

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

**EXECUTIVE CLOSED MEETING**

The Executive Closed Meeting of the Board of Education of the Special Services School District and The Institute of Technology of The County of Burlington was held in-person on Thursday, March 24, 2022, with the exception of one board member attending the meeting via Zoom.

The meeting was called to order at 5:16 pm by President Leon Jones. A motion to go into a closed executive session to address legal and personnel matters with legal counsel was made. Mr. Raymond Marini motioned to approve and Mr. Tyler Burrell seconded the motion.

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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

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

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

  X   Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public.

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

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

I, Andrew Willmott, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Burlington County Special Service School District/Institute of Technology Board of Education at their meeting held on March 24, 2022.

Andrew Willmott, Board Secretary, stated that this meeting was in accordance with a printed announcement published in the newspaper and this was a closed meeting. The closed meeting adjourned at 6:02 pm

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

The Board resumed the public meeting at 6:00 pm Thursday, March 24, 2022.

**REGULAR MEETING**

The Regular Meeting of the Board of Education of the Special Services School District and The Institute of Technology of The County of Burlington was held at 6:00 pm in hybrid format, both in-person and virtual audio format via Zoom Conference Call on March 24, 2022.

Mr. Leon Jones called the meeting to order at 6:08 pm and led the flag salute.

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

**Sunshine Notice**

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

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

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

**In-person public attendance was limited to fifty (50):** Public registered in advance to attend the meeting in-person: R. Loughlin, K. Grant, A. Mazella, C. Hewitt, J. Moses, B. Will, S. Wilcox, D. Finn, A. Wright, T. Fetterolf, A. Lucas, W. Cerminara, A. DeBonis, R. Porter, A. Williams, M. Azzarone, B. Grobelny, L. Earlen, G. Orwan, B. Shinn, F. Staff, B. Rabinowitz, D. Kwartin, A. Holley

**Virtual public attendance by registering through Zoom:** Nine phone numbers, P. Paul, K. Waldis, M. Jenkins, D. Payne, T. Mason, A. Demidont, V. Pine, K. Brown, J. Colby, K. Nevadomski, K. Williams, J. Forvour, K. Fletcher, K. O'Malley, C. Holmes, B. Downs, N. Polizzi, N. Roman, J. Moretti, T. Supczenski, B. Decker, J. Barbagiovanni, K. Bakely, R. Fessenbecker, a. Vallei, L. Hayes, D. Hackman, F. Rinaldi, C. DeRitis, C. Puca, M. Troncione, L. Rossini, T. Grelling, M. Baker, K. Rooney, J. Rosenberg, D. Jacobs, S. Barsony, R. Ebert, D. Vogel, E. Talavera-Kreifels, M. Stewart, D. Raroha, D. Williams, C. Jenter, M. Burke, D. Stichler, T. Bonsall, M. Ferrell, J. LeCates, M. Ogden, J. Willey, P. Turowski, B. Yanoschak, S. Cooney, J. Jeitner, C. Artale, V. Malsbury, K. Harris, B. Wolcott, L. Rushen, MJ Kneringer, T. Fawcett, A. Valasek, A. Mariano, K. Jones, L. Reigelsperger, P. Allen, N. Acosta, L. Geltch, D. Mbopp, F. Aiken, J. Mcguinness, S. Velzy, L. Langan, K. Lewis, V. Evangel-Rindosh, L. Gebhart, K. Nizio, J. Marencin, B. Guenther-Misunas, D. Roggio, K. Scheetz, D. Hagaman, T. Nalesnik, J. Konrad, L. Salmons, B. Artz

**Communication & Correspondence:** Mr. Jones requested Mr. Willmott to announce any communication or correspondence. Mr. Willmott announced the Board received a letter from Ms. Barbara Will.

**Minutes:** Mr. Jones, Board President, presented the Meeting Minutes from February 24, 2022. On a motion by Mr. Robert Brittain and seconded by Mr. Tyler Burrell, the Board approved the Meeting Minutes.

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

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

**Minutes:** Mr. Jones, Board President, presented the Special Meeting Minutes from March 15, 2022. On a motion by Mr. Tyler Burrell and seconded by Ms. Michelle Parker, the Board approved the Meeting Minutes.

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

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

**Financial Report:** Mr. Jones, Board President presented the Financial Report and called for a motion to approve the report. On a motion from Mr. Tyler Burrell and seconded by Ms. Michelle Parker, the Board approved the financial report.

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

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

**Public Comments:** Mr. Jones requested for any public attendees to request to make a comment on the Superintendent's Agenda only. Mr. Andrew Willmott announced any public members who wished to make a comment to speak via Zoom on the Superintendent's Agenda only.

Mr. Dave Finn, BCIT EA President read a message to the Board in response to the abolishment of the administrator position listed on the Board of Education agenda. Mr. Finn wished for the Board to know his support of the administrator and requested for the Board members to take notice of the signs being held by the meeting attendees in support of the administrator. Mr. Finn asked that the Board not to approve the reduction in force (RIF).

Mr. Matthew Azzarone, BCIT West instructor, spoke about the administrator and asked the Board to reconsider the decision to abolish the position and the nonrenewal of the administrator's contract.

Ms. Deborah Kwartin, VP of BCIT Secretaries, spoke in support of the positive personality of the administrator.

Mr. Frank Staff, Atco NJ, former Brookdale Community College student, spoke on behalf of the administrator and the help the administrator had offered him with his education. Mr. Staff asked the Board to reconsider the motion to abolish the job.

Ms. Wendi Ceminara, BCIT Medford teacher, spoke in support and described the respect she has for the administrator.

Ms. Christine Hewitt, Lumberton, NJ spoke in support of the administrator's energy and enthusiasm and the support this administrator offers to all students and staff. Ms. Hewitt requested for the Board to reconsider the agenda item.

Ms. Jennifer Moses, Lumberton NJ explained her role as a member of the Admissions team for BCSSSD and spoke in support of the administrator and requested the Board reconsider the decision.

Mr. Joe Earle, Maple Shade, NJ, a proud BCIT alum and HVAC teacher, had met the administrator while attending Brookdale Community College for his teaching certification. Mr. Earle described the administrator's enthusiasm and the encouragement the administrator offers to the BCIT staff.

Mr. Willmott announced Rachel Fessenbecker had raised her hand to speak on Zoom, but was unable to address the Board.

Ms. Amanda Wright requested to read a text message she received from Rachel Fessenbecker. Mr. Jones allowed this request. Ms. Wright read a text message from Ms. Fessenbecker in support of the administrator.

There were no other public comments and this closed the public comments portion of the meeting.

Mr. Jones addressed the attendees by stating that the Board has taken into consideration the positive comments heard tonight.

**Superintendent's Agenda:** Mr. Jones requested for Dr. Nagy to present the superintendent's report to the Board.

#### **MOA Agreement**

Dr. Nagy said he was pleased to announce that an MOU agreement has been reached with the BCSSDEA pertaining to the BCBA's. Dr. Nagy requested a motion to authorize appropriate parties to execute the sidebar agreement following the review of its terms consistent with its terms. On a motion from Mr. Tyler Burrell and seconded by Ms. Anna Evans, the Board approved the MOA agreement.

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

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

Dr. Nagy outlined items on the superintendent's agenda for approval and the acceptance of a Resolution to establish BCIT and BCSSSD as Stigma-Free Zones for Mental Health Awareness. The resolution will be adopted by school boards across the county and is reflective of the efforts made in both districts.

Dr. Nagy congratulated the retirees and wished them good health and happiness. Dr. Nagy noted how the Board, administration and colleagues are grateful to all of them for their service to our students, colleagues and the districts.

