

**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 Virtual Format via Zoom Conference Call on Thursday, November 18, 2021.

The meeting was called to order at 5:00 pm by President Leon Jones. A motion to go into a closed executive session to address legal and personnel matters with legal counsel was made.

**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 November 18, 2021.

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.

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

The Board resumed the public meeting at 6:00 pm Thursday, November 18, 2021.

**REGULAR MEETING**

The Regular Meeting of the Board of Education of the Special Services School District and The Institute of Technology of The County of Burlington was held at 6:00 pm in hybrid format, both in-person and virtual audio format via Zoom Conference Call on November 18, 2021.

Mr. Leon Jones called the meeting to order at 6:11 pm and led the flag salute.

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

**Sunshine Notice**

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

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

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

**In-person public attendance was limited to fifty (50):** Public registered in advance to attend the meeting in-person: S. Wilcox, A. Mazella, D. Finn, MJ Kneringer, L. Salmons, B. Will, C. Hewitt, V Harris, J. McGuinness, P. Overton, A. Grohe

**Virtual public attendance by registering through Zoom:** L. Rossini, J. Colby, B. Downs, A. McHugh, M. Graven-Eells, M. Jenkins, K. Lowenthal, J. Forvour, L. Thibodeau, R. Reinicker, L. Warren, L. Eischen, L. Hayes, C. Brogan, B. Burtage, F. Gellis, M. Coolidge, B. Wolcott, R. Lallo, C. Jenter, K. Williams, K. Hardgrove, B. Shinn, B. Guenther-Misunas, C. Adams, E. Engard, K. Scheetz, T. McGuinness, R. Lyman, V. Lee, T. Arket-York, K. Jones, J. Rosenberg, N. Roman, J. LeCates, K. Fletcher, M. McIntyre, K. McGrogan, L. Langan, D. Williams

**Communication & Correspondence:** Mr. Jones requested Mr. Willmott to announce any communication or correspondence. Mr. Willmott announced there was none at this time.

**Minutes:** Mr. Jones, Board President, presented the Meeting Minutes from October 20, 2021. On a motion by Mr. Tyler Burrell and seconded by Ms. Lorene Moore, the Board approved the Meeting Minutes.

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

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

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

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

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

**Presentation:** Dr. Nagy presented the Department of Education NJ Start Strong assessment and provided an executive summary of the results for both BCIT and BCSSSD 2021 NJ Start Strong results. New to Districts across the State this year was the introduction of the Start Strong Assessments which are designed to accomplish the following:

- Provide an early indication of the level of support students may need based upon the prior year's academic standards.
- Be administered quickly and provide immediate results.
- Serve as New Jersey's federally required general assessments for the 2020-2021 school year in English language arts (ELA)/mathematics/science, including public reporting of school-level results disaggregated by subgroups.

Students are rated based on three categories (support levels):

- 1 Strong Support May Be Needed  
High level of support may be needed in the academic setting
- 2 Some Support May Be Needed  
Medium level of support may be needed in the academic setting
- 3 Less Support May Be Needed  
Low level of support may be needed in the academic setting

The results have been placed on our website and shared with the Board of Education. Given the pandemic, we are

pleased with the number of students who have shown a need for some or less support.

Mr. Jones requested for Mr. Andrew Willmott to announce any public members who wished to make a comment in person by raising their hand to speak or via Zoom on the Superintendent's Agenda only. Mr. Willmott requested the attendees to raise their hand if they wished to address the Board of Education.

**PUBLIC COMMENTS:**

Ms. Christine Hewitt questioned whether correspondence from a staff member was received by the Board of Education. Mr. Willmott replied that the Board was reviewing the correspondence.

Mr. Louis Rossini addressed the Board via Zoom and thanked everyone for the hybrid format and expressed his appreciation for the Board meeting held via Zoom, in addition to being in-person.

**Superintendent's Agenda:** Mr. Jones asked Dr. Nagy to present his report to the Board.

Dr. Nagy described the November Board of Education meeting being held in a hybrid format. The Board members attended in-person and community members were invited to attend in-person or virtually. Dr. Nagy thanked the Board for their efforts to be physically present and thanked the tech team for creating the opportunity for a hybrid meeting platform.

Dr. Nagy, on behalf of the Board wished all a Happy Thanksgiving and noted that it is a time to recognize what it is that we are most grateful for. Dr. Nagy, on behalf of the Board of Education wished the retirees good health and happiness for a well-deserved time to be with family and to pursue related personal endeavors.

Dr. Nagy announced on January 14, 2021, co-author of the book, "The Coffee Bean", Damon West, will be presenting on the BCIT West and BCSSSD West campuses for all district staff to view. This presentation will address the importance of saying no to drugs, being a person of character, a change agent, and a leader who stands apart from others, just like a coffee bean in boiling water, rather than an egg or a carrot.

Dr. Nagy shared that the NJDOE has received and approved the BCSSSD and BCIT Chapter 27 Emergency and Remote Plans.

Dr. Nagy announced the following Board approvals:

- Director of Buildings and Grounds who comes to us with many great experiences and who will be a welcomed presence in both districts.
- The updated dress and grooming policy for staff to reflect PE and key CTE programs as part of the ongoing curriculum guide revision process.
- Submission of ARP and ESSER Grant applications and acceptance. The administration has put in place plans for both districts to utilize the funds.

