

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

REGULAR MEETING

The Regular Meeting of the Board of Education of the Special Services School District and The Institute of Technology of The County of Burlington was held in Virtual Format via Zoom Conference Call on Thursday, October 29, 2020.

The meeting was called to order at 6:00 p.m. by President Paula Lee, followed by the flag salute.

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

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

Anna Evans	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Present	<input 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
Paula E. Lee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daryl Minus-Vincent Ex. County Supt	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

Public Attendance: Public was invited to attend the meeting by registering through Zoom. Five phone numbers were listed as in attendance. A. Sow, A. Mazella, A. Wilmot, A. Ambrose, A. Miller, C. Byrd, C. Hewitt, C. Atkins, D. Finn, D. Briggs, D. Stepp, E. Brambilla, E. Spady, E. Jacobs, F. Gellis, H. Turkmenog, J. Dooley, J. Burt, J. Patterson, K. Fletcher, K. Scheetz, K. Sheehan, K. Lewis, L. Mills, L. Salmons, M. Derilus, M. Kneringer, M. Graven-Eells, M. Jenkins, P. Gorman, R. Casseus, R. Lyman, R. Ipri, S. Wilcox, s. Thurman, S. Luzunaris, S. Shemeley, S. Nagbe, S. Hewitt-Portnoy, T. Davis, T. Hunter, T. Hunter, V. Derilus, V. Evangel, W. Hinkson, W. Tannenbaum

Communication & Correspondence: There was no communication or correspondence.

Minutes: Andrew Willmott, Board Secretary, presented the Minutes from September 17, 2020 and Special Meeting October 22, 2020. On a motion by Robert Brittain and seconded by Michelle Parker, the Board approved the Minutes.

Roll Call:

Anna Evans	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Present	<input 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
Paula E. Lee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daryl Minus-Vincent Ex. County Supt	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

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

On a motion by Leon Jones and seconded by Robert Brittain, the Board approved the Financial Report.

Roll Call:

Anna Evans	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Present	<input 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
Paula E. Lee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daryl Minus-Vincent Ex. County Supt	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

Presentation:

Dr. Nagy took a moment before introducing Dr. Lisa English, Assistant Superintendent of Curriculum and Instruction to explain that this yearly report on BCIT Student Achievement is mandated by the Department of Education and Dr. Nagy thanked all for the work that has been done using strategic and laserlike focus in key areas and where extraordinary results have been shown. Dr. Nagy gave kudos to Dr. English, Danielle Hartman, Director of Curriculum and Instruction, BCIT specialists, school principals and all staff.

Dr. Nagy introduced Dr. Lisa English to present an executive summary on BCIT Student Achievement for the 2019-2020 school year. Dr. English introduced key district initiatives guided to increase student achievement.

Dr. English also explained that due to the COVID 19 pandemic it was determined by the New Jersey Department of Education to waive the test requirements as a result of the school closure.

Dr. English explained how the test scores will look very different for all school districts this year and next year. Dr. English also reported BCIT is on track for an increased level of enrollments for the 2021-2022 school year. A full outline of this presentation is available as a PowerPoint on the school's website.

Ms. Lee thanked Dr. English for the report and commented how difficult this time has been.

Public Comments

Board President Ms. Paula Lee reminded the Board members that comments are not to be made directly to the public and that Dr. Nagy will comment on the public comments during the Superintendent's report.

Ms. Lee asked Mr. Willmott to introduce any public comments on agenda items only. Mr. Andrew Willmott introduced individuals to make comments. Public visitors were requested to comment on the agenda with a limit of two minutes per statement.

Mr. Willmott introduced Maureen Graven-Eells to speak to the Board. Ms. Graven-Eells thanked Mr. Willmott but said she will wait to make a comment in the second part of the meeting.

Mr. Willmott called on Fran to address the Board. Fran Gellis confirmed if she was able to speak on the winter sports and the school calendar. Dr. Nagy agreed that both topics were on the agenda and could be discussed. Ms. Gellis commented on the great job the school is doing to keep COVID-19 infection numbers down and expressed disappointment on the cancellation of the winter sports schedule. Ms. Gellis also

questioned the school calendar. Ms. Lee asked Dr. Nagy if he had a comment and Dr. Nagy confirmed that he would be addressing the topics during his remarks scheduled later in the meeting.

Ms. Cynthia Atkins, Medford New Jersey thanked President Paula Lee, Dr. Nagy and members of the Board for the chance to speak. Ms. Atkins is a physical therapist and has worked full time at Special Services for 18 years and expressed pride in her employment with the District and the ability to offer services to students. Ms. Atkins relayed her request to work remotely. Dr. Nagy commented at this time the public comment is for agenda items only and there will be another time during the meeting to make a public comment and Dr. Nagy will be addressing the topic in his remarks later in the meeting.

Mr. Ralph Cacceus, Burlington Township, spoke about the cancellation of winter sports. Mr. Cacceus explained how the crowd size would be kept small in order to let the students continue to play basketball. Mr. Cacceus said he would be sad to see the sports stop, especially for the seniors, and how important school and sports are in helping students on to their next level.

Mr. Getshwayo Byrd, head basketball coach at Westampton Tech, commented on the early decision to cancel winter sports when New Jersey guidelines, NJIAA and Athletic Director Ms. Milanowicz all have measures in place for safety. Mr. Byrd asked why the sports program could not take place to find out if the safety measures would work before canceling the season. Mr. Byrd expressed concern for the students, their parents and the coaches.

Mr. Lonnie Mills, parent of a student-athlete, echoed Coach Byrd's comments and said the students have been working hard to prepare for the sports season and asked if we could all work together to make this season take place.

Mr. John Patterson, Willingboro, New Jersey, introduced himself as a volunteer coach on the Westampton Tech basketball team and also an AU coach. Mr. Patterson expressed his opinion on how the pandemic has taken everything away from the kids and how sports teach students leadership, teamwork and confidence. He expressed his feeling that winter sports would be good for students' physical and mental health. Mr. Patterson feels the research the government has made can be followed in order to bring students together in a safe environment.

Mr. Demetrius Briggs, coach of the Medford Tech girls team, is speaking as a parent and as a coach. Mr. Briggs understands the Board is trying to do everything to keep the students safe, but said as we focus on their physical health, we should also focus on their mental health. Sports is an outlet and is an opportunity to do something they enjoy and it is important to reconsider canceling winter sports. Mr. Briggs suggested starting a task force to discuss ways to keep students safe while holding a winter sports season.

Ms. Kristen Sheehan is a parent of a player on the girls basketball team. She said she is echoing what everyone else is saying about the cancellation of the season and expressed the unfairness of the cancellation and raised the question of players leaving the school if they cannot play basketball.

Ms. Sandra Thurman introduced her husband Mr. Greg Thurman. They are grandparents of a student-athlete and they expressed their suggestion to only have the players enter the gym to play basketball to keep attendance numbers low. Mr. Thurman said he was echoing Coach Briggs' words and requested the school try to hold the season.

Ms. Sonia Luzunaris, Nijah Walker's mom, shared her sentiment on the cancellation of the winter sports season and losing out on the outlet of playing sports and missing the chance to learn.

Ms. Amy Wilmot introduced her husband, Donald, to speak on behalf of their daughter, freshman Alisha Wilmot. Mr. Wilmot echoed the feelings of parents on the call and would like to see sports continue and explained how the AAU has used social distancing to keep students safe, he feels the school sports teams can do the same. Ms. Wilmot questioned if other professional teams and district high schools can hold a sports season, why can't BCIT.

