

**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 Tuesday, December 20, 2022.

The meeting was called to order at 4:30 pm by Vice President Robert Brittain.

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 December 20, 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 4:56 pm.

A motion was approved to open the public session by Mr. Leon Jones and seconded by Ms. Lorene Moore.

The Board resumed the public meeting at 5:06 pm Thursday, December 20, 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 5:00 pm in hybrid format, both in-person and virtual audio format via Zoom Conference Call on December 20, 2022 in the Media Center at BCSSSD 20 Pioneer Blvd Westampton, NJ.

Mr. Robert Brittain called the meeting to order at 5:06 pm and led the flag salute.

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:

| | | |
|-----------------------------------|---|--|
| Odise Carr | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Leon E. Jones, Jr. | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Jaxon Keefer BCSSSD Student Rep. | <input type="checkbox"/> Present | <input checked="" type="checkbox"/> Absent |
| Raymond Marini Exec. County Supt. | <input type="checkbox"/> Present | <input checked="" type="checkbox"/> Absent |
| Lorene Moore | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Favour Oyelade, BCIT Student Rep | <input checked="" type="checkbox"/> Present | <input 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 |
| Tyler J. Burrell | <input type="checkbox"/> Present | <input checked="" type="checkbox"/> Absent |

In-person public attendance: A. Holley, K. Grant, B. Downs, R. Loughlin, L. Reigelsperger, A. Mazella, M. Azzarone, F. Staff, S. Wilcox, J. Willey, K. Nevadomski, D. Crosby, C. Hewitt, R. Kosh, B. Guenther Misunas, D. Roggio, V. Harris, L. Salmons, J. Blartz, D. Kosh

Virtual public attendance by registering through Zoom: Two phone numbers, M. Jenkins, B. Hickey, C. Jenter, T. Mason, R. Lyman, J. Colby, J. Torres, D. Hand, T. Turkot, D. Williams, R. Rowe, J. Jeitner, H. Craw, F. Shulman, T. Carpenetti, S. Downey, A. Caporale, K. Richter, D. Evans, M. Ferrell, M. Troncone, S. DiPierro, K. Lowenthal, M. Candelaria, N. Fisher, S. Srinivasan, D. Crayne, A. McHugh, B. Rogers, M. Robertson, L. Eischen, D. Kwartin, M. McIntyre, M. Bala, D. Beaulieu, R. Fessenbecker, R. Harris, MJ Kneringer, N. Roman, C. Puca, R. Lallo, A. Mobley, K. Zawadzki, K. Fletcher, B. Roggio

Communication & Correspondence: Mr. Willmott announced that an anonymous letter was delivered to the Board of Education.

Minutes: Mr. Brittain, Board Vice President, presented the Meeting Minutes from November 17, 2022. On a motion by Mr. Leon Jones and seconded by Ms. Michelle Parker, the Board approved the Meeting Minutes.

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

| | | | |
|-----------------|---|-----------------------------|----------------------------------|
| Odise Carr | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain |
| Leon Jones, Jr. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain |
| Lorene Moore | <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 |

Financial Report: Mr. Brittain, Board Vice President presented the Financial Report and called for a motion to approve the report. On a motion from Ms. Lorene Moore and seconded by Mr. Leon Jones, the Board approved the financial report.

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

| | | | |
|-----------------|---|-----------------------------|----------------------------------|
| Odise Carr | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain |
| Leon Jones, Jr. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain |
| Lorene Moore | <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 |

Ms. Oyelade, BCIT student representative, shared the BCIT student report with the Board of Education.

Public Comments on Superintendent's Agenda: Mr. Brittain made a motion to open the public comments on the Superintendent's Agenda only. Ms. Lorene Moore motioned and Ms. Michelle Parker seconded to open the public comments. Mr. Brittain asked if any attendees wished to comment on the Superintendent's Agenda only. Mr. Andrew Willmott announced any public members to make a comment to speak via Zoom on the Superintendent's Agenda only.

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

Superintendent's Agenda: Mr. Brittain invited Dr. Nagy to present the superintendent's report to the Board.

Dr. Nagy announced several items on the agenda for approval this evening and the resolution on the addendum for the funding from the Burlington County Commissioners for \$400k to install and fund the new playground equipment at the BCSSSD West campus.

Dr. Nagy thanked BCIT and central administration for their work to create a BCIT Senior Early Release Proposal. This proposal outlines students who are in good standing and who meet various requirements in their senior year for graduation can pursue college courses or be released for a non-school to work program.

Dr. Nagy shared an update of key activities and student recognitions from the **BCIT district**:

- BCIT is accepting nominations for candidates to be inducted into the Hall of Fame for Lifetime Achievement.
- BCIT celebrated all of the BCIT Teachers of the Year and Educational Services Professionals of the Year on December 9th.
- BCIT has been awarded \$1.8 million in a Behavioral and Mental Health Grant from the U.S. Department of Health and Human Services, with the help of Congressman Andy Kim and the major efforts of our administrative team. This grant will be used to support our efforts to expand support to students and staff for mental health and trauma-informed services.
- Congratulations to the BCIT WesTech and MedTech students who were inducted into the National Honor

Society this month.

- Please join us as we congratulate the BCIT MedTech students who were inducted into the National Technical Honor Society this month.
- The BCIT Fall PAC Dinner, where Program Advisory Committee members were treated to a delicious dinner prepared and served by the MedTech Culinary Arts students before they participated in breakout sessions. The sessions continue to strengthen the programs that we offer to BCIT students. Burlington Chevrolet was named as the 2022 BCIT Business Partner of the Year and representatives from Burlington Chevrolet were on hand to accept the award.
- Ariela Cambronero Fernandez, a 2022 WesTech Veterinary Technology graduate, who is now studying at Delaware Valley University, was accepted into the Vet Up program at Perdue, a six-week-long residential summer program at the Purdue University College of Veterinary Medicine. She is only one of 26 students accepted into the program.
- Nathan Renson, a 12th Grade Instrumental Music Major in the BCIT Medford Academy of Performing Arts and National Honor Society member at MedTech, organized a Toy Drive for Kelly's Kids (created by Bob Kelly from Fox 29) with the South Philly String Band and the members of BCIT Medford National Honor Society Chapter. MedTech NHS collected over 20 toys which were donated to St. Christopher's Children's Hospital.
- Congratulations to Marissa Horner, BCIT APA 9th Grade Instrumental Music Major, for being accepted to All South Jersey Symphonic Band on clarinet.

