

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

REGULAR MEETING

The Regular Meeting of the Board of Education of the Special Services School District and The Institute of Technology of The County of Burlington was held on Thursday evening, January 26, 2017, at the Rutgers Center, 2 Academy Dr., Westampton, NJ.

The meeting was called to order at 4:30 p.m. by President Robert Silcox, followed by the flag salute.

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

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

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

Public Attendance: Adams, Cynthia; Aman, Courtney; Barbagioanni, Joan; Bonsall, Todd; Brogan, Carla; Colwell-Stingel, Marge; Cruet, Patrick; Daily, Jennifer; Demidont, Andy; Demree, John; Dennion, Matthew; Dinovelli, Diane; Fessenbecker, Rachel; Fletcher, Kelly; Geltch, Laura; Grohe, Alison; Kneringer, Mary; Pinardo, Karen; Scherer, Helen; Shields, Belle; Stevenson, Charleen; Thurman, Donna; Valasek, Adell; Venuto, Joe; Ward, Terence; White, Kellie; Wilcox, Sandi; Will, Barbara.

Moment of Silence in remembrance of staff members: Joseph DeMarco and Marlane DeMara.

Communication & Correspondence: Nothing at this time.

Minutes: Theresa Margiotta presented Minutes of December 15, 2016. On a motion by Kathleen Burgess and seconded by Paula Lee the Board approved the Minutes.

Roll Call:

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

Financial Report: Theresa Margiotta, Board Secretary, presented Financial Report.

On a motion by Paula Lee and seconded by Kathleen Burgess, the Board approved the Financial Report.

Roll Call:

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

Presentations:

Adell Valasek, Supervisor BCSSSD and Matthew Dennion Teacher: presented on the new autism program “Rethink Web-based Data Collection System.” This program has enhanced the students mastering skills (over 18 this year) and allows parents to view a graph of students progress.

Recognition of Board Members: In recognition of the Board Appreciation Month, the Board members were presented with a Certificate of Appreciation. In total between all the Board members they have 108 years of experience.

Announced and congratulated the BCSSS Alternative School for receiving the honor of “School of Character,” and they will be going on to Nationals.

Congratulated all the Teachers, Teacher Assistants and Educational Service Professionals of the Year.

Public Comments - Superintendent Agenda Only: Nothing at this time.

Superintendent Agenda

Dr. Nagy reported that the HIB scores were posted on website and he presented and recommended approval of the Superintendent report, along with the addendum. On a motion by Kathleen Burgess and seconded by John Ferry the Board approved the report.

Roll Call:

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

Public Comments:

Alison Grohe, BCSSSD Art Teacher presented a poster board of student pictures of their different medium used and history of art, ie: Egyptian, Medieval, stained glass, etc. Also presented students sculptures of the mummies.

Board Comments:

Kathleen Burgess: Thanked everyone for the certificate. Stated it was quite an honor to serve.

Paula Lee: Thanked everyone. Participated in presentation for Teachers of the Year and was touched by the students holding signs up in honor of their teachers. Also, worked on Curriculum Council and was very impressed.

John Ferry: Stated having graduated from BCIT Adult Ed his appreciation goes to the staff.

Daryl Minus-Vincent: Was impressed with the presentation regarding the Autism Rethink and the work they are accomplishing.

President Silcox: Thanked everyone for the honor to be on the Board.

Roll Call:

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

Adjournment

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by Kathleen Burgess and second by Paula Lee the Board adjourned at 4:45 p.m. with the next meeting to be the on February 23, 2017, at Rutgers Media Center at 4:30 p.m.

Respectfully Submitted,

Theresa L. Margiotta
Board Secretary/School Business Administrator

I. PERSONNEL

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

1. Resignations: Substitute

Name	Position	Reason	Effective
Gresko, Donna	Bus Driver	Resignation	01/01/17

2. Employment: Substitute (pending new hire requirements)

Name	Position	Rate	Effective
Johnson, Penny	Bus Driver	\$21/hr	02/01/17
Moore, Verna	Bus Driver	\$21/hr	02/01/17
Sage, Mary	Bus Driver	\$21/hr	02/01/17

A. Burlington County Special Services School District

1. Job Description (Exhibit #A1)

Electronic Security Access Control Specialist (ESACS)
Reading Coach

2. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Krisanda, Scott	Custodial Foreperson	Resignation	01/27/17
McLarney, Carol	Teacher	Retirement	05/01/17
Obermeier, Antoinette	School Psychologist	Retirement	01/01/17

