

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

**REORGANIZATIONAL MEETING**

The Reorganizational 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 Tuesday morning, July 2, 2019, at the Rutgers Center, 2 Academy Dr., Westampton, NJ.

**TEMPORARY CHAIRMAN:**

The meeting was called to order at 9:02 a.m. by Dr. Christopher Nagy, followed by the flag salute.

**SUNSHINE NOTICE:**

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

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

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

**ELECTION OF OFFICERS:**

Kathleen Burgess nominated Robert Silcox, Leon Jones seconded the nomination:

President: Robert Silcox.

Leon Jones nominated Paula Lee, Kathleen Burgess seconded the nomination:

Vice-President: Paula Lee.

**Roll Call:**

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

**Public Attendance:** H. Scherer, D. Wilcox, E. Braude, S. Wilcox, C. Moscarello.

**Superintendent Agenda:**

Dr. Nagy presented and recommended approval of the Superintendent report.. On a motion by Paula Lee and seconded by Leon Jones, the Board approved the report.

**Roll Call:**

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

**Adjournment:**

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by Leon Jones and seconded by Paula Lee, the Board adjourned at 9:05 a.m., with the next meeting to be held on August 21, 2019, at Rutgers Media Center at 6:00 p.m.

Respectfully Submitted,

Theresa L. Margiotta  
Board Secretary/School Business Administrator

1.. **APPOINTMENT OF TREASURER OF SCHOOL MONIES BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that Constance Stewart be and is hereby appointed Treasurer of School Monies for the year July 1, 2019 to June 30, 2020, at an annual compensation of \$6,830 per district and that the said shall give a bond in the amount prescribed by the New Jersey statutes. The premium of the required bond shall be paid by the Burlington County Special Services School District.

2. **APPOINTMENT OF SOLICITOR BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that the firm of Malamut and Associates, be and is hereby appointed School Board Attorney for the period commencing July 1, 2019 and ending June 30, 2020, to perform the professional services ordinarily provided by an Attorney-at-Law of the State of New Jersey with compensation to be paid at a rate of \$170.00 per hour. These professional services are necessary and required by statute.

3. **APPOINTMENT OF SPECIAL COUNSEL BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that the firm of The Wiener Law Group, be and is hereby appointed Special Counsel for the period commencing July 1, 2019 and ending June 30, 2020, to perform the professional services ordinarily provided by an Attorney-at-Law of the State of New Jersey with compensation to be paid at a rate of \$150.00 per hour. These professional services are necessary and required by statute.

4. **APPOINTMENT OF SCHOOL PHYSICIAN BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that Joyce D. Leonetti, D.O., 8 Cutts Drive, Tabernacle, NJ be appointed the School Physician for the BCSSS/BCIT Districts for the academic year July 1, 2019 to June 30, 2020, to perform the professional services ordinarily provided by a school physician in the State of New Jersey and to receive compensation as defined in accepted proposal for such services. Said Joyce D. Leonetti, D.O. is a person authorized by law to practice a recognized profession in the State of New Jersey, which practice is regulated by the laws of this state; to wit, the profession of medical doctor. These professional services are necessary and are required by this Board of Education.

5. **PETTY CASH ACCOUNTS**

**A. BCSSSD**

Petty Cash Account to establish petty cash funds in the following departments for the 2019-2020 school year. Petty cash Accounts will be issued in the following amounts:

- Business Office & B/G \$200.00
- Campus, Lumberton \$100.00
- Campus, Elementary \$100.00
- Campus, Middle School \$100.00
- Campus, High School \$100.00
- Campus, Transition \$100.00
- Educational Services Unit \$100.00

TOTAL \$800.00

**B. BCIT**

BE IT RESOLVED by the Board of Education to establish petty cash funds in the following departments for the 2019-2020 school year:

- Adult Education \$200.00
  - Assistant Superintendent \$100.00
  - Athletics, Medford \$100.00
  - Athletics, Westampton \$100.00
  - Business Office \$100.00
  - Principal, Medford \$100.00
- TOTAL \$900.00

**6. NOTICE OF ANNUAL MEETINGS**

WHEREAS, the Open Public Meetings Act (Act – 1030) requires the adoption by a public body of a schedule of the regular meetings to be held during the calendar year; and

WHEREAS, upon proper notice UNDER THAT ACT given, no further notice of these meetings will be necessary;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Burlington County Special Services School District and the Burlington County Institute of Technology of Burlington County and the State of New Jersey, assembled in session this 2nd day of July 2019, as follows:

a) The Board of Education hereby designates the following dates as the date of its regular meeting at Rutgers (2 Academy Drive):

August 21, 2019	December 12, 2019	April 30, 2020
September 26, 2019	January 30, 2020	May 28, 2020
October 31, 2019	February 27, 2020	June 18, 2020
November 21, 2019	March 26, 2020	

