

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, May 28, 2020 at Telephone No. 1-646-558-8656.

The meeting was called to order at 6:00 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 type="checkbox"/> Present	<input checked="" 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 April 30, 2020. On a motion by Leon Jones and seconded by Lorene Moore, 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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Absent

Financial Report: Andrew Willmott, Board Secretary, presented Financial Report.
On a motion by Paula Lee and seconded by Leon Jones, 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"/> Absent

Public Comments - Superintendent Agenda and Addendum Only:

Dr. Nagy asked all to participate in a moment of silence to honor the memory of a wonderful BCSSSD student, Angela Chase, a 10th Grader on our BCSSSD West Campus who passed away yesterday. Angela was an integral part of our BCSSSD family and will be missed. The impact of her loss is being felt across our school community.

Dr. Nagy shared a letter received via the designated email for public comments during today's meeting from Mr. Joseph Venuto, President of the BCIT Administrators Association. Mr. Venuto wrote that two weeks ago the district celebrated Staff Appreciation Week and due to a strong foundation including solid instruction the district hasn't missed a beat. Mr. Venuto thanked the Board for their support and congratulated staff for thriving and coming together as a school community.

Dr. Nagy indicated that during closed session, three personnel matters had been reviewed and action would be taken.

Dr. Nagy congratulated Mr. Andrew Willmott on his official appointment as Business Administrator/Board Secretary for our districts retroactive to May 1, 2020.

Superintendent Nagy informed all that ESY appointments that were normally part of this month's agenda would be delayed due to pending guidance from the Governor's office.

Dr. Nagy provided an update on district activity including updates to our districts Master Plan, the creation of a Taskforce to address school reopening and that we continue to serve Grab-n-Go meals with over 2300 meals served as of this week. BCIT admissions testing procedures have been reviewed and updated in order to continue during the Covid 19 school closures. The agenda also includes approval for both Board and District goals for 2020-2021, and things are in motion to move to the State Health Benefits Plan. Dr. Nagy was proud to say that we have met many milestones despite the pandemic.

Superintendent Agenda:

Dr. Nagy presented and recommended approval of the Report and Addendum. On a motion by John J. Ferry and seconded by Leon Jones, 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"/> Absent

Public Comments:

Board member John J. Ferry congratulated Andrew Willmott on his appointment and thanked Dr. Nagy for an outstanding job.

Board member Leon Jones extended gratitude for the leadership provided throughout these times. Mr. Jones also said that he will keep Angela Chase and her family in his thoughts and prayers during this difficult time.

Vice President Lee stated that everyday something seems to be added to the equation during this closure and wanted to share with the team that she is proud of how well everything has been taken care of.

Adjournment

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by Leon Jones and seconded by Paula Lee the Board adjourned at 6:15 p.m. with the next meeting to be on June 18, 2020, at Rutgers Media Center at 6:00 p.m.

Respectfully Submitted,

Andrew C. Willmott
Board Secretary/Business Administrator

I. PERSONNEL

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

A. Burlington County Special Services School District

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Guevara, Rachelle	Teacher Assistant	Resignation	05/29/20

2. Employment: Full Time (prorated) pending new hire requirements *Executive Approval

Name	Position	Salary	Effective
Marchese, Darlene	Teacher Assistant	HS Step 1 \$15,556	05/18/20*

3. Status Change, Degree (prorated)

Name	Position	From	To	Effective
Presner, Angela	Autism Consultant	BA+15 Step 12 \$71,251	MA Step 12 \$74,130	06/01/20

4. Transfers

Name	Position	From	To	Effective
Hand, Desiree	Secretary	ESU	Westampton	07/01/20
O'Malley, Katharine	Teacher of the Handicapped	ESU	Transition	07/01/20
Signorino, Ronald	Teacher of Social Studies/TOSD	ESU	Transition	07/01/20

5. Leaves *Executive Approval **pending documentation

Employee	Position	Type	Effective
Bradley, Paula	Occupational Therapist	FMLA	05/26/20-06/18/20*
Humble, Kaitlyn	Occupational Therapist	FMLA	05/13/20-06/16/20*
Maloney, Jeanine	Speech Therapist	FFCRA**	04/30/20-06/19/20*
Santana, Jennifer	Teacher	FFCRA	05/18/20-06/12/20*