Resignations: Hourly

Name	Position	Reason	Effective
Mangan, Brielle	Teacher Assistant	Declined position	12/01/16

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

Name	Position	Salary	Effective
Berkley, BriAnn	Teacher Assistant	BA Step 1 \$22,532	02/16/17
Ginlack, Teair	Teacher Assistant	HS Step 1 \$14,320	02/01/17
Gore, Katelyn	Teacher Assistant	BA Step 1 \$22,532	02/16/17
Pyfrin, Tara	Reading Coach	MA Step 4 \$60,507	04/01/17
Smith, Leigh Ann	Custodian/Warehouse Asst	Step 1 \$37,126 Black Seal \$1,002	02/16/17

4. Status Change, Degree (pro-rated)

Name	Position	From	To	Effective
Nixon, John	TA	HS+60 Step 3 \$20,850	HS+90 Step 3 \$23,237	02/01/17
Williams, Kevin	TA	HS+60 Step 2 \$20,499	BA Step 2 \$22,919	02/01/17

Status Change (pro-rated) (pending requirements)

Name	From	To	Effective
Bianchi, Rita	S4T	FT TA, BA Step 9 \$25,447	02/01/17
Chen, Hsinyu	S4T	FT TA, BA Step 1 \$22,532	02/16/17
Dance, Charlene	S4T	FT TA, BA Step 2 \$22,919	02/16/17
Diaz-Moncada, Oris	S4T	FT TA, HS Step 2 \$14,563	02/16/17
Fofie, Daniel	S4T	FT TA, BA Step 1 \$22,532	02/16/17
Heussaff, Morgan	FT TA	AFP, NCLP Step 2 \$34,562	01/16/17
Stevens, Sharonda	S4T	FT TA, BA Step 1 \$22,532	02/16/17
Torres, Jarlin	S4T	FT TA, BA Step 1 \$22,532	02/16/17

5. **Leaves** *Amended and Intermittent ** Amended *** Intermittent

Employee	Position	Type	Effective
Brambilla, Elijah	Teacher	FMLA/NJFLA	09/01/16 - 03/01/17*
Briggs, Donna	Teacher Assistant	FMLA	12/20/16 - 03/27/17
Fleisch, Kerry	Teacher	FMLA/NJFLA/LOA	09/01/16 - 01/27/17**
Levin, Rhonda	Head Cook	FMLA	02/01/17 - 03/15/17
McLarney, Carol	Teacher	LOA/FMLA	12/19/16 - 04/30/17
Murdy, Mark	Teacher Assistant	FMLA/NJFLA	01/30/17 - 03/15/17
Walton, Cindy	TA	FMLA	01/03/17 - 01/23/17
Wiley, Jacqueline	Teacher	FMLA	01/10/17 - 06/16/17***

6. **Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Dennion, Matthew	Teacher	-\$368.6	01/06/17
Kurtz III, Thomas	Teacher	-\$84.70	½ 12/12/16
Moses, Brandee	TA	-\$209.55	12/14,20/16; ½ 01/05/17
Rola, Beverly	TA	-\$268.14	12/21-23/16

7. **Extra Pay/Stipends/Extra Curricular**

Name	Stipend/Extra Curricular	Rate
Gorman, Peggy	Detention - MS	\$29/hr
Guenther-Misunas, BethAnn	Special Olympics Asst. Track & Field Coach	\$1,150
Edmond, Keith	Special Olympics Track & Field Head Coach	\$1,550
Maccar, Shelby	Bus Aide	\$14.25/hr
Robinson, Marguerite	Bus Aide	\$14.25/hr
Watson, Michael	Special Olympics Asst. Track & Field Coach	\$1,150

8. Mentor, Effective School Year 2016-17 * Pending Approval by Dr. Bonsall

Name	Mentor
Hoffnagle, Chelsea	Rooney, Fiona
O'Malley, Grace *	Flood, Michelle
Williamson, Samantha	Garcia, Rasheda

9. Student Teacher/Internship/Observation

Student	College	Type	Effective
Gould, Matthew	Rowan University	Student Teacher	01/27/17

