

**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 in Virtual Format via Zoom Conference Call on Thursday, June 18, 2020 at Telephone No. 1-646-558-8656.

The meeting was called to order at 6:02 p.m. by President Robert Silcox, followed by the flag salute.

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:

Anna Evans	<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
Lorene Moore	<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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

**Public Attendance:** Not available due to virtual meeting format.

**Communication & Correspondence:** There was no communication or correspondence.

**Minutes:** Andrew Willmott, Board Secretary, presented the Minutes from May 28, 2020. On a motion by Paula Lee and seconded by Leon Jones, the Board approved the Minutes.

**Roll Call:**

Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
John J. Ferry	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Paula E. Lee	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Daryl Minus-Vincent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent

**Financial Report:** Andrew Willmott, Board Secretary, presented Financial Report.

On a motion by Paula Lee and seconded by John J. Ferry , the Board approved the Financial Report.

**Roll Call:**

Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
John J. Ferry	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Paula E. Lee	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Recuse

**Public Comments - Superintendent Agenda and Addendum Only:**

Dr. Nagy shared a letter received via the designated email for public comments during today’s meeting from Ms. Cynthia Adams, President of the BCIT Education Association. Ms. Adams thanked the Board for the foresight to approve a 1:1 Chromebook environment. Ms. Adams noted how the Administration has been with the staff and students every step of the way, encouraging throughout and expressed how this has been such a rewarding experience to see how all entities have worked together from sanitization of schools, reading those staff and students highlighted in the Hero Edition, to delivering yard signs to celebrate the graduates. Ms. Adams shared that she was honored to have met Ms. Rosa Parks in 1996 whose message included the necessity to bring about change and not be afraid to take steps and move forward. As we work towards year-end closeout, Ms. Adams is proud of how everyone has worked together and taken steps to move forward as a school community.

Dr. Nagy shared his pride and thanked the Board of Education, staff, students and parents for their support noting that as a team we can accomplish great things. Virtual commencements for both districts have been or will be posted by the end of the week with links on websites. Adult Education has rolling graduations therefore will be posted at the end of the month, with additions once each class has completed their requirements. He encouraged everyone to visit the websites to view these heartwarming, memorable videos.

Dr. Nagy thanked the School Reopening Taskforce as they have been working on the development of solutions to address three possible scenarios to a school reopening: Open regularly with adherence to social distancing protocols and guidelines, open and then have to close due to a Covid-19 case(s), and the possibility of continuing in a virtual environment come September.

Superintendent Nagy informed all that we have solicited for grant funding through the CARES Act, Title I, and EFEA to support learning engagement.

**Superintendent Agenda:**

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

**Roll Call:**

Anna Evans	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
John J. Ferry	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Paula E. Lee	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Robert C. Silcox	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent
Daryl Minus-Vincent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Recuse

**Public Comments:**

Board President Silcox thanked Ms. Adams for her beautiful letter. He also expressed appreciation for what Ms. Adams and the Culinary Arts program is doing at BCIT. Mr. Silcox also thanked his fellow Board members for all of their efforts.

President Silcox indicated that the details of ESY are up in the air and although the Board has received little direction the BoE remains focused on serving families and students. Regardless we must still forge ahead and in that regard President Silcox asked Dr. Nagy to keep the Board apprised of the progress and challenges of the ESY program, as this population of students and parents need to be supported throughout while we continue to navigate this Covid environment.

Board member John J. Ferry congratulated everyone and thanked the staff and Board and administration for their guidance throughout.

Board member Evans looked forward to the online ceremonies.

Vice President Lee acknowledged what a monumental task to re-entry this will be, and how knowledgeable the staff is. She appreciates the time, effort and subcommittee work.

Board member Jones thanked students and staff for staying the course and noted the phenomenal job done by the administration.

**Adjournment**

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by John J. Ferry and seconded by Paula Lee the Board adjourned at 6:21 p.m. with the next meeting to be on July 2, 2020, at Rutgers Media Center at 9:00 a.m.

Respectfully Submitted,

Andrew C. Willmott  
Board Secretary/Business Administrator

**I. PERSONNEL**

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

**1. Job Description**

Assistant to the Business Administrator (Shared) (New) (Exhibit #1)

**2. Reappointments 2020-2021 SY**

**Substitutes** \*pending approval of rates at Reorganization Meeting

Cutler, Karen	Substitute Nurse	\$150/day*
---------------	------------------	------------

**Substitute Bus Drivers, \$21.75/hr\* as needed \*\*BCIT Only**

\*pending approval of rates at Reorganization Meeting

Adams-Johnson, Crylonda	Davis, Jeffery	Johnson, Tawana	Schwanda, Carol
Baker, Kim	Davis, Russell	Lodge, Robert	Simeon, Karl
Bayron, Lisa	Dumont, Arnold	Lopez-Dejesus, Elliott	Smith, Karl
Berry, Tevin	Edmond, Keith	Lutes, Coleen	Smith, Yolanda
Berry, Victoria	Everman, Marjorie	Lutes, Thomas	Taylor, Curtis
Brown, Glenwood**	Fennell, Barry	Moore, Verna	Thomas, Brenda
Burton, Charlotte	Graham, Asim	Muldrow, Patrice	Tucker, Denise
Burton, Guiseppi	Hobbs, James	Nichols, Akirya	Woodard, Suzanne
Collins, Yvette	Johnson, Ervin	Ries, Judy	
Conner, Craig	Johnson, Penny	Rodriguez, Carmen	