The campuses are celebrating Women's History Month in March. Dr. Nagy noted that the districts wanted to thank all of the outstanding women in the District and nationally, who have or who are making a difference and who are serving as role models for our students. Various activities across campuses are celebrating key figures in history and today.

Dr. Nagy recognized the importance of voter registration and sought the acceptance and submission of the Statement of Assurance that efforts are made to provide registration information to eligible students.

Dr. Nagy also presented a number of personnel items, retirements, resignations, transfers and updated job descriptions and program and grant approvals pursuant to required submissions.

Dr. Nagy shared an update from the BCIT district:

- Dr. Nagy announced BCIT news coverage, the first was for Career and Technical Education institutions in New Jersey which are experiencing increases in enrollment and for good reason. The article by the [Philadelphia Inquirer article](#) noted that "the demand is far outpacing the capacity." "Welcome to the new Career and Technical Education focus". The second article addressed the celebration of the 10th

- Anniversary of the BCIT Medford Performing Arts Academy in the [TapIntoMount Laurel](#) edition.
- BCIT administrators and staff participated (together) in the final DEI training on how to encourage culturally responsive practices into their lesson plans and learning activities.
- Dr. Nagy highlighted a number of students recognized for awards and programs.
- BCIT Dental Occupations students were getting practice with the little ones in the Dental Technology class.
- Medford's Good Vibes Ambassadors spent their Saturday giving back to the community and spreading happiness at the Trenton Soup Kitchen.
- BCIT Girls Wrestling declared a first-ever State Medal Winner.
- BCIT admissions process is experiencing, once again this year, a very strong interest and pool of students who are vying for a spot at BCIT in 2022-2023.
- The New Jersey State Seal of Biliteracy is an award given by the New Jersey Department of Education (NJDOE) in recognition of students who have studied and attained proficiency in at least one language in addition to English by high school graduation. We are proud of the following students who have received this prestigious award!
- Mark your calendars, The Spring Musical, *Pippin*, is scheduled for the first two weekends in April!

Dr. Nagy shared an update from the BCSSSD district:

- Our very own, Nurse Roseanne Rowe from Lumberton Campus, has received the Excellence in School Nursing Award from the New Jersey State School Nurses Association. This award is given annually to publicly recognize and honor a practicing certified school nurse for outstanding contributions to the specialty practice of school nursing. Nurse Rowe is a very deserving recipient of this high honor and we are grateful to her for her service to the students and staff at Lumberton.
- The BCSSSD Transition Program was highlighted in the recent edition of the [TAPintoMount Laurel edition](#) to focus on student school work-based learning experience through the Poshmark Program.
- Tri-State Canine Response Team members have been visiting each campus this month with their therapy dogs.
- On April 1<sup>st</sup> Read Across New Jersey, our Literacy Day Celebration, will be held at BCSSSD to promote literacy.
- Westampton and Transition students participated in the Prom Fashion Show last week. Family and friends of our student models enjoyed the show and refreshments, which made for an enjoyable evening for all. Thank you to the staff who helped make this event a success!
- During the month of March, we celebrated our BCS staff members for Employee Appreciation Day and acknowledged the contribution of our BCS and ESU social workers during School Social Work Week.
- The Transition Campus has 24 students in paid Work-Based Learning (WBL) which includes 14 in the community for school-to-work. Total earnings to date are \$37,724. An additional 30 students participated in unpaid WBL with 10 business partners. Our newest business partner is Friday's Restaurant in Burlington.
- The Transition Campus ACHIEVE College Prep program's young adults toured RCBC this month and will be enrolling in RCBC and taking their placement tests in April and May to begin their journey as college students in the fall of 2022.
- BCAS enjoyed a visit this month from Say it with Clay.
- Congratulations to the most recent graduates from Burlington County Alternative School: William, Davon, Yvonna, Lee, and Aiyonna.
- We look forward to hosting our Spring Family Fest on Saturday, April 9th from 12-3, in-person in our Westampton Campus parking lot.

Dr. Nagy requested that all items on the superintendent's agenda and supplemental agenda be approved. Mr. Jones requested the Board of Education members to make a motion. On a motion by Mr. Tyler Burrell and seconded by Mr. Robert Brittain, the Board approved the superintendent's agenda, and addendum, excluding item #3, which did not pass.

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

Tyler Burrell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Abstain
Anna Evans	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Shared Personnel Section; Item #3	<input type="checkbox"/> Abstain
Raymond Marini Exec. County Supt.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input checked="" type="checkbox"/> Abstain Conflict of Interest
Michelle Parker	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Shared Personnel Section; Item #3	<input type="checkbox"/> Abstain
Robert Brittain	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Shared Personnel Section; Item #3	<input type="checkbox"/> Abstain
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Abstain

**Public Comments:** Board President Mr. Leon Jones requested for anyone present wishing to make a comment to raise their hand. Mr. Willmott invited anyone on the Zoom link to raise their hand to address the Board.

Mr. Dave Finn, President BCIT EA requested the Board extend the time the BCIT EA and BCSSD EA representatives have to address the Board from two minutes to five minutes. Mr. Jones addressed Mr. Finn to explain that the Board does give leeway to the two minute rule when being addressed. Mr. Finn thanked Mr. Jones for his consideration.

Ms. Christine Hewitt addressed the Board regarding the negotiations of the BCBA MOA they voted on this evening. Ms. Hewitt thanked the Board for the progress on the three no votes tonight. Mr. Jones addressed Ms. Hewitt by saying he appreciated the bargaining.

Both Mr. Jones and Mr. Willmott confirmed that no one else requested to speak and this closed the public comment section of the meeting.

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

**Board Comments:**

Mr. Tyler Burrell did not have a report tonight.

Ms. Anna Evans apologized for being remote this evening and she looks forward to seeing everyone in person in April.

Mr. Raymond Marini congratulated the students and staff recognized tonight, he especially wanted to congratulate Ms. Roseann Rowe and the unbelievable honor she received, Excellence in School Nursing Award from the New Jersey State School Nurses Association. Mr. Marini is not sure if everyone knows how amazing this honor is. Mr. Marini also congratulated the Pioneer Posh program on the Transitions campus.

Ms. Michelle Parker acknowledged her feelings on the request to ask for more time when addressing the Board, as she always wishes to hear the voices of the district and said she appreciates the courage shown tonight to voice your opinion on something and someone you truly believe in.

Mr. Robert Brittain thanked everyone for their comments and said tonight proved the Board listens to your comments. Mr. Brittain appreciates the hard work of the district employees.

Mr. Leon Jones congratulated the award winners and retirees and thanked everyone for their comments and explained that all comments are duly noted and make a difference. Mr. Jones said the two minute time to address the Board will be considered. Mr. Jones wished everyone a good night.

**Meeting Adjournment:**

Mr. Jones called for a meeting adjournment. Mr. Tyler Burrell motioned to approve and Ms. Michelle Parker seconded the motion. Meeting adjourned at 6:44 pm.