6. Course: Approvals * Pending

Name	Position	College	Credits
Arena, Adrienne	Teacher	Lourdes University	3

Lucas-MacPhee, Nancy	Teacher Assistant	University of West Florida	6
Roggio, Deborah	Teacher Assistant	Camden County College	6

7. Conferences/Professional Workshops/*Administrative Assignment *Over Mileage
**** Executive Approval**

Personnel	Conference	Date	Cost*
LeCates, Jaime Zavacky, Catherine	Brookdale Community College Career & Technical Education Certificate of Eligibility Educator Program Stages 3 & 4*	02/01/20-04/18/20** 05/02/20-06/20/20**	\$653/stage ea

8. Resolution, Ratification of Administrative Contracts by NJDOE
Resolution to approve the ratification by the NJDOE of the 2020-2021 Employment Contract for the Assistant Superintendent of Equity & Diversity.

B. Burlington County Institute of Technology

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Hernandez, Hiromi	Teacher of ESL	Resignation	06/30/20

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

Name	Position	Salary	Effective
Dickol, Natalie	Teacher Aide/Athletic Trainer	Col E Step 1 \$27,917	08/17/20

3. Reappointments 2020-2021 SY
Custodial/Maintenance Personnel

Orwan, Glenn	Custodian	\$41,192
	Custodial Repair	\$2,500

4. Status Change, (prorated) *Executive Approval

Name	From	To	Effective
Willmott, Andrew	Acting Shared Business Administrator/Board Secretary \$90,000	Shared Business Administrator/ Board Secretary \$120,000	05/01/20* 2020-2021 SY

5. Supplemental Pay/Extra-Curricular 2019-2020 SY**Medford** *Executive approval

Name	Extra-Curricular	Rate
Dixon, Amanda	ESEA ASPIRE (2019-2020 SY) Hourly	\$36/hr
Foster, Alexas	ESEA ASPIRE (2019-2020 SY) Hourly	\$36/hr
Hughes, Lee	ESEA ASPIRE (2019-2020 SY) Hourly	\$36/hr
Stillwell, Jennifer	Supplemental Instruction for SE students* 3 hrs/wk	\$38/hr

Supplemental Pay/Extra-Curricular 2020-2021 SY**Medford** **pending new hire requirements

Name	Extra-Curricular	Rate
Dickol, Natalie**	Athletic Trainer	\$24,846

6. Course: Approvals 2020-2021 SY

Name	Position	College	Credits
Cermatori, Diana	Teacher	Montclair State University	3
Hackman, Deborah	Teacher	Wilmington University	3
Murrenburke, Holly	Teacher	Concordia University	6
Purcell, Andrew	Teacher	University of Texas Rio Grande Valley	6

7. Course: Reimbursements

Name	Position	College	Credits	Amount
Antinoro, Jessica	District Literacy Specialist	Thomas Edison State University	6	\$4,008
Artz, Brooke	LDTC	Stockton University	3	\$1,950
Clayton, Jillian	Psychologist	Caldwell University	3	\$2,217
Harris, Keturah	Teacher	Concordia University	3	\$1,108.50
Purcell, Andrew	Teacher	University of Texas Rio Grande Valley	3	\$1,374.99
Reigelsperger, Laura	Director of Pupil Personnel Services	Rowan University	6	\$5,316
Sommers, Kelly	Teacher	Wilmington University	3	\$1,464

8. Student Teacher/Internship/Observation *Pending Receipt of Required Documents

Name	College	Type	Effective
Circello, Chase*	Rowan University	Clinical Internship	Fall 2020, Spring 2021

9. Resolution, Ratification of Administrative Contracts by NJDOE

Resolution to approve the ratification by the NJDOE of the 2020-2021 Employment Contracts for the Business Administrator and the Assistant Superintendent of Curriculum & Instruction.

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 8561: *Procurement Procedures for School Nutrition Programs*: Second Reading
Revised
Policy/Regulation 3218: *Use, Possession, or Distribution of Substances*: Second Reading
2. **Ratification and Approval of District Master Plans**
Recommend ratification of March 2020 *Master Plan* and approval of May 2020 *Revised Master Plan*.
3. **Re-Opening Task Force**
Recommend approval to create a BCIT/BCSSSD Re-Opening Task Force.
4. **Virtual High School Graduation Ceremonies**
Recommend approval for Virtual High School Graduation Ceremonies for June 2020.
5. **2020-2021 SY District Goals**
Recommend the approval of the District Goals for 2020-2021.
6. **2020-2021 SY Board Goals**
Recommend the approval of the Board of Education Goals for 2020-2021.
7. **Board of Education Self Evaluation Process**
Recommend approval of the completion of the Board of Education Self Evaluation Process for 2019-2020.