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

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

Name	Position	Reason	Effective
Cohen, Amanda	Secretary, Shared	Resignation	06/30/20

**2. Status Change: Full-Time (prorated)**

Name	From	To	Salary	Effective
Paige, Meghan	ESU Business Manager	Shared Assistant to the Business Administrator	\$80,000	06/19/20

**Status Change: Degree**

Name	Position	From	To	Effective
Cohen, Jeremy	Principal	MA+60 \$98,759	DR \$100,559	07/01/20

**3. Leaves 2019-2020 SY \*Executive Approval**

Employee	Position	Type	Effective
Chen, Hsinyu	Teacher Assistant	LOA	06/15/20 - 06/19/20*
Troncone, Madison	Teacher	LOA	05/19/20 - 06/03/20*

**Leaves 2020-2021 SY**

Employee	Position	Type	Effective
Chen, Hsinyu	Teacher Assistant	LOA/FMLA/NJFLA	09/01/20 - 12/06/20

**4. Extra Pay/Volunteer Positions 2020-2021 SY**

Nurses - After Hours Activities 2020-21 SY			\$47/hr
Colella, Donna Cutler, Karen Garrano, Connie Sue	Kent, Nora Rooney, Karen Rowe, Roseanne	Temple, Dianne Wolcott, Barbara	

**Summer CST/Counselors**

Name	Position	Max Days	Amount
Cibrian, Marita	LDTC (Case Management)	10	Per diem
Hayes, Lori	Guidance Counselor	10	Per diem
Niehaus, Kimberly	Occupational Therapist (Case Management)	10	Per diem

**Summer Cafeteria Work (as needed)**

Name	Position	Max Days	Amount
Levin, Rhonda	Head Cook	20	Per diem
Parris, Tracy	Cafeteria Assistant	20	Per diem
Staff, Rita	Cafeteria Assistant	20	Per diem

**ESY**

\*Seniority on support staff list. If not utilized as a teacher, place on support staff listing possibly removing the least senior member.

ESY Westampton/Transition Teachers (as needed)			\$300/day
Amodio, Alyssa Angelini, Maria Arena, Adrienne Bakely, Karen Beaulieu, Dean Bianchi, Rita	Graven-Eells, Maureen Grohe, Alison Guenther-Misunas, Bethann Guzman, Mimi Hepp, Mary Hewitt, Christine	Rinaldi, Fionna Roessler, Erica Rosenberg, Joyce Salmons, Lori Shields, Belle Stewart, Diana	

Brambilla, Elijah Cheeseman, Deborah Cook, Thomas Cotton, Charlene Cottrell, Jack Davis, Michael L. Dennion, Matthew Dickerson, Candace Divney, Bridget Engman, Donna Fiore, Alban Fletcher, Kelly Gorman, Peggy Ellen	Hoffnagle, Chelsea Jardine, John Karwoski, Debra Keane, Michael Koch, Kathleen Langan, Lauren LeCates, Jaime Lewis, Kristine Morris, Simone O'Malley, Katharine Patriarca, Michael Reinicker, Rachel	Stewart, Michelle Tannenbaum, Wendy Tomlinson, Phillip Troncone, Madison* Turkot, Theresa Voza, Sara Warren, Linda Wilkins, Patricia Willey, Jacqueline Wills, Valeen Winnick, Mary Elizabeth Wyllner, Robert* Yanoschak, Barbara
ESY Westampton/Transition Teachers Assistants (as needed)		\$115/day
Armstrong, Theresa Artale, Cynthia Artale, Daniel Bennett, Henrietta Blumenfeld, Jeremy Bodden, Yolanda Boggs, Janine Boone, Karmen Boyle, Brian Briggs, Donna Buono, Donna Buono, Zachary Cabello, Donald Cadmus, Blake Cadmus, Danielle Caporale, Antoinette Carr, Lisa Chandler, Teresa Colona, John Craw, Heather Daly, Emily Danastasio, Mary Davis-Patterson, Rietta Dornisch, Lisa Duckworth, Teresa Ebert, Richard Edmonds, Phyllis Egan, Peggy Fazzie, Gregory	Fennell, Barry Ferrell, Michelle Forvour, Jaime Fuelle, Shelly Gallo, Roni Glover, Celeste Grabitz, Rachelle Guenther, Janeth Hess, Dawn Jabkowski, Deborah Jones, Keith Jordan, Brenda Karaska, Maureen Karr, Doris Ketchel, Raymond Knighton, Monique Lecompt-Yankson, Laura Lightcap, Karen Lowenthal, Kahleelah Lucas-Macphee, Nancy Maldonado, Laura Mayberry, Stephen Mazahreh, Asmahan McGrogan, Kelly McIntyre, Megan Miskey, Shannon Mitchell, Carolyn Mollica, Cindy Moore, Cynthia	Moreland, Latoya Morse, Rochelle Ogden, Monica Panetta-Hagan, Lenora Phillips, Dorothy Polito, Rebecca Pressley, Shaquania Richter, Kelli Robinson, Marguerite Roggio, Deborah Ross, Torrell Russo, Candace Savoia, Martha Smith, Freddie Streckenbein, Ryan Strittmatter, Megan Thurman, Donna Travaglione, Kristina Verlander, James Voelker, Suzanne Walentukonis, JoAnn Watson, Michael Westphal, Denise Wilcox, Vanessa Williams, Nicole Zawadzki, Katarzyna Zielinski, Peter Zito, Vivian