Dr. Nagy shared the following highlights from **BCIT**:

- The BCIT Lighthouse Ceremony and recognition of the NJDOE for Equity and Diversity has been moved to 12:00 pm on November 23, 2021.
- Discovery night took place on October 21, 2021 on both campuses of BCIT. Over 780 students and family members attended. COVID screening forms were collected and attendees were admitted entry in waves to keep social distancing as much as possible.
- 620 students have applied to BCIT for the 2022-2023 school year. BCIT application rate exceeds the number of applicants from last year by 230 for the same date range.
- The Staff Equity Champions turn-keyed professional development for their colleagues on October 22, 2021 on the topic of Culturally Responsive Practices with interactive activities.
- BCIT Student Equity Champions engaged in team building activities designed to promote a culture of DEI.
- BCIT is in the application process for the NJDOE Grant for Career & Technical Schools with an eye on building a new building for the Transportation, Logistics & distribution CTE and renovating various CTE facilities to comply with new industry standards. The architect met with stakeholders on November 2, 2021 and toured the Westampton Campus to gain perspective on the needs of the facilities. Another visit by the architect will take place today and preliminary drawings will be created as a first draft.

- [BCIT held a Construction Expo on November 10, 2021 at the Westampton Campus.](#) Students were able to meet members of the construction trades and engage in interactive activities. Over 15 vendors were in attendance promoting the trades to our CTE students.
- The Fall Program Advisory Committee Dinner and meeting was held on November 16th, 2021 with a gourmet dinner prepared and served by the Westampton Culinary Arts students and chefs. Members from the program advisory committee met to discuss aligning curriculum to industry standards and ways to improve preparedness for BCIT students. Kudos to the B&G staff, members of the administrations, and the Culinary arts students & staff for a job well done!
- Lockheed Martin was recognized as the BCIT Business Partner of the Year for 2021 at the Program Advisory Committee Dinner and meeting. BCIT is incredibly appreciative of the partnership with local organizations that assist our students and programs.
- Students on the Medford Campus will be inducted into the National Technical Honor Society. Congratulations to our students on this new milestone.

Dr. Nagy shared the following highlights from **BCSSSD**

- This morning, each of our campuses held their Annual Thanksgiving Feast, which is a great time for everyone to reflect upon the many reasons we all have to be thankful.
- Today marked an in-person presentation by representatives from our armed forces as part of an 11 year tradition of our related services staff working with our students to recognize and be pen pals to over 300 Military personnel in active duty as part of our Military Appreciation Month. Students loved putting on helmets and various military equipment seen on some video shared with students as part of the presentation. We salute our brave members of the military. Veteran celebrations include virtual presentations by our staff member, who is a member of the military, and her service-member colleagues; on-campus presentations to our students by service members; and the Military Appreciation Card Campaign, where our students create cards for Veterans and Active Duty Military members. I want to thank OT Kimberly Sheetz for her leadership once again.
- On the agenda today is the appointment of an interim principal who will be assigned to fill in for one of the vacant principal positions. A transition plan is being finalized regarding the Lumberton and West campus positions.
- Tomorrow, we will welcome the NJDOE for a visit to our District as part of the NJQSAC monitoring process. We welcome our County Executive Superintendent, Ray Marini.
- BCAS Mt. Laurel is observing career month in a hybrid format, with guest visitors from surrounding postsecondary schools, who talk about opportunities after high school. Students also will have workshops to help with resume writing and applying for jobs.
- Eleven Transition students are employed in our School to Work and/or WBL paid programs and collectively earned \$5,052 for the month of October and \$8,052 in year-to-date earnings.
- Pioneer Posh, Transition Campus's online retail store, continues to go beyond expectations with over 366 items sold, an average rating of 4.9 out of 5 stars, and over \$2,200 profit. They fulfilled their first order from Alaska this month!
- The Community-Based, Work-Based Learning: Unpaid program started this month on Transitions. Business partners include Dollar Zone, CVS, and Rainbow. Rainbow is actively working on hiring one of our unpaid students to be a paid Rainbow employee.
- Our Annual Trunk or Treat resumed this year after a one-year break, due to the pandemic, on Saturday, October 30, 2021. It was a beautiful, sunny morning where we hosted over 30 trunks and many community members, volunteers, and some distinguished guests such as County Commissioners, Burlington County Department of Health, the Burlington County Sheriff's Office, and our very own Board President, Mr. Leon Jones. Law enforcement was on site to help with directing traffic and there were many staff volunteers who helped to make this day a great success. Thank you to everyone who supported the event this year and contributed to its success. We received front-page coverage for the Trunk or Treat in the Marlton Sun Newspaper.
- Our Pioneer Marching Band and Cheer Team participated in the Medford Township Halloween Parade on the evening of Saturday, October 30, 2021. Thank you to Mr. Cook for preparing the students for this performance and to all the staff members who also helped organize our participation in, and volunteered at, this event.
- We hosted Board President Mr. Jones and Board Member Mr. Burrell for a tour of the Westampton and Transition Campuses on Friday, October 29th. They were able to enjoy part of the Halloween parade, as well as meet some of our staff and students on each campus.