A. Burlington County Special Services School District

1. **Abolishment of Program**
Recommend the abolishment of the Business Program at the BCSSSD Lumberton Campus due to declining enrollment and replace with the exploratory Agricultural Program.

B. Burlington County Institute of Technology

1. **Guest Speakers**

Speaker(s)	Audience	Date
Progression Partners: Equity Support Workshops- Natalie McGee	Administrators	TBD-online

2. Revised BCIT Admissions Testing Procedures

Recommend approval to revise BCIT Admissions Testing procedures in response to Covid-19 pandemic and limitations imposed on in-person testing format.

3. Authorization to submit the following grant applications for 2020-2021 SY:

Title: Perkins V Secondary Grant FY'21
Grantor: Strengthening Career and Technical Education for the 21st Century Act
New Jersey Department of Education
Grant Period: July 1, 2020-June 30, 2021
Amount: \$241,324.00 (Federal)
Amount: \$ 74,661.00 (Reserve)
Total: \$315,985.00

Title: Perkins V Postsecondary Grant FY'21
Grantor: Strengthening Career and Technical Education for the 21st Century Act
New Jersey Department of Education
Grant Period: July 1, 2020-June 30, 2021
Amount: \$ 5,388.00 (Federal)
Amount: \$109,603.00 (Reserve)
Total: \$114,991.00

Title: IDEA Grant FY'21
Grantor: New Jersey Department of Education
Grant Period: July 1, 2020-June 30, 2021
Total: \$515,834.00

4. Carl D. Perkins Consortium 2020-2021 SY

Recommend adoption of resolution to participate in the Carl D. Perkins Consortium for Career and Technical Education Improvement Act Grant from July 1, 2020 - June 30, 2021. Perkins Project Number: PERK3790. District Code: 3790.

5. Reject, ESEA Grant Funds, Title III, FY'21

Reject, ESEA Grant Funds, Title III, \$2,139

6. Apply, ESEA Grant Funds, FY'21

Title I: \$515,557
Title I: (Reallocated): \$55,085
Title II: \$63,148
Title IV: \$37,874

7. Apply, CARES Act Grant Funds, FY'20

Apply, CARES Act Grant Funds: \$412,355

8. 2020-2021 SY Academic Course Offerings

Recommend Approval of 2020-2021 SY Academic Course Offerings.

9. Danielson Evaluation Model

Approval to adopt the Danielson Evaluation Model for administrators, teachers, and educational support staff for the 2020-2021 SY.

10. SoftSkills High

Recommend approval of SoftSkills High - Career Readiness Certificate Program for non-credit remediation and employability traits instruction.

11. CareerSafe Stackable Credentials

Approval of CareerSafe Stackable Credentials:

- Interviewing Skills
- OSHA 10
- OSHA 10 Construction Technology
- StartSafe, StaySafe Workplace Training

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

No action taken.

B. Burlington County Institute of Technology

No action taken.

IV. BUSINESS/FINANCIAL

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

1. Resolution for ESS Contract Renewal 2020-2021

WHEREAS, the Burlington County Special Services School District and Institute of Technology Board of Education ("Board") has determined that the Burlington County Special Services School, the Educational Services Unit and the Burlington County Institute of Technology have a need for the provision of comprehensive services providing substitute certificated staff on a regular basis; and

WHEREAS, the nature and extent of the services to be provided cannot be reasonably described by written specifications given the unique nature of the credential, training and expertise required to provide such services as stated in the description of services; and

WHEREAS, the Business Administrator/Board Secretary has certified the availability of funds for payment of such services; and

WHEREAS, N.J.S.A. 18A:18A-5(a)(2) requires that the resolution authorizing the award of a contract for extraordinary unspecifiable services without competitive bids state the supporting reasons therefore and a brief notice thereof be published and a copy of the contract be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Board that the Board President and Board Secretary are hereby authorized and directed to execute the contract with Teacher Placement L.L.C., d/b/a ESS; and that the contract is awarded without competitive bidding as an extraordinary unspecifiable service in accordance with N.J.S.A. 18A:-18A-5(a)(2) of the Public School Contracts Law because as stated herein, the services to be provided are not susceptible to bidding by specification; and

BE IT FURTHER RESOLVED that notification of this contract award shall be published in The Burlington County Times as required by N.J.S.A. 18A:18A-5(a)(2).