Mr. Jeff Burt, a volunteer coach at Westampton Tech boys basketball team echoes the message from Coach Byrd and would like to give the season a try as the students really deserve it.

Ms. Elizabeth Jacobs mirrored what the coaches and parents have stated and agreed they all want the safest route. Ms. Jacobs said she feels it could be done and voiced concern with the lack of social interactions and how students are forced to stay in the house. Ms. Jacobs compared other indoor sports and noted how successful they have been. Ms. Jacobs feels the students and parents are willing to work together for the safety of the program.

Ms. Lee thanked the public for their comments on the agenda items.

Superintendent Agenda and Addendum Only:

On the agenda is a resolution of grateful appreciation to posthumously recognize Robert Silcox, former President of the Board of Education. I will now ask Board President Paula Lee to read the resolution. Thank you. Ms. Lee read the special message of grateful appreciation on behalf of the Board of Education.

On the agenda is a job description for the Technology Coordinator which reflects the reality of the job position today. In addition, the Board will be approving the revised organizational charts which account for the redistribution of oversight now that Mr. Willmott has assumed the role of Business Administrator.

On the agenda is the recommendation to approve a number of new and revised policies as well as ratification of the comprehensive equity plan which is required by the NJDOE. I am also pleased to have on the agenda for approval the Memorandum of Understanding with local law enforcement officials for both Districts. We really appreciate the support of our local law enforcement as valued partners.

I want to recognize the ongoing dedication of all our staff who have done a great job to work with our students be it in person and remotely. We prepared many months and have gone over and beyond to assure that various protocols are followed from guidelines from the CDC and Department of Health. We do have many staff who are out due to leaves and we have been covering their classes or positions. To this end, I want to recognize the ongoing work of Dr. Holley, Dr. English and our personnel and business office who have been tirelessly addressing ongoing leaves and associated resources under this very challenging time under COVID-19. Each request is carefully reviewed in an interactive process with the staff member and union representative and various options were provided from which to choose.

There have been some questions from parents as to whether we will adjust our schedule whether it be it the half day ABC hybrid schedule at BCIT or in-person each day at BCSSSD. Based on rising Covid-19 cases and adherence to CDC and DOH guidelines and protocols, no changes are predicted unless directed by the Governor or Commissioner of Education.

Last week I was honored to be interviewed by the Director of NJASA Rich Bozza on his Frontline Leadership for Extraordinary Times Series to provide a NJ Superintendent's perspective prior to and during Covid-19 for a Career and Technical Education district (BCIT) as well as a Special Services School District (BCSSSD). The interview is on Youtube, social media and my homepage. It was an opportunity to highlight what we do best and how we provide a valuable service to our community.

<https://www.youtube.com/watch?v=VSCsSwkDrH8&feature=youtu.be>

BCIT:

I want to thank Dr. English for her executive summary of the BCIT Academic Assessment results for the 2019-2020 school year regarding mandated reports on assessment results at BCIT. I am very grateful for the outstanding work that has been accomplished based on strategic and laser like focus on key areas and where we have seen extraordinary results. Kudos to Dr. English, Danielle Hartman, our specialists and principals and all of our staff.

- In addition, there are a number of extra-curricular positions on the agenda for approval that have been vetted and are reflective of activities that will necessarily take place during the school year be it virtually or in person.
- Also on the agenda is a recommendation to cancel the winter athletic schedule due to COVID-19 and due to the exponential rise of COVID cases in the State of NJ and across the country. We regret having to take this position, but the safety and wellbeing of our students and staff are our primary concern. I played high school and college sports, but Covid-19 is no joke and we have districts from around the county sending students to us – this is one of the largest counties in New Jersey.
- Recruitment season has begun. We launched the application process on 10/20. We are well on our way with over 200 within a few days which is many more than last year at this same time.
- Virtual information sessions have been conducted and additional dates are being scheduled for November. We will be conducting CTE focused virtual information sessions during National Apprenticeship Week.
- Equity Champions have turn-keyed PD to staff , and will host a full day training on October 30th, with an emphasis on implicit bias, equity & diversity and creating a culturally responsive school & classroom.
- October is a month filled with awareness of student safety and social and emotional health. Activities and recognition of the importance of Red Ribbon Week, School Violence Awareness, Unity Day and Week of Respect were carried out all month long.
- Feature article : https://www.tapinto.net/towns/bordentown/articles/burlco-institute-of-technology-helping-students-discover-their-future-careers?fbclid=IwAR2vgSxPgTH2GqAbMOVubEfLhGmR1GZHjPW1YQPe_GeHGQGOEgm8qud8ck
- Adult Education Pinning Ceremony for LPN students took place last night on October 28th at the Westampton campus.

BCSSSD

I would like to recognize the newest members of the supervisor and administrative team at the West Campus. We welcome Dr. Dana Rosen and Katie Hardgrove.

This school year, despite the pandemic, we have been continuing to extend our reach to the community that we serve.

- We received coverage in an article through the New Jersey Joint Council of County Special Services School Districts, which highlighted the work of one of our sensory teachers, Ms. Sharonda Stevens.
- TAPinto Bordentown published an [article](#) about our Transitions Campus.
- We continue to highlight the activities at each campus on social media, from an HIB assembly during Respect Week to creation of art during virtual related services sessions to students using their skills to give back by preparing donations for a local organization that provides meals to those who need them.
- A short [video](#) was created to help students and families with understanding what to expect as they returned back to campus.
- Last month two campuses held their first-ever virtual Back-to-School Night, for which we created a web page ([Westampton](#) & [Lumberton](#)) with all presentations and login information. [Transition](#) held a virtual meet-and-greet event, which had its own webpage with presentations and login information, and BCAS held a virtual meet-the-staff night. The evening was a success with lots of parent/guardian participation in our events.
- The district's social media efforts during the COVID-19 closure were recognized with the virtual presentation of a New Jersey School Public Relations Association (NJSPRA) School Communication Award. BCSSSD was selected for second place in the social media category out of 75 submissions from 37 different school districts. Although Christine Jenter and I accepted the award on behalf of the district, the effort that went into achieving this award was truly an all-hands-on-deck endeavor from administration and staff from each campus throughout the district.
- The Transition Campus was recognized by the New Jersey School Boards Association (NJSBA) with a 2020 School Leader Award for an Exemplary Program. Transitions at BCSSSD was selected out of a pool of 36 entries. In addition to special recognition for the award during a virtual event, BCSSSD's entry will be featured in a future issue of *School Leader* magazine.
- This morning we released the virtual [2020 Burlington County Educator of the Year Ceremony](#), which included speeches from educators across the county and slides honoring each Teacher of the Year and Educational Services Professional of the Year. The theme for the ceremony was Simply the Best, and each honoree took a virtual trip down the red carpet.

That concludes my superintendent agenda comments. I would like to have noted a correction to the agenda on p. 16. #1 under resignations that the effective date of the first staff member Patricia be effective on January 1, 2021.

That being said, I make a motion for the Board to consider the approval of all items on the regular agenda, the addendum and the just mentioned corrections on p. 16.

Dr. Nagy presented and recommended approval of the Report and Addendum. On a motion by Anna Evans and seconded by Ms. Moore, the Board approved the report.

