-author of the book, *The Coffee Bean* on Friday, January 14, 2022 through Zoom. Damon is an author of many books and speaks to audiences across the United States including many professional and college athletic teams regarding the lessons learned from the story of the coffee bean. Damon addressed the students and staff interactively regarding the challenge the book provides to each of us, as to whether we see ourselves as a carrot, egg or Coffee Bean?

BCIT

The following are a few of the selected highlights over the past month for BCIT:

- Staff Equity Champions participated in PD on additional Culturally Responsive resources and strategies. The final DEI professional development will take place in March.
- BCIT administrators participated in DEI training on how to encourage culturally responsive practices into their lesson plans and learning activities.
- BCIT staff made the transition from in-person learning to remote and back to in-person like champs! Kudos to the staff for being incredible professionals who are able to pivot and adapt.
- Athletics that were interrupted due to the transition to remote learning have been rescheduled.
- The first group of 250+ students accepted for the 2022-2023 school year were notified recently. Almost 900 students have applied so far.
- BCIT Medford Academy of Performing Arts Thespian Troupe #7891 competed at the virtual NJ State Thespian Festival.
- BCIT is launching a social media campaign called "Where are They Now Wednesdays?" to promote the achievements of our BCIT graduates. Interested alumni can submit their profile by making a graphic and sharing it to be featured on Wednesdays throughout the upcoming CTE month.

BCSSSD

The following are a few of the selected highlights over the past month for BCSSSD:

- BCAS Mt. Laurel has been named a State School of Character for 2022 by Character.org. As one of 67 schools who earned this distinction, BCAS has been identified as a school who has put into place a comprehensive initiative that equips and empowers their staff to reinforce and model a range of positive core

values that will shape and form the hearts, minds, and choices of their students. This is the second time the school has earned this honor over the past five year and is now being considered as a National School of Character. Dr. Nagy congratulated BCAS principal, Mrs. Joan Barbagioanni and her entire team for achieving this honor.

- Following last month's Board of Education meeting, the BCSSSD Annual Craft Fair was held on site at BCIT-West. Dr. Nagy thanked the CTE staff and students who worked diligently to prepare items to sell as well as the Performing Arts staff and students who provided the night's entertainment.
 - Our Annual Holiday Show was conducted on a virtual platform. Thank you to the staff and students for their dedication to preparing and recording the performances this year
 - Although our schools were closed for two weeks following Winter Break, our social media presence continued to highlight the many activities that took place during remote learning and showcased the partnerships between home and school.
 - Our partnership with Care Solace is proving to be a vital connection for our school community. Usage of this mental health coordination service was up in October, November, and December with a total of 107 requests or recommendations for assistance so far this school year.
 - Transitions at BCSSSD is continuing to provide opportunities for young adults to gain authentic, hands-on vocational experience.
 - There are 18 total students in paid Work-Based Learning and 10 in the community for School-to-work.
 - There are 8 Work-Based Learning unpaid community worksites: CVS, Miller Ford/Subaru, Rainbow, OneDollar Zone, Marriott, Retro Fitness, Westampton Dinner, and Westampton Police Station
 - After the Westampton student's presentation at the December, 2021 Board meeting, the Board is pleased to announce that the administration was able to honor his request and the water bottle filling station has been installed on the East Wing of Westampton Campus. Dr. Nagy commented on how James led by example and used his leadership skills to benefit his classmates on the East Wing.
 - The Movement Lab on the Westampton Campus received a new Promethean Board, which can be incorporated into movement breaks and as part of student therapies in this section of the hallway.
 - Please join us as we congratulate the most recent graduates of BCAS Mt. Laurel: Nicholas E., Aquala J., and Kaitlin S.

Dr. Nagy asked that the Board approve their direction to the board solicitor to communicate the Board's response as determined in the closed session to the BCSSDEA regarding the grievance decision.

Mr. Jones requested the Board of Education members to make a motion on the BCSSDEA hearing. On a motion by Ms. Lorene Moore and seconded by Ms. Anna Evans, the Board approved the solicitor's recommendation and written response.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Raymond Marini Exec. County Supt.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Michelle Parker	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Mr. Jones requested from the Board a motion to accept the solicitor's recommendation in the closed session regarding the BCIT CST grievance. On a motion by Ms. Anna Evans and seconded by Ms. Lorene Moore, the Board approved the recommendation.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Raymond Marini Exec. County Supt.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Michelle Parker	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Dr. Nagy requested that all items on the superintendent’s agenda and supplemental agenda, with the exception of (tabled) Personnel items 3 and 4, be approved. Mr. Jones requested the Board of Education members to make a motion. On a motion by Mr. Robert Brittain and seconded by Ms. Anna Evans, the Board approved the superintendent’s agenda, and addendum.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Raymond Marini Exec. County Supt.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Michelle Parker	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain

Public Comments: Board President Mr. Leon Jones requested Mr. Willmott to announce any public attendees requesting to comment. Mr. Willmott invited the public to raise their hand to address the Board.

Ms. Christine Hewitt, Lumberton, NJ asked the Board if they knew the timeframe for an answer to the BCSSDEA grievance decision. Dr. Nagy responded that a reply will be made by the February 24, 2022 Board of Education meeting.

Mr. Jones called for any additional speakers. Mr. Willmott confirmed there was no one else requesting to speak and this closed the public comment section of the meeting.

Mr. Jones invited the members of the Board of Education to comment:

Board Comments:

Mr. Tyler Burrell did not have a report to share this evening.

Ms. Anna Evans enjoyed hearing from the BCIT Black Student Union.

Mr. Raymond Marini offered his congratulations to the students for their presentation and to BCAS for the National Character award.

Ms. Lorene Moore is so glad to hear of the good news from the schools and thanked everyone for their continued good work.

Ms. Michelle Parker offered congratulations to BCAS on their School of Character award and to the Black Student Union for their presentation, thanked Dr. Nagy for recognizing the Board and wished everyone a Happy New Year.

Mr. Robert Brittain thanked the staff and students for their contributions and offered his appreciation for all that people are doing during this tough time in the world.

Mr. Leon Jones thanked the Black Student Union for their presentation and offered his congratulations to the students for addressing the public tonight. Mr. Jones thanked the teachers, staff and everyone for all they have accomplished during the pandemic.

Meeting Adjournment:

Mr. Jones called for a meeting adjournment. Mr. Tyler Burrell motioned to approve and Ms. Anna Evans seconded the motion. Meeting adjourned at 6:48 pm.

Respectfully Submitted,

Andrew C. Willmott
Board Secretary/Business Administrator

I. PERSONNEL

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

1. Student Work Study Rates

BE IT RESOLVED that the Board of Education that in line with the increase in New Jersey's minimum wage, the rate for all Student Work Study approved for the 21-22 School Year is increased to \$13.00 per hour effective January 01, 2022.