Respectfully Submitted,

Andrew C. Willmott  
Board Secretary/Business Administrator

**I. PERSONNEL**

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

- Job Description** (Exhibit #1)  
Assistant Coordinator of Strategic Marketing, Communications & Enrollment (Shared) - Revised  
**Job Description** (Exhibit # 5)  
Assistant Superintendent (Shared) - Revised

**2. Resignation/Retirements**

Name	Position	Reason	Effective
Lodge, Robert	Substitute Bus Driver	Resignation	03/04/22

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

Name	Position	Salary	Effective
Mattera, Theresa	Data Coordinator (Shared) Previously approved 02/24/22 TBD	Non-Aligned \$62,000	03/03/22*
Vokoun, Coriell	Staff Training & Development Coordinator (Shared)	Non-Aligned \$79,500	TBD

- Resolution to Abolish Position** Not approved, as noted in meeting minutes  
~~Whereas the Superintendent has recommended that the following positions be abolished for reasons of economy and change in the administrative and/or supervisory organization and for other good cause pursuant to N.J.S.A. 18A:28-9. Now, therefore, be it resolved that the Board of Education for reasons of economy and a change in the administrative organization, and for other good cause pursuant to N.J.S.A. 18A:28-9 and upon the recommendation the following position is hereby eliminated:~~

Assistant Superintendent of Curriculum and Instruction (Shared)

**Nonrenewal for Economics for 2022-2023 School Year**

Employee Number #106510
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**4. Status Change**

Name	From	To	Effective
Holley, Ashanti	Assistant Superintendent of Equity and Diversity (Shared)	Assistant Superintendent	03/25/22

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

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

Name	Position	Reason	Effective
Duckworth, Teresa	Teacher Assistant	Resignation	03/31/22
Hess, Dawn	Teacher Assistant	Retirement	07/01/22
Kamelia, Nina	Social Worker	Resignation	06/21/22
Kenny, Gabriella	Teacher Assistant	Resignation	03/11/22
Milonas, Stephanie	Teacher Assistant	Declined Position	03/09/22
Owens, Christina	Teacher Assistant	Resignation	03/25/22
Phillippi, Cynthia	Teacher Assistant	Resignation	03/25/22
Trevino, Dorothy	Secretary	Retirement	07/01/22
West, Harry	Teacher Assistant	Retirement	10/01/22
Widhson, Linda	Teacher Assistant	Retirement	01/01/23

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

Name	Position	Salary	Effective
Candelaria, Marriza	Teacher Assistant	HS+30 Step 12 \$22,122	TBD
Fisher, Naomi	Teacher Assistant	HS Step 6 \$18,400	TBD
Gerges, Youstina	Teacher Assistant Previously approved TBD 02/24/22	BA Step 4 \$25,963	04/01/22*
Gutierrez, Rebecca	BCBA	MA+30 Step 8 \$74,921	TBD
Jones, Tylisa	Teacher Assistant	HS Step 8 \$19,511	TBD
Macellari, Jahiely	Custodian	Step 4 \$42,482	TBD
McGovern, Meghan	BCBA	MA Step 3 \$64,281	TBD

3. **Status Change, Degree** (Prorated) \*executive approval \*\*plus longevity

Name	Position	From	To	Effective
Beaulieu, Dean	Teacher	BA+15 Step 8 \$68,395	BA+30 Step 8 \$70,353	03/01/22*
Richter, Kelli	Teacher Assistant	HS+90 Step 21 \$35,446**	BA Step 21 \$36,230**	04/01/22

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

Employee	Position	Type	Effective
Bologno, Melissa	School Psychologist	LOA	03/15/22 - TBD
Duffy, Lauren	Teacher Assistant	LOA/FMLA	04/25/22 - 06/30/22
Gallagher, Patricia	LDTC	LOA/FMLA*	02/28/22 - 02/28/23
Guzman, Sara	Teacher Assistant	LOA/FMLA	03/01/22 - TBD
Hoffman, Rachel	Teacher	LOA/FMLA	03/16/22 - 06/30/22**
Jamison, April	Teacher	FMLA/LOA	01/05/22 - 04/12/22**
Keane, Michael	Teacher	Military LOA/LOA/FMLA*	01/01/22 - 06/30/22
McIntyre, Megan	Teacher Assistant	FMLA/NJFLA	11/19/21 - 05/15/22**

5. **Approval for Sick Day Donation**

The Superintendent of Schools recommends the donation/transfer of up to 60 sick days to employee #4035 in accordance with the Sick Day Donation procedures.

6. **Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Bennett, Henrietta	Teacher Assistant	-\$192.50	03/18/22
Boggs, Janine	Teacher Assistant	-\$69.95	½ 03/15/22
Brambilla, Elijah	Teacher	-\$703.54	½ 03/09/22, ½ 03/10/22, 03/15/22
Buono, Jenny	Teacher	-\$596.22	03/15-16/22
Carty, Wendy	Teacher Assistant	-\$385.80	03/07/22, 03/16/22
DeSantis, Thera	Occupational Therapist	-\$2,764.39	½ 03/04/22, 03/07-11/22, 03/22/22
Downs, Dawn	Teacher Assistant	-\$515.12	½ 03/03/22, 03/04/22, 03/07/22, 03/11/22, 03/23/22
Harb, Alexandra	Reading Specialist	-\$1003.12	½ 3/10-11/22, 03/17/22, 03/23/22
Hernandez, Gabriela	Teacher	-\$1069.02	03/10/22, 03/15/22, 03/18/22
Husband, Kerrie	Social Worker	-\$2,095.55	½ 02/25/22, 03/01/22, 03/04/22, 03/07-10/22

Kenny, Gabriella	Teacher Assistant	-\$637.65	03/07-11/22
Langan, Lauren	Teacher	-\$726.84	½ 03/09/22, 03/14/22, ½ 03/15/22
Maloney, Jeanine	Speech Therapist	-\$588.90	½ 03/16/22, 03/17/22
Rafferty, Nichole	Teacher Assistant	-\$340.08	½ 03/04/22, ½ 03/09/22, 03/14/22, 03/21/22, 03/23/22
Sersen, Sandra	Speech Therapist	-\$425.46	½ 03/15/22, ½ 03/17/22
Shields, Belle	Teacher	-\$6824.22	02/28/22, ½ 03/01/22, 3/03/22, ½ 03/07/22, 03/09-11/22, 03/14/22, ½ 03/15/22, 03/16-17/22, 03/18/22, 03/21-23/22
Stoneking, Kimberly	Teacher Assistant	-\$127.53	03/07/22
Toner, Stephanie	Speech Therapist	-\$160.71	½ 03/22/22
Tyler, Khayre	Teacher Assistant	-\$128.07	½ 03/04/22, 03/21/22
Witkowski, Carly	Speech Therapist	-\$642.82	02/18/22, 02/22/22

**Administrative Leave of Absence without Pay**

Employee Number	Date
5684	03/22/22, 03/23/22, 03/24/22

**7. Employment, Work Study Students, at \$13/hr**

Student	Effective	Campus
Roberts, Joaquin	03/25/22 - 06/30/22	Transition

**8. Extra Pay/Volunteer Positions \*Executive Approval**

Name	Extra-Curricular	Rate
DeBonis, Anthony Downs, Bobbie Morris, Christopher	Curriculum Writing - Social Studies*	\$40/hour
DeRitis, Chelsea	Prom Volunteer, 4/8/2022	Volunteer
Hastings, Michele	Respite Worker	\$30/hr
Stewart, Michelle	Special Events Coordinator-Senior Trip	\$800

**9. Anti Bullying Specialist for the 21-22 School Year \*Executive Approval**

Name	Campus	Effective
Elias BouChamoun	Lumberton	03/01/22*

**10. Course: Approvals**

Name	Position	College	Credits
Buono, Zachary	Teacher Aide	University of Phoenix	9

**11. Course: Reimbursements**

Name	Position	College	Credits	Amount
DeBrosse, Bethany	Physical Therapist	Lourdes University	3	\$459
Greiling, Tiffany	Speech Therapist	Lourdes University	6	\$826
Nizio, Kathleen	Occupational Therapist	Lourdes University	3	\$459



O'Malley, Katharine	Teacher	Augustana University	3	\$413
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**11. Conferences/Professional Workshops**