ESY CST & Related Services (As Needed)			\$300/day
Atkins, Cynthia	Jackson, Deborah	Presner, Angela	
Carpenetti, Terri	Kamelia, Nina	Rabinowitz, Jay	
Celso, Bethany	Lentini, David	Rosen, Dana	
Cibrian, Marita	Lyman, Rita	Rowe, Roseanne	
Flade, Katrina	Moscarello, Carol	Rowlette, Henry	
Flood, Michelle	Moss, Jacqueline	Scannell, Deanna	
Garrano, Connie Sue	Moyn, Tracy	Sersen, Sandra	
Gilbert, Henry	Niehaus, Kimberly	Shulman, Florence	
Giorla, Sarah	Nizio, Jennifer	Weight, Samantha	
Hayes, Lori	Nizio, Kathleen		
Hewitt-Portnoy, Susan	Palella, Angelina		

ESY NCLP (As Needed)			\$160/day
McMahon, Kathie			

ESY & SFEA Lumberton Teachers (As Needed)			\$300/day
Ferrante, John	Morris, Christopher	Roberts, Kelly	
Hinkson, Wayne	Moscharis, Kristal	Smith, Heather	
Hogan, Erin	O'Brien, Deborah	Willard, Colin	

ESY & SFEA Lumberton CST (As Needed)			\$300/day
Garrano, Connie Sue	Kamelia, Nina	Rowe, Roseanne	
Gilbert, Henry			

**5. Course: Approvals**

Name	Position	College	Credits
Bonsall, Kirstynn	Teacher Aide	University of West Florida	3
Freitas, Diane	Teacher Aide	Rowan College at Burlington County	8
Nizio, Jennifer	Occupational Therapist	University of LaVerne	6
Nizio, Kathleen	Occupational Therapist	Lourdes University	6

**6. Course: Reimbursements**

Name	Position	College	Credits	Amount
Mellace, Tara	Supervisor	Liberty University	3	\$1,000
O'Brien, Jacqueline	Director	L2L	N/A	\$1,500

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

Personnel	Conference	Date	Cost*
Moss, Jacqueline	Summit Online All Access PD Pass	Ongoing	\$269.99
Staaf, Susan	Speech Therapy Association Annual PD Subscription	Online	\$189

**B. Burlington County Institute of Technology**

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

Name	Position	Reason	Effective
Weiler, Amanda	Teacher of English	Resignation	06/30/20

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

Name	Position	Salary	Effective
Baider, Kyra	Teacher of Fashion	Col E Step 1 \$63,591	09/01/20
Barsony, Scott	Teacher of Plumbing	Col D Step 12 \$76,093	09/01/20

**3. Reappointments 2020-2021 SY  
Substitutes**

Lysk, Samantha	Substitute Teacher of Early Childhood Education	\$100/day
----------------	---	-----------

**4. Leaves 2019-2020 SY**

Employee	Position	Type	Effective
Clayton, Jillian	School Psychologist	LOA	06/18/20 - 06/30/20

**Leaves 2020-2021 SY**

Employee	Position	Type	Effective
Clayton, Jillian	School Psychologist	LOA	07/01/20 - 07/05/20
Pappler, Stacey	Teacher of English	LOA/FMLA/NJFLA	09/02/20 - 01/10/21

**5. Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Klingler, Debra	Custodian	-\$147.22	06/05/20



**6. Supplemental Pay/Extra-Curricular 2020-2021 SY  
District**

Home Instruction			\$38/hr
Antinoro, Jocelyn	Holbrook, Henry	Schott, Gregory	
Canfield-Gaskill, Melody	Malesich, Elizabeth		
Hackman, Deborah	Phelps, Brandynn		

General/Special Education Teachers for Summer IEP Meetings			\$38/hr
Aman, Courtney	Foster, Alexas	Paliotta Nevadomski, Kerry	
Anenberg, Anne Marie	Hackman, Deborah	Pine, Victoria	
Antinoro, Jocelyn	Harris, Keturah	Purcell, Andrew	
Arora, Ruchika	Holbrook, Henry	Rossini, Louis	
Canfield-Gaskill, Melody	Hrabal, Thomas	Schott, Gregory	
Cattanea, James	Hughes, Lee	Smith, Thomas	
Danser, Victoria	Kling, Lois	Towey, Mary	
Dixon, Amanda	Marencin, Jaclyn	Turowski, Pamela	
Earlen, Lionel	Murrenburke, Holly	Vallei, Alexander	