2. Resolution for Withdrawal from Membership in the Burlington County Insurance Commission – Health Program

WHEREAS, the Burlington County Institute of Technology and the Burlington County Special Services School District are members of the Burlington County Insurance Commission within the health program ("Commission"); and

WHEREAS, the by-laws of the Fund provide for a 90 day prior written notice of the intent to withdraw from membership in the Fund; and

NOW THEREFORE BE IT RESOLVED by the Board of Education of the Burlington County Institute of Technology and Burlington County Special Services School District withdrawing from in the Fund and it is providing its notice herewith, such withdrawal to be effective on September 1, 2020.

BE IT FURTHER RESOLVED that certified copies of this resolution shall be sent to the Fund offices and delivered no later than June 11, 2020.

3. Resolution to Authorize Participation Under the SHBP and/or SEHBP

It is recommended a resolution be adopted to elect to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) as it appears on pages 13-16 of this document.



State Health Benefits Program (SHBP)
 School Employees' Health Benefits Program (SEHBP)
RESOLUTION

A Resolution to Authorize Participation Under the SHBP and/or SEHBP.

BE IT RESOLVED:

1. The Burlington County Special Services School District 1624-00
Corporate Name of Employer SHBP/SEHBP Employer Location Number
 hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
 2. a. We elect to participate in the Employee Prescription Drug Plan defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
 - b. We will be maintaining _____ as our Prescription Drug Plan.¹ This plan is
Name of Plan
 comparable in design to the State Employee Prescription Drug Plan.
 - c. We will not have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.
 3. a. We elect to participate in the Employee Dental Plans defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
 - b. We will be maintaining MetLife Dental as our dental plan.¹
Name of Plan
 - c. We will not have a dental plan.
4. We elect 30² hours per week (average) as the minimum requirement for full-time status in accordance with N.J.A.C. 17:9-4.6.
 5. As a participating employer we will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
 6. We hereby appoint Andrew C. Willmott, CPA to act as Certifying Officer in the administration of this program.
Name/Title

Note: An individual is permitted coverage as an employee, retiree, or dependent. Multiple coverage under the SHBP or SEHBP is prohibited.

¹ If not electing prescription drug coverage and/or dental plan participation through the SHBP or SEHBP, attach copies of the current prescription drug and dental plan contracts.

² May not be less than 25 hours per week for employees, or 35 hours per week for elected or appointed officials.

Please complete page 2 of this form.



State Health Benefits Program (SHBP)
School Employees' Health Benefits Program (SEHBP)
RESOLUTION

Continued from page 1.

- 7. This resolution shall take effect immediately and coverage shall be effective as of 09 / 01 / 2020 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

Burlington County Special Services School District 05 / 28 / 2020
Corporate Name of Employer *mm dd yyyy*

20 Pioneer Blvd. Westampton NJ 08060
Street Address *City* *State* *Zip Code*

(609) 267-4226 Ext. 8209
Area Code *Telephone Number*


Signature

Business Administrator/Board Secretary
Official Title

501 22-1981383
Number of Employees *Employer's State Employer Identification Number (EIN)*

Mail Completed Resolution to: **New Jersey Division of Pensions & Benefits**
Health Benefits Bureau
P.O. Box 299
Trenton, NJ 08625-0299



State Health Benefits Program (SHBP)
 School Employees' Health Benefits Program (SEHBP)
RESOLUTION

A Resolution to Authorize Participation Under the SHBP and/or SEHBP.

BE IT RESOLVED:

1. The Burlington County Institute of Technology 1411-00
Corporate Name of Employer SHBP/SEHBP Employer Location Number

hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.