Dr. Nagy shared an update of key activities and student recognitions from the **BCSSSD district**:

- The BCSSSD holiday show, *Holidays at the Movies*, was a tremendous success with 155 students participating. Dr. Nagy thanked all the staff who helped in this event and the Board members and administration who attended the events.
- BCSSSD Pioneer Band, consisting of 13 members, once again performed at the Moorestown Holiday Parade.
- As part of the family outreach, our district-wide Thanksgiving collections fed 69 families this year from South, East, North, Transitions and Lumberton campuses.
- Special Olympics sports bowling and volleyball are going strong with practices and games for students of West and Transitions. Our 11 volleyball athletes continue to shine by winning their last three games they played. 25 Bowling athletes have been practicing and will be competing starting in February.
- North Campus enjoyed their annual Bowling trip to Laurel Lanes where 60 students attended.
- The Transition Campus had a few big events this month with painting on canvas along with step by step instructions from Spotted Frog Studio. They also had a Lip Sync battle where both students and staff performed in front of the entire campus and the annual tradition of Reindeer Dash where both students and staff had collaborative and competitive games.
- ACHIEVE students completed their first semester at RCBC.
- The Lumberton Campus hosted its annual Harvest Feast where the Culinary students served food to over 100 students, staff and guests. The Culinary students also prepared 85 cookie trays and other treats for the Craft Fair.
- BCAS celebrated its 10th Annual Thanksgiving Feast this year.
- As part of our family outreach initiative, the first of our Westampton Campus family bingo nights had an incredible turnout of over 78 family members attending the event with their students.
- Dani Jacobs in our unpaid WBL program called Kareama Kids 2 received a certificate for completing a 10 hour online training program and now part of her portfolio. She was presented with \$1000.00 for participation and completion of the training program.
- WORK BASED LEARNING (WBL) - Community Unpaid- 14 Business Partners; with 35 students participating, WBL Paid/Work Study- 16 students participating to date; 4 of which are High School students. Total earnings to date is \$24K, for comparison last year our total earnings were \$13K at this same time.

Mr. Brittain requested the Board of Education members to make a motion to approve the superintendent's agenda, addendum and personnel decision discussed earlier at the closed executive session. On a motion by Ms. Lorene Moore and seconded by Ms. Michelle Parker, the Board approved the superintendent's agenda.

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

| | | | |
|-----------------|---|-----------------------------|----------------------------------|
| Odise Carr | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain |
| Leon Jones, Jr. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Abstain |
| Lorene Moore | <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 |

Public Comments: Board Vice President Mr. Robert Brittain moved to the public comments section and requested anyone interested in making a public comment to raise their hand. Mr. Willmott invited anyone on the Zoom link to raise their hand to address the Board.

Ms. Rylie Kosh, BCIT student, addressed the Board on the SkillsUSA updates, schedules and statewide competitions. Ms. Kosh invited the Board to attend the upcoming competitions.

Bethann Guenther-Misunas 126 Fairmont Voorhees, NJ voiced her concern with changes in administration and asked if there was a plan for the autism program at BCSSSD.

Monique Jenkins attempted to address the Board via Zoom, but Ms. Jenkins was unable to be heard.

Mr. Bill Roggio, BCSSSD parent, addressed the Board via Zoom, and shared his concern with the BCSSSD school administration.

Both Mr. Brittain and Mr. Willmott confirmed that no one else had requested to speak and this closed the public comment section of the meeting with a motion by Mr. Leon Jones and seconded by Mr. Odise Carr.

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

Board Comments:

Mr. Odise Carr thanked everyone for attending the meeting and wished everyone a happy holiday season.

Mr. Leon Jones thanked Rylie Kosh for her presentation and for speaking on SkillsUSA. Mr. Jones thanked all of the retirees and wished them well. Mr. Jones also thanked Christine Jenter and Adell Valesek and congratulated the GEOY winners. Mr. Jones thanked the staff for their hard work and wished everyone a happy new year.

Ms. Lorene Moore wished everyone a happy holiday.

Ms. Michelle Parker congratulated Rylie Kosh and wished the community a wonderful holiday season.

Mr. Robert Brittain enjoyed taking part in the GEOY presentations at BCSSSD and BCIT and the holiday show at BCSSSD.

Meeting Adjournment:

Mr. Brittain called for a meeting adjournment. Ms. Lorene Moore motioned to approve and Mr. Leon Jones seconded the motion. Meeting adjourned at 5:46 pm.

Respectfully Submitted,

Andrew C. Willmott, CPA
Board Secretary/Business Administrator

I. PERSONNEL

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

- 1. **Job Description** (Exhibit #1)
Accountant/Accounts Payable Specialist (Shared)

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

| Name | Position | Reason | Effective |
|-------------------|--|-------------|-----------|
| Jenter, Christine | Strategic Marketing Communications and Enrollment Coordinator (Shared) | Resignation | 12/30/22 |
| Tatem, John | Financial Aid/Grant Coordinator (Shared) | Resignation | 01/03/23 |

Resignation/Retirements: Substitute

| Name | Position | Reason | Effective |
|-------------------|-----------------------|-------------|-----------|
| Everman, Marjorie | Substitute Bus Driver | Resignation | 05/18/22 |

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

| Name | Position | Salary | Effective |
|--------------------|---|----------------------|------------|
| Parlato, Christian | Accountant/Accounts Payable Specialist (Shared) | Non-Aligned \$53,000 | 12/12/22** |

- 3. **Conferences/Professional Workshops** *exclusive of mileage ** Executive Approval

| Personnel | Conference | Date | Cost* |
|-----------------|--|-------------------|---------|
| Joseph, Eder | UPenn HEAL Series** | 12/07/22 | None |
| Vokoun, Coriell | Social Impact Strategy Certification Program, The University of Pennsylvania | 01/22/23-09/01/23 | \$5,950 |

- 4. **Student Work Study Rates**

BE IT RESOLVED by the Board of Education that in line with the increase in New Jersey’s minimum wage, the rate for all Student Work Study approved for the 22-23 School year is increased to \$14.13 per hour effective January 01, 2023.

- 5. **Course: Approval**

| Name | Position | College | Effective |
|-----------------|-------------------------------|---|-----------|
| Cooper, Heather | Human Resources Administrator | Society for Human Resource Management -CP Certification | 02/2023 |

A. Burlington County Special Services School District

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

| Name | Position | Reason | Effective |
|-------------------|-------------------|-------------------|-----------|
| DeRitis, Chelsea | Autism Consultant | Resignation | 02/10/23 |
| Flood, Michelle | Autism Consultant | Resignation | 02/10/23 |
| Kelly, Willie | Teacher Assistant | Declined Position | 11/18/22 |
| Peyton, Charles | Maintenance | Retirement | 03/01/23 |
| Shulman, Florence | Speech Therapist | Resignation | 02/10/23 |

Employee Separation Agreement/Mutual Release

Approval to accept the Separation Agreement and Mutual Release between the Board of Education and Employee #10001.