Name	Extra-Curricular	Rate
Demree, John	Summer Structured Learning Experience Coordinator (Hazardous) - up to 20 days max	Per diem
Finn, David	Summer Print Shop Coordinator - up to 40/hrs per week starting week of 07/13/20 through week of 08/10/20	\$38/hr

**Summer CST/Counselors \*Executive Approval**

Name	Position	Location	Max Days	Amount
Artz, Brooke	LDTC	West	10	Per diem
Avila, Amanda	Guidance Counselor	Medford	11*	Per diem
Christian, Monique	Social Worker	West	10	Per diem`
Clayton, Jillian	CST Chairperson	West	20	Per diem
Daily, Jennifer	Guidance Counselor	West	11*	Per diem
Digney, Kelly	Guidance Counselor	West	11*	Per diem
Fitzgerald, Kieshea	Guidance Chairperson	West	20	Per diem
Frable, Jason	Guidance Counselor	West	11*	Per diem
Johnson, Beth	Guidance Counselor	West	11*	Per diem

Jones, Aja	Guidance Counselor	Medford	11*	Per diem
O'Neill, Mary Kate	Guidance Counselor	West	11*	Per diem
Pensabene, Jeffrey	Guidance Chairperson	Medford	20	Per diem
Ross, Leah	Guidance Counselor	Medford	11*	Per diem
Vincent, Cinnamon	Psychologist	Medford	10	Per diem

**Medford**

Name	Extra-Curricular	Rate
Klimowski, Robert	After Hours PAC	\$8,000

**Westampton**

Name	Extra-Curricular	Rate
Brown, Glenwood	Bus Driver	\$1,376

**7. Course: Approvals**

Name	Position	College	Credits
Murro, Heather	Teacher	Drexel University	6
Towey, Mary	Teacher	Colorado State University	3

**8. Course: Reimbursements**

Name	Position	College	Credits	Amount
Burlage, Bridget	Teacher	Rutgers University	3	\$2,217
Paliotta Nevadomski, Kerry	Teacher	University of Phoenix	3	\$2,094
Towey, Mary	Teacher	NJCTL/Colorado State University	6	\$375

**9. Personnel Salaries to be Funded by CARES Act Grant, FY'20**

CARES Act Funded Personnel	Total Salary	CARES Act Salary	CARES Act Funded Salary
Burke, Michelle	\$59,445	\$59,445	100%
Hurst, Anthony	\$64,091	\$64,091	100%
Taylor, Erin	\$61,765	\$57,228	93%
Tirado, Jocelyn	\$62,928	\$62,928	100%

Wiley, Luke	\$61,756	\$61,756	100%
-------------	----------	----------	------

**10. Personnel Salaries to be Funded by ESEA Title I Grant, FY'21**

**District:**

Title I Funded Personnel	Total Salary	ESEA Title I Salary	ESEA Title I Funded Salary
Rista, Jessica	\$65,772	\$65,772	100%

**Westampton:**

Title I Funded Personnel	Total Salary	ESEA Title I Salary	ESEA Title I Funded Salary Semester II January 31-June 22
Conyer, Robert	\$79,932	\$26,944	66%
Duong-Jackson, Nancy	\$62,611	\$20,870	66%
Foster, Alexas	\$99,780	\$33,260	66%
Kling, Lois	\$81,356	\$27,119	66%
Poirier, Jessica	\$68,931	\$22,977	66%
Vallei, Alexander	\$74,429	\$12,405	33%

**Medford:**

Title I Funded Personnel	Total Salary	ESEA Title I Salary	ESEA Title I Funded Salary Semester II January 31-June 22
Barchue, Emmanuel	\$59,445	\$29,713	100%
Hrabal, Thomas	\$60,445	\$20,148	66%
Phelps, Brandynn	\$66,931	\$33,466	100%

## II. PROGRAMS

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

1. **Policies/Regulations**, (These items are available on the website.)  
**New**  
Policy 2415.30: *Title 1 - Educational Stability for Children in Foster Care*: First Reading
2. **District and School HIB Grades Report 2018-2019 SY**  
Recommend approval of the HIB Grade Reports for 2018-2019 SY
3. **Acceptance and Submission of the following Statement of Assurances (SOA):**  
2019-2020 Lead Testing

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

1. **Affiliation Agreement**  
Recommend approval of affiliation agreement between BCSSSD and Holy Family University.

#### **B. Burlington County Institute of Technology**

1. **Articulation Agreements**  
Rutgers School of Health Professions (2019-2020)  
Rutgers School of Health Professions (2020-2021)  
The College of New Jersey-Professional Development School Network (2020-2023)
2. **Cosmetology Testing Waiver** \*Executive Approval  
Recommend approval for parent/guardian Cosmetology Testing Waiver to permit eligible cosmetology students to schedule and travel to off-site testing centers.

**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 - (Report is considered privileged in nature.)**

BCAHS	0	High School	0
Elementary	0	Lumberton/CA	0

**B. Burlington County Institute of Technology**

**1. Transfers, Withdrawals, Suspensions, Homebound**

(Report is considered privileged in nature.)