\*Over Mileage \*\* Administrative Assignment \*\*\*Executive Approval

Personnel	Conference	Date	Cost*
Dooley, Karinn	NJ Speech Language Hearing Association Convention, Long Branch	04/29/22	\$275
Holley, Ashanti	2022 Education Expo, Glassboro **	04/14/22	\$225
Holley, Ashanti	Monthly meetings & Professional Development (UPENN Equity Director's Consortium) *	TBD	
Kamelia, Nina	NASW Social Worker Conference, Virtual	05/02/22	None
Moses, Jennifer Scannell, Deanna	Youth Mental Health First Aid, Port Elizabeth**	03/08/22 ***	None
Rowe, Roseanne	NJ State School Nurse Association Spring Meeting, Virtual	03/19/22 ***	\$125
Vickers, Jason	NJ Pool Director Training, Pool Operation Management, Hamilton, NJ	5/17/2022	\$200

**12. Student Teacher/Internship/Observations**

Name	College	Type	Effective
Kalimi, Mika	Thomas Jefferson University	Occupational Therapy	04/04/22 - 06/24/22

**13. Transfers**

Employee	From	To	Effective
Gordon, Steven	Lumberton	Westampton	07/01/22
West, Harry	Westampton	Lumberton	03/25/22

**B. Burlington County Institute of Technology**

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

Name	Position	Reason	Effective
Baptiste, Donna	School Nurse	Retirement	07/01/22
Barrett, Rebecca	Teacher of ESL	Resignation	04/08/22
Glover, Debra	Teacher Aide	Retirement	07/01/22

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

Name	Position	Salary	Effective
Dogostino, Nicholas	Custodian Previously approved 02/24/22 TBD	Col A Step 1 \$35,583	03/22/22*
Green, Laketa	Secretary	Col E Step 12 \$46,281	TBD
Haigh, Felicia	Teacher of Early Childhood Education	Col F Step 7 \$69,789	TBD
Howarth, Laurlee	Secretary	Col A Step 3 \$33,452	03/28/22
Zilai, April	Teacher of Art Previously approved 02/24/22 TBD	Col C Step 9 \$70,303	05/02/22*

**3. Leaves \*Intermittent \*\*Amended**

Employee	Position	Type	Effective
Antinoro, Jocelyn	Teacher of Science	FMLA/LOA	12/08/21 - TBD

Artz, Brooke	LDTC	LOA/FMLA/NJFLA	12/20/21 - 04/28/22**
Mack, Nereida	Secretary (Shared)	FMLA	02/22/22 - 04/24/22

**4. Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Crowley, Robert	Teacher	-\$400.52	02/28/22
Harris, Glenn	Teacher Aide	-\$672.18	½ 02/10/22, ½ 02/14/22, 02/22/22, ½ 02/24/22, ½ 03/07/22
Johnston, Ronald	Teacher Aide	-\$257.49	½ 02/23/22; 03/04/22
McCollum, Jairus	Teacher Aide	-\$1,147.02	02/09/22; 02/24/22 - 03/03/22
O'Hare, Raymond	Teacher Aide	-\$297.98	½ 02/24/22; ½ 03/02/22; 03/04/22
Polizzi-Herzog, Nicole	Teacher	-\$331.52	03/07/22
Walker, Joseph	Custodian	-\$791.30	02/09,10,11,14,15/22

**5. Extra Pay/Volunteer Positions**

**Resignation**

Name	Extra-Curricular	Date
Gilmore, Ryan	Asst. Baseball Coach (Medford)	03/01/22
Sienkiewicz, JoAnn	Asst. Softball Coach (Medford)	03/01/22

**Medford**

Name	Extra-Curricular	Rate
Imbrogno, Randy	Asst. Baseball Coach (ESS)	\$5,927
Stillwell, Jennifer	Asst. Softball Coach	\$5,927
Ward, Terrance	Supplementary instruction for student #224843 for 25 hours from 04/01/2022-06/10/2022	\$40/hr

**Westampton \*Executive Approval**

Name	Extra-Curricular	Rate
Brown, Kelly	5 hrs a week to grade for Allied Health 05/14/22 - until replacement is hired	\$40/hour
Paliotta-Nevadomski, Kerry Porter, Rachel Schott, Gregory	Class Coverage 02/02/22-06/20/22 (needed)*	Per Diem

**6. Personnel Salaries to be funded by ESSER II Grant FY 21-22 (amended)**

ESSER II Funded Personnel	Total Salary	ESSER II Salary
Benson, Laura	\$75,963	\$75,963
Burke, Michael	\$63,631	\$63,631
Chu, Meh Chu	\$83,889	\$70,167
Supczynski, Taylor	\$62,631	\$62,631
Stabile, Maria Christina	\$64,293	\$64,293

**7. Student Teacher/Internship/Observation \*Executive Approval**

Name	College	Type	Effective
Peel, Richard	TCNJ	School Counseling Practicum	Spring/Summer Semester

Trusty, Breanna	N/A	Student Athletic Trainer	SY Spring Sports Season
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**9. Conferences/Professional Workshops \*Over Mileage \*\* Executive Approval**

Personnel	Conference	Date	Cost*
English, Dr. Lisa	Women in Leadership Meeting Brookdale Community College **	03/08/22	None
Frale, Jason	The Role of Effective Clinical Supervision: Advanced Counselor Training Virtual	04/11/22	\$119
Golding, George	Teaching Through Virtual Tech Lincoln Tech	04/08/22	None
Smith-Evans, Samantha	NJALC Spring Conference	04/08/22	\$100
Turowski, Pamela	SJCDA Spring General Membership Meeting & Seminar	04/29/22	None

**II. PROGRAMS**

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

**1. Policies/Regulations** (These items are available on the website.)

**New - Second Reading**

- R 2460.30 Additional/Compensatory Special Education and Related Services (M)
- R 2622 Student Assessment (M)
- P 5541 Anti-Hazing (M)

**Revised - Second Reading**

- P 2415.05 Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M)
- P&R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
- P 2622 Student Assessment (M)
- P 3233 Political Activities
- P 5460 High School Graduation (M)
- P 7540 Joint Use of Facilities
- P & R 8465 Bias Crimes and Bias-Related Acts (M)
- P 9560 Administration of School Surveys (M)

**2. BCIT 2021-2022 District Calendar - Revised** Exhibit #2  
Revised in alignment with staff contract days based on snow day adjustment.

**3. BCSSSD 2022-2023 District Calendar - Revised** Exhibit #3

**4. Statement of Assurance Paraprofessional Staff 2021-2022 SY**  
Approval of biannual Statement of Assurance (SOA) regarding Paraprofessional Staff (January 31, 2022) at BCSSSD and BCIT

**Statement of Assurance Voter Registration 2021-2022 SY**  
2021-2022 High School Voter Registration Statement of Assurance

**5. RESOLUTION ESTABLISHING BURLINGTON COUNTY SPECIAL SERVICES SCHOOL and BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY SCHOOL DISTRICTS AS A STIGMA-FREE ZONE FOR MENTAL HEALTH AWARENESS**

**WHEREAS**, the Board of Education of BCSSSD/BCIT is committed to establishing the district as a Stigma-Free Zone supporting efforts for Mental Health Awareness; and

**WHEREAS**, the National Institute of Mental Health reports that nearly one in five or roughly 53 million Americans live with a mental illness, and 1 in 6 youth ages 6 - 17 experience a mental health disorder each year but only half receive treatment; and

**WHEREAS**, in 2019, 36.7% of students reported persistent feelings of sadness or hopelessness; nearly 19% of high school students had seriously considered attempting suicide; and

**WHEREAS**, suicide is the 2nd leading cause of death among high school-aged youth ages 14-18; in 2018, a total of 48,344 persons of all ages died from suicide and where suicide was the 10th leading cause of death overall in the United States; and

**WHEREAS**, the stigma associated with the disease of mental illness is identified as the primary reason individuals fail to seek the help they need to recover from disease; and

**WHEREAS**, when severe mental illness goes untreated or under-treated, it can lead to alcohol or substance abuse, dropping out of school, unemployment, homelessness, or suicide; and

**WHEREAS**, raising awareness of mental illness is an effective way to reduce the stigma associated with the disease and encourage those who are affected to seek services and support; and

**WHEREAS**, BCSSSD/BCIT School District is committed to creating public interest and open dialogue about stigmas, raise awareness of the disease of mental illness and create a culture wherein residents who have the disease of mental illness feel supported by the community and feel free to seek treatment for the disease without fear of a stigma, so recovery can begin; and

**THEREFORE BE IT RESOLVED**, the BCSSSD/BCIT School Districts in County of Burlington, State of New Jersey, is hereby designated as a Stigma-Free Zone.