2. a. We elect to participate in the Employee Prescription Drug Plan defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
- b. We will be maintaining _____ as our Prescription Drug Plan.¹ This plan is comparable in design to the State Employee Prescription Drug Plan.
Name of Plan
- c. We will not have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.
3. a. We elect to participate in the Employee Dental Plans defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
- b. We will be maintaining Delta Dental as our dental plan.¹
Name of Plan
- c. We will not have a dental plan.
4. We elect 30² hours per week (average) as the minimum requirement for full-time status in accordance with N.J.A.C. 17:9-4.6.
5. As a participating employer we will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
6. We hereby appoint Andrew C. Willmott, CPA to act as Certifying Officer in the administration of this program.
Name/Title

Note: An individual is permitted coverage as an employee, retiree, or dependent. Multiple coverage under the SHBP or SEHBP is prohibited.

¹ If not electing prescription drug coverage and/or dental plan participation through the SHBP or SEHBP, attach copies of the current prescription drug and dental plan contracts.

² May not be less than 25 hours per week for employees, or 35 hours per week for elected or appointed officials.

Please complete page 2 of this form.



State Health Benefits Program (SHBP)
 School Employees' Health Benefits Program (SEHBP)
RESOLUTION

Continued from page 1.


7. This resolution shall take effect immediately and coverage shall be effective as of 09 / 01 / 2020 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

Burlington County Institute of Technology 05 / 28 / 2020
Corporate Name of Employer *mm dd yyyy*

695 Woodlane Rd. Westampton NJ 08060
Street Address *City* *State* *Zip Code*

(609) 267-4226 Ext. 8209
Area Code *Telephone Number*

 Business Administrator/Board Secretary
Signature *Official Title*

281 21-0735947
Number of Employees *Employer's State Employer Identification Number (EIN)*

Mail Completed Resolution to: **New Jersey Division of Pensions & Benefits
 Health Benefits Bureau
 P.O. Box 299
 Trenton, NJ 08625-0299**

A. Burlington County Special Services School District

No action taken.

B. Burlington County Institute of Technology

1. Donation

Donor	Item	Utilized
Sommers, Kathleen	2008 Nissan Pathfinder	Automotive Technology

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Resignations: Full-Time

Name	Position	Reason	Effective
Vogel, BethAnn	Teacher of Mathematics	Resignation	06/18/20

Resignations: Hourly

Name	Position	Reason	Effective
Nickerson, Rebecca	Registered Nurse	Resignation	06/16/20

2. Professional Services Agreements

District	Type
Chesterfield Twp	2020-2021 Professional Services Agreement 2020-2021 Nonpublic 192/193 2020-2021 Nonpublic IDEA 2020-2021 Nonpublic Nursing
Evesham Twp	2020-2021 Nonpublic 192/193 2020-2021 Nonpublic IDEA 2020-2021 Nonpublic Nursing 2020-2021 Nonpublic Technology
Lindenwold Twp	2020-2021 Professional Services Agreement
Mount Holly Twp	2020-2021 Professional Services Agreement 2020-2021 Nonpublic 192/193 2020-2021 Nonpublic IDEA 2020-2021 Nonpublic Nursing
North Hanover	2020-2021 Professional Services Agreement
Riverbank Charter School	2020-2021 Professional Services Agreement
Upper Twp	2020-2021 Professional Services Agreement

3. Course: Reimbursements

Name	Position	College	Credits	Amount
O'Malley, Katherine	Teacher	The College of New Jersey	3	\$1,875
Paige, Meghan	Business Manager, ESU	Wilmington University	3	\$1,494

4. Conferences *Over Mileage

Personnel	Conference	Date	Cost
Pozega, Kris	Summit Annual Virtual Professional Development Subscription	2020-2021	\$269.99
Welch, Amy	Assessment and Intervention Strategies, Online	06/10/20	\$199.99

B. Burlington County Institute of Technology: Adult Education

- 1. Approval, New Jersey Apprenticeship Network Coordinator Program Grant FY '21**
Recommended approval to apply for the New Jersey Apprenticeship Coordinator Program Grant in the amount to be determined for the 2020-2021 SY.

2. Activities

Students	Activity	Date(s)
LPN	Virtual "Live Heart Transplant" through Liberty Science Center	06/10/20

3. Licensed Practical Nursing Alternative Plan

Recommend approval of the Burlington County Institute of Technology Licensed Practical Nursing (LPN) Alternative Plan revised learning and implementation due to COVID-19 pandemic.