10. Employment, Work Study Students, at \$8.44 Hourly, Effective 01/27/17

Lumberton		HS
Lopez-Carrera, Henry	Voley, Michael	Beville, Elijah

11. Course: Approvals

Name	Position	College	Credits
Angelini, Maria	Teacher	Rowan University	3
Duckett, Tracy	TA	Univ. of Cincinnati	6
Hoge, Jessica	TA	RCBC	6
Lucas-MacPhee, Nancy	TA	Rutgers Camden	3
O'Malley, Katharine	Teacher	LaSalle University	3

12. Course: Reimbursements

Name	Position	College	Credits	Amount
Boyle, Brian	TA	Holy Family Univ	3	\$1,000
Downs, Bobbie	Director ESU	Rowan Univ.	3	\$2,067
Robertson, Michelle	School Psych.	Rowan Univ.	3	\$1,995
Strittmatter, Megan	TA	RCBC	3	\$300

Wyllner, Robert	TA	Rowan University	3	\$1,000
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13. Conferences/Professional Workshops

Personnel	Conference	Date	Cost (over milage)
Using Sign Language with Pediatric Patients, Cherry Hill: Boyle, Brittney Dimitruk, Ellen Tornetta, Maureen Bradley, Paula Lockhart, Wendy Vidal, Sarah Celso, Bethany Mongon, Kathryn Ware, Amy		02/14/17	\$199.99
101 Therapy Strategies for Speech Pathologists, Voorhees Braude, Elizabeth Grelling, Tiffany Szymula, Agnieszka Brock, Sandra Serson, Sandra Uhl-Bergman, Jennifer Giorla, Sarah Shulman, Florence		02/28/17	\$225
Cann, Victoria Flade, Katrina Welch, Amy Welch, Caroline	AOTA Annual Conference, Philadelphia, PA * One day registration fee	03/30/17	\$451 \$280*
Dennion, James	Tech-sploration LRCC, Marlton	02/17/17	None
Hanzok, Marquel	Zones of Regulation, Mt Laurel	02/23/17	\$165
Markley, Jill	Adm Asst Conference, Princeton	03/27/17	\$199
O'Brien, Deborah	Excel Specialist Cert, Online	12/22/16	\$595
Pagnotta, Kaitlyn	Pediatric Yoga and Mindfulness King of Prussia, PA	02/23/17	\$199.99
Palmer, Rhonda	NJCEC Spring 2017 Conf, Mahwah	03/13/17	\$105
Rowe, Roseanne	NJSSNA Spring Conf, Iselin	03/25/17	\$199

B. Burlington County Institute of Technology

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Cutler, Karen	Teacher of Health Occupations	Retirement	07/01/17
Pursell, Mary	Teacher of Special Education	Retirement	07/01/17
Smith, Leigh Ann	Custodian	Resignation	02/15/17

Resignation/Retirements: Stipend

Name	Position	Reason	Effective
McCoy, Tammy	Softball Coach	Retirement	02/01/17

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

***Salaries Pending Settlement of Negotiated Agreement**

Name	Position	Rate	Effective
Napolitano, Molly	Health & PE Teacher	Step 1 Col A \$54,207*	01/31/17

3. Leaves

Employee	Position	Type	Effective
Wheatley, Tamie	Teacher Aide	FMLA/NJFLA	01/17/17 - 04/10/17

4. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
Archer, Diana	Teacher	-\$152.63	½ 01/25/17
Harris, Glenn	Teacher Aide / Leave Coverage	-\$265.00	01/24/17
Wheatley, Tamie	Teacher Aide	-\$380.06	01/03,05/17

5. Mentor Fee

Name	Position	Mentoring Program	Amount
Milanowicz, Lauren	Asst Principal	NJ-L2L Administrator Training	\$3,300

6. Extra Pay/Stipends/Extra Curricular

Medford **Grant Funded

Name	Extra Curricular/Stipend	Rate
Allen, Penny	Non-Credit Teacher	\$34/hr
Anenberg, Anne Marie	AP Chem 10-Day x 2 hrs Refresher Academy	\$34/hr
Byrne, Colleen	Leave Replacement Coverage (for Diana Archer 2/1/17-6/20/17)	Difference Per Diem & \$265
Bartello, Stacey	AP Literature & Composition	\$2,142
Bodnar, Jason	AP World History	\$2,142
Dixon, Amanda Greathouse, Stacey Murro, Heather	NCLB Push-In Support	Per diem**
Fessenbecker, Rachel	AP Language & Composition	\$2,142
Powell, Nikolas	Non-Instructional After School Supervision	\$29/hr