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

**2. Activities**

Campus	Activity	Dates
M	Fall/Winter Sports Schedule	09/08/20 - 02/13/21

#### IV. BUSINESS/FINANCIAL

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

#### **1. COVID-19 Renewal Extension of Food Services Contract 2020-2021 SY**

The purpose of the renewal extension is to renew the existing Food Service Management Company Contract with Sodexo Management, Inc, allowing one (1) additional year beyond the 5th contract year pursuant to the USDA Nationwide Waiver of Food Service Management Company Contract Duration in the National School Lunch Program and Summer Food Service Program (COVID-19: Child Nutrition Response #19), as previously amended and renewed (if applicable). A one year contractual agreement effective July 1, 2020 through June 30, 2021 with Sodexo Management, Inc. (FSMC) based on the following terms:

##### **Burlington County Special Services School District**

#### **a. Administrative Fee:**

General Support Services Allowance equal to Ninety One Thousand Three Hundred Two Dollars (\$91,302) for the 2020-2021 contract year, payable in ten equal installments of Nine Thousand One Hundred Thirty Dollars and Twenty Cents (\$9,130.20), September through June, computed at the end of each Accounting Period and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

#### **b. Guarantee:**

District and Sodexo shall work together to ensure a financially sound operation and shall guarantee financial results for the 2020-2021 school year as follows:

If Food Service operations result in a Deficit greater than Three Hundred Ninety Eight Thousand Nine Hundred Fifty Eight Dollars and Eighty One Cents (\$398,958.81) for the 2020-2021 school year, the following shall apply: Sodexo shall reimburse District for the Deficit greater than Three Hundred Ninety Eight Thousand Nine Hundred Fifty Eight Dollars and Eighty One Cents (\$398,958.81) in an amount not to exceed one hundred percent (100%) of Sodexo's annual General Support Services Allowance.

##### **Burlington County Institute of Technology**

#### **a. Management Fee:**

General Support Services Allowance equal to Seventy Four Thousand Four Hundred Seventy Two Dollars (\$74,472) for the 2020-2021 contract year, payable in ten equal installments of Seven Thousand Four Hundred Forty Seven Dollars and Twenty Cents (\$7,447.20), September through June, computed at the end of each Accounting Period and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

#### **b. Guarantee:**

District and Sodexo shall work together to ensure a financially sound operation and anticipate a breakeven for the 2020-2021 school year.

**2. Student Breakfast and Lunch Prices, 2020-2021 School Year**

<b>BCSSSD</b>	Price	<b>BCIT</b>	Price
Student paid Breakfast, Elementary School	\$1.90	Breakfast- Regular	\$2.25
Student paid Breakfast, Middle/High School	\$2.00	Lunch - Tier 1	\$3.25
Student paid Lunch, Elementary School	\$2.90	Lunch - Tier 2	\$3.75
Student paid Lunch, Middle/High School	\$3.00	Lunch - Tier 3	\$4.25
Student milk price	\$.60	Student milk price	\$.60
Student juice price	\$.55	Student juice price	\$.55

**3. Year End Closeout 2019-2020**

It is recommended that a resolution be adopted authorizing the Business Administrator/Board Secretary to process year-end close out and pay any outstanding invoices upon review with the Board President.

**4. Payment of July Bills 2020-2021**

It is recommended that a resolution be adopted authorizing the Business Administrator/Board Secretary to process and pay July bills upon review with the Board President.

**5. Approval, New Bank of Record**

Resolution to award a one (1) year contractual agreement effective July 1, 2020 through June 30, 2021 with the option to renew for four (4) additional years, with OceanFirst Bank for banking services. This decision is based on receipt of RFPs, a fair and open process in accordance with N.J.S.A. 19:44A-20.4. et seq.

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

**1. Submission of NJSIG Safety Grant**

Approval to submit the New Jersey Schools Insurance Group 2020 Safety Grant in the amount of \$23,804.40.

**B. Burlington County Institute of Technology**

**1. Contracted Professional Services: Education Services, 2020-2021 (as needed)**

Dr. James Hewitt	Psychiatrist	\$575 per eval at Lawnside Office \$600 per eval at school \$575 Telemedicine/Telepsychiatry \$650 per eval Neuropsychiatric/Neurodevelopmental
Dr. Diane Johnson	Psychiatrist/PD	\$600 half day \$1200 full day
Para Plus	Language Interpreters	\$68.50 to \$125 \$15.00 per hour Vitrual (Spanish)

		Travel: \$0.58 per mile \$25 per hour
Educational Specialized Associates, LLC	Bilingual Child Study Team Evaluations	\$500 per eval

**2. Submission of NJSIG Safety Grant**

Approval to submit the New Jersey Schools Insurance Group Safety Grant, in the amount of \$25,115.90.