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

| Name | Position | Salary | Effective |
|----------------|----------|---------------------------|-----------|
| Hickey, Bayley | Teacher | BA+15 Step 8 \$69,880 | TBD |
| Jeon, Amanda | Teacher | BA Step 3 \$61,678 | TBD |
| Klee, Beth | Teacher | BA+15 Step 13 \$77,118 | TBD |

3. **Status Change, Full-Time** (Prorated) *amended

| Name | From | To | Salary | Effective |
|-----------------|-------------------------------|--|-----------------------|---|
| Higgins, Pamela | Teacher Assistant | Teacher | BA Step 2 \$60,750 | 01/03/23* Previously approved TBD 11/17/22 |
| Kennedy, Robert | Occupational Therapist ESU | Occupational Therapist, Westampton | MA Step 2 \$64,767 | 01/03/23 |

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

| Employee | Position | Type | Effective |
|--------------------|------------------------|-----------------------|---------------------|
| Eiserle, Christine | Speech Therapist | LOA/FMLA | 12/16/22 - 03/16/23 |
| Flade, Katrina | Occupational Therapist | LOA/FMLA* | 11/03/22 - 06/30/23 |
| Maiese, Bernadette | Speech Therapist | LOA/FMLA/NJFLA | 11/17/22 - 04/02/23 |
| Moses, Jennifer | Social Worker | Military LOA/FMLA/LOA | 03/20/23**-11/15/23 |
| Paris, Tracey | Cafeteria Assistant | LOA | 11/22/22 - 06/30/23 |
| Signorino, Ronald | Teacher | FMLA | 12/01/22 - 01/02/23 |
| Stepp, Diana | Occupational Therapist | FMLA* | 01/17/23 - 06/30/23 |
| Wojcik, Jessica | Teacher | LOA | 12/24/22 - 01/22/23 |

Administrative Leave of Absence with Pay *executive approval

| Employee # | Effective |
|------------|-----------------|
| 10001 | 12/12/22 - TBD* |

Administrative Leave of Absence without Pay *executive approval

| Employee # | Effective |
|------------|----------------------|
| 7343 | 11/30/22 - 12/02/22* |

Administrative Leave of Absence with Pay *executive approval

| Employee # | Effective |
|------------|-----------------|
| 7379 | 12/08/22 - TBD* |

Approval for Sick Day Donation *executive approval

The Superintendent of Schools recommends the donation/transfer of up to 60 sick days to employee #6444 in accordance with the Sick Day Donation procedures.*

5. **BCBA Mentor (unpaid)**

| Name | Mentor |
|----------------|------------------|
| Richter, Kelli | McGovern, Meghan |

6. Salary Adjustments, Unpaid Absences

| Name | Position | Rate | Date |
|---------------------|-------------------|--------------|--|
| Fisher, Naomi | Teacher Assistant | -\$251.20 | ½ 11/16/22, 11/17/22, 12/08/22 |
| Husband, Kerrie | Social Worker | -\$6,070.62. | ½ 11/07/22, 11/08-11/22, 11/14-18/22, 11/21-22/22, 12/02/22, 12/05-09/22 |
| Jabkowski, Deborah | Teacher Assistant | -\$305.12 | 12/08 - 09/22 |
| Langan, Lauren | Teacher | -\$377.79 | 12/09/22 |
| Stoneking, Kimberly | Teacher Assistant | -\$264.68 | 11/23 - 24/22 |

7. Employment, Work Study Students

\$13/hr 07/01/22 - 12/31/22; \$14.13/hr 01/01/23 - 06/30/23

| Student | Department | Campus |
|------------------|------------|------------|
| Spicer, Draven | Custodial | North |
| Zukovsky, Andrew | | Transition |

8. Extra Pay/Volunteer Positions * Executive Approval

| Name | Extra-Curricular | Rate |
|----------------------------------|---|--|
| Davis, Matthew (North) | Special Olympics Track Head Coach | \$1400 (previously approve as shared) |
| Ferrante, John (Lum) | Team Leader Campus Crisis Team Member | \$3,800 \$1,800 |
| Guenther-Misunas, Bethann (East) | Special Olympics Track Head Coach | \$1400 (previously approved as shared) |
| Rowe, Roseanne (Lum) | Workshop Presenter (CPR) * | \$56/hr |
| Sheldon, Timothy (Trans) | Student may receive up to 10 hrs/week of homebound instruction beginning 12/14/22 through 06/19/23* | \$40/hr |
| Smith, Heather (Lum) | Team Leader | \$3,800 |
| Stobie, Kelly (Lum) | Yearbook Assistant | \$1,400 |
| Tomlinson, Phillip (Lum) | Yearbook Coordinator | \$1,800 |
| Wyllner, Robert (Trans) | Student may receive up to 10 hrs/week of homebound instruction beginning 12/14/22 through 06/19/23* | \$40/hr |

9. Student Teacher/Internship/Observation *Executive Approval

| Name | College | Type | Effective |
|-------------------|----------------------|----------------------|---------------------|
| Ackerman, Kendall | Monmouth University | OT Level II | 01/09/23 - 03/31/23 |
| Knell, Emily | Jefferson University | OT Doctoral Capstone | 01/03/23 - 03/31/23 |
| Maccarone, Emily | Alvernia University | OT Level II | 01/30/23 - 05/30/23 |
| Peters, Eduarda | Jefferson University | OT Doctoral Capstone | 01/03/23 - 03/31/23 |

10. Course: Approvals

| Name | Position | College | Credits |
|-------------------|--------------------|----------------------------|---------|
| Boyle, Brian | Teacher | New Jersey City University | 3 |
| DeBrosse, Bethany | Physical Therapist | Lourdes University | 3 |

| | | | |
|--------------------|------------------------|--|---|
| Fazzie, Gregory | Teacher | Stockton University | 4 |
| Fodor, Stephanie | Teacher Aide | Rowan College at Burlington County | 6 |
| Higgins, Pamela | Teacher | Rowan College | 3 |
| King, Keely | Teacher | Stockton University | 2 |
| Li, Xinzhu | Teacher Aide | Purdue Global University | 5 |
| Maldonado, Laura | Teacher | Rutgers University | 3 |
| Nerolich, Yiwen | Teacher | Rowan University | 1 |
| Nizio, Jennifer | Occupational Therapist | Lourdes University | 3 |
| Scannell, Deanna | Occupational Therapist | Educators' SEL Training - Breathe for Change | 3 |
| Tomlinson, Phillip | Teacher | Rowan University | 3 |

11. Course: Reimbursements

| Name | Position | College | Credits | Amount |
|-------------------|------------------------|----------------------------|---------|----------|
| Buono, Zachary | Teacher Aide | University of Phoenix | 3 | \$1,000 |
| DeBrosse, Bethany | Physical Therapist | Lourdes University | 3 | \$459 |
| Nizio, Jennifer | Occupational Therapist | Lourdes University | 3 | \$459 |
| Stepp, Diana | Occupational Therapist | Lourdes University | 3 | \$378.87 |
| Yiwen, Nerolich | Teacher Aide | Bookdale Community College | 1 | \$295 |

B. Burlington County Institute of Technology

1. Resignation/Retirements: Full-Time

| Name | Position | Reason | Effective |
|---------------|--------------|-------------|-----------|
| Harris, Glenn | Teacher Aide | Resignation | 12/01/22 |