Westampton *Stipend+Sliding Scale Based on Class Size **Grant Funded

Name	Extra Curricular/Stipend	Rate
Class of 2017 Graduation Requirements Portfolio		Per diem
Burlage, Bridget Callaghan, Colleen Conyer, Robert D'Antonio, Maureen Derickson, Martha Duong-Jackson, Nancy Foster, Alexas	Hannon, LaChan Hannon, Lia Kenney, Edward Kling, Lois Nevadomski, Kerry Poirier, Jessica Porter, Rachel	Quick, Rachelle Ruder, Laura Saiia, Jessica Steer, Natola Storm, John Williams, Natalie
NCLB Push-In Support		Per diem**
Duong-Jackson, Nancy Poirier, Jessica	Saiia, Jessica Tarantini, Mary	Wells, Lisa Williams, Natalie
Acosta, Nicholas	Robotics Co-Advisor (S4T)	Volunteer
Burlage, Bridget	AP Language & Composition	\$2,142+*\$1,000

Cermatori, Diana Gill, Karen Mazella, Alexander McGuinness, Jacqueline	Extra Block Coverage (Semester 2)	Per diem
Hannon, Lia	AP Literature & Composition	\$2,142
Jones, Michael	AP World History	\$2,142+*\$500
Mazella, Alexander	AP Chem 10-Day Refresher Academy	10 days x 2 hrs \$34/per hour
Massi, Sandra	Substitute Athletic Trainer	\$34/hr
Tirado, Jocelyn	Non-Instructional After School Supervision	\$29/hr

7. Course: Approvals

Name	Position	College	Credits
Antinaro, Jocelyn	Teacher	TCNJ	6
Hannon, LaChan	Teacher	Montclair State Univ	3
Hannon, Lia	Teacher	Rider University	6
Humphrey, Elisabeth	Teacher	Ball State Univ	3

8. Course: Reimbursements

Name	Position	College	Credits	Amount
Hannon, LaChan	Teacher	Montclair State Univ	9	\$4,709.70
Harris, Keturah	Teacher	Concordia	3.5	\$2,411.50
Humphrey, Elisabeth	Teacher	Ball State Univ	3	\$1,182
Latigona, Joseph	Teacher	Univ of Cincinnati	3	\$1,920
Rista, Jessica	Math Spec	Stockton Univ	3	\$1,950
Williams, Natalie	Teacher	Rowan Univ	1	\$665

9. HIB Coordinator

Removing Diane Dinovelli from HIB District Anti-Bullying Coordinator (HIB) and appointing Christian Pino.

10. Conferences *Executive Approval **Grant Funded

Personnel	Conference	Date	Cost (over mileage)
Breisacher, Jennifer	Educon Conference, Phila, PA*	01/28-29/17	\$175**
Fawcett, Thomas Sitchler, David	Advanced Engine Perf, Warminster, PA	03/15/17	None
Flora, Todd	Legal One-Special Ed Discipline, Webinar	02/21/17	\$40
Jaworski, Leonard Ward, Terence	SkillsUSA Advisor Mtg, Somerset	02/08/17	None
Milanowicz, L Pappler, Jesse	DAANJ Annual Conf, Atlantic City	03/13-14/17	\$375 ea Ldg/Meals
Pensabene, Jeffrey	Mid-Atlantic Recruiting Battalion Tour, Lakehurst	03/22-24/17	None
Pino, Christian	Attendance & Residency Issues, Monroe Twp Social Media & Cyberbullying, Monroe Twp	03/14/17 04/10/17	None \$150
Staff, Frank	MSSC Train the Trainer, W Windsor	01/24-26/17*	None

II. PROGRAMS

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

1. **Policies/Regulations, (Exhibit #1)** (These items are available on the website.)
New (1st Reading)
 5330.04 Administering an Opioid Antidote
Revised
 5600.A Student Discipline/Code of Conduct (BCSSSD)
 5600.B Student Discipline/Code of Conduct (BCIT)

2. **District Goals (Exhibit #2)**
 Recommend the ratification of the District Goals for 2016-2017 established in August 2016.

3. **Board Goals (Exhibit #3)**
 Recommend the ratification of the Board of Education Goals for 2016-2017 established in August 2016.