And, unless otherwise modified by legal advertisement, such meetings shall commence at 6:00 p.m. at the above locations, and that a copy of this Annual Notice of Meetings be transmitted to the Board of Education’s official newspaper listed below in paragraph c:

b) A copy of all advance notices of the Board of Education shall be, at least 48 hours in advance of said meeting, mailed to the newspapers designated in paragraph c, herein, filed with the Clerk of Burlington County, and posted at the following location:

1. BCSSSD: Bulletin board in foyer of the Woodlane Road Complex
2. BCIT: Bulletin board in Westampton Campus, Medford Campus
3. BCSSSD/BCIT: Bulletin board at 2 Academy Drive, Woodlane Rd.

c) The following newspaper circulating in Burlington County is hereby designated official newspaper for transmittal of all notices of the Board of Education required hereunder: Burlington County Times

d) Any person may request, in writing, that the Board of Education mail him/her a copy of the schedule of regular meetings of the Board of Education and/or written notice of regular, special or re-scheduled meetings of the Board of Education. Upon prepayment by such person of the applicable fee hereinafter set forth, such schedule and/or advance notice shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at midnight, June 30 of the current school year, subject to renewal thereafter upon filing a new written request to the Board of Education together with prepayment

of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge. For advance written notice of all regular, special or rescheduled meetings during the calendar year: \$5.00

7. **OFFICIAL DEPOSITORIES FOR INVESTMENT PURPOSES BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that the following depositories, or any additional banks that meet the District's needs, be designated for investment purposes, each bank to submit certification as an approved municipal depository:

- Investors Bank (LOC)
- TD Bank

8. **OFFICIAL NEWSPAPER MEDIA BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that the following newspaper shall be designated as the official publication for all legal notices that are required to be published in accordance with the statutes:

- The Burlington County Times, Willingboro, NJ

9. **APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICERS BCSSSD/BCIT**

It is recommended a resolution be adopted increasing bid threshold and appointing a qualified purchasing agent in a board of education or other entity, subject to the provisions of N.J.S.A. 18A:18A-1.

WHEREAS, 18A:18A-3 permits a board of education to authorize its purchasing agent to award contracts that do not exceed in a contract year, the annual limit as established by the Governor; and WHEREAS, local boards of education have been advised by the Local Finance Board that the Governor has authorized the following bid and quotations thresholds,

	Bid Threshold	Quotation Threshold
Base Amount	\$29,000	\$4,350
With Qualified Purchasing Agent	\$40,000	\$6,000

WHEREAS, Theresa L. Margiotta and Kenneth Hill possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, Board of Education desires to increase its bid and quotation thresholds as provided in N.J.A.C. 18A:18A-3;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Burlington County Special Services School District, in the County of Burlington, in the State of New Jersey hereby increases its bid threshold to \$40,000 for QPA and its quotation threshold to \$6,000 and be it further

RESOLVED, that the governing body hereby appoints Theresa L. Margiotta and Kenneth Hill (BCSSSD) as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2B, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

10. **APPOINTMENT OF HAZARDOUS SUBSTANCE OFFICER/IPM COORDINATOR BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that John Auleta be appointed Hazardous Substance Officer, according to New Jersey State "Right to Know Act," and Integrated Pest Management Coordinator from July 1, 2019 to June 30, 2020.

11. **APPOINTMENT OF EMERGENCY STUDENT ASSISTANCE COORDINATOR**

**A. BCSSSD**

BE IT RESOLVED by the Board of Education that Holly Fertel be appointed Emergency Student Assistance Coordinator from July 1, 2019 to June 30, 2020, in compliance with the New Jersey Department of Education, Burlington County office requirements for certificate.

**B. BCIT**

BE IT RESOLVED by the Board of Education that Jeff Pensabene, Medford Campus and Colleen Cech-Stevens, Westampton campus be appointed Emergency Student Assistance Coordinator from July 1, 2019 to June 30, 2020, in compliance with the New Jersey Department of Education, Burlington County office requirements for certificate.

12. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICERS**

**A. BCSSSD**

BE IT RESOLVED by the Board of Education that Jeremy Cohen and Tara Pyfrin be appointed the Equal Employment Opportunity Officers for the Special Services School District from July 1, 2019 to June 30, 2020.

**B. BCIT**

BE IT RESOLVED by the Board of Education that Valerie Lee and Heidi Bouchard be appointed the Equal Employment Opportunity Officers for the Burlington County Institute of Technology School District from July 1, 2019 to June 30, 2020.

13. **APPOINTMENT OF 504 OFFICERS**

**A. BCSSSD**

BE IT RESOLVED by the Board of Education that Dr. Ashanti Holley be appointed the 504 Officer for the Burlington County Special Services from July 1, 2019 to June 30, 2020.

**B. BCIT**

BE IT RESOLVED by the Board of Education that Dr. Ashanti Holley be appointed the 504 Officer for the Burlington County Institute of Technology from July 1, 2019 to June 30, 2020.

14. **BOARD OF EDUCATION POLICIES BCSSSD/BCIT**

It is recommended a resolution be adopted approving the Burlington County Special Services/Burlington County Institute of Technology Board of Education Policy Manual for the 2019 – 2020 academic year.