**V. ENTERPRISE**

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

**1. Reappointments 2020-2021 SY  
ESU Certified Hourly Personnel - Adjusted Rates**

Bedics, Molly	Teacher	\$41.20
Kennedy, Marla	Occupational Therapist	\$72.15
Lentini, Barri	Social Worker	\$41.55

**ESU NCLP Personnel**

Hall, Christina	Educational Interpreter	\$44,494
Rittinger, Wilma	Educational Interpreter	\$55,982
Rothenberger, Emily	Educational Interpreter	\$41,044

**ESU Non-Aligned Hourly Personnel  
Job Coaches**

Corley, Jayne	Job Coach	\$20.60
Demara, Philip	Job Coach	\$23.15
Figueroa, Beatriz	Job Coach	\$18.65
Picerno, Amy	Job Coach	\$19.35
Pofahl, Thomas	Job Coach	\$24.95
Santucci, Bernadette	Job Coach	\$17.60
Theis, April	Job Coach	\$18.65
Tilton, Sharon	Job Coach	\$18.65
Tuliano, Lisa	Job Coach	\$18.65
Walters, Marsha	Job Coach	\$23.80

**Security**

Allen-Freeman, Tina	Security	\$20.25
Bartleson, Brian	Security	\$20.25
Boyd, Sherman	Security	\$20.25
Braun, William	Security	\$20.25
Brown, Henry	Security	\$20.25
Clowney, Dwayne	Security	\$20.25
Colquitt, Darlene	Security	\$20.25
Conrey, John	Security	\$20.25

Cribb, Alan	Security Lead	\$25.25
Durham, Thomas	Security Lead	\$25.25
Edwards, Kenya	Security	\$20.25
Flunder, Anthony	Security	\$20.25
Flynn, George	Security	\$20.25
Gajtkowski, Ronald	Security	\$16.25
Goss, Juan	Security	\$20.25
Graves, Terrance	Security	\$20.25
Hamilton, Gregory	Security	\$20.25
Hatten, Frederick	Security	\$20.25
Hymes, Michael	Security	\$20.25
Ivins, George	Security	\$20.25
Jackson, Clifton	Security	\$20.25
Jones, Leslie	Security	\$20.25
Leaks, Sherry	Security	\$20.25
Loffredo, Michael	Security Lead	\$25.25
Pineiro, Jose	Security Lead	\$25.25
Pitts, James	Security Lead	\$25.25
Pyner-Bailey, Linda	Security	\$20.25
Rauch, Richard	Security	\$20.25
Sears, Gary	Security	\$20.25
Sexton, Anthony	Security	\$20.25
Simpson, Ronald	Security	\$20.25
Tarasewicz, Matthew	Security	\$20.25
Tuliano, Dominic	Security	\$20.25
Williams, Donald	Security	\$20.25

**2. Professional Services Agreements**

District	Type
Berlin Twp	2020-2021 Professional Services Agreement
Bordentown Regional	2020-2021 Professional Services Agreement
Cinnaminson Twp	2020-2021 Professional Services Agreement
Delran Twp	2020-2021 Professional Services Agreement
Dept of Children and Families	2020-2021 Professional Services Agreement

Moorestown Twp	2020-2021 NP 192/193 2020-2021 NP IDEA 2020-2021 Nursing 2020-2021 Technology
Rancocas Valley Reg HS	2020-2021 Professional Services Agreement
Riverton School District	2020-2021 Professional Services Agreement 2020-2021 NP 192/193 2020-2021 NP IDEA 2020-2021 Nursing 2020-2021 Technology
Westampton Twp	2020-2021 Professional Services Agreement
Woodland Twp	2020-2021 Professional Services Agreement

**3. Summer Pay 2020-2021 School Year** \*Rates per negotiated agreement

ESU Summer Staff (as needed)		
Allen, Brittney	Hartman, Jean	Read, Kristen
Alu, Danielle	Hassel, Tonya	Reichardt, Catherine
Burkert, Jillian	Hayes, Alisa	Ross, Deborah
Buscetta, Deanna	Holmes, Michele	Rothenberger, Emily
Cann, Victoria	Jagodzinski, Kathleen	Schieber, Kendra
Connors, Kaitlyn	Knauss, Krysta	Screven, Melissa
Cravens, Elizabeth	Krumbein, Judith	Severino, Angela
Csakan, Stephanie	Laster, Meghan	Signorino, Ronald
Dalia, Joseph	Lebowitz, Alyssa	Stanton, Rhianna
Dragani-Reagan, Jenna	Letcher, Kelly	Stroud, Bruce
Fekete, Michele	Lockhart, Wendy	Turner, Carly
Frehner, Aubri	Lovejoy, Heather	Wachter, Eileen
Fox, Kelly	Martino, Kristie	Weinberg, Lisa
Fox, Rachel	Milman, Jean	Welch, Amy
Gallagher, Patricia	Mongon, Kathryn	Welch, Caroline
Garcia, Rasheda	Morrison, Colleen	Wells, Renee
Glass, Kerith	O'Brien, Julie	White, Molly
Grose, Colleen	O'Malley, Katharine	Williamson, Samantha
Hall, Christina	Paluba, Mary Beth	Yeo, Pierrette
Hanzok, Marquel	Quigg, Carolyn	Young, Kristen

**4. Course: Reimbursements**

Name	Position	College	Credits	Amount
Alu, Danielle	Speech Therapist	Lourdes University	6	\$798
O'Malley, Katharine	Teacher	LaSalle University	3	\$1,500

**5. Abolishment of Position**

Recommend the abolishment of non-aligned ESU Account Analyst position for reasons of economy and change in the administrative and/or supervisory organization.