Roll Call:

Anna Evans	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input checked="" type="checkbox"/> Present	<input 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
Paula E. Lee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert Brittain	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daryl Minus-Vincent Ex. County Supt	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

Public Comments:

Board President Lee reminded the Board members to not to directly address any public comments.

Mr. Willmott called Sandy Wilcox to speak, Ms. Wilcox was not available, Mr. Wilmot called Ms. Fletcher.

Kelly Fletcher Mt. Laurel, read a message from Kathy McMahon, a special services staff member. Ms. McMahon's message shared how she completed the COVID-19 questionnaire and due to the results has been quarantining at home for 22 days, (double the amount of days that staff have been requested to quarantine) and unable to return to work as administration would not accept her current doctor's note and mandated that she not return to work. Ms. McMahon feels that she can complete tasks while working remotely. Administration has refused Ms. McMahon's request to work remotely.

Ms. Susan Hewitt-Portnoy, BCSSSD employee for 14.5 years, explained that she was reviewing the agenda and mentioned a correction to the Student Teacher/Internship/Observation section. A student teacher from Stockton University is incorrectly listed as an occupational therapist, but should be listed as a physical therapist.

Christine Hewitt spoke and shared that she was representing Sandy Wilcox as Sandy's audio was not working. Ms. Hewitt shared opening remarks from BCSSEA to shed light on the district's refusal for staff members with health issues to receive a remote working assignment. Staff members had received doctor's notes to work remotely, met with Dr. Holley and all had their requests denied. BCSSEA has researched other district's on their handling of offering their staff remote assignments. Ms. Hewitt continued the points of successfully offering remote learning and equitably serving staff who require flexibility due to health. Ms. Hewitt shared the limited choices of leave time offered to staff.

Maureen Graven-Eells, works in the BCSSSD and is speaking on behalf of Christine Eiserle, speech pathologist at BCSSS. Ms. Eiserle's letter thanked the Board for allowing staff to tell their stories and shared how this year's pandemic required her to submit a physician's note to request not to work in-person. Ms. Eiserle's letter explained how she complied with the Administration's request to complete documents to support her request. However, the district did not grant her request. Ms. Eiserle's message asked that staff not be asked to choose between their health and their job.

Dr. Nagy requested Mr. Willmott to remind the public to keep their comments to two minutes.

Wayne Hinkson introduced himself as speaking on behalf of Theresa Armstrong who is currently on a leave of absence. Ms. Armstrong loves her job and very much wishes to continue her employment, but protecting good health has required her to request a remote assignment.

Board

Comments

Ms. Lee requested the Board voice their closing remarks.

Mr. Brittain thanked the public for their comments and how he is looking forward to working with the Board.

Ms. Evans thanked all those who attended the meeting and for their thoughts.

Ms. Moore thanked those who came out to discuss their concerns and requested a further discussion with the Board members to bring clarity to the situation.

Ms. Parker fully appreciates and respects the public comments and looks forward to further Board discussion.

Mr. Jones thanked the coaches and the parents and their comments will be discussed.

Ms. Lee thanked all for their concern and would like to join in on Dr. Nagy's comments about the LPN pinning ceremony held last evening, as it was very well organized and very admirable when adult learners return to school to make their lives and the lives of their families better.

Adjournment

There not being any further business, President Lee asked for a motion to adjourn. On a motion by Mr. Jones and seconded by Mr. Brittain the Board adjourned at 7:32 pm. with the next meeting scheduled for November 19, 2020 at 6:00 pm to be held virtually through Zoom.

Respectfully Submitted,

Andrew C. Willmott
Board Secretary/Business Administrator

1. PERSONNEL

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

1. **Job Descriptions** (Exhibit #1)
Technology Coordinator
2. **Organizational Charts** (Exhibit #2)
It is recommended that a resolution be adopted approving revised Organizational Charts for the 2020-2021 academic year.
3. **Resignation/Retirements: Substitute**

Name	Position	Reason	Effective
Graham, Asim	Bus Driver	Resignation	10/27/20

A. Burlington County Special Services School District

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

Name	Position	Reason	Effective
Colona, John	Teacher Assistant	Resignation	10/06/20
Jones, Maureen	Secretary	Retirement	02/01/21
Moscharis, Kristal	Teacher	Resignation	12/01/20
Snow, Debbi	Teacher Assistant	Disability Retirement Resignation	11/01/29 10/01/20
Buono, Donna	Teacher Assistant	Resignation	11/10/20

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

Name	Position	Salary	Effective
Bonura, Nicole	Teacher Assistant	HS90 Step 2 \$24,552	10/26/20*
Campbell, Meghan	Teacher Assistant	BA Step 3 \$25,019	10/19/20*
Cook, Janet	Teacher Assistant	HS Step 9 \$19,584	11/16/20
Duffy, Lauren	Teacher Assistant	BA Step 2 \$24,626	10/26/20*
Gerald, Kimberly	Teacher Assistant	BA Step 8 \$26,815	10/01/20*
Graessle, Tracy	Teacher Assistant	BA Step 1 \$24,239	10/19/20*
Guzman, Sara	Teacher Assistant	BA Step 1 \$24,239	10/01/20*
Hardgrove, Katie	Supervisor	\$97,500	10/26/20*
Longmore, Joset	Teacher Assistant	BA Step 4 \$25,476	10/19/20*
Mathews, Michele	Teacher Assistant	HS Step 9 \$19,584	11/10/20
Walters, Morgan	Teacher Assistant	BA Step 1 \$23,239	11/01/20

3. **Transfers** *Executive Approval

Employee	Position	From	To	Effective
Bradley, Paula	Occupational Therapist	ESU	BCSSSD Westampton	09/28/20*

4. **Leaves - Full Time** *Intermittent **Amended

Employee	Position	Type	Effective
Bodden, Yolanda	Teacher Assistant	ADM/FFCRA	09/02/20-09/11/20
Buono, Zachary	Teacher Assistant	FMLA	10/22/20-11/04/20
Cheeseman, Deborah	Teacher	ADM/LOA	09/02/20-12/31/20
Clark, Shannon	Secretary	FMLA**	12/04/19-06/30/21
Cotton, Charlene	Teacher	FFCRA	10/19/20-11/02/20
Cox, Michelle	Teacher Assistant	FFCRA/FMLA/LOA	09/23/20-01/06/21
Cummings, Bryan	Teacher Assistant	FFCRA	10/01/20-12/15/20
Downey, Stephanie	Occupational Therapist	FFCRA	09/25/20-10/12/20
Flood, Michelle	Autism Consultant	FFCRA*	11/01/20-12/31/20
Gilbert, Linda	Teacher Assistant	ADM/FFCRA/FMLA	09/02/20-11/27/20
Hall, Kerry	Teacher Assistant	FFCRA	10/01/20-10/15/20
Hastings, Michele	Teacher Assistant	FFCRA *	10/01/20-12/31/20
Hewitt-Portnoy, Susan	Physical Therapist	FFCRA/LOA*	10/13/20-11/03/20
Jackson, Astaria	Teacher Assistant	FMLA*	09/21/20-06/20/21
Kamelia, Nina	Social Worker	FFCRA	09/21/20-09/22/20
Kiraly, Danielle	Teacher Assistant	ADM/FFCRA/FMLA	09/02/20-01/14/21
Koch, Kathleen	Teacher	FMLA*	09/02/20-06/30/21
Lewis, Amanda	Occupational Therapist	LOA**	09/02/20-12/31/20
Lewis, Kristine	Teacher	FMLA*	09/03/20-06/23/21
Lowenthal, Kahleelah	Teacher Assistant	FFCRA	10/06/20-10/20/20
Lucas-MacPhee, Nancy	Teacher Assistant	FFCRA	09/08/20-09/09/20
Lyman, Rita	Social Worker	ADM/FFCRA/LOA	09/02/20-11/13/20
Manuel, Charlotte	Teacher Assistant	FFCRA	10/09/20-12/21/20
McNamara, Virginia	Teacher	FFCRA	10/01/20-10/13/20
Pittman, DiOnna	Secretary	FFCRA*	09/01/20-12/31/20
Rhoden, Lakisha	Teacher Assistant	ADM/FFCRA/LOA*	09/02/20-12/09/20
Robinson, Jennifer	Secretary	FFCRA* **	09/15/20-12/31/20