15. **CUSTODIAN OF PUBLIC RECORDS BCSSSD/BCIT**

It is recommended a resolution be adopted approving the following:

WHEREAS, the Board of Education is subject to the provisions of the Open Public Records Act, N.J.S.A. 47:1a-1 et seq.; WHEREAS the Open Public Records Act requires the authority to designate, by formal action, a “Custodian of Records”;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education that Theresa L. Margiotta, Business Administrator/Board Secretary is hereby designated as the Custodian of Public Records.

16. **APPOINTMENT OF ADVISORY COMMITTEE MEMBERS:** Citizen’s Advisory Committee to work with the Board of Education and the Superintendent of Schools;  
 BE IT RESOLVED by the Board of Education that the following be appointed to the Advisory Committees from July 1, 2019 to June 30, 2020:

**A. BCSSSD**

Aloi, John Aloi, Marcia Buehrig, Patricia Carnivale, Anthony	Dranoff, Thea Komar, Joseph Mattis, Margo Mercantini-Bocci, Josephine	Petrizzi, Ryan Rivell, Amy Walsh, Steve Webb, J. Herbert
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**B. BCIT**

Brzozowski, Robert Curzie, Bill Curzie, David Dallmann, Cathie Emma, Catherine Epps, Danielle Ferber, Richard Frederick, Jay Gehm, Marty Howell, Kristi Kretzu, John	Lassiter-Spell, Traci Leung, Mark Litwack, Harry Lutz, Timothy Melton, John J. Metzinger, Greg Murnane, Jr., Robert Peters, Mark Pittman, Lisa Podietz, Samuel Radwell, John	Remsa, Mark Tindall, Mark Tress, Kath Verrill, Kenneth West, Kelly Zelinsky, Kevin
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17. **ORGANIZATIONAL CHARTS BCSSSD/BCIT** (Exhibit #1)  
 It is recommended a resolution be adopted approving Organizational Charts for the 2019-2020 academic year.

18. **APPOINTMENT OF HARASSMENT, INTIMIDATION, AND BULLYING COORDINATORS AND ANTI-BULLYING SPECIALISTS**

**A. BCSSSD**

BE IT RESOLVED by the Board of Education that Dr. Ashanti Holley be appointed as the Harassment, Intimidation and Bullying (HIB) Coordinator. Appointment of Anti-Bullying Specialists: Steve Fitzgerald, Rita Lyman, Jay Rabinowicz, and Henry Rowlette. Appointments effective for the 2019-2020 school year.

**B. BCIT**

BE IT RESOLVED by the Board of Education that Dr. Ashanti Holley be appointed as the Harassment, Intimidation and Bullying (HIB) Coordinator. Appointment of Anti-Bullying Specialists at Westampton: Jennifer Daily, Kelly Digney, Beth Johnson, Kieshea Fitzgerald, Jason Frable, and MaryKate O’Neil. Appointment of Anti-Bullying Specialists at Medford: Aja Jones, Beverly Forline, Jeffrey Pensabene, and Michael Spitz. Appointments effective for the 2019-2020 school year.

19. **MCKINNEY-VENTO HOMELESS EDUCATION LIAISON**

BE IT RESOLVED by the Board of Education that Kieshea Fitzgerald be appointed the McKinney-Vento Homeless Education Liaison for the Burlington County Institute of Technology and Jacqueline O'Brien be appointed for the Burlington County Special Services School Districts from July 1, 2019 to June 30, 2020.



**I. PERSONNEL**

**A. Burlington County Special Services School District**

**1. Employment: Full Time (prorated) \*Executive approval \*\*Salary Pending Settlement of Negotiated Agreement**

Name	Position	Salary	Effective
Davis, Candice	Custodian	\$39,885	07/15/19
Kamelia, Nina	School Social Worker	MA Step 9 \$70,042**	09/01/19
Pope, Ryan	Coordinator of Culture & Climate	\$70,000	07/01/19*

**2. Leaves \*Intermittent \*\*Amended**

Employee	Position	Type	Effective
Bennett, Henrietta	Teacher Assistant	FMLA*	09/03/19-06/19/20
Jeitner, Jessica	Teacher	FMLA*	09/03/19-02/01/20
Rodgers, Keith	Maintenance	FMLA*	07/09/19-07/25/19
Stanfield, Edward	Custodial Foreperson	FMLA*	05/23/19-07/18/19
Warren, Linda	Teacher	FMLA*	09/03/19-06/19/20

**3. Salary Adjustments, Unpaid Absences 2018-2019**

Name	Position	Rate	Date
Artale, Daniel	Teacher Assistant	-\$392.07	06/12-14/19
Bennett, Henrietta	Teacher Assistant	-\$181.55	06/13/19
Brambilla, Elijah	Teacher	-\$140.85	½ 06/10/19
Brown, Sophia	Teacher Assistant	-\$343.80	½ 06/05, 11, ½ 12, 14/19
Caffrey, Scott	Teacher Assistant	-\$340.40	06/17, 19/19
Clark, Tami	Teacher Assistant	-\$143.20	06/07, 10/19
Elstone, Chris	Teacher Assistant	-\$77.05	½ 06/19/19
Evans, Martin	Teacher Assistant	-112.66	06/14/19
Friel, Wendy	Teacher	-\$483.84	06/10/19
Gilbert, Henry	Social Worker	-\$329.60	06/06/19
Halliburton, Tiara	Teacher Assistant	-\$218.46	06/07, 14, 18/19