2. Contract Approval

In accordance with N.J.A.C. 6A:23A-3.1 and approval from Interim Executive Burlington County Superintendent; approval of employment contracts for Andrew Willmott, CPA are resolved for the positions as the Shared Business Administrator July 1, 2021 through June 30, 2022. For the period from July 1, 2021 through January 31, 2022 the School Business Administrators compensation is set at an annualized salary of \$122,100, prorated for the period shown. For the period from February 1, 2022 through June 30, 2022 the compensation is set at an annualized salary of \$135,000 prorated for the period shown.

3. Job Description (Exhibit #1) Motion was tabled per meeting minutes
Director of Personnel

4. Status Change (Prorated) *executive approval Motion was tabled per meeting minutes

Name	From	To	Salary	Effective
Cooper, Heather	Human Resources Coordinator	Human Resources Director	Non-Align \$95,000	01/01/22

5. Job Description (Exhibit #2)
Shared Data Coordinator

6. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Schneider, Vicky	Exec. Admin. Asst. to BA/BS	Resignation	2/28/2022

A. Burlington County Special Services School District

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Pierson, Rodney	Teacher Assistant	Resignation	01/07/22
Siebert, Michelle	Teacher	Resignation	01/31/22
Wikowski, Deana	Teacher Assistant	Resignation	01/14/22

2. Employment: Full Time (Prorated) pending new hire requirements *executive approval **amended

Name	Position	Salary	Effective
Billetdoux, Jennifer	Teacher Assistant	BA Step 3 \$25,506	01/24/22*
Bryant, Chyrisse	Teacher Assistant	BA Step 3 \$25,506	TBD
DeBonis, Anthony	Principal Stipend (Previously approved TBD 12/16/21)	\$115,500 \$4,500	02/16/22**
Jenifer, Donna	Teacher Assistant	HS Step 5 \$17,846	01/03/22*
Kresky, Eileen	Teacher	MA Step 11 \$75,561	02/01/22*

	(Previously approved TBD 12/16/21)		
Marchese, Darlene	Teacher Assistant	HS Step 3 \$17,004	TBD
Pay-Bayee, Eunice	Teacher Assistant	BA Step 3 \$25,506	02/07/22

Employment: Per diem *amended

Name	Position	Rate	Effective
Demidont, Andreas	Interim Principal Previously approved TBD 11/18/21	\$500	12/15/21*

3. Status Change, Full Time (Prorated) *executive approval

Name	Position	From	To	Effective
Miskey, Shannon	Teacher Assistant	Teacher	MA Step 1 \$62,300	02/01/22
Walters, Morgan	Teacher Assistant	Teacher	BA Step 1 \$58,352	02/01/22

Status Change, Degree (Prorated)

Name	Position	From	To	Effective
Boyle, Brian	Teacher	MA Step 3 \$64,281	MA+15 Step 3 \$65,940	02/01/22
Bradley, Paula	Occupational Therapist	MA Step 6 \$68,313	MA+15 Step 6 \$70,006	02/01/22

4. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
Boyle, Kimberly	Occupational Therapist	LOA	08/02/21 - 06/30/22**
Burkert, Jillian	Speech Therapist	LOA	12/20/21 - 01/09/22
Clark, Shannon	Secretary	LOA	03/28/22 - TBD**
Danastasio, Mary	Teacher Assistant	LOA	01/13/22 - 02/25/22
Hoffman, Rachel	Teacher	LOA/FMLA	03/28/22 - 06/30/22
Jamison, April	Teacher	FMLA	01/05/22 - 02/17/22
Knauss, Krysta	Speech Therapist	FMLA	02/11/22 - 05/04/22
Lyman, Rita	Social Worker	LOA	01/12/22 - 01/31/22
Maldonado, Laura	Teacher	LOA/FMLA	12/20/21**- 04/13/22
Milloy, Michael	Teacher Assistant	FMLA*	01/01/22 - 12/31/22
Murtha, Debra	Secretary	FMLA*	01/06/22 - 12/31/22
Paris, Tracey	Cafeteria Assistant	LOA	01/18/22 - 02/02/22
Schemeley, Stephanie	Secretary	LOA	02/08/22 - 02/25/22
Shulman, Florence	Speech Therapist	LOA/FMLA	03/02/22 - 06/14/22
Widhson, Linda	Teacher Assistant	LOA/FMLA	01/31/22 - 03/21/22
Williamson, Samantha	Teacher	LOA/FMLA	04/15/22 - 06/30/22

5. Approval for Sick Day Donation *executive approval

The Superintendent of Schools recommends the donation/transfer of sick days to employee #5762 in accordance with the Sick Day Donation procedures.*

6. **Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Boggs, Janine	Teacher Assistant	-\$139.89	½ 12/20/21
Brambilla, Elijah	Teacher	-\$351.77	01/11/22
Carty, Wendy	Teacher Assistant	-\$578.70	12/16-17/21, 01/24/22
Giorla, Sarah	Speech Therapist	-\$399.56	12/22/21
Hernandez, Gabriela	Teacher	-\$356.34	01/24/22
Langan, Lauren	Teacher	-\$1,090.26	12/22-23/21, 01/21/22
Sersen, Sandra	Speech Therapist	-\$850.92	12/22-23/21
Shields, Belle	Teacher	-\$13,123.50	12/10/21, 12/13-17/21, 12/20-24/21, 12/27-31/21, 01/04-05/22, 01/18-21/22, 01/24/22, 01/25-26/22
Stoneking, Kimberly	Teacher Assistant	-\$127.53	12/17/21

7. **Extra Pay/Volunteer Positions** *executive approval ** pending Covid related cancellation

Name	Extra-Curricular	Rate
Daly, Emily Ebert, Richard	After Hours Events - Support Staff (as needed)	\$30/hour
Flood, Michelle	Special Events Coordinator-Resource Fair	\$800 **
Stewart, Michelle	Special Events Coordinator-Senior Trip	\$800 **
Dorety, Peter	Level 2 Sub Teacher (Willard resignation 01/20/21 TBD)*	\$100/day

8. **Mentor**

Name	Mentor
David Baxter	Heather Smith

9. **Student Teacher/Internship/Observation**

Name	College	Type	Effective
Schroeder, Alexa	Jefferson University	Occupational Therapy Level II	03/07 - 04/29/22
Simon, Skyler	Stockton University	Occupational Therapy	02/02 - 03/31/22

10. **Course: Approvals**

Name	Position	College	Credits
Davis, Matthew	Teacher	Rider University	3
Freitas, Diane	Teacher Aide	Rowan College at Burlington County	3
Nerolich, Yiwen	Teacher Aide	Rowan University	3
Landante, James Vickers, Jason	Head Maintenance Maintenance	HVAC Comfort Pro (for HVAC license renewal)	N/A