**2. Employment: Full Time (Prorated) pending new hire requirements *amended
pending settlement of negotiated agreement

| Name | Position | Salary | Effective |
|-------------------|---|--------------------------------|-----------|
| Antunes, David | LDTTC Previously approved TBD 11/17/22 | 10 Month Step 19 \$88,909** | 02/07/23* |
| deCaires, Richard | Custodian | Col A Step 1 \$36,355 | TBD |
| Handschuh, James | Teacher of Science Previously approved TBD 11/17/22 | Col C Step 9 \$71,690 | 02/01/23* |
| Hawco, Caitlin | Teacher of Sports Medicine & Athletic Trainer Previously approved TBD 11/17/22 | Col E Step 1 \$66,397 | 12/05/22* |
| Herbert, Andrea | Teacher Aide - Child Care | Col C Step 5 \$29,218 | TBD |

Administrative Leave of Absence with Pay *executive approval

| Employee # | Effective |
|------------|----------------------|
| 100654 | 11/23/22* - 12/02/22 |

3. Salary Adjustments, Unpaid Absences

| Name | Position | Rate | Date |
|------|----------|------|------|
|------|----------|------|------|

| | | | |
|---------------------|--------------|-------------|-------------------------|
| Antinoro, Jocelyn | Teacher | -\$1,440.32 | 11/08-11/22 |
| Harris, Glenn | Teacher Aide | -\$2,688.72 | 11/09-30/22 |
| McCollum, Jairus | Teacher Aide | -\$86.78 | ½ 11/18/22 |
| McMullen, Samantha | Teacher Aide | -\$373.40 | ½ 11/09/22, 11/10-11/22 |
| Williams, Kimberlee | Teacher | -\$1,993.72 | 11/08-11/22 |

Withholding of Increment 2023-2024 SY

| Employee # |
|------------|
| 100654 |

4. Leaves *Intermittent **Amended

| Employee | Position | Type | Effective |
|---------------|--------------------|----------|---------------------|
| Avila, Amanda | Guidance Counselor | LOA/FMLA | 03/24/23 - 06/30/23 |

5. Extra Pay/Volunteer Positions

District *Executive Approval

| Name | Extra-Curricular | Rate |
|---|---|---------------------------|
| Graham, Leah* Jones, Aja* Pensabene, Jeffrey* | Fall Program Advisory Committee Meeting | \$42/hr up to 4 hours max |

Medford *Executive Approval

| Name | Extra-Curricular | Rate |
|--|--|---|
| Allenbach, Ryan Hagar, Timothy Latigona, Joseph Malesich, Elizabeth Mariano, Anthony Reed, Richard Sprague, Meagan Staff, Frank | CTE Enrichment | \$42/hr- 10 sessions maximum per employee, 2 hours per session. |
| Cattanea, James | Provide 6 hours home instruction per week for student #258365 12/03/22 to 01/13/23 | \$42/hr |
| Graham, Leah Morales, Christhie Robinson, Michelle Sgouros, Nicole Stillwell, Jennifer | Auxiliary Personnel | **** |
| Grobelyny, Barbara | Auxiliary Personnel Extra Block Coverage During Prep (as needed) | **** \$21/per period |
| Leighton, Michael | Fitness Club - ⅓ of Stipend for Winter Season | \$1,583 |
| Murrenburke, Holly | Provide 4 hours home instruction per week for student #258365 12/03/22 to 01/13/23 | \$42/hr |
| Sgouros, Nicole* | Cheerleading/Step Coach | \$6,472 |
| Ward, Terence | Extra Block Coverage During Prep (as needed) | \$21/per period |

Westampton *Executive Approval

| Name | Extra-Curricular | Rate |
|-----------------|----------------------|----------|
| Conyer, Robert* | Extra Block Coverage | Per Diem |

| | | |
|----------------------|--|----------|
| | (Grading as needed, not to exceed 5 hours per week) | |
| Georgette, Brittany* | Extra Block Coverage | Per Diem |
| Hackman, Deborah | Provide 5 hours home instruction for student #257027 12/12/22 to 01/31/23 | \$42/hr |
| Quinn, Christopher | Provide 5 hours home instruction per week for student #257027 12/12/22 to 01/31/23 | \$42/hr |
| Smith, Erika | Auxiliary Personnel | **** |
| Steer, Natola* | Grading as needed, not to exceed 5 hours per week | Per Diem |

5. Mentor

| Name | Mentor |
|----------------|---------------|
| Hawco, Caitlin | Valenti, Gina |

6. Course: Approvals

| Name | Position | College | Credits |
|-----------------------|--------------------|-----------------------|---------|
| Avila, Amanda | Guidance Counselor | Capella University | 3 |
| Hackman, Deborah | Teacher | Wilmington University | 3 |
| Smith-Evans, Samantha | LDTTC | Liberty University | 3 |

7. Conferences/Professional Workshops *exclusive of mileage ** executive approval

| Personnel | Conference | Date | Cost* |
|----------------------|--|-------------------|-------|
| Daily, Jennifer | Virtual Workshop, Rutgers University ** | 12/08/22 | \$60 |
| Reigelsperger, Laura | NJASA Special Education: Promising Practices and Current Legal Issues, Online ** | 12/20/22 | \$150 |
| | NJAPSA Winter Conference, Forsgate Country Club, Monroe | 01/13/23 | \$149 |
| Rista, Jessica | Association of Math Teachers of NJ Conference, TCN Ewing, NJ | 03/17/23 | \$209 |
| Turowski, Pamela | SJBODA Winter Meeting, Rowan, Glassboro, NJ | 01/13/23 | None |
| | NJMEA 2023 Conference, AC Convention Center, Atlantic City, NJ | 02/23/23-02/25/23 | None |
| Wilson, Michael | TracPipe Instructor Course, Exton, PA | 03/16/23 | None |

8. FY 2023 ESSER III Grant Additions

| Funded Personnel | Total Salary | ESSER III Salary | ESSER III Funded |
|-------------------|--------------|------------------|------------------|
| Barchue, Emmanuel | \$63,182 | \$10,741 | 17% ESSER Funded |
| Gunner, Christine | \$79,400 | \$26,202 | 33% ESSER Funded |
| Leighton, Michael | \$64,582 | \$21,312 | 33% ESSER Funded |
| Pagay, Nolan | \$63,882 | \$21,081 | 33% ESSER Funded |

9. Recommend Approval of Practicum in Administration and Supervision

Approval of Jacqueline McGuinness for 150 hours for School Administration internship at BCIT as part of Program Certification at The College of New Jersey.

10. Recommend Approval of Practicum for Brookdale College

Approval for Leonard Harrison (night school carpentry) to complete 20 hours of clinical observation

with Richard Reed (carpentry) at BCIT as part of the teacher certification at Brookdale College.

II. PROGRAMS

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

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

Revised - First Reading

P 0164.6 Remote Public Board Meetings During A Declared Emergency

P 0167 Public Participation in Board Meetings

R 5600.B Student Discipline/Code of Conduct BCIT

P 8442 Reporting Accidents

A. Burlington County Special Services School District

1. Affiliation Agreements

| Institution | Date(s) |
|--|---------------------|
| Alvernia University | 12/01/22 - 11/30/23 |
| Thomas Jefferson University | 01/01/23 - 12/31/23 |
| Temple University College of Public Health | 11/01/22 - 10/31/23 |

2. CST Breakfast *Executive Approval

CST Breakfast held on December 7, 2022 inclusive of presentation, breakfast and tour for county CST representatives.