A. Burlington County Special Services School District

1. **Revised Calendar 2016-2017 (Exhibit #4)**
 Changes: February 14 - Parent Conf. AFTERNOON-Early Dismissal Students
 February 15 - Full Day: Evening Parent Conferences
 February 16 - Remove “Evening Parent Conferences”
 Changes: Administrative Approved:
 January 12 - ½ day for students - staff to meet with County Crisis Team

2. **Guest Speakers**

Speaker(s)	Audience	Date
Marie Dicks, Cat in the Hat	ES	02/28/17
Joseph Conlin, Prevention Plus	LUM	03/22/17
Doron Weitzman, Job Corps	BCAS	02/01/17

3. **Internship Agreement**
 Delaware Technical and Community College - Occupational Therapy Assistant Program
 Internship Agreement: 1/01/17-12/31/17.

B. Burlington County Institute of Technology

1. Guest Speakers

Speaker(s)	Audience	Date
Urban Teacher Academy-Anagbo, John; Titus, Marianne	ECE-11th Graders	02/07/17
US Army-Orange County Choppers-Denham, Anthony	All	02/09/17
The Cat in the Hat Portrayer-Dicks, Marie	ECE	02/28/17
Goldfish Swim School Water Safety Program-Fischman, Nechie and Bubbles Mascot-TBD	ECE	03/08/17
Josten King Presentation-Casey, Tom	10th Graders	03/21,28; 05/26/17
Teen CERT Training-Wright, Justin; Comegno, Wayne	LPS-11th	03/17-05/17
Lt.C. Croot: Military Presentation-Medford	HS Students	04/03/17
Lt.C. Croot: Military Presentation-West	HS Students	04/25/17

2. Textbook Approvals As per Curriculum Council Recommendation

*Textbooks will be available in Supt's Conf. Rm prior to the Board meeting.

McCurnin's Clinical Textbook for Veterinary Technicians 8th Edition

Elsevier

Machining Fundamentals 9th Edition

The Goodheart-Wilcox Company, Inc.

Machinery's Handbook 30th Edition

Industrial Press, Inc.

III. STUDENT ACTIVITIES

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

1. Harassment, Intimidation and Bullying (HIB)

Recommend acceptance of the monthly Harassment, Intimidation and Bullying Report of Incidents per Board of Education Policy #5512 and the NJ Anti-Bullying Bill of Rights Act. (Exhibit #5: Report is considered privileged in nature.)

A. Burlington County Special Services School District

1. Suspensions:

BCAHS	3	High School	7	MS	6
Elementary	1	Lumberton/CA	35		

2. Long Term Suspension and Expulsion (Lumberton)

Approval of long term suspension (45 days) and expulsion of Students: #0000259, 0000850, 0000747, effective 12/21/16 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
MS	Respite Day	03/11; 04/01; 05/13

4. Field Trips

Campus	To	Date	Inst.	S	T
HS	Countryside Elementary School, Cherry Hill	02/16/17 04/27/17	Watson, M.	31	2 0
HS	Lumberton Campus, Band Performance Lumberton	02/23/17	Cook, T.	10	5
LUM	Bricklayers Union Hall, Bordentown	03/23/17	Gordon, S.	10	2
HS	Grounds for Sculpture, Hamilton	05/30/17	Hogan, E.	10	5

Overnight Field Trips

Students	Trip	Dates	Personnel	S	C
HS	Hershey Park, Hershey, PA	06/07-08/17	Brand, J.	20	7

B. Burlington County Institute of Technology

1. Transfers, Withdrawals, Suspensions, Homebound (Exhibit #6 Report is considered privileged in nature.)

	<u>Medford</u>	<u>Westampton</u>
a. Transfers in County	5	3
b. Transfers out of County	3	5
c. Dropouts	0	0
d. Transfer to West/Medford Campus	0	0
e. Suspensions	8	6
f. Homebound	10	2