11. **Course: Reimbursements**

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

Davis, Matthew	Teacher	Rider University	3	\$2,000
Frank, April	Teacher Aide	Arizona State University	6	\$2,000
Freitas, Diane	Teacher Aide	Rowan College at Burlington County	8	\$1,552
Guzman, Sara	Teacher Aide	Rowan College at Burlington County	4	\$552
Maldonado, Laura	Teacher	Rutgers University	3	\$2,000
Nerolich, Yiwen	Teacher Aide	Rowan University	3	\$1,000
Shulman, Florence	Speech Therapist	Lourdes University	9	\$1,239
Witkowski, Carly	Speech Therapist	Colorado State University - Pueblo	3	\$399

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

Personnel	Conference	Date	Cost*
BCSSSD Staff	Social Emotional Learning Focus: Relationship Building Professional Development, **	1/12/22	\$500
Bradley, Paula DeSantis, Thera	Neurological Approaches for Self Regulation, Virtual	01/28/22	\$199.99
Carpenetti, Terri Eiserle, Christine Ferraro, Andrea Shulman, Florence	Play Therapy: Attachment Based Treatment for Intervention for Trauma, Webinar	02/07/22	\$219.99 each
Husband, Kerrie Lyman, Rita St. Clair, Celestina	Grief Counseling and Treatment Training, Virtual	02/11/22	\$219.99 each

B. Burlington County Institute of Technology

1. **Job Description**

~~Data Coordinator~~: Revised (Exhibit #2) Was changed to a Shared position

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

Name	Position	Reason	Effective
Geib, Catherine	Data Coordinator	Resignation	02/09/22

3. **Employment: Full Time** (Prorated) pending new hire requirements *amended

Name	Position	Salary	Effective
McMullen, Samantha	Teacher Aide - Child Care (previously approved TBD 12/16/21)	Col A Step 6 \$28,258	01/18/22*
Williams, Christopher	Secretary (previously approved TBD 12/16/21)	Non-Align \$40,000	01/24/22*

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

Employee	Position	Type	Effective
Antinoro, Jocelyn	Teacher of Science	FMLA	12/08/21 - TBD
Pappler, Stacey	Teacher of English	LOA/FMLA/NJFLA**	01/24/22 - 06/30/22
Schneider, Vicky	Exec Adm Asst BA/BS	LOA/FMLA	12/20/21 - TBD

5. **Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Evans, Rhashan	Custodian	-\$149.10	12/17/21
Harris, Glenn	Teacher Aide	-\$784.21	12/14/21, ½ 12/15/21, 12/16, 20/21
Jacob, Nicole	Teacher	-\$954.42	½ 12/21/21, 12/22-23/21, ½ 01/04/22
Lysk, Samantha	Teacher	-\$163.64	½ 12/10/21
McCollum, Jairus	Teacher Aide	-\$901.23	½ 12/09/21, 12/10-16/21
Riley, Melissa	Teacher Aide	-\$179.36	12/10/21
Wheatley, Tamie	Teacher Aide	-\$220.21	12/13/21, ½ 12/20/21, 12/21/21

**6. Extra Pay/Volunteer Positions
Medford **Executive Approval**

Name	Extra-Curricular	Rate
Cattanea, James	**Homework Club Instructor	\$40/hour
Abdallah, Rawan Barchue, Emmanuel Jones, Aja Stillwell, Jennifer Taylor, Erin	ESEA Title II Equity Champion Stipend Correction from August 26, 2021 Board Report	\$1,320
Murro, Heather	Extra Block Coverage (Pappler LOA)	Per Diem
Taylor, Erin	Extra Block Coverage (Pappler LOA)	Per Diem
Timet, Anthony	Extra Block Coverage (Pappler LOA)	Per Diem
Megee, Meredith	Extra Block Coverage (Pappler LOA) 01/24/22 - 02/01/22 **	Per Diem
Abdallah, Rawan	Extra Block Coverage (Pappler LOA) 01/24/22 - 02/01/22 **	Per Diem
Fessenbecker, Rachel	Extra Block Coverage (Pappler LOA) 01/24/22 - 02/01/22 **	Per Diem
Ward, Terrance	Supplemental instruction for student #224843 for 2 hours per week extending until 4/1/2022	\$40/hour

Westampton

Name	Extra-Curricular	Rate
Cech Stevens, Colleen Clayton, Jillian Coble, Gilbert Holbrook, Henry McGuinness, Jacqueline Rivera, Joseph	ESEA Title II Equity Champion Stipend Correction from August 26, 2021 Board Report	\$1,320
Foster, Alexis	Home Instruction 3 hours per week extended until 3/1/2022 (extension of previous approval)	\$40/hr
Conyer, Robert Cooper, Kristine	Extra Block Coverage- Semester 2	Per diem

Hackman, Deborah Holbrook, Henry Kling, Lois Mazella, Alex McGuinness, Jacqueline Wells, Lisa		
Michelle Hill	ESEA Title I Equity Champion Specialist (max 12 hrs) Correction from August 26, 2021 Board Report	\$480
Lotierzo, Anthony	Auxiliary personnel	Per negotiated agreement

7. **Course: Approvals**

Name	Position	College	Credits
Avila, Amanda	Guidance Counselor	Capella University	3
Jones, Aja	Guidance Counselor	Rowan University	3

8. **Course: Reimbursements**

Name	Position	College	Credits	Amount
Coble, Gilbert	Teacher	Capella University	4	\$2,980
Murrenburke, Holly	Teacher	Concordia University	3	\$1,089
Paliotta Nevadomski, Kerry	Teacher	Capella University	4	\$1,948
Poole, Jasmine	Teachers Assistant	Rutgers University	6	\$3,542
Reigelsperger, Laura	Director of Pupil Personnel Services	Rowan University	5	\$3,785

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

Personnel	Conference	Date	Cost*
Daily, Jennifer	Succeeding As a Female Leader, Virtual	05/11/22	\$150
Daily, Jennifer Johson, Beth	Intervention & Referral Services: The next Generation, Virtual	02/16/22	\$100 ea
Fawcett, Thomas Hagaman, Daniel	Annual High School Instructors' Seminar, Warminster, PA	03/16/22	None
Frale, Jason	Transferring Social Emotional Learning, Virtual	03/02, 03/16/22	\$125
Jones, Aja	Processing Trauma Using the Relational Care Ladder, Virtual	01/27/22**	None
Lazarus, Euphemia	NCSBN Roundtable, Virtual	04/12/22	\$50
Mason, Thomas	Safety on the Move: Train the Trainer, Westampton Campus	01/21/22**	\$1,200
Pensabene, Jeffrey	Legal One HIB Law Update, Virtual	02/09/22	\$150
Reigelsperger, Laura	Winter Academy Conference for Directors, Monroe Twp	04/07/22	\$149
Stabile, Maria Christina	SkillsUSA Annual Meeting for Culinary Arts, Virtual	01/28/22	None