Jackson, Astaria	Teacher Assistant	-\$143.20	06/11-12/19
Jacurak, Dana	Teacher Assistant	-\$278.20	06/05, 13/19
Lancellotti, Deana	Teacher Assistant	-\$52.13	½ 06/05/19
Langish, Marsha	Secretary	-\$895.75	06/24-28/19
McGuffin, Louis	Teacher Assistant	-\$208.50	06/07,13/19
Presner, Angela	Teacher	-\$162.64	½ 06/14/19
Shulman, Florence	Speech Therapist	-\$324.12	06/10/19
Snow, Debbi	Teacher Assistant	-\$159.40	06/06/19
Southerland, Christa	Teacher Assistant	-\$102.50	06/07/19
Southerland, Orlando	Teacher Assistant	-\$116.56	06/07/19
Stepp, Diana	Occupational Therapist	-\$353.90	06/14/19
Toner, Stephanie	Speech Therapist	-\$143.42	½ 06/11/19
Wilcox, Sandra	Teacher Assistant	-\$94.96	06/20/19
Williams, Kevin	Teacher Assistant	-\$116.56	06/07/19
Winnick, Mary Elizabeth	Teacher	-\$414.44	06/07, ½ 06/14/19

**4. Course: Approvals**

Name	Position	College	Credits
Freitas, Diane	TA	RCBC	3
Jackson, Deborah	Speech Therapist	NY Medical College	18
Nizio, Jennifer	Occupational Therapist	Univ of La Verne	6
Puca, Courtney	TA	Wilmington Univ	9

**5. Student Teacher/Internship/Observation**

Name	College	Type	Effective
Brady, Thomas	Mercy College	OT Level II	
Nguyen, Cindy	Jefferson Univ.	OT Level II	

**6. Conferences/Professional Workshops \*Over Mileage**

Personnel	Conference	Date	Cost*
Leigh, Dennis	Danielson Training, Galloway	08/08/19	\$178

**B. Burlington County Institute of Technology**

**1. Employment: Full-Time Salaries Pending Settlement of Negotiated Agreement (pending new hire requirements)**

Name	Position	Salary	Effective
Christian, Monique	School Social Worker	Step 1 \$63,712	09/01/19
Roman, Carla	TOSD/Mathematics	Col B Step 3 \$57,397	09/01/19

**2. Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Laudicina, Andrew	Custodian	-\$137.20	06/18/19

**3. Extra-Curricular Pay  
Medford**

Name	Extra-Curricular	Rate
Bodnar, Jason	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Cattanea, James	SEL PLT Training: Title II ESEA SEL PLT Stipend: Title II ESEA	\$34/hr \$476
Danser, Victoria	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Dinovelli, Diane	SEL PLT Training: Title II ESEA SEL PLT Stipend: Title II ESEA	\$34/hr \$476
Hughes, Lee	SEL PLT Training: Title II ESEA SEL PLT Stipend: Title II ESEA	\$34/hr \$476
Murrenburke, Holly	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Murro, Heather	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Rossini, Louis	SEL PLT Training: Title II ESEA SEL PLT Stipend: Title II ESEA	\$34/hr \$476

Sprague, Meagan	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Towey, Mary	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476

**Westampton**

Name	Extra-Curricular	Rate
Antinoro, Jocelyn	SEL PLT Training: Title II ESEA SEL PLT Stipend: Title II ESEA	\$34/hr \$476
Bremer, Nicholas	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Burlage, Bridget	SEL PLT Training: Title II ESEA	\$34/hr
Callaghan, Colleen	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Clayton, Jillian	SEL PLT Training: Title II ESEA	\$34/hr
Fowler, Heather	AM/PM Nurse Coverage	\$34/hr
Frable, Jason	SEL PLT Training: Title II ESEA	\$34/hr
Haney, Kevin	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Hannon, Lia	SEL PLT Training: Title II ESEA	\$34/hr
Humphrey, Elizabeth	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Jenkins, Monique	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Kling, Lois	After school & Saturday Detention After school student supervision Non Credit Teacher PSAT Proctor	\$29/hr \$29/hr \$34/hr \$34/hr
Mazella, Alex	Title II: ESEA Future Ready PLT Leader Training *Title II ESEA FR Stipend	34/hr 24 hours *\$476