- This month, we honored our School Psychologists during National School Psychologist Week and we celebrated our Veterans in collaboration with the Burlington County Special Services Education Association. The monthly celebrations continue with American Education Week this week including Education Support Professionals Day, which was yesterday.
- Next week, we look forward to hosting a ribbon-cutting ceremony to unveil our new BCSSSD parade float, which was refurbished by BCIT Diesel II Instructor Mr. Hagaman and his students: Jonah, Jordan, Deagan, King, Isaiah, Arielle, Trevor, Owen, and Dylan. We thank them for their work in helping to make our float a safe and positive representation of our schools. The ceremony will be followed by a short Thanksgiving parade.

Dr. Nagy asked for the Board to approve the superintendent’s agenda, in addition to the supplemental agenda and to make a motion from the Board to accept the solicitors recommendation made in the closed session to the BCSSDEA regarding the decision.

Mr. Jones requested the Board of Education members to make a motion. On a motion by Ms. Lorene Moore and seconded by Ms. Anna Evans, the Board approved the superintendent’s agenda, addendum and the solicitor’s recommendation and written response.

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

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

**Public Comments:** Board President Mr. Leon Jones requested Mr. Willmott to announce any public attendees requesting to comment. Mr. Willmott invited the public to raise their hand to address the Board.

Ms. Pamela Overton 1 Devonshire Drive Westampton, NJ addressed the Board on several issues related to her daughter’s education and care.

Mr. Jones asked Dr. Nagy if he had a response. Dr. Nagy responded that the school administrators were aware of Ms. Overton’s concerns and a meeting has been scheduled for next week.

Mr. David Finn, President of BCITEA, thanked the Board for meeting in-person and remarked on the difference it makes to be able to stand in front of the Board and address them directly in-person. Mr. Finn thanked Dr. Nagy for putting the meeting together in-person.

Ms. Jacqueline McGuinness 41 Hackmore Street Burlington, NJ has been employed at BCIT Westampton for sixteen years. Ms. McGuinness is a veteran and shared her experience with the district changes in recognizing Veterans Day.

Ms. Alison Grohe 11 McArthur Blvd. Haddon Twp NJ is the graphic design teacher at BCSSSD. Ms. Grohe shared her concerns with teaching staff, administrative decisions on coverage and the difficulty with daily schedules and student learning.

Ms. Kim Sheetz, Skippack PA introduced herself as an occupational therapist on the South campus, BCSSDEA Treasurer and Pride Share. Ms. Sheetz highlighted the Military Appreciation program. Ms. Sheetz thanked the Board for holding the meeting in a hybrid format.

Ms. Maureen Graven-Eells 345 State Street Cherry Hill, NJ is a teacher on the South campus of BCSSSD. Ms. Graven Eells thanked the Board for their volunteerism and their positive focus on the district. Ms. Graven-Eells shared her concern with the mental health of the staff and the need for consistent leadership and diversity in the school.

Mr. Jones called for any additional speakers. Mr. Willmott confirmed there was no one else requesting to speak and this closed the public comment section of the meeting.

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

**Board Comments:**

Mr. Tyler Burrell thanked everyone for joining the meeting tonight.

Ms. Anna Evans is also glad the meeting was held in a hybrid format tonight. Ms. Evans also complemented the wonderful Thanksgiving Feast she attended this afternoon at BCAS Lumberton and wished everyone a happy Thanksgiving.

Ms. Lorene Moore thanked everyone for being there tonight and wished everyone a happy Thanksgiving.

Ms. Michelle Parker is thankful to be in-person and is thankful for the hybrid meeting and is looking forward to visiting the schools in the near future.

Mr. Robert Brittain thanked all the attendees for coming to the meeting tonight. Mr. Brittain wanted all to know the Board is listening to them. Mr. Brittain shared his happiness for attending the Thanksgiving Feast this afternoon and complimented Dr. Holley and the staff, teachers and students of the campus.

Mr. Leon Jones shared his heartfelt thanks to everyone in the district and assured everyone that the Board is listening to their messages. Mr. Jones appreciated the tour at BCSSSD and thanked Dr. Holley for the tour and for the Thanksgiving Feast he attended. Mr. Jones also thanked Dr. English for the Construction Expo at BCIT Westampton. Mr. Jones wished everyone a happy holiday and his gratitude for all of the staff, teachers and administrators of the district.

Mr. Jones called for a meeting adjournment. Ms. Michelle Parker motioned to approve and Mr. Tyler Burrell seconded the motion. Meeting adjourned at 6:48 pm.