Stabile, Maria Christina	SkillsUSA Advisor Meeting, Somerset County Vocational School, Bridgewater	02/02/22	None
Taylor, Erin Ward, Terence	SkillsUSA State Advisor Meeting, Bridgewater	02/02/22	None
Tirado, Jocelyn	Brookdale College Stage VII	01/22/22- 03/26/22	\$653
Vincent, Cinnamon	NASP Annual 2022 Convention, Virtual	02/15-18/22	\$199

10. Personnel Salaries to be funded by Title I Grant, FY 21-22

Title I Funded Personnel	Total Salary	Title I Salary
Antinoro, Jessica	\$65,680	\$27,948
Conyer, Robert	\$83,951	\$41,976
Duong-Jackson, Nancy	\$65,913	\$21,751
Foster, Alexas	\$101,281	\$33,423
Georgette, Brittany	\$61,241	\$30,621
Kling, Lois	\$84,818	\$27,990
Rista, Jessica	\$70,303	\$30,305

Personnel Salaries to be funded by ESSER II, FY 21-22

ESSER II Funded Personnel	Total Salary	ESSER II Salary
Antinoro, Jessica	\$65,680	\$9,684
Rista, Jessica	\$70,303	\$9,684

Personnel Salaries to be funded by ESSER III Grant, FY 21-22

ESSER III Funded Personnel	Total Salary	ESSER III Salary
Antinoro, Jessica	\$65,680	\$27,948
Barchue, Emmanuel	\$61,241	\$30,621
Hrabal, Thomas	\$62,466	\$20,614
Leighton, Michael	\$62,466	\$20,614
Pagay, Nolan	\$61,741	\$20,375
Rista, Jessica	\$70,303	\$30,315

II. PROGRAMS

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

1. **Policies/Regulations** (These items are available on the website.)
 - New - Second Reading**
P 1648.13 School Employee Vaccination Requirements
 - Revised - First Reading**
P 3125 Employment of Teaching Staff Members
P 9160.1 Civility
2. **BCSSSD and BCIT 2021-2022 District Calendars - Revised *Executive Approval** (Exhibit #3)
Snow day on January 3, 2022 activated the Board of Education approved revision in the event of a school closure, a half-day session will be added to the school calendar:
BCSSSD - removal of school closure on Friday, February 18, 2022 and replaced with a half-day
BCIT - removal of school closure on February 1, 2022 and replaced with a half-day

A. Burlington County Special Services School District

1. **Guest Speakers**

Speaker(s)	Audience	Date	Cost
Say It With Clay Emma Ledden	BCAHS	02/03, 02/10, 02/17, 02/24/22	\$2400
Musical Magic - Mosden, Sarah	Transition	02/08/22	None

B. Burlington County Institute of Technology

1. **Guest Speakers *Executive Approval**

Speaker(s)	Audience	Date	Cost
Project Perspective: Gina LaPlaca	Black Student Union (BSU)	01/25/22*	None
Salon Opportunities: Noah Gross "Super Cuts"	Cosmetology	02/2022-TBD	None
Career Paths in Welding and Transportation Industries: Ron Brenner	CTE Students	02/09/22	None

2. **Perkins V Secondary Grant FY'22 Amendment**
Recommend approval of submission of Perkins V Secondary Grant FY'22 amendment.
3. **Perkins V Postsecondary Grant FY'22 Amendment**
Recommend approval of submission of Perkins V Postsecondary Grant FY'22 amendment.
4. **CTE Program Approval – Program of Study** (Exhibit #4)
Recommend approval of CTE Program of Study – Transportation, Logistics and Distribution
5. **Articulation Agreement Renewal**
Recommend approval of articulation agreement between BCIT and: Camden County College - Auto Fundamentals.
6. **BCIT CTE Articulation Agreement**
Recommend approval of BCIT CTE Articulation Agreement with BCIT Adult Education.

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.)

- Approval of district summary/presentation of violence, vandalism, substance abuse, and HIB incidents (SSDS for reporting period 1- September 1,2021 through December 31, 2021).

A. Burlington County Special Services School District

1. Suspensions:

North	0	Transition	0
South	2	BCAHS	0
East	0	Lumberton/CA	6

2. Long Term Suspension (Lumberton)

Approval of long term suspension of Student # 2403314, effective December 23, 2021 pursuant to N.J.S.A. 18A:137-1 et. seq. N.J.A.C. 6A: 16-7.1(c) 2 and 5.

3. Activities

Campus	Activity	Dates
West	Prom Fashion Show	03/15/22
West	Prom	04/08/22
West	Reunion Dance	05/13/22
West	Sensory Egg Hunt	04/09/22
West	Resource Fair	04/09/22
West	Respite	04/30/22 (rescheduled from 1/8/22)

4. Fundraisers

Campus	Activity	Dates
TRAN	Valentines Day Candy Grams	01/28 - 02/14/22

5. Field Trips

Campus	To	Date	Inst.	S	C
LUM	Laurel Lanes, Mt.Laurel	02/02/22	Roberts, K.	25	8
TRAN	Smitty's Cafe, Lumberton	02/07, 02/28/22	Fletcher, K.	18	14
TRAN	BCSSSD Lumberton Campus, Lumberton	02/14/22	Fletcher, K.	13	15
TRAN	Rowan College at Burlington County, Mt. Laurel	02/23/22	Jeitner, J.	4	6
Band & Cheer Team	St. Patrick's Day Parade, Mt. Holly	03/05/22	Cook, T.	22	10

B. Burlington County Institute of Technology

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

	<u>Medford</u>	<u>Westampton</u>
a. Transfers in County	3	2
b. Transfers out of County	2	0
c. Dropouts	0	0
d. Transfer to West/Medford Campus	0	0
e. Suspensions	13	3

2. Long Term Suspension, Medford

Approval of long term suspension of Medford Student #225038, effective 12/17/21 pursuant to N.J.S.A. 18A:137-1 et. seq. N.J.A.C. 6A:16-7.1(c)2 and 5, pending superintendent disciplinary hearing/anticipated student withdrawal.