Shields, Belle	Teacher	FMLA	09/02/20-11/02/20
Snow, Debbi	Teacher Assistant	LOA	09/01/20-09/30/20
Stepp, Diana	Occupational Therapist	ADM/FFCRA/LOA	09/02/20-12/31/20
Williams, Dawn	Secretary	FFCRA/FMLA/NJFLA**	08/31/20-12/07/20
Wolff, Casandra	Teacher	FFCRA*	10/21/20-10/23/20

Leaves - Hourly

Employee	Position	Type	Effective
Cribb, Alan	Security Lead	FFCRA*	10/22/20-11/04/20
Huber, Erica	Physical Therapist	LOA**	Rescind
Jackson, Clifton	Security	FFCRA*	10/22/20-11/04/20
Jones, Leslie	Security	LOA**	10/05/20-11/15/20
Leaks, Sherry	Security	FFCRA*	10/22/20-11/04/20
Sexton, Anthony	Security	FFCRA*	10/22/20-11/04/20
Taylor, Curtis	Bus Driver	LOA/FFCRA	08/25/20-09/24/20

5. Status Change, Degree (prorated) *plus longevity

Name	Position	From	To	Effective
Angelini, Maria	Teacher	BA+15 Step 13 \$74,198	MA Step 13 \$77,083*	11/01/20
Hoffnagle, Chelsea	Teacher	BA Step 5 \$61,272	MA Step 5 \$65,439	11/01/20

6. Employment, Work Study Students, at \$11.00 Hourly

Lumberton			
Briganti, Michael	Hall-Kirk, Za’Niya	Morales, Kevin	Velez, Daniel
Cody, Evonne	Hodge, Anthony	Robinson, Jacob	
Dubell, Zyasia	Montalvo, Justino	Vandenberg, Elias	

7. Extra Pay/Volunteer Positions

Resignation

Name	Extra-Curricular	Effective
Rosen, Dana	Team Leader (ES)	9/30/20

Extra Pay/Volunteer Positions 2020-2021 SY (Effective 09/01/20 unless otherwise stated)

Name	Supplemental Pay/Extra-Curricular	Rate
Boyle, Brian Divney, Bridget Flood, Michelle Troncone, Madison	Home Instruction	\$40/hr
Cadmus, Danielle	Bus Aide	\$14.50/hr

Chandler, Teresa Fazzie, Gregory		
Caffery, Scott (MS) Hogan, Erin (Lumb) McGrogan, Kelly (ES) Rosenberg, Joyce (HS)	Yearbook Coordinator Campus	\$1,800
Clark, Tami (HS/Trans) Shappell, Bridget (MS) Tomlinson, Phillip (Lumb) Williams, Nicole (ES)	Yearbook Assistant	\$1,400
Cook, Thomas	Performing Arts Director	\$3,000
Davis, Candice	Black Seal License - effective 11/01/20	\$1,357*
Garrano, Connie	Nursing Coordinator	\$2,500
Gordon, Steven	Lumberton Horticulture Coordinator	\$4,300
Grohe, Alison	Yearbook Coordinator District	\$2,100
Mollica, Cindy Rosenberg, Joyce	Student Council HS	\$750
Stahl, Fred	Black Seal License - effective 07/01/20	\$1,357
Voza, Sara	Team Leader (ES) Effective 10/01/20	\$3,800
Zielinski, Peter	Performing Arts Assistant	\$2,500

8. Course: Approvals

Name	Position	College	Credits
Jackson, Deborah	Speech Therapist	Lourdes University	3
O'Malley, Katharine	Teacher	Augustana University	3

9. Course: Reimbursements

Name	Position	College	Credits	Amount
Downey, Stephanie	Occupational Therapist	Lourdes University	9	\$1,212

10. Conferences/Professional Workshops *Over Mileage

Personnel	Conference	Date	Cost*
Ross, Deborah	School Based Speech-Language Pathologists, Virtual	12/01/20	\$289

11. Student Teacher/Internship/Observation * Executive Approval

Name	College	Type	Effective
Baglivo, Justin	Stockton University	Physical Therapy	11/30/20-02/05/21
Beauchemin, Kyle	Holy Family University	Social Work	01/04/21-05/31/21

Holl, Paige	Stockton University	Social Work	10/05/20-04/30/21*
Sims, Malaya	Philadelphia University	Occupational Therapy	10/30/20-12/18/20

12. Mentor

Name	Mentor
Dornisch, Lisa	Jeitner, Jessica

B. Burlington County Institute of Technology

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

Name	Position	Salary	Effective
Ciecierski, Stephanie	Teacher of Special Ed	Col B Step 3 \$61,106	11/23/20
Coble, Gilbert	Teacher of Marketing	Col F Step 3 \$65,763	10/19/20*
Meh Chu, Chu	Teacher of Pre-Engineering	Col F Step 13 \$80,476	10/29/20

2. Leaves *Intermittent **Amended

Employee	Position	Type	Effective
Adams, Cynthia	Teacher of Culinary Arts	FFCRA	10/13/20-10/23/20
Adams, Robert	Custodian	FFCRA	11/09/20-11/20/20
Azzarone, Matthew	Teacher of Law & Public Safety	FFCRA/LOA	10/22/20-11/16/20
Baptise, Donna	School Nurse	FFCRA	10/20/20-11/02/20
Burlage, Bridget	Teacher of English	FFCRA/LOA	10/20/20-11/12/20
Cermatori, Diana	Teacher of Social Studies	FMLA/NJFLA/LOA	01/04/21-06/22/21
D'Antonio, Maureen	Teacher of English	FFCRA*	10/26/20-11/20/20
Duong-Jackson, Nancy	Teacher of Mathematics	LOA	10/19/20-10/22/20
Fenton, Eva	Secretary	FFCRA*	09/18/20-TBD
Grobelny, Barbara	Teacher of Health & Phys Ed	FFCRA/LOA	10/26/20-11/16/20
Hirt, Judith	Data Coordinator	FFCRA	10/14/20-10/27/20
Minuto, Mellissa	Teacher of Health & PE	FFCRA	09/29/20-10/01/20
Polizzi-Herzog, Nicole	Teacher of Art	FFCRA	10/09/20-10/22/20
Polizzi-Herzog, Nicole	Teacher of Art	LOA/FMLA/NJFLA	12/07/20-06/22/21**
Porter, Diana	Teacher of Social Studies	LOA/FMLA	10/05/20-TBD

3. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
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Storm, John	Teacher of Mathematics	-\$1,659.87	½ 09/16,17,21,22,23,25,29; 10/01,05/20
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4. Withholding of Increment 2021-2022 SY