B. Burlington County Institute of Technology

1. Guest Speakers **Executive Approval

| Speaker(s) | Audience | Cost | Date |
|---|---|-------|----------------|
| DVRS: Lindsey Aquino, Kelsey Mignogna, Kate Staudenmayer ** | Staff | None | 12/14/22 |
| Holman Automotive Program: Charles Joe Greway; Rodney Harris, Paul LaPlante; Salvo Sparacio | Automotive | None | 01/19/23 |
| Jazz Rhythm Section, Matthew Turowski | APA Students | None | 01/11/23 |
| Supporting Student Wellness, ESU, Bobbie Downs, | CST, Staff | \$200 | 01/18/23 |
| Discussion of Soft Skills, Michael Napolitano | SCM/Marketing Students | None | 01/18/23 |
| University of the Arts Admissions Presentation, Anjali Karustis | 10th & 11th APA Students | None | 02/07/23 |
| Career Opportunities with the Division of Criminal Justice: Detective Shawn McDonald, 2 additional guests-TBD | Criminal Justice | None | 02/10/23 |
| Grooming a Pet: Simone Link | Veterinary Technology | None | 02/10/23 |
| Organ & Tissue Donation Education: John Brown & Tom Gano | Students | None | 02/15/23 & TBD |
| Transition to College: Donna Kaklamanos; Sophia Filosa | Staff | None | 02/15/23 |
| K9 Handling: Perry Parks, Jasmine Durst | Criminal Justice Veterinary Technology | None | TBD |

2. Affiliation Agreements

| Institution | Date(s) |
|-------------|---------|
|-------------|---------|

| | |
|-----------------------|-----------|
| Camden County College | 2022-2023 |
|-----------------------|-----------|

3. **Recommend Approval BCIT Senior Early Release Proposal**
Approval of early release of senior students to complete career and technical requirements early. Seniors may enter the workforce in a non-school-to-work position or utilize the BCIT Option 2 policy to take post-secondary courses outside of BCIT at Rowan College at Burlington County. Students would select the option during the end of junior year for scheduling process with exceptions allowed during the start of the senior year, if their schedule permits.
4. **ARP ESSER III Grant FY 23 Amendment**
Recommend approval of submission of ARP ESSER III Grant FY 23 Amendment
Accelerated Learning Coach and Educator Support
Evidence Based Summer Learning and Enrichment
Evidence Based Comprehensive Beyond the School Day
NJTSS Mental Health Support Staffing
5. **CRRSA ESSER II Grant FY 23 Amendment**
Recommend approval of submission of CRRSA ESSER II Grant FY 23 Amendment
Mental Health
6. **American Rescue Plan - ESSER III Safe Return Plans**
Recommend approval of submission for Safe Return Plan for in-person instruction and continuity of services for all schools through September 20, 2023.

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.)
2. **School Self Assessments for Determining Grades under the Anti-Bullying Bill of Rights Act *Executive Approval**
Recommend acceptance and approval of July 1, 2021 - June 30, 2022 scores and report presented at the October 27, 2022 Board of Education meeting.

A. Burlington County Special Services School District

1. **Suspensions:**

| | | | | | |
|-------|---|-----------|---|------------|---|
| BCAHS | 2 | Lumberton | 2 | Transition | 1 |
| North | 2 | East | 0 | South | 3 |
2. **Activities (Place in alphabetical order by campus and chronological order by date)**

| Campus | Activity | Dates |
|------------|--------------------------------------|---------------------------|
| South | Family Bingo-South | 01/07/23 12:00pm-1:30pm |
| Westampton | Special Olympics Volleyball Practice | Various 01/03/23-03/28/23 |
| Westampton | Red Cross Blood Drive - Media Center | 04/20/23 |
3. **Field Trips (Place in alphabetical order by campus and chronological order by date)**

| Campus | To | Date | Inst. | S | C |
|--------|---------------------------------------|--------------------------------|--------------|----|----|
| TRAN | Walmart, Lumberton | 03/13/23 | Fletcher, K. | 22 | 10 |
| TRAN | Burlington County Library, Westampton | 03/27/23, 04/24/23 05/22/23 | Fletcher, K. | 12 | 14 |

| | | | | | |
|------|-----------------------------------|---------------------------------|--------------|----|----|
| TRAN | Green Acres Park, Burlington - AM | 05/01/23, 05/15/23, 06/05/23 | Fletcher, K. | 18 | 14 |
| TRAN | Green Acres Park, Burlington - PM | 05/01/23, 05/15/23, 06/05/23 | Fletcher, K. | 17 | 16 |
| TRAN | Green Acres Park, Burlington | 05/08/23, 06/12/23 | Fletcher, K. | 21 | 10 |

B. Burlington County Institute of Technology

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

| | <u>Medford</u> | <u>Westampton</u> |
|------------------------------------|----------------|-------------------|
| a. Transfers in County | 5 | 3 |
| b. Transfers out of County | 2 | 2 |
| c. Dropouts | 0 | 0 |
| d. Transfer to West/Medford Campus | 1 | 0 |
| e. Suspensions | 3 | 5 |
| f. Homebound | 4 | 2 |

2. Long Term Suspension, Westampton

Approval of long term suspension of Westampton Student # 235954 pursuant to N.J.S.A. 18A:137-1 et. seq. N.J.A.C. 6A:16-7.1(c)2 and 5, pending Board of Education Discipline Hearing.

3. Out of School Instruction

Student #246501 will be placed Administrative Out of School Instruction for a work related experience in their CTE program from December 12, 2022 to January 13, 2023.

4. Activities

| Campus | Activity | Dates |
|----------|---|---------------------|
| Med | Poetry Out Loud School Competition | 01/10/23 |
| West | PRIDE Card Movie Event | 12/23/22 |
| Med/West | BSU Collection Drive for the Building Kings and Queens Women in need. | 01/03/23-01/22/23 |
| West | HOSA State Conference | 03/18/23 - 03/19/23 |
| West | PRIDE People's Choice Awards | 04/19/23 |

5. Fundraisers

| Campus/Fund | Activity | Dates |
|-------------------|-----------------------|--|
| Med/Class of 2024 | Prank Wars | 01/09/23-01/13/23 02/06/23-02/10/23 03/06/23-03/10/23 04/17/23-04/21/23 |
| Med/Class of 2023 | Rubber Ducky Day | 01/13/23 |
| Med/Class of 2024 | Valentine's Day Grams | 02/01/23-02/14/23 |