3. Activities

Campus	Activity	Dates
W	Robotics Life Skills School Community Outreach Activities (in-person) Kitchen Essentials Google Site Basics General First Aid	02/23/22 03/23/22 04/27/22
W	Student Council Blue & White Night (in-person) (Rescheduled from 01/12/22)	04/13/22

4. Fundraisers

Fund/Campus	Activity	Dates
Student Council & Class of 2022/West	Flower/Candy Grams	02/01-11/22
NTHS/Med	NTHS Grooming for a Good Cause (To be donated to Ronald McDonald House)	02/15/22
Softball/West	Softball Apparel Sale	03/14-28/22

5. Field Trips

Campus	To	Date	Inst.	S	C
West	Give Kids A Smile, RCBC Dental Hygiene, RCBC, Mount Laurel	02/04/22	Heston, C.	10	1
West	ACCC (Academy of Culinary Arts) Tour, Mays Landing	03/10/22	Tirado, J.	30	2
Med	SkillsUSA NJ State Championships: Cumberland County Tech Ed. Center, Vineland Gloucester Institute of Technology Sussex County Technical School, Sparta Mercer County Tech, Sypek Center, Pennington	03/12/22 03/19/22 03/26/22 03/31/22	Ward, T.	12 10 6 10	2 2 2 2
Med	Rowan Media Festival Open House, Rowan University, Glassboro	03/25/22	Sprague, M.	10	2

IV. BUSINESS/FINANCIAL**Burlington County Special Services School District/Burlington County Institute of Technology****1. BCSSSD/BCIT School Board of Education Resolution**

School Board Recognition Month, January 2022

WHEREAS, The New Jersey School Boards Association has declared January 2022 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The *BCSSSD/BCIT Board of Education* is one of 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

- WHEREAS,** The *BCSSSD/BCIT Board of Education* embraces the goal of high-quality education for all New Jersey public school students; and
- WHEREAS,** New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and
- WHEREAS,** New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and
- WHEREAS,** School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and
- WHEREAS,** Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and
- WHEREAS,** New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the *BCSSSD/BCIT Board of Education*, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2022 as SCHOOL BOARD RECOGNITION MONTH; and be it further recognizing the following school board members for their years of dedication in Burlington County:

Leon E. Jones, Jr., President	13 Years
Robert Brittain, Vice President	13 Years
Tyler Burrell	1 Year
Anna Evans	2 Years
Lorene Moore	11 Years
Michelle Parker	2 Years

and be it further

RESOLVED, That the *BCSSSD/BCIT Board of Education* urges all New Jersey citizens to work with their local boards of education and public school staff toward the advancement of our children's education.

2. 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 December 31,2021, 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 December 31, 2021, 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.

A. Burlington County Special Services School District

1. Donation

Donor	Item	Utilized
Fletcher, Kelly	Game Table	Transition Campus Student Clubs

B. Burlington County Institute of Technology

1. **BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY Resolution Adopting CTE PROGRAM - WESTAMPTON CAMPUS**

WHEREAS, the New Jersey Department of Education has given notice that funds are available for a second round from the Career and Technical Education Program Expansion Grants Program (CTE), to be used by county vocational school districts to increase the capacity to offer CTE programs which prepare students for high demand, technically skilled careers aligned with labor market demands and economic development goals; and

WHEREAS, subsequent to the adoption of these concurrent resolutions a working group was formed of district staff, grants consultant, architect, engineer and other professionals to develop the program application including educational specifications, technical needs, program curricula, industry standards, and other career needs for the facilities; and

WHEREAS, this working group developed designs based on the programmatic needs and other site specific architectural and engineering requirements resulting in a cost estimate of \$13,888,875 for renovations to expand the Automotive Technology, Heavy Equipment/Diesel and Transportation programs at the Westampton Campus; and

WHEREAS, on January 26th, 2022 the Burlington County Board of Commissioners adopted a concurrent resolution affirming and acknowledging (a) the submission of the grant application; and (b) funding for the county share of \$3,472,219 (required 25% match) based on the estimated project costs represented in the project application, including a contingency in the event of cost overruns; and

NOW THEREFORE, BE IT RESOLVED that the Burlington County Institute of Technology affirms and acknowledges the required funding match by the Burlington County Board of County Commissioners which includes contingency funding in the event of unanticipated cost overruns that exceed the estimated project costs represented in the project application; and

BE IT FURTHER RESOLVED that the Burlington County Institute of Technology authorizes submission of the of the Career and Technical Education Program Expansion (CTE) grant application in the amount of \$10,416,657 for renovations to expand the Automotive Technology, Heavy Equipment/Diesel and Transportation programs at the Westampton Campus, as recommended by the Superintendent.

2. **BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY Resolution Adopting CTE PROGRAM - MEDFORD CAMPUS**

WHEREAS, the New Jersey Department of Education has given notice that funds are available for a second round from the Career and Technical Education Program Expansion Grants Program (CTE), to be used by county vocational school districts to increase the capacity to offer CTE programs which prepare students for high demand, technically skilled careers aligned with labor market demands and economic development goals; and

WHEREAS, subsequent to the adoption of these concurrent resolutions a working group was formed of district staff, grants consultant, architect, engineer and other professionals to develop the program application including educational specifications, technical needs, program curricula, industry standards, and other career needs for the facilities; and

WHEREAS, this working group developed designs based on the programmatic needs and other site specific architectural and engineering requirements resulting in a cost estimate of \$7,860,650 for renovations to expand the HVAC and Welding Technology programs at the Medford Campus; and

WHEREAS, on January 26th, 2022 the Burlington County Board of Commissioners adopted a concurrent resolution affirming and acknowledging (a) the submission of the grant application; and (b) funding for the county share of \$1,965,162 (required 25% match) based on the estimated project

costs represented in the project application, including a contingency in the event of cost overruns; and

NOW THEREFORE, BE IT RESOLVED that the Burlington County Institute of Technology affirms and acknowledges the required funding match by the Burlington County Board of County Commissioners which includes contingency funding in the event of unanticipated cost overruns that exceed the estimated project costs represented in the project application; and

BE IT FURTHER RESOLVED that the Burlington County Institute of Technology authorizes submission of the of the Career and Technical Education Program Expansion (CTE) grant application in the amount of \$5,895,488 for renovations to expand the HVAC and Welding Technology programs at the Medford Campus, as recommended by the Superintendent.

3. Resolution for Adopting Long Range Facility Plan (LRFP) - Amendments

RESOLVED, the Board of Education approves the application for and amendments to the district LRFP regarding additions to the BCIT Westampton and Medford campus, in consultation with Netta Architects, architect of record, as part of the application for Career and Technical Education Program Expansion Grants Program (CTE), as recommended by the Superintendent.