Respectfully Submitted,

Andrew C. Willmott  
Board Secretary/Business Administrator

I. PERSONNEL

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

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

Name	Position	Salary	Effective
Coolidge, Michael	Director of Facilities (Shared)	Non-Aligned \$110,000	TBD

2. **Employment: Substitute** \*Executive approval

Name	Position	Hourly Rate	Effective
Borrero, Jose	Substitute Bus Driver	\$24	11/02/21*

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

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

Name	Position	Reason	Effective
Bianchi, Rita	Teacher	Rescinded Resignation	12/03/21
Hardgrove, Katie	Principal	Resignation	11/26/21
Kerney, Dora	Teacher Assistant	Declined Position	10/25/21
Kiraly, Danielle	Teacher Assistant	Resignation	10/25/21
Rivera, Margarita	Teacher Assistant	Resignation	11/11/21
Vance Jr, James	Custodian	Retirement	12/31/21

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

Name	Position	Salary	Effective
Baxter, David	Teacher (previously approved 10/07/21 on 09/23/21)	BA Step 12 \$72,768	11/09/21*
Bennett, Branden	Teacher Assistant	BA Step 6 \$26,632	TBD
DiPierro, Sarah	Teacher Assistant	BA Step 3 \$25,506	TBD
Endicott, Stephanie	Teacher Assistant (previously approved TBD on 10/20/21)	HS+90 Step 4 \$25,887	11/15/21*
Hall, McKenzie	Teacher Assistant	HS Step 5 \$17,846	TBD
Harrell, David	Teacher Assistant (previously approved TBD on 09/23/21)	HS+6- Step 6 \$24,402	10/07/21*
Phillippi, Cynthia	Teacher Assistant	BA Step 3 \$25,506	TBD
Rivera, Margarita	Teacher Assistant (previously approved TBD on 08/26/21)	HS Step 3 \$17,004	10/25/21*
Sawaged, Nadia	Teacher Assistant	HS Step 6 \$18,400	11/22/21
Scarborough, Jennifer	Teacher Assistant	BA Step 4 \$25,963	TBD
Tabuteau, Emma	Teacher Assistant (previously approved TBD on 10/20/21)	HS+30 Step 6 \$18,465	11/15/21*
Talkpa, Geraldine	Teacher Assistant (previously approved TBD on 10/20/21)	HS+90 Step 6 \$26,545	11/08/21*

**Employment: Per Diem** pending new hire requirements

Name	Position	Salary	Effective
Demidont, Andreas	Interim Principal	\$500 per Diem	TBD

**Employment: Hourly** \*Amended

Name	Position	Hourly Rate	Effective
BouChamoun, Elias	Student Assistance Coordinator (previously approved TBD on 10/20/21)	\$43	11/15/21*

3. **Status Change, Degree** (Prorated)

Name	Position	From	To	Effective
DeSantis, Thera	Occupational Therapist	MA Step 16 \$83,354	MA+15 Step 16 \$85,058	12/01/21

4. **Transfers** \*Executive Approval

Employee	From	To	Effective
Grim, Philip	Westampton	Lumberton	11/17/21*
Rosenberg, Joyce	North	East	11/01/21*

5. **Leaves** \*Intermittent \*\*Amended

Employee	Position	Type	Effective
Downey, Stephanie	Occupational Therapist	FMLA/NJFLA/LOA	11/08/21-05/31/22**
Giorla, Sarah	Speech Therapist	FMLA/NJFLA	10/12/21-04/07/22
Keane, Michael	Teacher	Military LOA	10/27/21-10/29/21
Husband, Kerrie	Social Worker	LOA	11/10/21-TBD
Lightcap, Karen	Teacher Assistant	LOA/FMLA	09/01/21-12/15/21**
Lovett, David	Physical Therapist	LOA	10/25/21-12/03/21
McIntyre, Megan	Teacher Assistant	FMLA/NJFLA	11/10/21-04/11/22
Ste Claire, Celestina	School Psychologist	FMLA*	11/21/21-11/22/22
Vance Jr., James	Custodian	FMLA	12/01/21-12/10/21
Watson, Dorothy Dawn	Secretary	FMLA*	10/02/21-11/08/22
Welch, Amy	Occupational Therapist	LOA	01/24/22-02/22/22

6. **Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Gilbert, Henry	Social Worker	-\$386.44	11/08/21

7. **Employment, Work Study Students, at \$12/hr**

Lumberton	
Lindstrom-Donagan, Elijah	St. Hubert, Benson



**8. Extra Pay/Volunteer Positions 2021-2022 SY** \*Executive Approval

Name	Extra-Curricular	Rate
Burdick, Alyssa	Level 2 Sub Teacher (Kimberly Adams 11/19/21 - TBD)	\$100/day
Danastasio, Mary	Yearbook Assistant - East Campus	\$1,400
Foti, Anthony	After Hours Events - Special Olympics*	\$30/hr
Harrison, Rayna Milloy, Michael Rafferty, Nichole Talkpa, Geraldine	Bus Aide	\$14.75/hr
Walentukonis, JoAnn Young, Faith	Respite Worker	\$30/hr
Wyllner, Robert	After Hour Events Special Olympics*	\$40/hr

School Improvement Panel (SciP) - Executive Approval		Volunteer
Barbagiovanni, Joan Castellane, Mark Fletcher, Kelly Guenther-Misunas, Bethann	Hardgrove, Katie Holley, Ashanti Karwoski, Deborah Kneringer, Mary Jean	O'Brien, Deborah O'Malley, Katharine Roberts, Kelly Valasek, Adell

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

Name	College	Type	Effective
Deiling, Megan	University of the Sciences	OT Level II	01/03-05/25/22
Doogan, Jolie	Rutgers University	Social Work	11/08/21-06/01/22*
Mueller, Kimberly	Temple University	OT Level II	01/10-04/01/22
Salvatore, Marina	Stockton University	Speech Therapy	01/18-04/28/22