6. Field Trips

| Campus | To | Date | Inst. | S | C |
|--------|--|----------|--------------|----|---|
| Med | Skills USA Adopt-a-Family" Pack-Out, St. Joseph's Pro-Cathedral, Camden | 12/22/22 | Ward, T. | 5 | 1 |
| Med | Middle School Recruiting Performances, DeMasi & Marlton Middle School, Evesham, NJ | 01/10/23 | Turowski, P. | 20 | 2 |

| | | | | | |
|------|---|----------|--------------|------|---|
| Med | All South Jersey Chorus Rehearsal, Rowan University, Glassboro, NJ | 01/12/23 | Turowski, P. | 4 | 1 |
| Med | HOSA Southern Regional Conference, Cumberland County Tech, Vineland | 02/04/23 | Brown, K. | 11 | 1 |
| Med | Poetry Out Loud Regional Competition, Rutgers Camden Center for the Arts, Stedman Gallery & Garden Theater Fine Arts Building, Camden | 02/07/23 | Pappler, S. | 10 | 1 |
| Med | New Jersey State House, Trenton | 03/07/23 | Malesich, E. | 17 | 2 |
| Med | NJ HS Dance Festival, Union City HS, Union NJ | 03/11/23 | Gebhart, L. | 20 | 2 |
| Med | Law Enforcement Career Day, RCBC, Mt. Laurel, NJ | 03/30/23 | Latigona, J. | 24 | 2 |
| West | MLK Day Service, Masonic Home, Burlington | 01/16/23 | Malsbury, V. | 15 | 1 |
| West | Sheet Metal Union, Local 27 Union Hall, Farmingdale | 02/23/23 | Earlen, L. | 25 | 2 |
| West | Aquarium, Camden **15 Preschool; 11 HS Students | 03/28/23 | Smith, E. | 26** | 3 |
| West | Philadelphia Zoo, Philadelphia, PA **15 Preschool; 15 HS Students | 04/21/23 | Smith, E. | 30** | 3 |

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 November 30, 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. 6A:23-2.12(c)4, the Board of Education, certifies that as of November 30, 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. Appointment of Health Insurance Broker BCSSSD/BCIT

BE IT RESOLVED by the Board of Education that Brown & Brown Metro, LLC 3330 Bargaintown Road, Suite 2, Egg Harbor Township, NJ be appointed the Broker of Record and Consultant for the District's Health and Prescription Programs, from January 1, 2023 to December 31, 2023 to perform the professional services ordinarily provided by an insurance broker consultant for health insurance. These professional services are necessary and are required by this Board of Education.

3. Resolution for School Development Authority (SDA) FY 2023 Funding

BE IT RESOLVED, that the Burlington County Special Services School District has applied and will accept the SDA Funding for emergent needs and capital maintenance in the amount of \$12,700.00

BE IT RESOLVED, that the Burlington County Institute of Technology School District has applied and will accept the SDA Funding for emergent needs and capital maintenance in the amount of \$58,239.00.

4. Resolution for Participation in the Sustainable Jersey for Schools Certification Program

WHEREAS, The Burlington County Special Services School District and the Burlington County Institute of Technology Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

WHEREAS, The Burlington County Special Services School District and the Burlington County Institute of Technology Board of Education and District(s) Superintendent seek to support and work with school staff

and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

WHEREAS, Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

WHEREAS, Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

WHEREAS, Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

WHEREAS, The Burlington County Special Services School District and the Burlington County Institute of Technology Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as "Green Team"), based on the guidance of Sustainable Jersey for Schools

WHEREAS, Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

WHEREAS, The Burlington County Special Services School District and the Burlington County Institute of Technology Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

THEREFORE, it is resolved that the Burlington County Special Services School District and the Burlington County Institute of Technology Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board's intention to pursue certification for schools in the district.

WE HEREBY, appoint Andrew Willmott, Business Administrator to be the district's liaison to Sustainable Jersey for Schools.

WE DO HEREBY, recognize our School(s) as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

WE AGREE to complete district(s) actions and to support the district's schools in completing their actions.

5. Submission of Health & Safety Evaluation of School Buildings Checklists

WHEREAS, the Department of Education requires New Jersey School Districts to submit annual Health & Safety Evaluation of School Buildings Checklists, and

WHEREAS, the required documents for the various school facilities of the Burlington County Special Services School District and the Burlington County Institute of Technology are consistent with these requirements, and

NOW THEREFORE IT BE RESOLVED, that the Burlington County Special Services School District and the Burlington County Institute of Technology hereby authorize the School Business Administrator to submit the Health & Safety Evaluation of School Buildings Checklists for the Burlington County Special Services School District and the Burlington County Institute of Technology in compliance with Department of Education requirements.

6. Appointment of Construction Management Services BCSSSD/BCIT

BE IT RESOLVED, by the Board of Education that M&M Construction, 540 North Avenue, Union, NJ, be hereby appointed through the Burlington County Shared Service Agreement the Construction Management Services for the Burlington County Special Services School District and the Burlington County Institute of Technology HVAC Projects in the amount of \$147,200 and \$147,200 respectively.

A. Burlington County Special Services School District

1. **Resolution, Memorandum of Agreement- BCSS Administrators Association**
 Resolution to ratify the negotiated agreement between the Burlington County Special Services School District/Burlington County Institute of Technology Board of Education and the Burlington County Special Services Administrators Association for the years 2022-2023, 2023-2024, 2024-2025.

2. **Memorandum of Agreement- BCSS Education Association**
 Recommended approval of Understanding between the Burlington County Special Services School District and the Burlington County Special Services Education Association of the new TA guides for the 2022-2023 School Year and hourly guide for the 2022-2023 School Year.

3. **Use of Facilities *Executive Approval**

| Agency/Program | Room - Campus | Date(s) |
|-----------------------------|---------------------|---------------------------------|
| Rancocas Valley Regional HS | Pool - Westampton * | Various Dates 11/29/22-02/02/23 |

4. **Donation *Executive Approval**

| Donor | Item | Utilized |
|--|--|----------------------------------|
| Burlington County Sheriff's Department | 6 Acoustic guitars* 2 Electric guitars* | BCSSSD and Transition campuses |
| Singleton, Senator Troy | Children's Winter Coats | BCSSSD |
| Wegmans Mt. Laurel | 60 Gingerbread House Kits | BCSSSD Westampton Campus Classes |

5. **Auction of Playground Equipment**

The Burlington County Special Services School District will be auctioning off the used playground equipment at Burlington County Special Services Westampton Campus to make way for the new Playground Equipment Project.

6. **RESOLUTION AUTHORIZING THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT TO APPLY TO THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS (NJDCA) FOR A FY 2023 LOCAL RECREATION IMPROVEMENT GRANT (LRIG)**

WHEREAS, the Burlington County Special Services School District will apply for a FY 2023 Local Recreation Improvement Grant (LRIG) from the New Jersey Department of Community Affairs (NJDCA) for \$100,000 for improvements at the Westampton campus play area to bring it up to current safety and ADA standards;

NOW, THEREFORE, BE IT RESOLVED, That the Burlington County Special Services School District does hereby authorize the application for such a grant; and

Recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of the grant agreement; and, also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of said agreement between the Burlington County Special Services School District and the New Jersey Department of Community Affairs.

7. **Resolution to accept funding from Burlington County**

Resolution to approve and accept \$400,000.00 from the Burlington County to install and fund new playground equipment at Burlington County Special Services.

B. Burlington County Institute of Technology

1. **Resolution for Substance Abuse and Mental Health Services Grant**

BE IT RESOLVED that the Burlington County Institute of Technology has applied for and will accept the Substance Abuse and Mental Health Services Grant in the amount of \$1,807,480.00.