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Resignations: Hourly

Name	Position	Reason	Effective
Cribb, Carmen	Security	Declined Position	01/19/22
Davis, Sheila	Security	Resignation	01/28/22
Haas, Danamarie	Teacher	Resignation	01/21/22
Hamilton, Gregory	Security	Resignation	01/20/22
Kendro, Kimberly	Occupational Therapist	Resignation	02/04/22
Repici, Joseph	Security	Resignation	12/31/21

2. Employment: Full Time (prorated) *amended

Name	Position	Salary	Effective
Taylor, Katie	Speech Therapist Previously approved TBD 12/16/21	MA Step 2 \$63,282	12/22/21*

Employment: Hourly *amended

Name	Position	Hourly Rate	Effective
Becker, Lindsey	Occupational Therapist Previously approved TBD 11/18/21	\$43.00	01/03/22*
Hendryx, Quincy	Security Previously approved TBD 12/16/21	\$20.70	01/18/22*
Maynes, Perrin	Security Previously approved TBD 12/16/21)	\$20.70	01/31/22*
McClendon, Willie	Security Previously approved TBD 12/16/21	\$20.00	01/03/22*

3. Professional Services Agreements

District	Type
Chesterfield Twp School District	2021-2022 IDEA-ARP Agreement

Cinnaminson Twp School District	2021-2022 IDEA-ARP Agreement
Evesham Twp School District	2021-2022 IDEA-ARP Agreement
High Point Regional High School	2021-2022 Professional Services Agreement
Mt. Holly Twp School District	2021-2022 IDEA-ARP Agreement
Plumsted Twp School District	2021-2022 Professional Services Agreement

4. Course: Approvals

Name	Position	College	Credits
Shansey, Madison	Speech Therapist	Colorado State University - Pueblo	3

5. Course: Reimbursements

Name	Position	College	Credits	Amount
Kelly, Gabriella	Speech Therapist	Colorado State University - Pueblo	6	\$675
O'Brien, Julie	Teacher	Rowan University	3	\$2,000
Shansey, Madison	Speech Therapist	Colorado State University - Pueblo	3	\$350

6. Conferences *Over Mileage ** Executive Approval

Personnel	Conference	Date	Cost
Cann, Victoria Weinberg, Lisa Welch, Caroline	Executive Functioning Skills in Special Needs Students, Mt. Laurel	03/11/22	\$259 each
Hassel, Tonya Leigh, Dennis	WBI/SLE Coordinator Certification Classes, Virtual	Multiple Dates 2022	\$839 ** \$20 **
Severino, Angela	Reducing Problematic and Challenging Behaviors, Webinar	03/09/22	\$279
Tornetta, Maureen	Utilizing Neuroplasticity to Improve Pediatric Motor Learning, Webinar	04/04/22	\$269.99

B. Burlington County Institute of Technology: Adult Education

1. Employment: Hourly *amended

Name	Position	Hourly Rate	Effective
Coleman, Kelly	Instructor of Veterinary Assisting Previously approved TBD 11/18/21	\$35.50	12/22/21*
Ewer, Mason	Instructor of HVAC Previously approved TBD 11/18/21	\$35.50	12/21/21*

2. Field Trips

Students	Trip	Date(s)	Personnel
Cosmetology	Beauty Salon/Spa Visits: Salon Silk, Westampton Salon Raymond Christopher & Spa, Westampton Tranquility Salon & Spa, Hainesport Kris Cole Hair Salon, Delran True Colors, Mount Holly	02/24/22	McGinty, D. Wilmot, J.

3. Guest Speakers

Guest Speaker(s)	Audience	Date	Cost
Haircutting: Robert James	Adult Education Cosmetology	02/16, 03/16/22	None
Hair Weaving: Darryl Howard	Adult Education Cosmetology	02/22/22	None

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: Personnel Director (SHARED)

QUALIFICATIONS:

1. Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel related functions.
2. Knowledge of: Principles, practices, and trends of public personnel administration, in such areas as evaluation of certificated and classified employees, recruitment, examination, classification, and wage and salary administration; related provisions of laws including the New Jersey Education Code; concepts of occupations found in school districts; effective counseling techniques and human relations. Operations of school district educational and administrative functions; principles, practices, and trends of public personnel administration; Federal, State, local statutes and Education Code provisions; all policies and laws which impact employer/employee relations; familiarity with numerous regulatory agency guidelines, content of collective bargaining agreements and approaches to collaboration; contract law; risk management principles; and organizational psychology.
3. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff.
4. Strong leadership and communication skills and ability to, in conjunction with the superintendent and the business administrator, plan, organize, and direct the classified and certificated personnel program; interpret and apply rules and regulations under laws including the Education Code and certificated and classified collective bargaining contracts; assemble and analyze data and make appropriate recommendations to school officials, and the board. The director/manager will work collaboratively with other departments, agencies, and work sites; train subordinates; relate to and communicate with all members of the workforce. Participate as a representative of the district during employer/employee contract negotiations; interpret and apply rules and regulations under Federal, State, and local statutes, Education Code, board policy, and collective bargaining agreements; improve and implement policies and procedures; work collaboratively with operating units, site administrators, and public officials, vendors, consultants, and the general public; communicate effectively, orally and in writing; problem solving ability.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Experience: Background which provides comprehensive experience in a personnel related field; extensive human resource experience in public sector and educationally related or service organizations; minimum of four years experience in a personnel related field including two years at a supervisory or management level. Background which demonstrates progressively responsible administrative experience in the public sector and educationally related or service organizations, including two years at a supervisory level.
7. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

REPORTS TO: Superintendent, through the business administrator

PERFORMANCE RESPONSIBILITIES:

1. Plan, direct, and manage the human resources function for the district's certificated and classified employees.
2. Manage and coordinate school and district programs for attracting, selecting, and developing personnel appropriate to specific programs, roles and job needs.
3. Administer all procedures and policies relative to both the classified and certificated personnel programs of the District in conformity with the requirements of appropriate Federal and State laws including the New Jersey Education Code, and local Board Policy.
4. Manage all personnel actions, assignment, transfer, reassignment, promotion, demotion, and dismissal of Personnel through recommendations to the Business Administrator and Superintendent.
5. Manage and maintain a district-wide staffing profile.
6. Manage and maintain the record-keeping for a system of performance evaluation for employees.
7. Manage the district's recruitment and selection efforts.
8. Provide specialized assistance in the handling of employee problems of keeping abreast of new theories, trends, and practice pertaining to grievance, legal mailers, conflict resolution, suspension and termination.
9. Interpret Board Policies and Administrative Regulations relating to Employer/Employee Relations and advise, direct, and assist, as necessary, in their implementation.
10. Establish and maintain cooperative relations with others.
11. Provide leadership for the Human Resources staff.
12. Responsibility for representing the district in the investigation and resolution of compliance issues and contractual disputes through recommendations to the Business Administrator and Superintendent.
13. Responsibility for supporting employer/employee relations, labor negotiations, contract management, grievance processing in coordination with the Superintendent.
14. Manages human resources functions related to certificated and classified personnel.
15. Interprets district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
16. Serves as a resource person for information relative to the Education Code and legal regulations pertinent to personnel practices.
17. Assists with development of the annual budgets for human resources and Employee-Employer Relations and monitors expenditures.
18. Develops personnel policy proposals and recommendations.
19. Coordinates classified and certificated personnel evaluation systems
20. Reviews retirement requests for employees in partnership with payroll coordinator.
21. Performs other responsibilities, such other duties as assigned by the Business Administrator and Superintendent.
22. Monitors District human resource related litigation and maintains communication with district legal counsel through the Business Administrator and Superintendent. Other duties may include: Support Superintendent in monitoring/evaluating district major goals and objectives, attend board meetings and prepare such reports for the board as the Superintendent may request, and perform other related duties as may be assigned by the Superintendent, the Business Administrator and/or requested by the board.