Employee
#101660

**5. Extra Pay/Volunteer Positions 2020-2021 SY (Effective 09/01/20 unless otherwise stated)
Medford**

Name	Extra-Curricular	Rate
Cooney, Scott	Fall Show Director	\$3,751
	Spring Show Director	\$3,751
Fessenbecker, Rachel	Head Teacher - English (shared ½)	\$3,428
Gebhart, Lauren	Fall Show Asst. Director	\$3,216
	Spring Show Asst. Director	\$3,216
Gilmore, Ryan Rossi, Jarett	CPR Instructor	\$38/hr
Hagar, Timothy Ward, Terence	SkillsUSA	\$3,049
Kain, Brian	Spring Vocal (ESS)	\$3,216
Murrenburke, Holly	VO-TAG	\$3,428
Murro, Heather	Head Teacher - Small Learning	\$3,428
	VO-TAG	\$3,428
Ogden, Carla	Head Teacher - CTE	\$3,428
Sprague, Meagan	Video Tech Crew	\$1,530
Staff, Frank Wright, Amanda	Tabletop Game Club (Shared ½)	\$1,530
Turowski, Pamela	Jaguar Band	\$1,530
	Spring Instrumental	\$3,751

Westampton

Name	Extra-Curricular	Rate
Adams, Cynthia McGuinness, Jacqueline	VO-TAG	\$3,428
Baider, Kyra Lysk, Samantha	FCCLA	\$3,049
Bouchard, Joseph Haney, Kevin	Skills USA	\$3,049
Callaghan, Colleen	Class of 2024 Advisor	\$2,268

Inman, Ellen	FFA	\$3,049
Mazella, Alexander	HOSA	\$3,049

6. Course: Approvals

Name	Position	College	Credits
Brownridge, Marcie Christine	Secretary	Wilmington University	6
Demree, John	Cooperative Education Coordinator	University of Phoenix	3
Digney, Kelly	Counselor	Montclair State University	3
Hackman, Deborah	Teacher	Wilmington University	3

7. Course: Reimbursements

Name	Position	College	Credits	Amount
Paliotta Nevadomski, Kerry	Teacher	Capella University	4	\$1,948

8. Student Teacher/Internship/Observation

Name	College	Type	Effective
Paravacini, David	Rowan University	School Nursing Practicum	Fall 2020

9. Personnel Salaries to be Funded by IDEA Grant, FY 20-21

Funded Personnel	Total Salary	IDEA Salary	Percentage of Salary Grant Funded
Brown, Charles	\$32,162	\$32,162	100%
Cimoch, Leo	\$29,187	\$29,187	100%
Davies, Lawrence	\$43,432	\$43,432	100%
Evangel-Rindosh, Victoria	\$29,187	\$29,187	100%
Fisicaro, Joseph	\$33,462	\$33,462	100%
Glover, Debra	\$31,162	\$31,162	100%
Harris, Glenn	\$41,053	\$32,880	80%
Jedda, Dennis	\$42,662	\$42,662	100%
McCollum, Jairus	\$31,162	\$31,162	100%
O'Hare, Raymond	\$28,737	\$28,737	100%
Palazzo, Joseph	\$31,162	\$31,162	100%
Powell, Nickolas	\$33,462	\$33,462	100%
Riley, Melissa	\$33,462	\$33,462	100%
Thornton, Clara	\$40,283	\$40,283	100%
Wheatley, Tamie	\$43,432	\$43,432	100%

10. Conferences *Over Mileage **Executive Approval

Personnel	Conference	Date	Cost*
Avila, Amanda Ross, Leah	Improving Emotional Intelligence, Virtual **	10/14/20	None
Cech Stevens, Colleen	HIB Law Update:2020-2021, Virtual TLC: 17th Annual Suicide Prevention Conference 2020- Reaching for Hope, Virtual	11/12/20 12/03/20	\$125 \$49
Dinovelli, Diane	Annual Special Education Toolkit: To The Greatest Extent Possible, Virtual Hot Issues in Special Education Law, Virtual	11/13/20 12/03/20	\$100 \$125
Hurst, Anthony Landre, Laura	Brookdale Community College Career & Technical Education Certificate of Eligibility Educator Program Stage V, Virtual **	09/12/20- 11/21/20	\$653 ea
Inman, Ellen	Fetch DVM 360, Virtual **	11/12/20- 11/14/20	\$175
Jones, Aja	HESAA School Counselor Workshop, Virtual** Infusing Social Emotional Learning into our Learning, Virtual	10/23/20 11/11/20	None None
Pensabene, Jeffrey	HIB Law Update: 2020-2021, Virtual	11/12/20	\$125
Tirado, Jocelyn	Brookdale Community College Career & Technical Education Certificate of Eligibility Educator Program Stage III, Virtual**	09/26/20- 12/13/20	\$653

11. Mentor

Name	Mentor
Coble, Gilbert	Valenti, Gina

II. PROGRAMS

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

1. **Policies/Regulations** (These items will be available on the website after the first reading, but before the second reading at the November 19, 2020 BoE meeting).

New

Policy & Regulation 5330.5 *Seizure Action Plan* First Reading

Policy & Regulation 6470.01 *Electronic Funds Transfer and Claimant Certification* First Reading

Revised

Regulation 5561: *Physical Restraint COVID-19* - First Reading

Policy 2464 *Gifted and Talented Students BCIT* - First Reading

Policy 2464 *Gifted and Talented Students & Twice Exceptional Students BCSSSD* First Reading

Policy 1620 *Administrative Employment Contracts* First Reading

Policy 2431 *Athletic Competition* First Reading

Regulation 2431.1 *Emergency Procedures for Sports and Other Athletic Activity* First Reading

Policy 6440 *Cooperative Purchasing* First Reading

Policy & Regulation 7440 *School District Security* First Reading

Policy 7450 *Property Inventory* First Reading

Policy & Regulation 7510 *Use of School Facilities* First Reading

Policy 8420 *Emergency and Crisis Situations* First Reading

Policy 8561 *Procurement Procedures for School Nutrition Programs* First Reading

2. **Nursing Services Plans**

*Items will be available in the Superintendent's Conference Room 48 hours prior to the Board meeting.

Approval of the 2020-21 Nursing Services Plans.

3. **Ratification with Executive Approval**

Comprehensive Equity Plan Statement of Assurance (SOA) 2020-2021

4. **Uniform State Memorandum of Understanding**

Approval of the Uniform State Memorandum of Agreement (MOA) along with the Live Streaming Memorandum of Understanding (MOU) between Burlington County Special Services School District and Burlington County Institute of Technology with Law Enforcement Officials for the 2020-2021 school year:

a. Westampton: BCIT/BCSSSD

c. Medford: BCIT

b. Lumberton: BCSSSD

d. Mt. Laurel: BCAS

A. Burlington County Special Services School District

1. **Guest Speakers**

Speaker(s)	Audience	Date
Alison Tarlo (Virtual)	High School	11/4/20
Helene Donnelly (Virtual)	High School	11/9/20
Ron Parson (Virtual)	High School	11/10/20
Taylor Bocci (Virtual)	High School	11/18/20

2. **Donation to Program**

- Accepting donation of clothing apparel from BCIT Westampton to utilize as WBL student uniforms, as well as, new venture Pioneer Post.
- Accepting donation of CTE Trade Textbooks from BCIT Westampton to utilize in BCSSSD Westampton Campus CTE classes

B. Burlington County Institute of Technology

1. COVID-19 Cancellations

Approval to suspend Winter Athletics Schedule due to COVID-19 Pandemic health & safety concerns.