2. Field Trips (*Administrative Approved)

Students	Trip	Date	Personnel	S	C
IT	Exit Exam, BCIT Westampton	Various	Johnson- Martin, P	11	1
Fashion	RCBC, Pemberton	02/06/17	Lindsay, K	22	2
PA/Ent Tech	Christ the King Catholic Church, Haddonfield	02/08/17	Cooney, S	10	2
Eng/Drafting/ Elec Const	Radwell International, Willingboro	02/15/17	Humphrey, E	30	3
Fashion	Phila Univ, Phila, PA	02/16/17	Lindsay, K	30	2
SkillsUSA	Merc Co Tech School, Pennington	03/03/17	Ward, T; Jaworski, L	4	2
	SkillsUSA Cmp, Jersey City	03/04/17		2	1
	SkillsUSA Comp, Sewell	03/11/17		8	1
	SkillsUSA Comp, Sparta	03/25/17		2	1
Robotics & IT	Franklin Inst, Phila, PA	03/10/17	Humphrey, E	39	5
Eng/Drafting	Engineering Career Day, Piscataway	03/15/17	Humphrey, E	20	2
PA/Ent Tech/ Art	Burl Co Teen Arts Festival, Pemberton	03/16/17	Cooney, S	50	7
Art	Phila Museum of Art, Phila	04/26/17	Willey, M	40	4

Law & Pub Safety	Ocean Co Jail, Toms River	04/26/17	Azzarone, M	18	2
Law & Pub Safety	Burl Co Superior Court, Mt Holly	05/10/17	Azzarone, M	19	2
Special Needs POR/ Rem Math Classes	The Physics & Math of Amusement Rides, Allentown, PA	05/19/17	Sims, L	80	7
Glow Club	LGBTQ HS Youth Summit, Camden	05/22/17	Holbrook, H	10	1

Overnight Field Trips

Students	Trip	Dates	Personnel	S	C
SkillsUSA	SkillsUSA Comp, Somerset	04/07-08/17	Ward, T; Jaworski, L	58	6
Vet Tech	FFA Conv, Long Branch	05/24-26/17	Inman, E	2	1
HOSA	HOSA-Annual Intl Leadership Conf, Orlando, FL	06/21-24/17	Bremer, N; Sheehan, A	TBD	TBD
HOBY Leadership	Kean Univ, Union	06/23-25/17	Pensabene, J	1	0

3. Activities (*Administrative Approved)

Campus	Activity	Dates
M	Performing Arts Auditions for Incoming Students	03/04, 04/29, 05/17/17
M	Senior #170029 attend RCBC spring semester	*01/20/17
M	Captain's Banquet Girls Basketball @Crowne Plaza Cherry Hill	02/01/17
M	#181981: APA Music Instrumental Audition	02/11/17 (alt 02/12/17)
M	State Robotics Competition, at Cherry Hill East	03/04/17
W	South Jersey Wrestling Coaches & Officials Association Senior Scholar Athlete Luncheon Annual SJ Region Banquet	2/2/17 4/4/17

W/M	Student Council - Bring Your Child to Work Day Program	04/27/17
M/W	Senior NJ HS All-Star Basketball Game Classic @ Rider University	3/19/17

Fundraisers

Fund/ Campus	Activity	Dates
Bianca's Kids/ Student Council/ Med	Talent Show-Proceeds to NJASC State Charity	02/03/17
C/O 2020/Med	Movie Day	02/28; 03/28; 05/23/17
C/O 2020/Med	St. Patrick's Dress Down Day	03/17/17
C/O 2020/Med	Class Color Dress Down Day	06/14/17
SkillsUSA/Med	Car Wash	03/18/17
NHS/West	I Need a Vacation Dress Down Day	06/09/17

IV. BUSINESS/FINANCIAL

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

BCSSSD/BCIT School Board of Education Resolution

School Board Recognition Month, January 2017

WHEREAS, The New Jersey School Boards Association has declared January 2017 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The BCSSSD/BCIT Board of Education acts in the interest of the welfare of the children of our community; and

WHEREAS, The BCSSSD/BCIT Board of Education shares the school board's goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for educating approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 4,800 school board members, who receive no remuneration for their services, act as advocates for public school students as they work with parents, teachers and school administrators 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 indicators such as class size, college entrance exam participation, entrance exam math scores, and Advanced Placement offerings and test scores. Now, therefore, be it

RESOLVED, That the BCSSSD/BCIT Board of Education appreciates and humbly accepts the observance of January 2017 as SCHOOL BOARD RECOGNITION MONTH recognizing the following school board members for their years of dedication in Burlington County:

Kathleen Burgess	2003 - 2017 BCSSSD/BCIT
John Ferry	1996 - 2017 BCIT/BCSSSD
Leon Jones	2010 - 2017 BCIT/BCSSSD
Paula Lee	2000 - 2018 BCSSSD/BCIT
	1990 - 2017 Lenape Regional
Tyler Seville	2016 - 2017 BCSSSD/BCIT
	2014 - 2016 Delran
Robert Silcox	2004 - 2017 BCSSSD/BCIT
	1980 - 2004 Mount Holly

and be it further

RESOLVED, That the BCSSSD/BCIT Board of Education urges all citizens to work with their boards of education and public school staffs toward the improvement of our children's education.