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

**1. Guest Speakers \*Executive Approval**

Speaker(s)	Audience	Cost	Date
Dean, LaShauna	BCSSSD West Staff	\$750	10/06/21*
Barnes, Alan 'Working as a Comic Book Artist' Frank, Matt	Transition Campus	N/A	03/25/22 04/01/22
Nigro, Cristofer 'Working as a Publisher'	Transition Campus	N/A	03/25/22
Beaty, S., Latimer, S., Conaway, H., McDermott, A., Guerra, T., Murphy, C., Hopson, F., O'Connell, D., Kominski, M., Pullion, T.	Read Across America/ NJ Literacy Day - Westampton Campus	N/A	04/01/22
Sabir, Zahirah "Destination Career"	Lumberton Campus Students	N/A	04/12-13/22

**2. Preschool Classroom Addition**

Recommendation to approve the submission of the Request to Establish a Special Education Program or Service application to the NJDOE Burlington County Office of Education to add an additional Preschool Class at the BCSSSD Westampton South campus.

**B. Burlington County Institute of Technology**

**1. Guest Speakers**

Speaker(s)	Audience	Cost	Date
Willingboro Police Officer Kalenovic	Black Student Union	N/A	03/23/22*
K-9 Training & Handling: Perry Parks, Jasmine Durst	Veterinary, Law & Public Safety	N/A	04/06/22
Commercial Dance: Christine Sampson	Performing Arts: Dance Majors	\$150/day	04/07/22 & 05/09/22

Book Club: Dr. Nicole Scott - Virtual	Parents/Students/ Staff	\$5,000	4/12/22, 5/3/22, 5/24/22 & 6/7/22 (Previously approved 8/26/21 TBD)
Set up photo backdrop for Homecoming Dance: Amanda Vlach	Leadership Council Members Class of 20	N/A	04/29/22
Savannah College of Art & Design-Lara Langston	Adv Art 10th/11th students	N/A	04/29/22
Life after BCIT: Eliana Tietz	Sports Medicine	N/A	May-TBA
Life after BCIT: Dasmin Frith	Sports Medicine	N/A	May-TBA

2. **CTE Program Approval – Program of Study** Exhibit #4  
Recommend approval of CTE Program of Study – Marine Maintenance/Fitter & Ship Repair Technology/Tech
3. **Perkins V Secondary Grant FY' 22 Amendment**  
Recommend approval of submission of Perkins V Secondary Grant FY' 22 amendment.  
**Perkins V Postsecondary Grant FY'22 Amendment**  
Recommend approval of submission of Perkins V Postsecondary Grant FY'22 amendment.
4. **Burlington County Library System Agreement**  
BE IT RESOLVED, that the Burlington County Institute of Technology School District has entered into an agreement with Burlington County Library Commission for Shared Library Resources and Services during the period from March, 2022 to March, 2026.

### 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	6	North	1
Lumberton/CA	9	South	1
Transition	1	East	1

#### Long Term Suspension (Lumberton)

Approval of long term suspension of Student # 2403314, effective 3-15-22 pursuant to N.J.S.A. 18A:137-1 et. seq. N.J.A.C. 6A: 16-7.1(c)2 and 5.

2. **Activities**

Campus	Activity	Dates
Westampton	Literacy Days	03/30/22-04/01/22
Westampton	Read Across America/NJ	04/01/22
Westampton	Graduation	06/16/22
Westampton	8th Grade Moving Up BC Library Outdoor Amphitheater	06/09/22, rain date 06/10/22

3. **Fundraisers**

Campus	Activity	Dates
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Westampton	Wawa Shorti Coupon Sale	03/28/22 - 06/17/22
Westampton	Spring Craft Sale - Yearbook	04/04/22 - 05/20/22
Westampton	Yearbook 'Cleanout' for Alumni	04/04/22 - 05/20/22

**4. Field Trips**

Campus	To	Date	Inst.	S	C
Lumberton	SkyZone Trampoline Park, Moorestown	04/06/22	Roberts, K.	25	6
Transitions	RCBC, Mt. Laurel	04/26/22	Jeitner, J.	5	6
Transitions	RCBC, Mt. Laurel	05/03/22	Jeitner, J.	5	6
North/East	Six Flags Great Adventure, Jackson	05/19/22	Stewart, M.	31	26
North/East	BCIT West Campus, Westampton	06/13/22, 06/14/22, 06/16/22	Zavacky, Catherine	32	27

**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	1	5
b. Transfers out of County	1	4
c. Dropouts	0	1
d. Transfer to West/Medford Campus	0	3
e. Suspensions	4	21
f. Homebound	1	1

**2. Activities** \*\*Executive Approval

Campus	Activity	Dates
Med	BSU "Just us Girls" Donation Collection**	03/08/22-03/25/22
Med	BSU Women's History Month Spirit Week	03/28/22-04/01/22
West	Class of 2022 Senior Week Activities	04/25/22-04/29/22
Med/West	Student Equity Champions Younity Week	05/09/22-05/13/22
Med	Honor Roll Breakfast	05/11/22
West	Class of 2022 Skate Night - The Rink, Edgewater Park	05/12/22
Med	PRIDE Jaguar Choice Awards	06/02/22
Med	TWG Book Signing Event	06/08/22

**3. Fundraisers**

Campus	Activity	Dates
Med	Pride Week, Penny Wars & Pay to Play	04/11/22-04/14/22
Class of 2024/Med	Chipotle Dine and Donate	05/07/22 originally approved as 03/05/22 on February 24, 2022 agenda
Med	Prom-A Midsummer Night's Dream-Class of 2023	05/13/22

**4. Field Trips** \*Executive Approval

Campus	To	Date	Inst.	S	C
Med	RCBC, Mt. Laurel Campus*	03/24/22	Jones, A	50	3
West	Skills Championship NJ, Mercer Co Vo-Tech Pennington NJ	03/31/22	Bouchard, J	7	2
Med	RCBC:Law Enforcement Career Day, Mt Laurel, NJ	03/31/22	Latigona, J	30	2
Med	Rowan University, Glassboro NJ College Tour	04/06/22	Barchue, E	40	4
Med	Mt. Laurel EMS/RCBC Mt. Laurel Nurs Building	04/06/22	Brown, K	10	1
West	Smithville Park Eastampton NJ	04/07,04/28, 05/05	Peel, R	20	1
West	RCBC Mt Laurel NJ Spring Ahead Program	4/11/22	Daily, J	75	5
West	NTHS: Willingboro Lakes Park,Willingboro NJ, Litter clean up events	04/09/22	Daily, J	23	2
Med	Ronald McDonald House Camden NJ NTHS	04/27/22	Allen, L	7	1
Med	Horizon Services Mt Laurel NJ	05/05/22	Crowley, R	19	1
Med	UA Local 9 Hazlet NJ	05/10/22	Crowley, R	7	1
West	Rancocas Nature Center, Westampton NJ Park Clean up	05/12/22	Malsbury, V	15	1
West	Amico Island Park, Delran Litter clean events: NTHS	05/14/22	Daily, J	23	1
West	Amico Island Park, Delran NJ Litter cleanup: Key Club	05/14/22	Malsbury, V	15	1
Med	Inductotherm Rancocas NJ	05/18/22	Crowley, R	7	1
West	Longwood Gardens Kennett Square PA	05/24/22	Jenkins, M	25	2
West	Monmouth University, West Long Branch NJ FFA State Convention	05/25/22	Inman, E	4	1
Med	Local 27 Sheet Metal Union, Farmingdale, NJ	05/26/22	Crowley, R	15	2
West	Six Flags Great Adventure, Jackson NJ	05/26/22	Mazella, A	25	2
Med	Six Flags Great Adventure, Jackson, NJ	05/26/22	Canfield-Gaskill, M	20	2
West	Monmouth University West Long Branch NJ FFA State Convention	05/26/22	Inman, E	4	1
Med	Philadelphia Museum of Art, Philadelphia PA: Yearbook Club	05/27/22	Wright, A	13	2
West	Monmouth University, West Long Branch NJ: FFA State Convention	05/27/22	Inman, E	4	1
Med	NJ Convention & Expo Center, Edison Construction Industry Career Day	06/01/22	Crowley, R	80	5
Med	Ronald McDonald House, Camden NJ NTHS	06/01/22	Allen, L	7	1
Med	Al Hirschfeld Theater, New York, NY	06/08/22	Cooney, S	26	3