2. Guest Speakers

Speaker(s)	Audience	Date
Opportunities in the U.S. Navy (Virtual) - Petty Officer Charles Hess, Jr.	Juniors, Seniors	TBD
Williamson College Information Session (Virtual) - Jay Merillat	Seniors	11/04/20
Johnson & Wales University Culinary Demonstration (Virtual) - Victoria Esser	Culinary Arts	11/12/20
ATC Presentation (Virtual) - Matthew Hiscox	Automotive Technology	11/16/20
Creating the Life You Imagined (Virtual) - Bob Henken	Automotive Technology	11/17/20
Road to Success (Virtual) - Karen Haliburton	Sophomores-Seniors	11/18/20
RCBC Spring Ahead Information Session (Virtual) - TBD	Seniors	11/23/20
University of Northwestern Ohio (Virtual) - Terry Moore	Automotive Technology	11/23/20
The ADHD Brain (Virtual) - Dr. Sarah Allen	CST, Counselors, Aides	12/04/20
RCBC Spring Ahead Accuplacer Testing (Virtual/In-Person) - Bareeq Barqawi and TBD	Seniors	02/26/21

3. Articulation Agreement Renewals

Recommend approval to renew articulation agreements between BCIT and: Atlantic Cape Community College

4. The MEL Project (Reapproval) *Research opportunity sponsored by Temple University

Model-Evidence Linkages (MEL) falls in line with the Next Generation Science Standards that New Jersey science curriculums are required to follow. Conducted during STEM science classes throughout the semester supporting current curriculum.

**5. McKinney-Vento Education of Homeless Children and Youth Program
LEA GENERAL INTENT TO COLLABORATE**

BCIT to collaborate with Gloucester County Special Services School District

6. Program

Campus	Activity	Dates
M	Culinary Food Sales to Staff	10/30/20-06/01/21

III. STUDENT ACTIVITIES

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

- Harassment, Intimidation and Bullying (HIB)** (Report is considered privileged in nature.)
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. No report for October, 2020.

A. Burlington County Special Services School District

1. Suspensions:

BCAHS	0	High School	0
Elementary	0	Lumberton/CA	1

B. Burlington County Institute of Technology

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

	<u>Medford</u>	<u>Westampton</u>
a. Transfers in County	1	4
b. Transfers out of County	1	10
c. Dropouts	0	0
d. Transfer to West/Medford Campus	0	0
e. Suspensions	0	0
f. Homebound	0	2

2. Drop Student

Approved at September 17, 2020 meeting, correction needed to student number of dropped student from Westampton campus #214278. Corrected student number #214378.

Recommend approval to drop student #215364, Medford Campus from the rolls in accordance with District policy.

3. Field Trips (*Executive Approval)

Students	Trip	Date	Personnel	S	C
Dental	Pearson Vue Testing Center - AMP DANB National Exam, Princeton or Philadelphia, PA*	11/10/20 or 11/12/20 or 11/17/20	Heston, C.	1 1	1

4. Activities

Campus	Activity	Dates
M	Tabletop Club Electronic Gaming Competitions	11/01/20

IV. BUSINESS/FINANCIAL

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

1. RESOLUTION OF GRATEFUL APPRECIATION (POSTHUMOUS)

WHEREAS, Robert C. Silcox and Marsha (Seeger), his wife of 46 years, have been long-time residents of the Township of Mount Holly, County of Burlington, and life-long residents of the State of New Jersey and,

WHEREAS, Robert C. Silcox owned Terra Associates, a commercial real estate and development company in the Township of Mount Holly, County of Burlington since 1972 and,

WHEREAS, Robert C. Silcox served with distinction on the Mount Holly Board of Education from 1980 to 2004 and as President for 20 of those years and,

WHEREAS, Robert C. Silcox served on the Board of Education of the Burlington County Special Services School District (BCSSSD) since 2004 and,

WHEREAS, Robert C. Silcox served on the consolidated Board of Education of the Burlington County Special Services School District and Burlington County Institute of Technology (BCSSSD/BCIT) since 2012 and as the President since 2013 and,

WHEREAS, Robert C. Silcox served on the Board of the Mount Holly Municipal Utilities Authority, Virtua Foundation Board, Virtua Board of Trustees, and Children's Home of Mount Holly Board and,

WHEREAS, Robert C. Silcox was a member of the Mount Holly Rotary Club, where he served as a past President, and was a Paul Harris Fellow and,

WHEREAS, Robert C. Silcox was named a Distinguished Citizen by the Burlington County Boy Scouts and,

WHEREAS, Robert C. Silcox, was a faithful and dedicated servant and through his active, personal and professional involvement within the County of Burlington, had a profoundly positive influence on the lives of many in the County and,

WHEREAS, Robert C. Silcox dedicated his leadership and Boardmanship to support the educational achievement, wellbeing, and educational opportunities of the BCSSSD/BCIT Education Community and,

THEREFORE BE IT RESOLVED, that the Board of Education on behalf of the Burlington County Special Services School District and Burlington County Institute of Technology Education Community, extends grateful appreciation, posthumously, to Robert C. Silcox for his dedicated years of community service and the many contributions that he made to the County, the Schools within BCSSSD/BCIT, and the Education Community and directs that a copy of this resolution be given to the Silcox family.

2. Submission of Comprehensive Maintenance Plan & M1 Worksheet

WHEREAS, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Burlington County Special Services School District and Institute of Technology are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Burlington County Special Services School District and Institute of Technology hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan & M1 Worksheet for the Burlington County Special Services School District and Institute of Technology in compliance with Department of Education requirements.

3 Shared Maintenance and Repair of Generators Contract

BE IT RESOLVED, that the Burlington County Special Services School District and Burlington County Institute of Technology along with the County of Burlington and Rowan College of Burlington County, (together referred to as “County Agencies”) have jointly entered into an agreement with GenServe LLC for the period from September 1, 2020 to August 31, 2021 with a one (1) one-year option expiring August 31, 2022. The option is at the discretion of the County. All contracts are contingent on the availability and appropriation of funds.

4. Resolution for Delta T Group North Jersey Contract 2020-2021

BE IT RESOLVED, that the Burlington County Special Services School District and Burlington County Institute of Technology have entered into an agreement through the Education Services Commission of New Jersey Cooperative Contract ESCNJ 20/21-20 with Delta T Group North Jersey, Inc. for a one (1) year period beginning September 25, 2020. All contracts are contingent on the availability and appropriation of funds.

5. Resolution for New Bank Account & Authorized Signers

WHEREAS, the Burlington County Special Services School District and Institute of Technology Board of Education (“Board”) has determined at a legal meeting of the governing body of the Board, to designate Investor’s Bank (“Bank”) as an approved depository for the Board of Education’s funds for the performance of banking transactions associated with the line of credit;

NOW, THEREFORE, BE IT RESOLVED by the Board, a general checking account will be opened and that in accordance with the tables below and signature cards provided to the Bank, the following Board Members, officers, employees or agents of this Board is/are authorized, on behalf of this Board and in its name, (a) to sign checks, savings withdrawals, drafts, notes, wire transfer requests, acceptances and other instruments and orders for the payment of money or for the withdrawal or delivery of funds or other property at any time held by the Bank and to receive any thereof, and to issue instructions for the conduct of any account of this Board with the Bank; (b) to accept drafts, checks, any other instruments or orders, including any payable to the Bank, and to waive demand, protest, and notice of protest or dishonor of any instrument made, drawn, or endorsed by this Board; and (c) to endorse, negotiate, and receive, or authorize the payment of or the proceeds of any negotiable or other instruments or orders for the payment of money payable to or belonging to the Board.