**10. Course: Approvals**

Name	Position	College	Credits
DeBrosse, Bethany	Physical Therapist	Lourdes University	6

**11. Course: Reimbursements**

Name	Position	College	Credits	Amount
Bradley, Paula	Occupational Therapist	Colorado State University - Pueblo	6	\$798
DeBrosse, Betha	Physical Therapist	Lourdes University	3	\$459
DeSantis, Thera	Occupational Therapist	Lourdes University	9	\$1239
Grelling, Tiffany	Speech Therapist	Lourdes University	3	\$459
Guzman, Sara	Teacher Aide	Rowan College At Burlington County	1	\$138
Nizio, Kathleen	Occupational Therapist	Lourdes University	3	\$459

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

Personnel	Conference	Date	Cost*
Grelling, Tiffany	Smart But Scattered: Executive Dysfunction, Webinar	02/24/22	\$219.99

**B. Burlington County Institute of Technology**

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

Name	Position	Reason	Effective
Steich, Susan	Teacher of Adv Art & Design	Retirement	01/01/22
Wheatley, Tamie	Teacher Aide	Retirement	01/01/22

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

Name	Position	Salary	Effective
Pendleton, Addie	Teacher of Adv Art & Design (previously approved as TBD 10/20/21)	Col E Step 16 \$87,505	01/03/22*
Turcich, John	Secretary (Shared)	Non-Align \$45,000	12/06/21

**3. Status Change, Full-Time** (prorated) \*Executive Approval

Name	From	To	Salary	Effective
Lotierzo, Anthony	Custodian	Receiving Clerk	Col C Step 1 \$45,945	10/25/21*

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

Employee	Position	Type	Effective
Cox, Kelly	Admin Asst to BA (Shared)	LOA	10/25/21-11/12/21
Danser, Victoria	Teacher of Social Studies	FMLA/NJFLA/LOA	12/06/21-05/08/22**

**5. Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Colby, Jennifer	Secretary	-\$152.25	10/22/21
Harris, Glenn	Teacher Aide	-\$1568.42	½ 10/12,14/21; full 10/13,25-29/21
Walker, Joseph	Custodian	-\$237.39	½ 10/18/21, full 10/19/21

**6. Extra Pay/Volunteer Positions 2021-2022 SY**

**Resignation**

Name	Extra-Curricular	Date
Steich, Susan	Abide Bible Club	01/01/22

**Medford** \*Prorated (\*\*\*\*per negotiated agreement)

Name	Extra-Curricular	Rate
Jones, Markiss	Boys Basketball Coach	Volunteer
Robinson, Michelle	Auxiliary Personnel	****
Towey, Mary	PRIDE Advisor** Class of 2023** **Leave Replacement Victoria Danser 12/01/21-06/30/22	\$3,102* \$2,533*
Ward, Terrance	Supplemental instruction for student #224843 for 2 hours per week starting 11/15/21-01/10/22	\$40/hr

**Westampton** \*Executive Approval \*\*Updated

Name	Extra-Curricular	Rate
Antinoro, Jocelyn	Biology Remediation (4/16 prorated) ESSER III**	\$2,240
Evangel-Rindosh, Victoria Glover, Debra	Student Supervision (effective 11/08/21*)	\$35/hr
Georgette, Brittany	Cheerleading Coach	\$6,361
Holbrook, Henry	STEM Remediation (8/16 prorated) ESSER III** Biology Remediation (12/16 prorated) ESSER III**	\$2,240 \$2,240
Mazella, Alexander	STEM Remediation (8/16 prorated) ESSER III	\$2,240
McGuinness, Jacqueline	Winter Site Supervisor	\$6,584
Pope, Ryan	Head Wrestling Coach (BCSSSD)	\$9,455
Rhett, Khalil	Assistant Boys Basketball Coach (ESS)	\$6,835
Ruder, Laura Wells, Lisa	US History I (12/13-12/22/21)	Per diem
Foster, Alexis	Home Instruction 3 hours per week until 2/1/2022 (extension of previous approval)	\$40/hr
Stabile, Maria Christina	SKILLS USA Advisor	\$3,103

**7. Course: Approvals**

Name	Position	College	Credits
Coble, Gilbert	Teacher	Capella University	4

**8. Conferences/Professional Workshops** \*Over Mileage \*\*Executive Approval

Personnel	Conference	Date	Cost*
Barsony, Scot	Brookdale College CTE Stage V	09/18-10/20/21**	None
Barker, Christopher Valenti, Gina	Weight Certification Assessor Training, Collingswood High School, Collingswood	11/19/21**	None
Demree, John Golding, George Hagar, Timothy O'Hare, Raymond Staff, Frank Vogel, Donald	Consarc Tour, Rancocas	11/03/21**	None
Jones, Aja	2021 PSAT/NMSQT Score Report: A Pathway to Success, Virtual BCSCRT Training, Virtual	11/30/21 12/02/21	None None
Mason, Thomas	Opex Tour, Pennsauken Raymond VR Simulator Demo, Willow Grove, PA	11/11/21** 12/02/21	None None
Nagy, Christopher	The Coffee Bean, Brigantine	11/01/21**	None

**II. PROGRAMS**

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

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

**New - First Reading Previously Tabled plan**

~~P-1648-13 School Employee Vaccination Requirements (M)~~

~~P-1648-14 Safety Plan for Healthcare Settings in School Buildings – COVID-19 (M)~~

~~P-2425 Emergency Virtual or Remote Instruction Program (M)~~

**Revised - First Reading**

P 3216 Dress and Grooming

**Revised - Second Reading**

P & R 5751 Sexual Harassment of Students (M)

- NJ Department of Education Approval of Chapter 27 Emergency Virtual or Remote Plans**

NJ Department of Education has received and approved submitted plans in the event that our Local Educational Agency (LEA) must close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.