McGuinness, Jacqueline	Class of 2022 Advisor	\$2,153
Mohan, MaryBeth	Head Teacher- English	\$3,254
Morgan, Dawn	SEL PLT Training: Title II ESEA	\$34/hr
Murro, Heather	Summer Enrichment Teacher Title I ESEA	\$34/hr
Peel, Richard	Girls Soccer Head Coach	\$7,630
Polizzi, Nicole	SEL PLT Training: Title II ESEA	\$34/hr
Porter, Rachel	SEL PLT Training: Title II ESEA	\$34/hr
Purcell, Andrew	Title II: ESEA Future Ready PLT Leader Training  *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Rivera, Joseph	SEL PLT Training: Title II ESEA SEL PLT Stipend: Title II ESEA	\$34/hr \$476
Sitchler, David	Title II: ESEA Future Ready PLT Leader Training  *Title II ESEA FR Stipend	34/hr 24 hours *\$476
Sommers, Kelly	After school & Saturday Detention After school student supervision Non Credit Teacher PSAT Proctor SEL PLT Training: Title II ESEA SEL PLT Stipend: Title II ESEA	\$29/hr \$29/hr \$34/hr \$34/hr 34/hr \$476
Valenti, Gina	SEL PLT Training: Title II ESEA	\$34/hr
Weiler, Amanda	Summer Enrichment Teacher Title I ESEA	\$34/hr

**4. Summer Specialist: Title I ESEA**

Name	Position	Location	Max Days	Rate
Rista, Jessica	STEM Specialist	District	20	Per diem
Saiia, Jessica	Literacy Specialist	District	20	Per diem

**5. Student Teacher/Internship/Observation**

Name	College	Type	Effective
Christopher, Carly	Rowan University	Student Teacher	01/02-06/22/20

**6. Conferences \*Over Mileage**

Personnel	Conference	Date	Cost
Bouchard, Heidi Hartmann, Danielle Nagy, Christopher Parker, Michael Venuto, Joseph	NJCCVTS 2019 Summer Meeting, Jamesburg	07/24/19	\$130
Turowski, Pamela	South Jersey Band & Orch Director's Assoc., Sewell	10/02/19	none

**II. PROGRAMS**

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

- 1. Acceptance and Submission of the following Statement of Assurances (SOA):**  
2018-2019 Security Drill Statement of Assurance  
2018-2019 High School Voter Registration Statement of Assurance

**B. Burlington County Institute of Technology**

- 1. Job Description (Exhibit #2)**  
Allied Healthcare Programs Coordinator/LPN Instructor (revised)
- 2. Articulation Agreements Renewal**  
RCBC College Acceleration Program
- 3. Affiliation Agreement Renewal**  
TCNJ-School of Nursing, Health, and Exercise Science
- 4. Elementary and Secondary Education Act (ESEA) Grant Funding FY'20**  
Recommend approval to apply for Elementary and Secondary Education Act (ESEA) Grant Funding FY'20.
- 5. IDEA Grant Funding FY'20**  
Recommend approval to apply for the IDEA Grant Funding FY'20.
- 6. 2019-2020 Academic Course Offerings**  
Recommend approval of 2019-2020 Academic Course Offerings.
- 7. Medford Student Activity Account**  
Recommend approval to create a Stage Crew student activity account for Medford.
- 8. Guest Speakers**

Speaker(s)	Audience	Date
RCBC Spring Ahead Information Session and Testing-Bucci, Taylor & TBD	Seniors	11/20/19 02/25/20

**III. STUDENT ACTIVITIES**

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

**1. Harassment, Intimidation and Bullying (HIB)**

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

**A. Burlington County Special Services School District**

**1. Suspensions:**

BCAHS	2	High School	3
Elementary	5	Lumberton/CA	49

**B. Burlington County Institute of Technology**

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

	<u>Medford</u>	<u>Westampton</u>
a. Transfers in County	5	0
b. Transfers out of County	1	0
c. Dropouts	0	1
d. Transfer to West/Medford Campus	0	0
e. Suspensions	7	12
f. Homebound	0	0

**2. Field Trips** (\*Administrative Approved)

Students	Trip	Date	Personnel	S	C
Music-APA	Marlton Fall Festival, Marlton	09/28/19	Turowski, P	15	2
	Rowan University Music Dept Tour, Glassboro	10/07/19		25	3
	APA Performance at Walnut Street, Delanco	10/22/19		20	2
C/O 2020	Senior Class Picnic-Liberty Lake, Bordentown	06/05/20	Lesher, J	305	16

**3. Activities**

Campus	Activity	Dates
W	Impact Bible Club - Prayer at the Pole	9/25/19
W	Impact Bible Club - Bring Bible to School Day	10/4/19



W	Impact Bible Club - Operation Christmas Child	11/4-11/15/19
W	Impact Bible Club - National Day of Prayer	5/7/20
W	National Honor Society Induction	11/12/19

**Fundraisers**

Fund/Campus	Activity	Dates
All Classes/Medford	Half-Day Dress Down Pass	09/09-24/19

**IV. BUSINESS/FINANCIAL**

**B. Burlington County Institute of Technology**

**1. Use of Facilities**

Agency/Program	Building/Room - Campus	Date(s)
NJ State Board of Cosmetology/Exams	Auditorium, Atrium, Classrooms - West	10/07/19; 01/06; 03/30; 05/04,11,12; 07/13; 08/10/20

**2. Medford Student Resources Office (SRO) Program Agreement 2019-2022**

Recommend approval of the Agreement with the Township of Medford for a School Resources Office (SRO) Program in the Medford Campus effective July 1, 2019 through June 30, 2022.