2. Use of Facilities *Executive Approval

| Agency/Program | Room - Campus | Date(s) |
|---|---------------------|----------|
| Burlington County Emergency Food Distribution | Parking Lot- West * | 12/17/22 |
| Holbein School, Mount Holly | Auditorium - West * | 12/20/22 |

3. Donation

| Donor | Item | Utilized |
|--------------------------------------|---|--|
| County of Burlington - IT Department | (1) Cisco 3650 Network Switch, (1)- Cisco Wireless Access Point | BCIT |
| Holman Enterprises | Engines, Etron Motor, Powertrain Components | Automotive Technology, Westampton Campus |
| Pemberton Fabricators, Inc. | (15) Welding Helmets and (15) pairs of welding gloves | Med- Welding |
| Singer, Mark | Drill Doctor | Advanced Manufacturing Lab |
| Strait, Dr. Greg | Pentamix Machine | Dental Occupations Career Major |
| Target- Burlington Twp. | (10) Texas Instrument TI-84 calculators | West- Math Department |

4. Disposal of Damaged Vehicle

The Burlington County Institute of Technology Board of Education hereby approves the Business Administrator to dispose of the following damaged vehicle:

- 2011 Ford Super Duty F-250, VIN: 1FTBF2B63BEC09484

5. Approval of BCIT CTE Grant Project Due Diligence Request and Tax Questionnaire

Recommended approval of the CTE Grant Project Due Diligence Request and Tax Questionnaire for the Burlington County Institute of Technology Medford and Westampton Campuses.

6. Approval of Commissioner of the New Jersey Department of Education Grant Agreement & approval to submit and accept the CTE Bond Act Grant.

Recommended approval of the Grant Agreement between the Commissioner of the New Jersey Department of Education and the Burlington County Institute of Technology. Accepting the total Grant amount of \$16,312,144.

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Resignations: Hourly

| Name | Position | Reason | Effective |
|-------------------|------------------------|-------------|-----------|
| Guiliano, Kristie | Occupational Therapist | Resignation | 02/15/23 |
| Janusz, Mackenzie | Registered Nurse | Resignation | 12/14/22 |
| Picerno, Amy | Job Coach | Resignation | 12/30/22 |
| Santana, Jennifer | Teacher | Resignation | 01/26/23 |

2. Employment: Full Time (prorated)

| Name | Position | Salary | Effective |
|--------------------|------------------------|-----------------------|-----------|
| Carranza, Michelle | Occupational Therapist | MA Step 8 \$72,752 | TBD |
| Clarke, Brielle | Occupational Therapist | MA Step 2 | 01/04/23* |

| | | | |
|--|--|----------|--|
| | | \$64,767 | |
|--|--|----------|--|

Employment: Hourly

| Name | Position | Hourly Rate | Effective |
|---------------------|------------------|-------------|-----------|
| Bundy, Tykia | Registered Nurse | \$36 | TBD |
| McCormick, Margaret | Registered Nurse | \$36 | TBD |

3. Status Change, Full Time (prorated)

| Name | Position | From | To | Effective |
|-----------------|------------------------|---------|--------------------|-----------|
| Freas, Samantha | Occupational Therapist | \$43/hr | MA Step 2 \$64,767 | 01/03/23 |

Status Change, Hourly *executive approval

| Name | From | To | Hourly Rate | Effective |
|------------------|----------|---------------|-------------|-----------|
| Jackson, Clifton | Security | Security Lead | \$25.00 | 12/01/22* |

4. Leaves *Intermittent **Amended

| Employee | Position | Type | Effective |
|------------------|------------------|----------|-----------------------|
| Kelly, Gabriella | Speech Therapist | LOA/FMLA | 03/13/23 - 06/30/23 |
| Murtha, Debra | Secretary | LOA/FMLA | 11/30/22 - 12/03/22** |

Administrative Leave of Absence without Pay *executive approval

| Employee # | Effective |
|------------|-----------------|
| 9796 | 12/06/22* - TBD |

5. Professional Services Agreements

| District | Type |
|---------------------------------|---|
| Paterson Public School District | 2022-2023 Professional Services Agreement |
| Plumstead Twp. School District | 2022-2023 PSA |

6. Course: Approvals

| Name | Position | College | Credits |
|----------------|------------------------|-------------------------------------|---------|
| Yeo, Pierrette | Occupational Therapist | University of Alabama at Birmingham | 3 |

7. Course: Reimbursements

| Name | Position | College | Credits | Amount |
|-------------------|------------------------|------------------------------------|---------|------------|
| Evgeniadis, Maria | Occupational Therapist | Bowling Green State University | 3 | \$1,485.60 |
| Kelly, Gabriella | Speech Therapist | Colorado State University - Pueblo | 3 | \$395.00 |
| Shansey, Madison | Speech Therapist | Colorado State University Pueblo | 3 | \$399.00 |

8. Conferences *exclusive of mileage

| Personnel | Conference | Date | Cost |
|---|--|----------------|------------|
| Cann, Victoria Evgeniadis, Maria Quigg, Carolyn Weinberg, Lisa | Strengthen Your Special Needs Students' Executive Function Skills, Cherry Hill | 01/23/23 | \$259 each |
| Downs, Bobbie | Innovative Schools Summit, Orlando, FL | 03/30-04/02/23 | \$1,839.75 |
| Schieber, Kendra | Developing Effective Sensory Diets, Virtual | 01/13/2023 | \$199.99 |
| Severino, Angela | CEU Annual Subscription Occupational Therapy.com | 2023 | \$99 |

| | | | |
|-------------------|--|----------|----------|
| | Virtual | | |
| Tornetta, Maureen | Exploring Primitive Reflexes in the Developing Child | 02/02/23 | \$269.99 |

9. Transportation Joint Transportation Agreements 2022-2023 SY

It is recommended a resolution be adopted to amend the following transportation jointures, in accordance with N.J.A.C. 6A:27-9.16, between the Burlington County Special Services School District ESU and the counties/districts listed below for the 2022-2023 SY:

Sayreville Public Schools

Joint Transportation Agreement with Sayreville Public Schools. BCSSSD ESU to transport one Sayreville Public Schools student to Yale Ellisburg in Cherry Hill, NJ from 9/1/2022-11/21/2022 (Amended Date-Student Transferred) on Route J67 for the sum total of \$7,995.58 (Amended Total-Student Transferred).

BCSSSD ESU to transport one Sayreville Public Schools student to Bancroft School in Mt. Laurel, NJ from 9/1/2022-6/30/2023 on Route J61 for the sum total of \$16,645.20.

10. Transportation Joint Transportation Agreements 2022-2023 SY

It is recommended a resolution be adopted for the following new transportation jointures, in accordance with N.J.A.C. 6A:27-9.16, between the Burlington County Special Services School District ESU and the county/district listed below for the 2022-2023 SY:

Washington Twp Public Schools

Joint Transportation Agreement with Washington Twp Public Schools. BCSSSD ESU to transport one Washington Twp Public Schools student to BCSSSD in Westampton, NJ from 11/28/2022-6/30/2023 on Route ESU C33 for the sum total of \$4630.50.