TERMS OF EMPLOYMENT: Salary and work year to be determined annually by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations for non-aligned employees..

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.

Employee Name Printed:

Employee has Reviewed/Concur: Date:

Board Approved: _____

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact through –7.5 with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:17-16 Appointment and removal of assistant superintendent
N.J.S.A. 18A:17-17 Certificate required
N.J.S.A. 18A:17-22 Assistant superintendent; duties
N.J.S.A. 18A:17-23 Suspension of assistant superintendent
N.J.S.A. 18A:21-34 School Ethics Act
N.J.S.A. 18A:27-10 Non Tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.A.C. 6A:5 Regulatory equivalency and waiver
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9-5 General certification policies
N.J.A.C. 6A:9-12.3 Authorization
N.J.A.C. 6A:9-14 Acting administrators
N.J.A.C. 6A:9-15 Required professional development for teachers
N.J.A.C. 6A:9-16 Required professional development for school leaders
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:15 Bilingual education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:23 Finance and business services
N.J.A.C. 6A:24 Urban education reform in the Abbott districts
N.J.A.C. 6A:26 Educational facilities
N.J.A.C. 6A:27 Student transportation
N.J.A.C. 6A:28 School operations
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff
N.J.A.C. 6A:32-4.5 Evaluation of nontenured teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 8:59-11.1 et seq. N. J. Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2 Adoption by reference

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT
DATA COORDINATOR (SHARED)**

QUALIFICATIONS:

1. Extensive knowledge of spreadsheets, databases, NJ SMART, and student management systems (Genesis preferred)
2. Successful experience using student databases and information systems
3. Must be familiar with or willing to learn the basics of Oracle, SQL and Report Writer as needed
4. Strong leadership, analytical and organizational skills
5. Ability to provide training and assistance to staff
6. Experience in reporting of school data
7. Effective problem-solving, human relations and communication skills

REPORTS TO:

Assistant Superintendent of Curriculum and Instruction

JOB GOAL:

This position ensures the integrity of school district data and reporting. This position functions as the Burlington County Institute of Technology Data Coordinator. This person will also facilitate, complete and/or assist with all required student NJ SMART reports, as well as any required statewide assessment reporting and data analysis. This position will provide data to support various grant managers for application and reporting purposes as needed. This position will serve to assist the SEMI Coordinator. This position will collaborate with the Director of Curriculum Instruction, Math and LAL Specialist to disaggregate data to increase student achievement in their areas of responsibility. This position will collaborate with the Assistant Superintendent of Equity & Diversity to disaggregate data and generate reports.

PERFORMANCE RESPONSIBILITIES:

1. Serve as the system administrator of the district's Student Information System (SIS) and Staff Management portals.
2. Oversees interface management for the district (Genesis SIS interfaces with Sodexo, IEP Direct, etc.).
3. Monitor the accuracy of all student information in the SIS, and gather and maintain necessary data to ensure the district's compliance with state/federal reporting.
4. Oversee student data management. Maintain security and access to the Genesis SIS, SchoolFi, and Employee Portal.
5. Collaborate with building level staff responsible for the daily operations of the SIS and coordinate projects as necessary.
6. Train staff in how to maximize the use of the SIS and Staff Management Portal.
7. Regularly evaluate the use of the SIS and Staff Management Portal and implement new features as applicable.
8. Integrate existing and future technology with the SIS and Staff Management Portal.
9. Assist District Test Coordinator with setup and reporting, including but not limited to – accurate and efficient completion in PearsonAccess of student test sessions and accommodations, creation and maintenance of Staff accounts. Create reports for student testing populations to assist with scheduling test sessions.

10. Analyze, prepare and present test results as needed, including but not limited to recording and reporting data from state assessment results for state submissions, district administrators, Board of Education, and Director of Curriculum and Instruction.
11. Provide data relevant to the submission of grant applications and reports.
 - a. Compiles data and assists with Title I grants (Comparability Report and Performance Report).
12. Review and analyze Annual Progress Targets, including but not limited to – coordinating the completion of required Action Plans (if applicable) and presentation to the Board of Education.
13. Assist the Special Education Medicaid Initiative (SEMI) Coordinator under the Assistant Superintendent of Special Education, including but not limited to – preparing the Staff Pool List (SPL), District Calendar reports, SEMI consent forms, Provider certifications, and monitoring district compliance.
14. Develop and produce reports necessary for fulfilling the district's reporting requirements for the following, but not limited to – NJ SMART, Application for School State Aid (ASSA), School Register Summary (SRS), State Report Card (SRC), Evaluation Scores Certification (EIS), CTE Placement Survey, and Civil Rights Data Collection (CRDC).
15. Collaborate with the area supervisors to disaggregate data to increase student achievement in their areas of responsibility.
16. Coordinate data and assist with the district Graduation Portfolio Appeals process.
17. Assist with tracking students Graduation requirements (course credits and assessments), communicating information to appropriate district/building level staff.
18. Create reports for Equity & Diversity for comparison of student demographics and their relation to attendance, discipline, academic and CTE course enrollment, pass/fail rates, assessments, and graduation rates.
19. Prepare all appropriate sections of the NJ SMART SID EOY, SID Graduation, SID, ASSA submission, Special Education submission, CTE submission, Course Roster submission, State Assessments submission, and any other State and Federal reports as directed.
20. Creation and reporting of opening forms for parent/students (Genesis SIS).
21. Publishing documents and/or links for ESSA and other required forms, including FERPA, PPRA, Right to Know, Title I compact, Military Opt-Out, etc.
22. Creation, maintenance, and reporting of staff observations and evaluations in the Genesis Employee Portal.
23. Creation and maintenance of staff accounts, employee forms, observation and evaluation templates, reports and processes in the Genesis SchoolFi.
24. Maintain annual enrollment record information and reports as needed/requested by other departments (admissions, enrollment, and demographic reports, etc.).
25. Assist with the entry and completion of student's bussing information in Genesis.
26. Performs duties and responsibilities to meet the Board of Education's and the administration's policies, procedures, and requirements as assigned by his/her immediate supervisor or his/her designee.