**3. Westampton Student Resources Office (SRO) Program Agreement 2019-2022**

Recommend approval of the Agreement with the Township of Westampton for a School Resources Office (SRO) Program in the Westampton Campus effective July 1, 2019 through June 30, 2022.

V. ENTERPRISE

A. **Burlington County Special Services School District: ESU**

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

Name	Position	Reason	Effective
Witowski-Argentine, Judith	Speech Language Pathologist	Resignation	09/01/19

2. **ESU Extended School Year Transportation Contracts 2019-2020**

Recommended a resolution be adopted approving the quoted temporary transportation contracts, in accordance with N.J.A.C. 6A:27 9.12, between the Educational Services Unit and the corporations listed for the 2019-2020 extended school year:

**Caravan Transport, Inc.**

S02 (31 days) \$280.00 per diem, \$144.00 per aide (2), \$1.00 mileage  
 S03 (20 days) \$279.00 per diem, \$144.00 per aide (2), \$1.00 mileage  
 S07 (30 days) \$248.00 per diem, \$72.00 per aide, \$1.00 mileage  
 S11 (24 days) \$240.00 per diem, \$72.00 per aide, \$1.00 mileage  
 S15 (30 days) \$257.00 per diem, \$72.00 per aide, \$1.00 mileage

**First Student**

S05 (30 days) \$309.00 per diem, \$107.00 per aide (2), \$1.50 mileage

**Garden State Transport, Inc.**

S01 (30 days) \$214.00 per diem, no aide required, \$1.50 mileage  
 S13 (30 days) \$239.00 per diem, \$60.00 per aide, \$1.50 mileage  
 S14 (30 days) \$227.00 per diem, \$60.00 per aide, \$1.50 mileage

**Holcomb Bus Service, Inc.**

S12 (30 days) \$514.00 per diem, \$100.00 per aide, \$1.00 mileage

**Laurel Enterprises Inc.**

S04 (30 days) \$250.00 per diem, \$70.00 per aide, \$2.00 mileage  
 S06 (30 days) \$210.00 per diem, \$70.00 per aide, \$2.00 mileage  
 S08 (30 days) \$255.00 per diem, \$70.00 per aide, \$2.00 mileage  
 S09 (30 days) \$220.00 per diem, \$70.00 per aide, \$2.00 mileage  
 S10 (30 days) \$230.00 per diem, \$70.00 per aide, \$2.00 mileage

3. **Transportation Contracts 2019-2020 Special Ed Transportation-Bid 125, 06/24/19**

The Superintendent recommended that a resolution be adopted awarding the following transportation contracts, as a result of bids received, in accordance with N.J.A.C.6A: 279.10, between the Educational Services Unit and the corporations indicated for the 2019-2020 school year.