B. Burlington County Institute of Technology: Adult Education

1. Employment

| Name | Position | Date | Hourly |
|----------------|-------------------|----------|---------|
| Beverly, Danna | Instructor of LPN | 12/15/22 | \$58.00 |
| Cutler, Karen | Instructor of LPN | 12/15/22 | \$58.00 |
| Greene, Cheryl | Instructor of LPN | 12/15/22 | \$58.00 |

2. Field Trips *Executive Approval

| Students | Trip | Date(s) | Personnel | S | C |
|---------------------------------|---|----------|---------------------------|----|---|
| Advanced Water Operations Class | Water Plant Tour, NJWSA Manasquan WTP and Reservoir System * | 12/20/22 | McKeon, P. | 8 | 1 |
| Cosmetology | International Beauty Show, NY Jacob Javits Center, New York, NY | 03/07/23 | McGinty, D. Wilmot, J. | 16 | 2 |

B. Burlington County Institute of Technology: Fire School

1. Status Change, Hourly

| Name | Previous Rate | New Rate | Position | Effective |
|---------------|---------------|------------|-------------------------------|-----------|
| Engle, Ryan | \$14.00/hr | \$14.13/hr | Emergency Services Instructor | 01/01/23 |
| Lenox, Robert | \$14.00/hr | \$14.13/hr | Emergency Services Instructor | 01/01/23 |

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

Job Title: BCIT/BCSSSD -SHARED Accountant / Accounts Payable Specialist

Qualifications:

1. Bachelor's Degree in Accounting, Business, Finance or related field.
2. Minimum one year experience in accounting/finance field.
3. Knowledge of school district accounting, budget preparation, grants management, accounts payable preferred.
4. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements.
5. Proficiency in the use of computer applications appropriate for accounting, payroll, word processing and spreadsheets.
6. Demonstrate excellent initiative, personal integrity and business ethics.
7. Communicate effectively orally and in writing.
8. Maintain confidentiality as required and appropriate.
9. Exhibits initiative, independence and decision-making appropriate to the performance tasks of this position.
10. Make efficient use of time and resources available.
11. Provide well organized, accurate work.
12. Demonstrate ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
13. Maintain confidentiality with complex and sensitive documents, information and records that are maintained in the confidential role.
- 14. Demonstrated cultural competence, sensitivity to and understanding of the diverse Academic, socioeconomic and ethnic backgrounds of community students, faculty, and staff and a commitment to a student-centered environment.**
- 15. Required criminal history background check and proof of US citizenship or legal resident alien status.**
- 16. Excellent computer skills, data entry, including proficiency in all Microsoft Office applications including Word, Excel, and Access.**
- 17. Ability to use content management systems to access and maintain web related data.**
18. Completes required training to maintain proficiency with Financial Aid processing
19. Physical Requirements require prolonged periods of sitting at a desk and working on a computer, and must be able to lift up to 15 pounds at any given time.

Job Goal: Assist the Business Administrator with the school district's accounting and accounts payable function ensuring the accuracy of invoices to be paid, and the timely payment of school district expenses, maintaining accurate account balances, in conformance with school district policies and practices as well as applicable laws and regulations.

Performance Responsibilities:

1. Proficient in the application of Generally Accepted Accounting Principles for the State of New Jersey Department of Education.

Employee Initials_____

2. Knowledge and application of New Jersey State purchasing laws regarding Purchasing, Bid and Quotation thresholds, ensuring that the district is in compliance.
3. Processing of requisitions, quotations, bids and orders in conformance with New Jersey Statutes, DOE regulations and Board of Education policies.
4. Assists in administering the school district's accounts payable function, including the processing of purchase orders and invoices for payment.
5. Researches discrepancies regarding the accuracy of invoice amounts, word counts, etc. for the purpose of ensuring accuracy and implementing corrective measures, communicating with vendors, consultants, translators, or others as needed to reconcile.
6. Assists in inputting and maintaining all data and information into the accounting system regarding accounts payable.
7. Reconciles accounts payable invoice batches, and processes payment checks or wire payments as directed.
8. Develops reporting procedures and internal controls for timely and accurate completion of reporting and record-keeping requirements.
9. Maintains accounts payable records for accurate and up-to-date filing and recordkeeping.
10. Budget, data analysis and preparation.
11. Composes correspondence to vendors as needed for the purpose of documenting activities, providing written reference and/or conveying information regarding accounts payable issues, balances, etc.
12. Perform other duties as assigned for the efficient operation of the Business Office to increase effectiveness and reduce costs for the ultimate benefit of the education program.

Financial Aid Responsibilities:

1. **Responsible for the development, coordination and implementation of Federal Financial Aid processing.**
2. **Responsible for ensuring compliance on financial aid eligibility, processing awards, and providing consultation to financial aid applications and prospective student(s) and/or groups.**
3. **Manages components according to required federal and state statutes and regulations. Establishes strategies for the effective delivery of program aid awards to students to support institutional retention and recruitment goals.**
4. **Performs assignments associated with the administration of designated financial funds;
reconciles Title IV files and accounts to ensure institutional compliance and to demonstrate administrative capability as required by state and federal regulations.**
5. **Collects, analyzes, reports, and submits data reports (via IPED system) as needed and ensures compliance for completion.**
6. **Completes monitoring issues to ensure compliance with Title IV funding.**
7. **Serves as the primary Title IV liaison between the Financial Aid Office and applicable federal, state and local entities.**
8. **Performs other tasks related to Federal Financial Aid as assigned by the Adult Education Department and/or district, including; but not limited to require training remotely or face to face at local and/or out of state locations.**

9. Represent the district positively in greeting students and public in a congenial, helpful manner, referring them to appropriate personnel.
10. Receives, records, and routes incoming calls and messages.
11. Creates and types correspondence, notices, and reports as needed.
12. Maintain confidentiality with complex and sensitive documents and records.
13. Review student ISIRS (Institutional Student Information Record) containing personal financial information.
14. Responsible for assembling and organizing data, and preparing summaries of reports from confidential documents.
15. Request additional information based on verification codes listed on student's ISIRs and verify information provided for ISIRs selected for verification.
16. Assist students in completing required documentation for Financial Aid and Package Federal Funding Financial Aid Awards for Adult Education students to ensure success in completing the process.
17. Facilitate receipt of Financial Aid to help students meet institutional costs, counsel students to review Financial Aid, and assist students in completing the required steps to submit Financial Aid.
18. Compile and share monthly Progress Report Forms to teachers for Financial Aid students
19. Ensure compliance with State and Federal regulations. Knowledgeable about NSLDS, COD and other government sites.
20. Certify students in the National Students Loan Data System (NSLDS) every 90 days.
21. Post Financial Aid money received to a student account as well as maintain a manual spreadsheet of payments and refunds for each student.
22. Calculate and process Federal Student Aid (FSA) credit balances within the mandatory day requirement.

***Terms of Employment:**

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

Reports to: Business Administrator/Board Secretary

Evaluation:

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

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Employee Signature: _____ Date: _____