BE IT FURTHER RESOLVED that the foregoing resolution shall continue in full force and effect and the Bank may rely on it until a certified copy of a subsequent resolution of the Board modifying or rescinding any or all such resolutions shall have been received by the Bank.

Burlington County Special Services School District

Accounts	Authorized Signers
General Checking	Assistant to the Business Administrator Administrative Assistant to the Business Administrator

Burlington County Institute of Technology

Accounts	Authorized Signers
General Checking	Assistant to the Business Administrator Administrative Assistant to the Business Administrator

6. BANK RESOLUTIONS

Burlington County Special Services School District

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$4,000,000 PROMISSORY NOTE OF THE BOARD OF EDUCATION OF THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY

WHEREAS, the Board of Education of the Burlington County Special Services School District, in the County Of Burlington, State of New Jersey (the "Board") is a special services school district organized pursuant to N.J.S.A. 18A:46-1 et seq. (the "Act"); and

WHEREAS, the Act allows the Board to assess and collect tuition from sending districts to offset the costs of providing services to pupils of serviced by the Board; and

WHEREAS, pursuant to N.J.S.A. 18A:24-2, the Board is permitted to issue a promissory note in such sum or sums not exceeding 80% of the amount due it for tuition from any school district; and

WHEREAS, the Board's fiscal year runs from July 1 to June 30 of each year; and

WHEREAS, for the 2020-2021 fiscal year, the Board will receive \$26,000,000 in tuition from sending districts who send pupils to the Board; and

WHEREAS, 80% of that tuition figure is \$20,800,000; and

WHEREAS, to assist the Board in meeting expenses in the 2020-2021 fiscal year, the Board has arranged for a line of credit from Investor's Bank to be secured by a promissory note of the Board in an amount not to exceed \$4,000,000 on the terms and conditions set forth in the agreement; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY AS FOLLOWS:

1. In anticipation of the collection of tuition during the current fiscal year, there are hereby authorized to be issued promissory notes of the Board (the "Notes") in amounts not exceeding \$4,000,000. The proceeds of such Notes shall be applied only to purposes provided for in the budget or for which tuition is levied for the current fiscal year.
2. The following matters in connection with the notes are hereby determined:
 - a) The terms and conditions for the Notes, as set forth in the agreement, are hereby approved.
 - b) Notes issued hereunder may be renewed from time to time, provided, however, that no renewal note shall be issued later than the last day of the fiscal year.
 - c) All notes shall be executed by the Board President and the Business Administrator and attested by the Board Secretary.
3. The Business Administrator is authorized and directed to determine all matters in connection with the notes not determined by this or by a subsequent resolution, and such officer's signature upon the notes shall be conclusive as to such determination.
4. Any instrument issued pursuant to this resolution shall be a general obligation of the Board, and the full faith and credit of the Board are hereby pledged to the punctual payment of the principal and interest on the obligations.
5. The School Business Administrator, in connection with other professionals of the Board acting under her direction, is hereby authorized to prepare, and to update from time to time as necessary, a financial disclosure document for the Board, as it may be so updated from time to time, to be distributed in connection with the sale of obligations of the Board. The School Business Administrator is hereby authorized to execute such a disclosure document on behalf of the Board.
6. This resolution shall take effect immediately.

Burlington County Institute of Technology

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$4,600,000 PROMISSORY NOTE OF THE BOARD OF EDUCATION OF THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY

WHEREAS, the Board of Education of the Burlington County Institute of Technology, in the County Of Burlington, State of New Jersey (the "Board") is a county vocational school district organized pursuant to N.J.S.A. 18A:54-1 et seq. (the "Act"); and

WHEREAS, the Act allows the Board to assess and collect tuition from sending districts to offset the costs of providing services to pupils of serviced by the Board; and

WHEREAS, pursuant to N.J.S.A. 18A:54-20(l) and N.J.S.A. 18A:24-2, the Board is permitted to issue a promissory note (line of credit) in such sum or sums not exceeding 80% of the amount due it for tuition from any school district; and

WHEREAS, the Board's fiscal year runs from July 1 to June 30 of each year; and

WHEREAS, for the 2020-2021 fiscal year, the Board will receive \$6,000,000 in tuition from sending districts who send pupils to the Board; and

WHEREAS, 80% of that tuition figure is \$4,800,000; and

WHEREAS, to assist the Board in meeting expenses in the 2020-2021 fiscal year, the Board has arranged for a line of credit from Investor's Bank to be secured by a promissory note of the Board in an amount not to exceed \$4,600,000 on the terms and conditions set forth in the agreement; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY AS FOLLOWS:

1. In anticipation of the collection of tuition during the current fiscal year, there are hereby authorized to be issued promissory notes of the Board (the "Notes") in amounts not exceeding \$4,600,000. The proceeds of such Notes shall be applied only to purposes provided for in the budget or for which tuition is levied for the current fiscal year.
2. The following matters in connection with the notes are hereby determined:
 - a. The terms and conditions for the Notes, as set forth in the agreement, are hereby approved.
 - b. All notes issued hereunder shall bear interest at such rates or rates as may be determined by the Business Administrator.
 - c. All notes shall be in the form prescribed by law and otherwise as determined by the Business Administrator and such officer's signatures upon the notes shall be conclusive as to such determination.
 - d. Notes issued hereunder may be renewed from time to time, provided, however, that no renewal note shall be issued later than the last day of the fiscal year.
 - e. All notes shall be executed by the Board President and the Business Administrator and attested by the Board Secretary.
3. Any instrument issued pursuant to this resolution shall be a general obligation of the Board, and the full faith and credit of the Board are hereby pledged to the punctual payment of the principal and interest on the obligations.
4. This resolution shall take effect immediately.

7. 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 September 30, 2020, no budgetary account has been over expended in violation of N.J.A.C. 6A:23-2.12(c).

Budgetary Major Account/Fund Status - Pursuant to N.J.A.C. 6A23-2.12(c)4, the Board of Education, certifies that as of September 30, 2020, 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.

A. Burlington County Special Services School District

1. **Resolution for CARES Emergency Relief Grant - Non-Title I CARES**
BE IT RESOLVED, that the Burlington County Special Services School District has applied and will accept the CARES Emergency Relief Grant in the amount of \$15,000.
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, 2020 to June 30, 2021.

3. Donation

Donor	Item	Utilized
BCIT	Art Supplies and Books	Various District Educational Programs
BCIT	Work Uniform Apparel	Work Based Learning Program

B. Burlington County Institute of Technology

1. Resolution for Coronavirus Relief Fund Grant

BE IT RESOLVED, that the Burlington County Institute of Technology has accepted the Coronavirus Relief Fund Grant in the amount of \$168,585.

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

WHEREAS, the Burlington County Institute of Technology is a member of the Burlington County Insurance Commission ("Commission"); and

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

NOW THEREFORE BE IT RESOLVED, by the Board of Education of the Burlington County Institute of Technology that it is withdrawing from in the Fund and it is providing its notice herewith, such withdrawal to be effective on January 1, 2021.