**Caravan Transport, Inc.**

J03-\$320.00 per diem, \$70.00 per aide, \$1.00 mileage clause

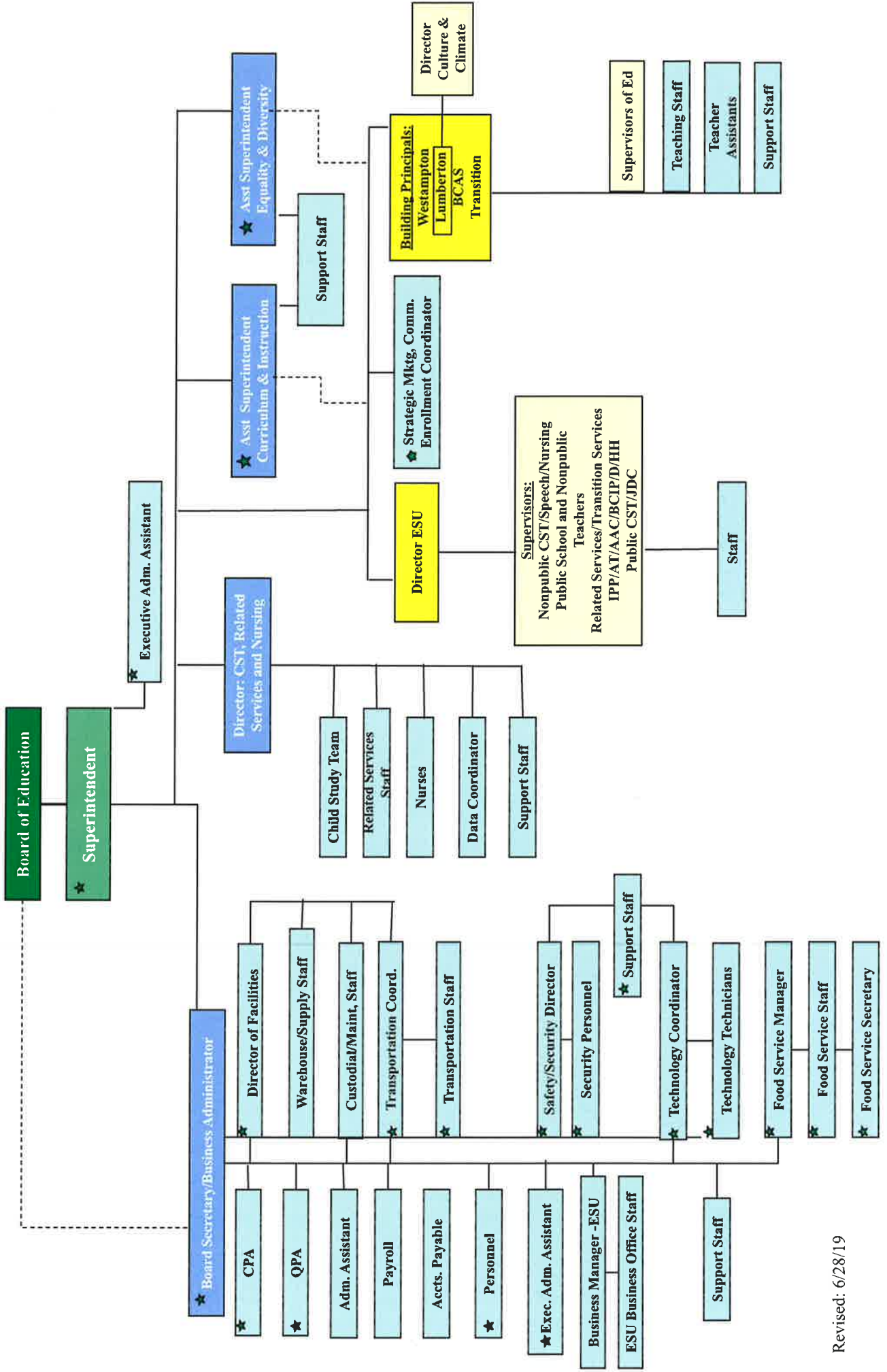
**Rick Bus Co., Inc.**

J01-\$309.00 per diem, \$84.00 per aide, \$4.00 mileage clause  
 J02-\$309.00 per diem, \$84.00 per aide (2), \$4.00 mileage clause  
 J04-\$295.00 per diem, \$80.00 per aide, \$4.00 mileage clause

J05-\$339.00 per diem, no aide required, \$4.00 mileage clause  
J06-\$309.00 per diem, \$84.00 per aide, \$4.00 mileage clause  
J07-\$324.00 per diem, \$88.00 per aide, \$4.00 mileage clause  
J08-\$374.00 per diem, \$96.00 per aide (2), \$4.00 mileage clause

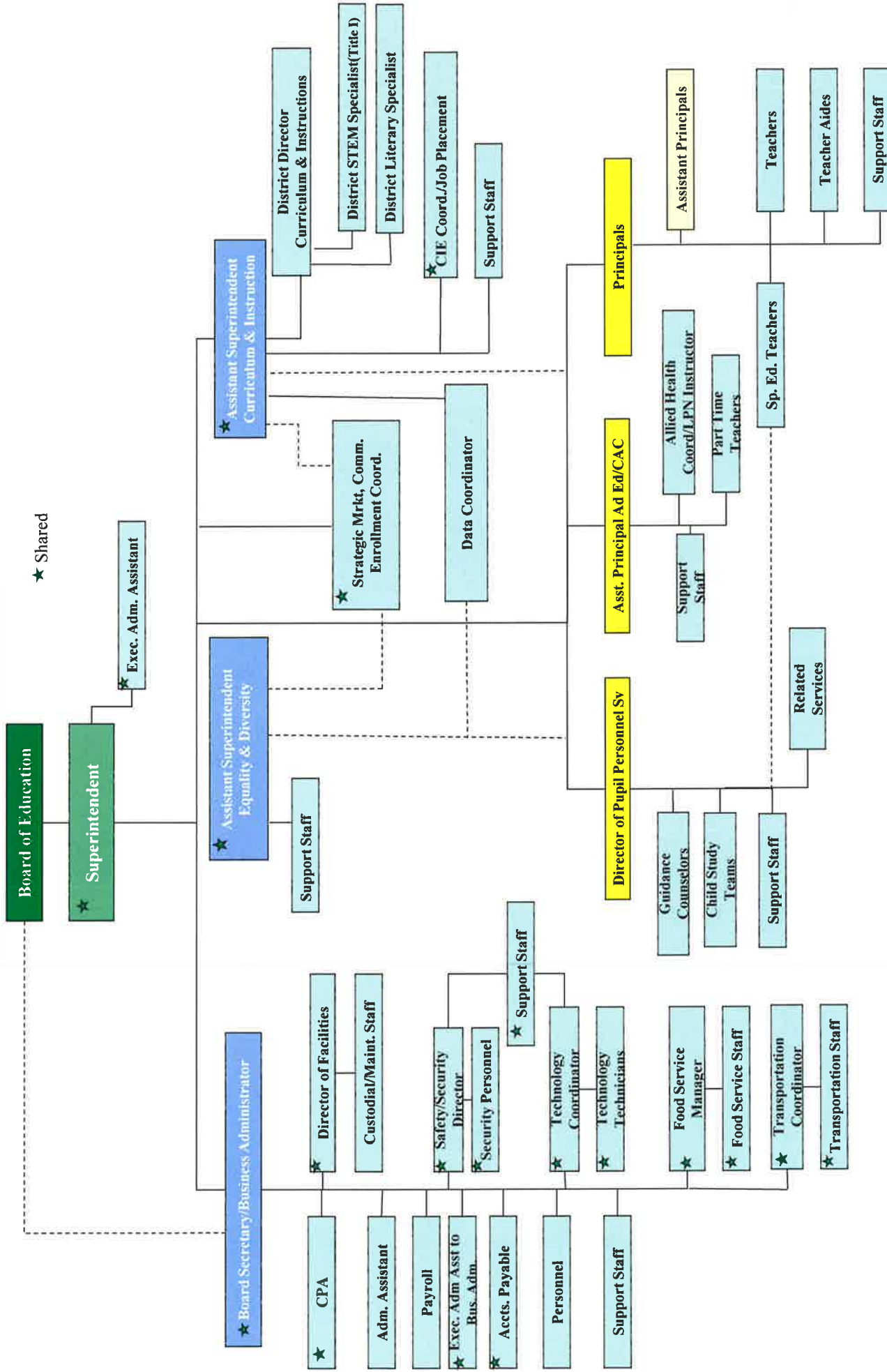
**4. Transportation Contracts 2019-2020 Non Public Transportation-Bid 126, 06/24/19**  
No Bids Received: P10, Z30