	Moulin Rouge, The Musical				
Med	Kean University, Union, NJ HOBY Leadership	06/10/22-06/12/22	Pensabene, J	1	0

**IV. BUSINESS/FINANCIAL**

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

**1. Board Secretary’s Monthly Certifications**

**Budgetary Status** - Pursuant to N.J.A.C. 6A:23-2.12(c)3, the Board Secretary, Andrew Willmott, certifies that as of February 28, 2022, no budgetary account has been over expended in violation of N.J.A.C. 6A:23-2.12(c).

**Budgetary Major Account/Fund Status** - Pursuant to N.J.A.C. 6A23-2.12(c)4, the Board of Education, certifies that as of February 28, 2022, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of their knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

**2. Travel and Related Expense Reimbursement, 2022-2023**

**WHEREAS**, the Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board; and

**WHEREAS**, a board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member is exceeded in a given school year (July 1 through June30); and **WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, IT BE RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. As being necessary and unavoidable as noted of the approved Board of Education Out of District Travel and Reimbursement Forms.

**3. Resolution for Updating the Long Range Facility Plan (LRFP)- Amendments**

**RESOLVED**, the Board of Education approves the application for amendments to the district LRFP regarding the Burlington County Special Services School Service District and Burlington County Institute of Technology, in consultation with Netta Architects as recommended by the Superintendent.

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

**1. Donation \* Executive Approval**

Donor	Item	Utilized
McComb, Dr. and Mrs.	School Store Supplies (dvds, books, toys etc.) *	School Store

**B. Burlington County Institute of Technology**

**1. Donation \* Executive Approval**

Donor	Item	Utilized
Competitive Heating & Air	(2) Coleman Gas Furnaces, (2) Coleman A-Coils	HVAC Technology
Packin, Dr. Gary S	Swift Binocular Microscope Series 3200, Serial # 845911, BristolScope Minocular Microscope Model #3055 Serial Number 781084	Science Department



BCIT Westampton Camp	Printed T-Shirts for 5k Run	Kevin Haney Scholarship Fund
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**V. ENTERPRISE**

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

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

Name	Position	Reason	Effective
Dalia, Joseph	Teacher	Resignation	05/01/22
Lebowitz, Alyssa	Speech	Resignation	04/21/22

**Resignations: Hourly**

Name	Position	Reason	Effective
Carr, Kirsten	Occupational Therapist	Resignation	04/08/22

**2. Employment: Hourly** \*executive approval

Name	Position	Hourly Rate	Effective
Carradine, Paul	Security	\$20.70	03/28/22
deCouto, Chiara	Teacher	\$62.00	TBD
Kennedy, Robert	Occupational Therapist	\$43.00	TBD
King, Jeremy	Security Previously approved TBD 02/24/22	\$20.70	03/28/22
Oatman, Charles	Security	\$20.70	03/23/22*

**3. Professional Services Agreements**

District	Type
Central Regional School	2021-2022 Professional Services Agreement
Eastampton Twp. School District	2022-2023 Professional Services Agreement
Egg Harbor Twp School District	2021-2022 Professional Services Agreement
Freehold Regional High School District	2022-2023 Professional Services Agreement
Lumberton Twp School District	2022-2023 Professional Services Agreement
Pace Charter School of Hamilton	2022-2023 Professional Services Agreement
Riverside Twp School District	2022-2023 Professional Services Agreement
Southampton Twp. School District	2022-2023 Professional Services Agreement
Voorhees Twp. School District	2021-2022 Professional Services Agreement
Westampton Twp. School District	2022-2023 Professional Services Agreement

**4. Course: Approvals**

Name	Position	College	Credits
Kelly, Gabriella	Speech Therapist	Colorado State University - Pueblo	3

**5. Course: Reimbursements**

Name	Position	College	Credits	Amount
Evgeniadis, Maria	Occupational Therapist	Bowling Green State University	3	\$1,487.24

**6. Conferences** \*Over Mileage

Personnel	Conference	Date	Cost
Allen, Brittney Mongon, Kathryn	Creating a Holistic Occupational Profile, Webinar	05/06/22	\$269 each
Cosico, Janelle	Meaningful Speech for SLPS, Webinar	05/13/22 **	\$349
Hanzok, Marquel Quigg, Carolyn	School Based OT: Beyond the Basics Webinar	05/06/22	\$175 each
Kelly, Gabriella	Children with Autism - Intervention Strategies, Webinar	04/08/22	\$144
Cosico, Janelle Krumbein, Judith	The Meaningful Speech Course, Webinar	04/13/22	None

7. **2022-2023 Joint Transportation Agreements**

It is recommended a resolution be adopted approving the following joint transportation agreements, in accordance with N.J.A.C. 6A:27-9.16, between BCSSSD and all of the districts of Burlington County for the 2022-2023 School Year:

County Jointure

- A. Public, Nonpublic and Vocational Schools
- B. Special Education Summer School
- C. Special Education Winter Bus Routes

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

1. **Resignation**

Name	Position	Reason	Effective
Coleman, Kelly	Instructor of Veterinary Assisting	Resignation	02/24/22

2. **Employment: Hourly**

Name	Position	Date	Hourly
Glover, Donna	Instructor of LPN	TBD	\$35.50

3. **Field Trips**

Students	Trip	Date	Personnel
Cosmetology	Beauty Salon/Spa Visit Silver Scissor Sales Mt. Holly, Great Clips Mt. Laurel, Hello Gorgeous Salon & Spa Marlton, Taglio Salon & Spa Evesham, The Edge Salon & Spa Moorestown	05/03/22	McGinty, D. Wilmot, J.