A. Burlington County Special Services School District

1. Use of Facilities

Agency/Program	Room - Campus	Date(s)
BCSSSD Ed Foundation/Mtg	Media Center - Central	03/08/17, 5/10/17
CSSSD Joint Council/ Mtg	Media Center - Central	03/20/17
Delran PTA/ Project Graduation	Gym, Cafeteria, Misc-Lumb	06/16-17/17
Knights of Crossford/ Practice	MPR - HS (Tuesdays)	02/07/17-04/25/17
Pineland Riders Pony Club/ Mtg	Media Center - Central	02/16/17
Scholastic/ Book Fair	Media Center - Central	02/08-16/17

2. Donation

Donor	Item	Utilized
James Dennion	New Sunbeam 900 watt microwave oven	FLC Classroom
James Dennion	New Hamilton Beach 4 slice toaster	FLC Classroom

3. Aquatic Management Services Agreement

It is recommended a resolution be adopted approving the Aquatic Management Services Agreement between the YMCA of Burlington & Camden Counties and Burlington County Special Services School District for the term of September 1, 2016 to August 31, 2017.

4. Lease Agreement

It is recommended a resolution be adopted authorizing the Board of Education to enter into a Lease Agreement with the Board of Chosen Freeholders of the County of Burlington for the property located at 1020 Briggs Road, Mount Laurel, New Jersey.

5. Lease Agreement

It is recommended a resolution be adopted authorizing the Board of Education to enter into a Facilities Use and Lease Agreement with the Y.A.L.E Schools to rent one (1) classroom and one (1) office located at 1020 Briggs Road, Mount Laurel, New Jersey.

B. Burlington County Institute of Technology

1. Use of Facilities

Agency/Program	Building/Room - Campus	Date(s)
Dinoto Karate/ Graduation	Gymnasium - West Category C - Various Charges	04/29/17
Medford Twp Police/Milo Simulator Training	Classroom C206 - Medford Category A - No Charge	Various

2. Donation

Donor	Item	Utilized
BCIT Foundation	PRIDE Program Giveaways	Med & West
Walter Croft Architect	Various Architectural Books	Arch & Design Tech

3. Change Order GC-02 for BCIT Medford Campus Door and Hardware Replacement

It is recommended a resolution be adopted authorizing a change order in the amount \$9,024.78 representing a compromise between costs submitted and costs accepted per the Adds/Deducts list attached to GC-02.

4. NJ Department of Ed Office of Fiscal Accountability and Compliance Corrective Action Plans

Accept the Corrective Action Plan for the New Jersey Department of Education Office of Fiscal Accountability and Compliance: Reviews of 10/15/14 Application for State School Aid (ASSA).