★ Shared



**POLICY**

**Burlington County Institute of Technology  
Administration 1100  
2019-2020 DISTRICT ORGANIZATIONAL CHART**



**Burlington County Institute of Technology**

**Job Description**

TITLE:

Allied Healthcare Programs Coordinator/LPN Instructor

REPORTS TO:

Reports directly to the Adult Education Principal/Assistant Principal.

FUNCTIONS:

The Allied Healthcare Programs Coordinator is responsible for facilitation of the efficient operation of the programs offered within the Allied Healthcare Cluster. This is in addition to the LPN Instructor role.

QUALIFICATIONS:

1. Licensed Registered Nurse in the State of New Jersey
2. Holds a Master's Degree in Nursing, or is in the process of obtaining a Master's Degree in Nursing; doctorate preferred.
3. N.J. Teaching Certificate, or eligibility for same, including passing three pre-professional State of New Jersey tests
4. Minimum of 5 years clinical nursing experience
5. Minimum 3 years of teaching experience
6. Able to pass the New Jersey Criminal History Review

RESPONSIBILITIES:

1. Coordinates all activities within the Allied Healthcare cluster programs.
2. Responsible for all pre-admission requirements of candidates to Allied Healthcare program.
3. Maintains entrance tests results for candidates to the Allied Healthcare program.
4. Coordinates the development of Allied Healthcare program schedules, to include academic instruction and clinical affiliations.
5. Coordinates with all clinical affiliation sites and secures affiliation agreements.
6. Coordinates Allied Healthcare Program Advisory Committee meetings and records minutes.
7. Assist in coordination of Graduation/Completers Ceremony for adult education.
8. Coordinates all Allied Healthcare programs end of the year testing for certification as needed.
9. Substitute for LPN instructors when necessary.
10. Attend advisory meetings and council meetings as applicable to the field of Allied Healthcare.
11. Oversees all Allied Healthcare program related requisitions.
12. Performs clinical site visitations for Allied Healthcare program.

Page

Job Description

Allied Healthcare Programs Coordinator/LPN Instructor

13. Liaison to Rowan College of Burlington County for Allied Healthcare related career pathways and articulations.
14. Reviews, maintains and updates curriculum for all Allied Healthcare related programs.
15. Prepares and presents, on request, reports concerning the operations and progress of all Allied Healthcare related programs.
16. Maintains all state required student files (to include health and physicals, criminal background checks, and consent forms) for Allied Healthcare programs.
17. Coordinates new student orientation for all incoming students in Allied Healthcare programs.
18. Recruitment for all Allied Healthcare programs in conjunction with administration.
19. All other duties related to Allied Healthcare programs as assigned by the Adult Education Principal.

TERMS OF EMPLOYMENT:

Ten-month contract and non-pensionable annual stipend position paid bi-annually by separate check. This position is appointed annually through recommendation by the Adult Education Principal/Assistant Principal and Superintendent.

SALARY RANGE:

Per the negotiated stipend and BCITEA.

EVALUATION:

Performance of this job will be evaluated annually by Principal/Assistant Principal of the Adult Education Division.

\_\_\_\_\_  
Employee name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee signature

Board approved: May 26, 2016

Revised and Board approved: July 2, 2019