- Guest Speaker** \*Shared

Speaker(s)	Audience	Cost	Date
Damon West	BCSSSD/BCIT Staff	\$10,000 + Expenses*	01/14/22

- BCSSSD Ribbon Cutting Ceremony**

Recommend approval of BCSSSD Float Ribbon Cutting Ceremony being held at BCSSSD on November 23, 2021 at 10am. Participating BCIT students and teachers are to attend the ceremony.

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

- Affiliation Agreements**

Institution	Date(s)
Temple University College of Public Health, Philadelphia, PA	01/01/22-12/31/22

- Guest Speakers**

Speaker(s)	Audience	Date
Say it With Clay-Emma Ledden	BCAS	12/01,08,15,22/22

- Recommendation to Approve Revision of the Following BCSSSD Curriculum Guides During the 2021-22 School Year**

Agriculture and Floriculture	Social Studies
Biology	Transition
Culinary Arts	U.S. History I and II
Custodial and Building Services	Visual Arts
Economics	World Cultures
Mathematics	World Languages
Performing Arts: Music	

**B. Burlington County Institute of Technology**

**1. BCIT Lighthouse Ceremony Amendment**

Date changed from November 12, 2021 at 10:30 am to November 23, 2021 at 12:00 pm at Burlington County Amphitheater.

**Student Volunteers**

W	Lighthouse Ceremony Setup and Cleanup and National Anthem	11/23/21
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**2. Guest Speakers** \*Executive Approval

Speaker(s)	Audience	Date
NAMI (National Alliance on Mental Illness)	9th - 12th Graders	11/10*, 12/01/21
Cheer Basics/Try Out Judges: Ashanti Tucker, Kassandra Jacques	Cheerleading	11/15,17-19,22/21*
Williamson Info Session: Nahfees Akbar	12th Graders	11/29/21
Class Ring Night Herff-Jones: Gary Lehman	10th Grade Students and Parents	01/26,27/22

**III. STUDENT ACTIVITIES**

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

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

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

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

**1. Suspensions:**

BCAHS	1	North	1
Lumberton/CA	7	South	0
Transition	0	East	0

**2. Activities**

Campus	Activity	Dates
Westampton	Academic Entertainment Corey the Dribbles Virtual	12/08/21
Westampton	Academic Entertainment Diversity of Dance Virtual	02/16/22
Westampton	Red Cross Blood Drive - Media Center	04/27/22

**3. Field Trips \* Executive Approval**

Campus	To	Date	Inst.	S	C
Special Olympics	Special Olympics Bowling, Maple Shade	11/15*,22,29 12/06,13,15/21	Caffrey, S	25	5
East	Community Based Outings Walmart - AM Walmart - PM	12/07,14,21/21	Flade, K	21 21	15 15
North/East/South	BCIT Westampton - Holiday Show Rehearsals	12/14,15,16/21	Flade, K	10 0	50
Special Olympics	Special Olympics Volleyball, Galloway Township	01/08-9/22	Caplan, L	15	4
East	Community Based Outings Smitty's Cafe - AM Smitty's Cafe - PM	01/11,18,25 02/01,08,15,22 03/01,08,15,22,29 04/05 05/03,10,17,24,31 06/07/22	Flade, K	12	7
North	Philadelphia Zoo, Philadelphia, PA	05/13/22	Salmons, L	24	6

**4. Fundraisers**

Campus	Activity	Dates
West	Pretzel and Water Sale at Holiday Show and Craft Fair	12/16/21
West	CTE Craft Fair	12/16/21
West	BCSSSD Apparel Sale	12/16/21

**B. Burlington County Institute of Technology**

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

	<b>Medford</b>	<b>Westampton</b>
a. Transfers in County	6	3
b. Transfers out of County	3	3
c. Dropouts	0	0
d. Transfer to West/Medford Campus	1	0
e. Suspensions	6	0
f. Homebound	4	2

**2. Activities** \*Executive Approval

Campus	Activity	Dates
M	Feed the Homeless Donations In-Person	11/19/21-11/24/21
M	Toys for Tots Collection In-Person	11/29/21-12/03/21
M	Sports Medicine Welcome Meeting In-Person	11/30/21
M	Class of 2024 Class Ring Showcase In-Person	02/02/22-02/03/22
M	Medford Spring Sports Schedule In-Person	04/01/22-06/01/22
M	Class of 2024 Outdoor Dance In-Person	04/29/22
W	Robotics Club Financial Well-Being Activity In-Person	12/15/21
W	NTHS Induction Ceremony In-Person	12/15/21