**B. Burlington County Institute of Technology: Adult Education**

**1. Reappointments, Instructors, \$34 Hourly\*; 2020-2021 SY**

\*pending approval of rates at Reorganization Meeting

Astrom, Michael	Electrical
Barris, David	Automotive / Diesel
Bell, Robin	Health Occupations
Benson, Laura	Cosmetology
Bernheimer, Charles	Water/Wastewater
Beverly, Danna	Health Occupations
Biddle-Mayer, Ida	LPN
Buckley, Roseanne	Soft Skills
Burke, Kathleen	Health Occupations
Burton, Guiseppi	CDL
Carroll, Robert	CDL
Cassano, Phyllis A.	Veterinary Assisting
Chiriac, Danut	Electrical
Cimorelli, Mark	Water/Wastewater
Costa-Lake, Patricia	Health Occupations
Crowley, Robert	HVAC/R, Plumbing
Cutler, Karen	Health Occupations
D'Autrechy, Albert	Plumbing
Davis, Jeffrey	CDL
Deeney, Michael	Plumbing
Demree, John	HVAC/R
Earlen, Lionel	HVAC/R
Eib, Donald	Automotive
Fawcett, Thomas	Automotive / Diesel
Greene, Cheryl	Health Occupations
Griffin, Christine	Dental Assisting/Dental Radiology
Hagaman, Daniel	Diesel Technology

Hagar, Timothy	Welding Technology
Harris, Glenn	Veterinary Assisting
Hartner, David	Electrical/HVAC/R
Hatrak, Philip	Electrical
Heller, Gretchen	Dental Assisting/Dental Radiology
Heston, Claire	Dental Assisting / Dental Radiology
Hoch, Amanda	Veterinary Assisting
Hoplock, Troy	Diesel Technology
Horner III, Charles Franklin	Welding Technology
Horner Jr., Charles Todd	Welding Technology
Hudson, Marlene	Massage Therapy
Hultch, Linda	Dental Radiology
Jaworski, Leonard	Auto Collision
Johnson, Regina	Health Occupations
Kramer, Raymond	Electrical
Laimo, John	CDL
Link, Simone	Pet Grooming
Lopez, Juan	CDL
Magee, Autumn	Massage Therapy
Mazzio, Steven	Plumbing
McGinty, Donna	Cosmetology
McGough, Bryan	Advanced Manufacturing
McHenry, Nicole	Health Occupations
McKeon, Paul	Water/Wastewater
Melrose, Larry	Automotive
Nemeth, Sharon	LPN
Olson, Joseph	Diesel Technology
Patton, Michael	Computer Applications
Peacock, Barbara	LPN
Porrazza, Anthony	CDL
Reed, Richard	Carpentry/Home Repair, Plumbing
Remsa, Mark	Entrepreneurship
Rivera, Joseph	Computer Applications

Rushen, George	Automotive
Santella, Maria	Pet Grooming
Saxton, Mark	Culinary
Schindler, Frederick	Water/Wastewater
Schofield, Sharon	LPN / Dental Assisting
Sitchler, David	Diesel Technology
Siwczak, Michael	Plumbing
Staff, Frank	Advanced Manufacturing
Sullivan, Nicole	Dental Assisting/Dental Radiology
Taylor, Christian	Automotive/Diesel
Torres, Alberto	Carpentry/Home Repair, Plumbing
Wain, Robert	Culinary
Walker, James	HVAC/R
Wig, Jacob	Electrical
Williams, Thomas	Health Occupations
Woods, Rashawn	Electrical

**2. Activities**

Campus	Activity	Date
Westampton	Virtual Graduation	Changed from 06/24/2020 to 06/30/2020

**3. Supplemental Pay/Extra-Curricular Pay \*Executive Approval**

Name	Extra-Curricular	Rate
Scalamoni, Darian	Virtual Graduation Ceremony and Misc. Part-time Adult Education Hours*	\$34/hr

**B. Burlington County Institute of Technology: Fire School****1. Resignation/Retirements**

Name	Position	Reason	Effective
Bennett, Bryan	Emergency Services Instructor	Resignation	06/30/20