4. **Activities**

Campus	Activity	Date
West	Cosmetology "Friends & Family"	Thursdays 03/28/22-06/30/22
West/Med	Canned Goods Donation Club	03/25/2022- 07/31/22
West/Med	Recipe Book Club	03/25/2022-07/31/22
West	Liberty Science Center Virtual Cardiac Classroom	06/10/22

**B. Burlington County Institute of Technology: Fire School  
No Action Taken**

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: Assistant Coordinator of STRATEGIC MARKETING, COMMUNICATIONS &  
ENROLLMENT (SHARED) REVISED**

**QUALIFICATIONS:**

1. Minimum of Associates degree in marketing, communications, journalism, counseling, psychology or related field. Related experience may be accepted in lieu of required degree.
2. Experience in a coordinator leadership role preferred.
3. Minimum of two (2) or more years of experience in fields related to education, preferably in Career and Technical Education, Counseling, Marketing and/or Admissions.
4. Ability to support efforts in strategic management of a brand and its voice through diverse media to generate results.
5. Demonstrated knowledge and expertise in marketing and communications strategies Directly related work experience in primary/secondary/post-secondary education, policy and advocacy and ability to work with District and building level administration.
6. Outstanding project management and organizational skills.
7. Excellent writing skills; innovative approach and creative execution.
8. Creative and strategic application of digital and social media technologies including but not limited to website content management and social media channels.
9. Experience in supporting marketing, media relations, public affairs, crisis communications, issues management, social media and public relations.
10. An equivalent combination of education and experience from which comparable knowledge is acquired may be considered.
11. Strategic multitasking and resourcefulness in supporting coordinators.
12. Ability to create and distribute information in a timely manner.
13. A valid driver's license and ability to work nights and weekends as needed 17. This position requires reimbursable travel to Burlington County Schools/Special Events, loading and transporting recruitment materials, displays, and other equipment.
14. Some evening and weekend hours are required.
15. Performs all other duties as assigned by the Superintendent of Schools, Business Administrator, and Assistant Superintendents.

**REPORTS TO:**

**Strategic Marketing, Communications, & Enrollment Coordinator (Shared)**

**POSITION DESCRIPTION:**

The Burlington County Institute of Technology offers county-based public career and technical high school and adult education programs at its Medford and Westampton campuses. The Burlington County Special Services School District is a county-based educational provider for individuals with special needs from Pre-K to age 21. BCIT/BCSSSD is currently seeking a full time Assistant to the Strategic Marketing, Communications and Enrollment Coordinator.

As an integral member of the district team, the Assistant to the Coordinator is responsible for supporting the strategic marketing, communications and enrollment plan for the Schools that supports the organizational strategic plan and the vision of the districts.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
JOB DESCRIPTION**

The Assistant to the Coordinator is responsible for supporting the collaborative efforts of strategic planning and executing BCIT/BCSSSD's marketing and communications initiatives. The position supports and collaborates with enrollment, recruitment, admissions, and advancement colleagues in the protection, promotion, and enhancement of the BCIT and BCSSSD brand's reputation.

The position will assist with major initiatives and special projects, manage activities and oversee development projects. Additionally, the position will assist with all public relations, marketing, and communications activities related to the strategic direction and positioning of the Districts. As an ambassador for the school, will interact significantly with all constituents including the students, parents, faculty, staff, sending school districts, and other stakeholders in the Burlington county community.

The position will support the efforts of the Coordinator by working closely to manage and assist in the day-to-day marketing operations for the advancement of each and every student in the district.

The position will support the development of all integrated communications and admissions processes including but not limited to, marketing products and services in all internal and external media, inclusive of newsletters and other print publications, Web, e-news, social media and other digital communications, school scheduling, prevention preparation, and delivery of admission and testing.

**PERFORMANCE RESPONSIBILITIES:**

1. Plan and execute programs that enhance the visibility and public perception of BCIT and BCSSSD.
2. Assists as the lead marketing and communications coordinator, articulating the two districts' vision and image across all media to ensure a consistent positive brand and message of excellence.
3. Assists in the planning, design, and executes production of all print and web-based publications and communications for the Districts, to include though not limited to social media, online tools, admissions, summer camp materials, websites and other brochures, articles for local press, photos and videos of events.
4. Works with the Superintendent to support communication for school closures, emergency notifications and associated press, website and social media management and related supports.
5. Assists with communication to all school districts' and works to maintain relationships with outside website vendors, photographers, press, graphic designers and printing firms.
6. In collaboration with District and Building Administration, supports the strategic marketing/communications plan to identify strengths, weaknesses and opportunities; and to more clearly articulate and promote the BCIT/BCSSSD brand identity, broaden awareness of its academic and other programs while supporting departmental growth objectives.
7. Anticipates and identifies new opportunities, challenges and emerging issues to be imminently faced by the districts, and makes proactive recommendations for solutions.
8. Proactively manage media relations and photography, inclusive of writing and distributing press releases and cultivating relations with local media
9. Assists with the coordination of marketing, communications and enrollment activities to ensure a coherent internal and external communications platform represents the mission of the district.
10. Collaborates with the Assistant Superintendent to develop, propose and gain approval for a

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
JOB DESCRIPTION**

practical departmental budget, and maintains routine budget checks and balances with the Assistant Superintendent or his/her designee to ensure compliance

11. Provides assistance with the implementation of admissions procedures to meet recruitment goals including but not limited to the following strategies: middle school presentations, tours, parent information sessions, Discovery Week/Nights, Counselor/CST Informational Sessions, community days/events, Back to School Nights, National Night Out, Craft Fairs, etc.
12. Assists with the coordination of admissions testing to include facility requests, test proctors, scheduling students and review of scores.
13. Assists in the maintenance of online application and registration process Digital Marketing & Social Media Management.
14. In collaboration with the Coordinator, assists with special projects as assigned such as marketing brochure, Annual State of the District Report, etc.
15. Provide analytic reports pertaining to strategic marketing, communications, enrollment and social media participation, as requested.
16. Supports efforts of the District to provide diversity, equity and inclusion including but not limited to: support, present, and coordinate messaging, education, and managing initiatives as it relates to this topic.

**PROFESSIONAL AND PERSONAL SKILLS:**

1. Collaborative professional approach: the ability to develop action plans inclusive of using data-driven information to achieve effective consensus-driven strategies and tactics.
2. Marketing and Communications acumen: the ability to lead the discussion of best practices in all forms of the discipline including branding, advertising, public relations, publications, digital media and events.
3. Accountable approach to initiatives: can make recommendations with measured strategies and contingency plans based on performance.
4. Proactive strategic thinking: seeks out timely opportunities with key staff members to anticipate marketing and communications needs and preparation of recommendations.
5. A commitment to the mission: doing what needs to be done regardless of office hours or other commitments. Leadership experience: the ability to lead, manage and be managed.
6. Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interact with all diverse constituent bodies of the Districts as an ambassador.
7. Excellent interpersonal skills; ability to collaborate widely with various constituencies including school districts and associated communities.
8. Excellent writing and editorial skills as well as penchant for publication design.
9. Ability to create high quality content as well as identify and generate creative and timely story ideas.
10. Ability to coach colleagues in marketing, writing and publication skills.

**TERMS OF EMPLOYMENT:**

Shared, non-aligned, twelve (12) month year. Salary and benefits to be established by the Superintendent of Schools and approved by the Board of Education.

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
JOB DESCRIPTION**

**EVALUATION:**

Performance of this position will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation.

**Board Approved:**



BoE Approved 3/25/21; Revised and Approved 8/26/21; Revised and Executive Approval 1/10/22  
Revised and Approved 1/24/22  
The Board of Education reserves the right to modify the School Calendar as circumstances warrant.