**3. Field Trips** \*Executive Approval

Campus	To	Date	Inst.	S	C
Med	Construction Apprenticeship Expo, BCIT West	11/10/21*	Crowley, R Golding, G Hagar, T Reed, R	45	4
West	BCSSSD Float Ribbon Cutting Ceremony, BCSSSD Westampton Campus Lighthouse Ceremony, Amphitheater, Westampton	11/23/21	Cech, C Hagaman, D Wain, R	12	3
West	VR Simulator Demo, Raymond Arbor Material Handling, Willow Grove, PA	12/02/21	Mason, T	10	1
West	Hatboro FIRST Robotics Comp., Hatboro High School, Horsham Seneca First Robotics Comp., Seneca High School, Tabernacle	03/04-06/22 03/25-27/22	Morgan, D	45 45	3 3
Med	Senior Picnic, Six Flags, Jackson Twp.	05/25/22	Gonzalez, A	211	10

**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 October 31, 2021, 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 October 31, 2021, 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, 2022 to December 31, 2022, to perform the professional services ordinarily provided by an insurance broker and consultant for health insurance. These professional services are necessary and are required by this Board of Education.

**3. Appointment of Special Counsel for Land Use**

**BCSSSD/ BCIT**

**BE IT RESOLVED** by the Board of Education that Prime & Tuvel Attorneys At Law, 14000 Horizon Way, Suite 325 Mount Laurel, NJ 08054 be appointed for Special Counsel Land Use, from November 18, 2021 to June 30, 2022, not to exceed \$10,000. These professional services are necessary and are required by this Board of Education.

**4. Resolution, 2022-2023 Budget**

**BE IT RESOLVED** that the Budget Build calendar, process, and procedure be approved for the 2022-2023 school year.

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

**1. Donation**

Donor	Item	Utilized
Debrosse, Bethany	Red Rifton Gait Trainer	Campus use for students
Dennison, Brandy	Red Rifton Tricycle	Campus use for students
Overton, Pamela	Markers, Crayons, Art Supplies	Art and Music Therapy Activities

**2. Aquatic Management Services Agreement**

**BE IT RESOLVED**, that the Burlington County Special Services School District has entered into an agreement with The Greater Philadelphia YMCA for Aquatic Management Services during the period from July 1, 2021 to June 30, 2022.



**3. Resolution Adopting a Form Required to be Used for the Filing of Notices of Tort Claim Against the Board of Education**

RESOLUTION OF THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT ADOPTING A FORM REQUIRED TO BE USED FOR THE FILING OF NOTICES OF TORT CLAIM AGAINST THE BOARD OF EDUCATION IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6

**Whereas**, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity, and

**Whereas**, the Burlington County Special Services School District is a public entity covered by the provisions of the New Jersey Tort Claims Act, and

**Whereas**, the Burlington County Special Services School District it advisable, necessary and in the public interest to adopt a Notice of Tort Claim form in the form attached hereto and made a part hereof, and

**Now, Therefore, Be It Resolved** by the Burlington County Special Services School District, assembled in public session this 18th day of November, 2021, that the attached Notice of Tort Claim form be and hereby is adopted as the official Notice of Tort Claim form for the Burlington County Special Services School District, and

Be It Further Resolved, that all persons making claims against the Burlington County Special Services School District, pursuant to New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et seq., be required to complete the form herein adopted as a condition of compliance with the notice requirements of the New Jersey Tort Claims Act.

**4. Petty Cash Account**

BE IT RESOLVED by the Board of Education to increase the petty cash funds in the following department for the 2021-2022 school year. Petty cash account will be increased to reflect a total in the following amount:

- Campus, Transition \$200.00

**B. Burlington County Institute of Technology**

**1. Resolution Adopting a Form Required to be Used for the Filing of Notices of Tort Claim Against the Board of Education**

RESOLUTION OF THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY ADOPTING A FORM REQUIRED TO BE USED FOR THE FILING OF NOTICES OF TORT CLAIM AGAINST THE BOARD OF EDUCATION IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6

**Whereas**, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity, and

**Whereas**, the Burlington County Institute of Technology is a public entity covered by the provisions of the New Jersey Tort Claims Act, and

**Whereas**, the Burlington County Institute of Technology it advisable, necessary and in the public interest to adopt a Notice of Tort Claim form in the form attached hereto and made a part hereof, and

**Now, Therefore, Be It Resolved** by the Burlington County Institute of Technology, assembled in public session this 18th day of November, 2021, that the attached Notice of Tort Claim form be and hereby is adopted as the official Notice of Tort Claim form for the Burlington County Institute of Technology, and

Be It Further Resolved, that all persons making claims against the Burlington County Institute of Technology, pursuant to New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et seq., be required to complete the form herein adopted as a condition of compliance with the notice requirements of the New Jersey Tort Claims Act.