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

NAME OF SCHOOL DISTRICT: BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY BOARD OF EDUCATION

COUNTY: BURLINGTON

AUDIT REVIEWS OF 10/15/14 APPLICATION FOR STATE SCHOOL AID

DATE OF BOARD MEETING: JANUARY 26, 2017

CONTACT PERSON: THERESA L. MARGIOTTA – BUSINESS ADMINISTRATOR

TELEPHONE NUMBER: 609-267-4226

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1. the District enhances procedures to cross reference reported ASSA enrollment to the October 15 New Jersey School Registers and other supporting workpapers;	School Registers will be reviewed more closely for students in excess of 10 consecutive absences that cross over October 15 th . These students will not be counted in the ASSA Report.	School Register Report will be run. Building admin will review, verify and sign off on accuracy of report. District Coordinator of Assessment and Accountability will review reports for students with more than 10 consecutive absences. If any are found, clarification will be sought from the Building admin and audited results will be reported to the Asst. Supt. for C&I. Finalized report will be provided to the Business Administrator for review.	Building Principals Coordinator for Assessment & Accountability Asst. Superintendent for C&I	Process was fully implemented in September 2015.
2. the District maintains ASSA Low Income enrollment	Person responsible for review and verification of Low Income	All applications are submitted to Food Service Secretary.	Building Administrators Food Service Secretary	Process was fully implemented in September 2015.
workpapers and Low Income meal applications which reconcile to every grade level and special education category reported on the ASSA; and	enrollment workpapers during the audited year has been removed from the position. All forms are now processed and maintained via an electronic software called Primero Edge.	Applications are entered into Primero Edge software program. All applications are kept on file.	Asst. Supt. for C&I Business Administrator	
3. the District ensures that all ESL/LLP students reported on the ASSA are supported by appropriate test scores and supporting documents.	Initial qualifying scores are obtained from the sending districts where a student is enrolled in an ESL program upon admission to BCIT. Scores must be lower than a 4.5 on the ACCESS Test. However, all identified students will be screened with a WAPT or comparable state assessment. Students with no available scores or who have not been assessed will be tested on the WAPT. Students who score below a 4.5 will be identified on the School Register as an ESL student. A copy of the qualifying score data will be maintained with the ASSA data in the Coordinator of Assessment and Accountability's office. A report will be run on a quarterly basis to account for new admissions during the school year.	Supervisor of Humanities and ESL teacher will review new student applications for admission and identify students who possibly need to be assessed on the WIDA Access test. They will assess the students. Students with a score below a 4.5 on the WIDA will be considered ESL students. Copies of documentation will be shared with Coordinator of Assessment and Accountability to be stored with ASSA workpaper documents. Asst. Supt. for C&I will review and share with the Business Administrator.	Supervisor of Humanities ESL Teacher Coordinator of Assessment and Accountability Asst. Supt. for C&I	Process was fully implemented in September 2016.


CHIEF SCHOOL ADMINISTRATOR

1/26/2017
DATE


BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

1/26/17
DATE

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Professional Services Agreements 2016-2017 School Year

District	Type
Springfield Township	Professional Services Agreement

2. Resignation

Name	Position	Reason	Effective
Howe, Danielle	Registered Nurse	Resignation	01/17/17
Mahan, Blair	Speech Therapist	Resignation	02/13/17

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

Name	Position	Salary	Effective
Esaia, Leigh-Ann	Speech Therapist	MA+15 Step 11 \$72,327	03/20/17
Rothenberger, Emily	Educational Interpreter	NCLP Step 1 \$34,062	02/01/17
Smith, Renee	Teacher of the Deaf	MA+15 Step 10 \$70,938	03/01/17
Wierski, Jennifer	LDTC	CST MA Step 12 \$74,348	03/01/07

Employment: Hourly (pending new hire requirements)

Name	Position	Date	Hourly Rate
Citerone, Tammy	Registered Nurse	02/14/17	\$26

4. Status Change, (prorated)

Name	From	To	Effective
Hartman, Jean	Hourly Speech Therapist	FT, MA Step 5 \$61,941	02/01/17

5. Shared Services Agreement for the Provision of a Juvenile Detention Center Education Program

It is recommended a resolution be adopted approving a Shared Services Agreement between Board of Chosen Freeholders of the County of Burlington and BCSSSD ESU for the Provision of a Juvenile Detention Center Education Program for the 2016-2017 School Year, not to exceed \$288,579.84.

B. Burlington County Institute of Technology: Adult Education

1. Resignation

Name	Position	Reason	Effective
Cutler, Karen	CNA Instructor	Retirement	07/01/17

2. Field Trips

Students	Trip	Date(s)	Personnel	S	C
Vet Asst	Willingboro Vet Clinic, Willingboro	03/06,13/17	Cassano, P	6	1
Cosmetology	Groom Lounge Barber Shop, Cinnaminson	05/08/17	McGinty, D; Gardner, M	6	2
Cosmetology	Groom Lounge, Cinnaminson	05/10/17	Gardner, M	6	2

3. Affiliation Agreements

Recommend approval of affiliation contract between Adult Education Medical Assisting Students and Southern Jersey Family Medical Centers, Hammonton, NJ.

B. Burlington County Institute of Technology: Fire School

1. Employment: Hourly (Pending new hire requirements)

Name	Position	Hourly Rate	Effective
Bennett, Bryan	Emergency Services Instructor	\$15	02/01/17
Centrone, Michael	Emergency Services Instructor	\$15	02/01/17