[www.burlcoschools.org](http://www.burlcoschools.org)

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

August 2021						
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22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
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October 2021						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
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28	29	30				

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

**Key:**

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

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Westampton Campus (609) 267-4226

Medford Campus (609) 654-0200

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



July 2022 calendar grid

August 2022 calendar grid

September 2022 calendar grid

October 2022 calendar grid

November 2022 calendar grid

December 2022 calendar grid

JULY 2022 1 First Day ESY, 4 Independence Day - Schools CLOSED, 29 Last Day ESY

AUG 2022 1 First Day SFEA, SFEA = 15 days 23, 24, 25 NEW STAFF ORIENTATION

SEP 2022 1, 2 ALL TEACHERS REPORT (18 Student/ 20 Teacher Days), 5 Labor Day - Schools CLOSED, 6 ALL STUDENTS REPORT - Early Dismissal for students, 7, 8 Early Dismissal for Students, 26 Rosh Hashanah - Schools CLOSED, 29 Back to School Night

OCT 2022 5 Yom Kippur: Schools CLOSED (19 Student/ 19 Teacher Days), 10 Columbus Day: Schools CLOSED, 12 Staff In-Service: Early Dismissal for Students

NOV 2022 9 Staff In-Service: Early Dismissal for Students (18 Student/ 18 Teacher Days), 10, 11 NIEA Convention: Schools CLOSED, 11 Veterans Day: School CLOSED, 14 End of Marking Period 1: 18 Report Cards, 21, 22 Parent Teacher Confs: Early Dismissal for Students, 23 Thanksgiving Break: Early Student Dismissal, 24, 25 Thanksgiving: Schools CLOSED

DEC 2022 7 Staff In-Service: Early Dismissal for Students (17 Student/ 17 Teacher Days), 15 Holiday Show and Craft Fair, 23 Winter Recess Early Student Dismissal, 26-30 WINTER RECESS: Schools CLOSED

JAN 2023 2 WINTER RECESS: Schools CLOSED (19 Student/ 20 Teacher Days), 3 Winter Break Ends/Classes Begin, 11 Staff Inservice: School CLOSED for Students, 16 Dr. Martin Luther King Jr. Day - Schools CLOSED, 27 End Marking Period 2

FEB 2023 2 Report Cards Distributed (18 Student/ 18 Teacher Days), 8 Afternoon Conferences: Early Dismissal for Students, 9 Evening Conferences, 17-20 Presidents Day: Schools CLOSED

MAR 2023 8 Staff In-Service: Early Dismissal for Students (23 Student/23 Teacher Days)

APR 2023 3 End of Marking Period 3: 6 Report Cards (14 Student/14 Teacher Days), 5 Staff In-Service: Early Dismissal for Students, 6 Spring Recess: Early Student Dismissal, 7-14 SPRING RECESS: Schools CLOSED

MAY 2023 3 Staff Inservice Early Student Dismissal (22 Student/22 Teacher Days), 29 Memorial Day: Schools CLOSED, 31 Staff Inservice Early Student Dismissal

JUN 2023 15 High School Graduation (12 Student/13 Teacher Days), 16 Juneteenth - Schools CLOSED, 19 Last Day for Students: Report Cards: Early Dismissal, 20 Last Day for Teachers

School Information: Extended School Year, Schools CLOSED, Early Dismissal, School closed for Students ONLY, School closed-Weather, SPECIAL BCSSSD EVENTS: Teacher Orientation, 8:15 a.m. - 2:00 p.m. (full day), 8:15 a.m. - 12:50 pm (early dismissal), 8:30 a.m. - 1 p.m. (full day) ESY

January 2023 calendar grid

February 2023 calendar grid

March 2023 calendar grid

April 2023 calendar grid

May 2023 calendar grid

June 2023 calendar grid

20 Pioneer Blvd Westampton, NJ 08060-3824

Emergency Information www.burlcoschools.org

In the event of school closures, in order of priority the following dates (half-day sessions) will be added to the school calendar:

- 1) 2/17/23 2) 8/20/23 3) 8/21/23 4) 4/7/23 5) 4/14/23





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

PHILIP D. MURPHY  
Governor

STEPHAN Y. OLIVER  
Lt. Governor

ANGELICA ALLEN McMEHLAN, Ed.D.  
Acting Commissioner

March 14, 2022

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

Dear Dr. Christopher J. Nagy:

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

District:	Burlington County Institute of Technology School District
CTE Program Name:	Marine Maintenance/Fitter&Ship Repair Technol./Tech.
Career Cluster®:	Transportation, Distribution & Logistics
CIP Code:	470616
Type of Program:	Program of Study
Operating at:	Burlington County Institute of Technology - Medford

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

Status:	Approved
Approved as:	Program of Study
Effective Date:	March 14, 2022

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

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

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

Sincerely,  
Office of Career Readiness



BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY  
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
**JOB DESCRIPTION**

**ASSISTANT SUPERINTENDENT (Shared)**

**JOB TITLE:** ASSISTANT SUPERINTENDENT for the Burlington County Special Services School District (BCSSSD) and/or the Burlington County Institute of Technology (BCIT)

**LOCATION:** BCSSSD and/or BCIT and/or Central Office

**THE POSITION:** Assists the Superintendent of Schools by providing leadership and management of the ongoing planning, development, coordination, implementation, and evaluation of all aspects of the operations of both school districts.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To assist the Superintendent with oversight of BCSSSD and/or BCIT by providing leadership to the professional staff to plan, implement, articulate, evaluate all programs and district operations.

**QUALIFICATIONS REQUIRED:**

1. NJ Administrative Certificate with School Administrator and Principal endorsement with a minimum of five (5) years lead building administrative experience.
2. Demonstration of central office experience or equivalent.
3. Successful experience in teaching, curriculum development, supervision and evaluation of instructional staff, administration, program assessment, and staff development.
4. Experience in Career and Technical Education or equivalent preferred and where applicable.
5. Broad knowledge of educational disabilities and their impact on student learning, child growth and development, psychology of exceptional children and systems for the delivery of Child Study Team and related services.
6. Successful experience in the administration of student services and/or special education and demonstrated ability to work effectively with parents, community groups, agencies and local school district personnel.
7. Demonstrated ability to work effectively in areas of personnel management, school administration and program development and evaluation, budget development and oversight and implementation.
8. Strong leadership, social media and digital proficiency and excellent writing and communication skills.
9. Able to perform essential functions with/without reasonable accommodation.
10. Required criminal history background check, medical and drug screening.
11. Proof of U.S. citizenship or legal resident alien status.

**JOB RESPONSIBILITIES:**

1. Coordinates, directs, monitors and ensures areas of supervision and evaluation, curriculum and instruction, student achievement, professional development, grant coordination, compliance with NJDOE, State, Federal and local requirements and programs, budget, marketing, communications and public relations and school services are in alignment with District, Local,

State, Federal and NJDOE requirements and mission.

2. Assists the superintendent in supervising the district's instructional programs and school services.
3. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in policy as necessary.
4. Assists with the development, monitoring, evaluation and administration of career and technical education programs on respective campuses.
5. Works with the administrative team and staff to promote, implement and sustain efforts to support diversity, equity and inclusion initiatives.
6. Assists with the preparation and administration of the instructional accounts of the school budget.
7. Provides leadership and guidance in process of curriculum planning, coordination and evaluation.
8. When needed, assumes the responsibilities for administering the district in the absence of the superintendent.
9. Assists in the planning and administration of an effective system for the recruitment, selection, evaluation and staff development for professional personnel.
10. Develops and administers inservice programs for professional staff based on district priorities for improvement while working closely with those responsible for staff training and development and data coordination.
11. Prepares drafts of needed board policies and administrative rules or standard operating procedures for the superintendent's review and/or board action.
12. Participates in the selection and recommendation for adoption of all textbooks, online resources and supplementary instructional material.
13. Establishes necessary procedures for general operations and services which support student and staff.
14. Maintains liaison with professional, civic, volunteer and other community agencies and groups having a focus on the schools and the District.
15. Attends board meetings and prepares such reports for the board as the superintendent may request.
16. Evaluates the performance of administrative personnel in accordance with law, code and board policy.
17. Performs other related duties as may be assigned by the superintendent and/or requested by the board.

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the provisions in statute, administrative code, and Board policy on evaluation of certificated personnel.

**TERMS OF EMPLOYMENT:** 12 Months; salary to be determined by the Board.

**APPLICATION PROCEDURE:** To apply, submit an online application found on the District website.

**Approval: January 31, 2019**

**Revised: March 24, 2022**