**2. Use of Facilities**

Agency/Program	Room - Campus	Date(s)
Burlington County/Emergency Food Distribution	Parking Lot - Westampton	11/20/21

**3. Petty Cash Account**

BE IT RESOLVED by the Board of Education to increase the petty cash funds in the following department for the 2021-2022 school year. Petty cash account will be increased to reflect a total in the following amount:

- Athletics, Medford \$300.00

**4. Donation**

Donor	Item	Utilized
English, Lisa J.	Worx Corded Leaf Blower	BCIT Medford Marine Mechanics Technology Class

**5. Resolution for American Rescue Plan Act of 2021 - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER) Grant**

**BE IT RESOLVED**, that the Burlington County Institute of Technology will apply for and accept the ARP-ESSER Grant in the amount of \$4,193,477.

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Nims, Samantha	LDTTC	Resignation	11/30/21

Resignations: Hourly

Name	Position	Reason	Effective
Durham, Thomas	Security Lead	Resignation	11/29/21
Portee, Aaron	Security	Declined Position	11/16/21
Ross, Olga	Registered Nurse	Resignation	11/08/21

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

Name	Position	Salary	Effective
Stockinger, Joshua	Computer Technician	Non-Align \$40,000	11/22/21

Employment: Hourly pending new hire requirements \*Amended

Name	Position	Hourly Rate	Effective
Becker, Lindsey	Occupational Therapist	\$43	TBD
Carr, Kirsten	Occupational Therapist (previously approved as TBD on 10/20/21)	\$40	11/15/21*
Dugan, Elizabeth	Occupational Therapist (previously approved as TBD on 10/20/21)	\$43	11/15/21*
Kendro, Kimberly	Occupational Therapist (previously approved as TBD on 10/20/21)	\$43	10/26/21*
Messam, Dayon	Security (previously approved as TBD on 10/20/21)	\$20	11/15/21*
Nyce, Michelle	Teacher of Basic Skills	\$38	12/01/21
Ramos, Megan	Speech Therapist	\$44	TBD
Schaeffler, Deborah	LDTTC (previously approved as TBD on 10/20/21)	\$43	12/01/21*

3. Status Change, Degree (Prorated)

Name	Position	From	To	Effective
Laster, Meghan	Teacher	BA Step 11 \$71,377	BA+30 Step 11 \$74,646	12/01/21

4. Professional Services Agreements

District	Type
Camden City School District	2021-2022 Professional Services Agreement
Lindenwold Public Schools	2021-2022 Professional Services Agreement
Paterson Public School District	2021-2022 Professional Services Agreement
Roxbury Public School District	2021-2022 Professional Services Agreement
Stafford Twp. School District	2021-2022 Professional Services Agreement

5. **Course: Approvals**

Name	Position	College	Credits
Holmes, Michele	Teacher	Lourdes University	6
Kelly, Gabriella	Speech Therapist	Colorado State University - Pueblo	3

6. **Conferences** \*Over Mileage \*\* Executive Approval

Personnel	Conference	Date	Cost
Downs, Bobbie	The Coffee Bean	11/01/21**	None
Wachter, Eileen	NJ Association of School Psychologists Winter Conference, Virtual	12/10/21	\$195

7. **Outstanding Checks**

It is recommended that a resolution be adopted writing-off the following OceanFirst Bank:

**General Checking Account** outstanding checks, per the auditors:

Issue Date	Check #	Amount	Issue Date	Check #	Amount
01/28/2021	205139	\$500.00	06/17/2021	206068	\$127.65
01/28/2021	205171	\$500.00	06/17/2021	206084	\$288.60
01/28/2021	205371	\$355.20	06/17/2021	206090	\$832.50
01/28/2021	205378	\$355.20	06/17/2021	206145	\$205.35
02/05/2021	205488	\$1,000.00	06/17/2021	206234	\$555.00
03/22/2021	205584	\$500.00	06/17/2021	206249	\$1,000.00
04/29/2021	205686	\$100.00	06/17/2021	206370	\$500.00
05/21/2021	205691	\$610.00	06/17/2021	206400	\$449.55
06/17/2021	205798	\$22.20	06/18/2021	206476	\$500.00
06/17/2021	205836	\$449.55	06/30/2021	206497	\$449.55
06/17/2021	205883	\$1,500.00		<b>Total</b>	<b>\$10,800.35</b>

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

1. **Employment**

Name	Position	Date	Hourly
Bodine, Melissa	Secretary	Col A Step 10, \$41,165	TBD
Ewer, Mason	Instructor of HVAC	TBD	\$35.50

**Employment: Hourly** pending new hire requirements

Name	Position	Hourly Rate	Effective
Coleman, Kelly	Instructor of Veterinary Assisting	\$35.50	TBD

**2. Guest Speakers**

Speaker(s)	Audience	Date
Pretty in a Minute Thermal Hair Styling: Anthony Gallo	Cosmetology	12/06/21

**3. Field Trips \*Amended**

Students	Trip	Date(s)	Personnel	S	C
Cosmetology	Hillsboro Barber Shop, Beyond the Fringe, Hillsboro; Casa Aziz Salon, Princeton; Robert James Salon, Salon Centric, Propaganda Salon, Hamilton	11/18/21* Previously approved as 11/09/21 on 8/26/21	McGinty, D Wilmot, J	13	2
Veterinary Assistants	Mount Laurel Animal Hospital, Mt Laurel	12/01/21	Harris, G	13	2

**B. Burlington County Institute of Technology: Fire School**

**No Action Taken**