TERM OF EMPLOYMENT:

Twelve Month Year

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provision of the Board's policy on evaluation of certified staff.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

JOB DESCRIPTION

Twelve Month Year

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provision of the Board's policy on evaluation of certified staff.

Employee Name (printed)

Date

Employee Signature

Board Approved: 02/23/2017

Revised: 01/27/22

Employee Initials: _____



BoE Approved 3/25/21; Revised and Approved 8/26/21; Revised and Executive Approval 1/10/22

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

www.burlcoschools.org

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

August 2021						
Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

September 2021						
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26	27	28	29	30		

October 2021						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY 2021	5	Independence Day - DISTRICT CLOSED
AUG 2021	18	Accepted Student Orientation (Medford)
	19	Accepted Student Orientation (Westampton)
	25-26	NEW TEACHER ORIENTATION
SEP 2021	1-2	ALL TEACHERS REPORT-Staff In-Service
(16 Student/	3	District open for Admin, Staff/NO Teachers, Students
18 Teacher)	6	Labor Day - All Schools, District Closed
	7	Rosh Hashanah - District Closed
	8	ALL STUDENTS REPORT - First Day Students
	16	Yom Kippur - District Closed
	22	Staff In service: 12:32 pm Dismissal for Students
	30	Back to School Night- All Teaching Staff
OCT 2021	11	Columbus Day: Schools CLOSED
(19 Student/	13	Staff In-Service: Early Student Dismissal 12:32 pm
20 Teacher)	21	Discovery Night - All Teaching Staff
	22	Staff In-Service: Schools CLOSED for Students
NOV 2021	3	Staff In-Service: Early Student Dismissal 12:32 pm
(18 Student/	4-5	NJEA Convention: Schools Closed
18 Teacher)	16	Marking Period 1 Ends: 22nd Report Cards Sent
	16	Fall PAC Meeting @ West
	24	Early Dismissal 12:32 pm - Thanksgiving
	25-26	Thanksgiving: Schools CLOSED
DEC 2021	8	Staff In-Service: Early Student Dismissal 12:32 pm
(17 Student/	23	Early Dismissal 12:32 pm - Winter RECESS
17 Teacher)	24-31	WINTER RECESS: SCHOOLS CLOSED
JAN 2022	3	SNOW DAY: Will be made up on 2/1/22
(19 Student/	12	Staff In-Service: Early Student Dismissal 12:32 pm
19 Teacher)	17	Dr. Martin Luther King, Jr. Day: Schools CLOSED
	28	No Exams: Regular School Day
	31	EXAMS: Early Student Dismissal 12:32 pm,
FEB 2022	1	EXAMS: Early Student Dismissal 12:32 pm, Sem 1 Ends
(18 Student/	9	Report cards distributed
19 Teacher)	9	Staff In-Service: Early Student Dismissal 12:32 pm
	16	Back to School Afternoon Early Dismissal 12:32 pm
	18-21	President's Day: Schools CLOSED
MAR 2022	8	Winter Expo (Medford Campus)
(23 Student/	9	Staff In-Service: Early Student Dismissal 12:32 pm
23 Teacher)	16	Winter Expo (Westampton Campus)
	23	Spring PAC Meeting @ Medford
APR 2022	7	Marking Period 3 Ends
(15 Student/	14	Report cards distributed
15 Teacher)	14	Early Dismissal 12:32 pm - SPRING RECESS
	15-22	SPRING RECESS: SCHOOLS CLOSED
MAY 2022	30	Memorial Day: SCHOOLS CLOSED
21 Student/		
21 Teacher)		
JUN 2022	18, 20, 21	Early Dismissal: 12:32 pm for Students ONLY
14 Student/	17	Juneteenth: SCHOOLS CLOSED
15 Teacher)	21	Semester 2 Ends; Last Student Day; GRADUATION
	22	Last Days for Teachers; No school for students

Key:

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

January 2022						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					

February 2022						
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27	28					

March 2022						
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28	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
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May 2022						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Westampton Campus (609) 267-4226

Medford Campus (609) 654-0200

In the event of school closures, in order of priority the following dates (half-day sessions) will be added to the school calendar:
1) 2/1/22 2) 2/18/22 3) 6/21/22 4) 6/22/22 5) 4/15/22 6) 4/22/22



July 2021 calendar grid

August 2021 calendar grid

September 2021 calendar grid

October 2021 calendar grid

November 2021 calendar grid

December 2021 calendar grid

Main calendar table with dates and school events (e.g., ESY, Teacher Orientation, All Teachers Report, Labor Day, etc.)

School Information table with color-coded boxes for Extended School Year, Schools Closed, Early Dismissal, and School closed-Weather.

In the event of school closures, in order of priority, the following dates (half-day sessions) will be added to the school calendar: 1) 2/18/22, 2) 8/21/22, 3) 6/22/22, 4) 4/15/22, 5) 4/22/22

January 2022 calendar grid

February 2022 calendar grid

March 2022 calendar grid

April 2022 calendar grid

May 2022 calendar grid

June 2022 calendar grid



State of New Jersey
DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ANGELICA ALLEN McMEILAN, Ed.D.
Acting Commissioner

January 11, 2022

Dr. Christopher Nagy
Superintendent
Burlington County Institute of Technology School District
2 Academy Drive
Westampton, NJ 08060

Dear Dr. Christopher Nagy:

The Office of Career Readiness has completed its review of the information submitted to support the approval application for the following Career and Technical Education (CTE) Program of Study:

District:	Burlington County Institute of Technology School District
CTE Program Name:	Logistics, Materials, and Supply Chain Management
Career Cluster®:	Transportation, Distribution & Logistics
CIP Code:	520203
Type of Program:	Program of Study
Operating at:	Burlington County Institute of Technology - Westampton

As a result of our review, this application has been:

Status:	Approved
Approved as:	Program of Study
Effective Date:	January 11, 2022

The above CIP Code will be provided to NJ SMART for your institution to record performance data for this CIP Code upon the completion of the first year students are enrolled. In order to be eligible for Perkins funding, all eligibility criteria must be met as outlined in the Perkins Guidelines.

If your district currently receives Perkins funding, you may expend funds on this Program of Study when it appears in the EWEG funding application.

We extend our best wishes and thank you for your support of career and technical education. If you have additional questions, please contact the Office of Career Readiness at (609) 376-9067.

Sincerely,
Office of Career Readiness