**2. Reappointments, 2020-2021 SY  
Hourly Staff**

Name	Position	Hourly Rate
Anderson, James	Emergency Services Instructor	\$25
Askenstedt, Gregory	Emergency Services Instructor	\$20
Aylesworth, Brian	Emergency Services Instructor	\$24
Bianchi, Anthony	Emergency Services Instructor	\$18
Bittenbender, Carl	Emergency Services Instructor	\$18
Burnett, Anthony	Emergency Services Instructor	\$25
Burnett, Christopher	Emergency Services Instructor	\$18
Calorel, Anthony	Emergency Services Instructor	\$25
Carr, Robert	Emergency Services Instructor	\$25
Centrone, Michael	Emergency Services Instructor	\$15
Clancy, James	Emergency Services Instructor	\$19
Costello, Phillip	Emergency Services Instructor	\$18
Davis, Matthew	Emergency Services Instructor	\$16
Davis, Sean	Emergency Services Instructor	\$19
Desjardins, Alfred	Emergency Services Instructor	\$25
Dowd, Ashley	Emergency Services Aide	\$21
Drangula, Philip	Emergency Services Instructor	\$25
Ellis, Francis	Emergency Services Instructor	\$15
Everman, Joseph	Emergency Services Instructor	\$19
Farnsworth, Craig	Emergency Services Instructor	\$20
Fridell, Marc	Emergency Services Instructor	\$25
Gancarz, Robert	Emergency Services Instructor	\$19
Gardner, Brian	Emergency Services Instructor	\$25
Guerrini, Benjamin	Emergency Services Instructor	\$20
Harper, Kevin	Emergency Services Instructor	\$15
Kerr, Daniel	Emergency Services Instructor	\$16

Kilmer, Tracy	Emergency Services Aide	\$17
King, Thomas	Emergency Services Instructor	\$25
MacFarland, Robert	Emergency Services Instructor	\$17
Martin, Kenneth	Emergency Services Instructor	\$25
Maschke, Joseph	Emergency Services Instructor	\$17
Massi, Sandra	Emergency Services Instructor	\$24
McCorkle, William	Emergency Services Instructor	\$17
McDonough, Robert	Emergency Services Instructor	\$21
Meade, Ryan	Emergency Services Instructor	\$17
Meredith, George	Emergency Services Instructor	\$25
Norman, Danny	Emergency Services Instructor	\$23
Paolo, Joseph	Emergency Services Instructor	\$21
Patti, Kevin	Emergency Services Instructor	\$15
Ramsey, Douglas	Emergency Services Instructor	\$25
Reis, Raymond	Emergency Services Instructor	\$25
Robertson, Mark	Emergency Services Instructor	\$25
Robertson, Michael	Emergency Services Instructor	\$25
Rowe, Stanley	Emergency Services Aide	\$18
Sanders, George	Emergency Services Instructor	\$25
Scully, Keith	Emergency Services Instructor	\$25
Sharkey, Pat	Emergency Services Instructor	\$20
Stranko, Marc	Emergency Services Instructor	\$25
Taylor, Steven	Emergency Services Instructor	\$25
Tomer, Brent	Emergency Services Instructor	\$18
Whitley, Melissa	Emergency Services Instructor	\$25
Woods, Stephen	Emergency Services Instructor	\$19



# EXHIBITS

## **Burlington County Institute of Technology & Special Services School District**

---

### **Job Title: Assistant to the School Business Administrator**

#### **Qualifications:**

1. Bachelor's Degree in Business, Accounting, Finance or related field
2. Valid NJ certificate of eligibility to serve as a School Business Administrator preferred
3. Minimum three years' experience in accounting/finance
4. Knowledge of school district accounting, budget preparation, grants management, payroll and insurance preferred
5. Ability to supervise staff
6. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements
7. Proficiency in the use of computer applications appropriate for accounting, payroll, word processing and spreadsheets.
8. Demonstrate excellent initiative, personal integrity and business ethics.
9. Communicate effectively orally and in writing.
10. Maintain confidentiality as required and appropriate
11. Demonstrate initiative, independence and decision-making appropriate to the performance tasks of this position.
12. Make efficient use of time and resources available.
13. Provide well organized, accurate work.
14. Demonstrate ability to prioritize task and to change priorities, as appropriate, to meet the needs of the job.

#### **Reports To: Business Administrator/Board Secretary**

**Job Goal:** To assist the Business Administrator in the efficient administration of the district's business affairs, goal setting and financial decision-making in such a way as to provide the best possible educational services with the financial resources available.

#### **Performance Responsibilities:**

1. Assist the BA in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year
2. Assist in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assist the BA with carrying out all business operations for the district with primary oversight of accounts receivable, accounts payable, payroll, benefits and transportation departments
4. Handle accounting for state and federal programs as well as local grants. Assist in the preparation of all grant applications.
5. Act as primary liaison for annual audit. Prepare all corresponding documentation and analysis.
6. Assist in procurement of supplies and equipment for the district in accordance with law and board policies.
7. Assist the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.

8. Assist in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
9. Assist in administering the district's insurance/risk management program.  
Attend meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
10. Assist in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board approved employee benefit plans.
11. Coordinate all Non Public meetings, oversee distribution of funds and related expenditures.
12. Perform other duties as assigned for the efficient operation of the Business Office to increase effectiveness and reduce costs for the ultimate benefit of the education program.

**Terms of Employment:**

Full-time position with compensation to be negotiated with the Superintendent and approved by the Board

**Evaluation:**

The performance of this position will be evaluated annually in accordance with the provisions of Board's policy.

**Reviewed/Concur:** \_\_\_\_\_ **Date:** \_\_\_\_\_