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

3. Donation *Executive Approval

Donor	Item	Utilized
Pemberton Fabrication	Scrap Metal	Welding
BCIT	33 Apparel Items from School Store	Provide community support to family in need due to house fire*
BCIT	Art Supplies, Books and Work Uniform Apparel	BCSSSD

V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Resignations: Hourly

Name	Position	Reason	Effective
Pustizzi, Patricia	Teacher	Retirement	1/01/21
Simpson, Ronald	Security	Resignation	10/21/20
Taney, Sheila	Registered Nurse	Resignation	10/29/20
Tuliano, Lisa	Job Coach	Resignation	09/23/20

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

Name	Position	Salary	Effective
Harb, Alexandra	Reading Specialist	MA Step 4 \$64,005	12/1/20
McClure, Irene	Educational Interpreter	Step 7 \$44,494	12/01/20
Yanez, Larisa	Teacher of the Deaf	MA+15 Step 2 \$63,476	11/16/20

Employment: Hourly *Executive Approval

Name	Position	Hourly Rate	Effective
Derer, Deborah	Security	\$20	10/21/20*
Gerald, Kimberly	Security	\$20	Declined position
Sullivan, Neil	Security	\$20	11/09/20

3. Status Change - Executive Approval

Name	From	To	Effective
Evgeniadis, Maria	Hourly Occupational Therapist \$43.75/hr	Full-Time Occupational Therapist MA Step 1 \$60,863	10/01/20
Graves, Terence	Security \$20.25/hr	Security Lead \$25.25/hr	09/21/20

4. Professional Services Agreements

District	Type
Cape May County Technical School	2020-2021 ASL 101 Agreement
Hammonton Public School	2020-2021 Professional Services Agreement
South Plainfield School District	2020-2021 Professional Services Agreement

5. Conferences *Over Mileage

Personnel	Conference	Date	Cost
Ross, Deborah	School-Based Speech Language Pathologists, Online	12/01/20	\$289

6. Inquiry Project

Recommend approval for Julie O'Brien to administer surveys and collect project data from research with participants from the Educational Services Unit for her inquiry project which examines challenges the teachers who are providing nonpublic supplemental education services are facing while teaching virtually.

7. ESU Joint Transportation Agreements 2020-2021

Recommend 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 Educational Services Unit (BCSSSD ESU) and the counties/districts listed below for the 2020-2021 school year:

Cherry	Hill	Public	Schools
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Joint Transportation Agreement with Cherry Hill Public Schools. Cherry Hill Public Schools to transport three BCSSSD ESU students to The Bridge Academy for the 2020-2021 school year for the sum total of \$37,044.00.

East Brunswick Schools

Joint Transportation Agreement with East Brunswick Schools. BCSSSD ESU to transport one East Brunswick Schools student to Eden School from 09/01/20 to 06/30/21 for the sum total of \$22,895.46.

The Board of Education of Jefferson Township

Joint Transportation Agreement with The Board of Education of Jefferson Township. BCSSSD ESU to transport one Jefferson Township student to Garfield Park Academy from 09/01/20 to 06/30/21 for the sum total of \$5,105.30.

Morris County ESC

Joint Transportation Agreement with Morris County ESC. BCSSSD ESU to transport one Morris County ESC student to Archway School from 09/01/20 to 6/30/21 for the sum total of \$15,598.20.

West Morris

Joint Transportation Agreement with West Morris. BCSSSD ESU to transport one West Morris student to Burlington County Special Services School from 09/01/20 to 12/01/20 for the sum total of \$18,144.00.

Robbinsville Public Schools

Joint Transportation Agreement with Robbinsville Public Schools. BCSSSD ESU to transport one Robbinsville Public Schools student to Burlington County Special Services School from 09/01/20 to 06/30/21 for the sum total of \$11,907.00.

8. ESU Transportation Contracts 2020-2021

Recommend a resolution be adopted approving the quoted temporary transportation contracts, in accordance with N.J.A.C. 6A:27 9.12, between the Educational Services Unit and the corporation listed below for the 2020-2021 school year:

Garden State Transport, Inc.

F22 (54 days) \$300.00 per diem, \$20.00 aide, \$1.50 mileage
Z60 (180 days) \$101.14 per diem, \$20.00 aide, \$1.50 mileage

9. Transportation Contract Renewals 2020-2021 (Amended)

Recommended a resolution be adopted renewing the following transportation contracts, in accordance with N.J.A.C. 6A:27-9.13, between the Educational Services Unit and the corporations listed for the 2020-2021 school year:

Holcomb Bus Service, Inc.

Multi-Contract HOLC1617#2: H53-\$479.02

Holcomb Transportation, LLC.

Multi-Contract HOLC1920#1 (H88H91): H88-\$463.75 per diem (Amended Contractor Info)

10. Transportation BCSSSD 2020-2021 Fall School Bus Evacuations

The following bus routes have completed the mandatory School Bus Emergency Evacuation Drill at Burlington County Special Services School between 10/07/20-10/14/20 in accordance with N.J.A.C. 6A:27-11.2:

<p><u>BCSSSD:</u> ESU T14 BCSSSD Van 18 ESU D75 BCSSSD Van 19 ESU H23 BCSSSD Van 17 ESU T09 BCSSSD Van 13 ESU T03 BCSSSD Bus 3 ESU T11 BCAHS BCIT 138 ESU T08 BCSSSD Bus 5 ESU C34 BCSSSD Van 12 ESU C52 BCSSSD Bus 10 ESU T12 BCSSSD Van 114 ESU T04 BCSSSD Van 116 ESU C33 BCSSSD Bus 134 ESU T16 BCSSSD Van 11 ESU T17 BCSSSD Van 117 ESU R15 BCSSSD Van 115 ESU T17 BCSSSD Van 10 ESU R41 BCSSSD Van 113 ESU T18 BCSSSD Van 16 ESU T19 BCSSSD Van 11</p>	<p><u>BCIT:</u> BCIT 1 Bus 133 BCIT 2 Bus 13 BCIT 3 Bus 135 BCIT 4 Bus 132 BCIT 5 Bus 136</p> <p><u>Bordentown Twp:</u> V11</p> <p><u>Burlington Twp:</u> #BT-14</p> <p><u>Cherry Hill:</u> Minivan</p> <p><u>First Student:</u> 92 108</p>	<p><u>Hillman's Bus:</u> A-299</p> <p><u>Pemberton:</u> L-3 113</p> <p><u>Rick:</u> 1436</p> <p><u>Sheppard Bus:</u> S324 S318 S345</p>
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11. Mentor

Name	Mentor
French, Kayla	Holmes, Michele

B. Burlington County Institute of Technology: Adult Education

1. Affiliation Contracts

Recommend approval of the affiliation contract between LPN students and HCR ManorCare and CNA students and HCR ManorCare, Sewell NJ.

2. Scholarship Award

Recommend approval of the Gebbie Scholarship award to be presented at the LPN Pinning Ceremony in the amount of \$500.

3. Events Executive Approval

Recommend approval of the change of date for the LPN Pinning Ceremony from 07/29/20 to 10/28/20 at 6pm in the Auditorium at Westampton campus.

B. Burlington County Institute of Technology: Fire School

1. Appointments*Executive Approval

Name	Position	Date	Hourly Rate
Clifford, Peter	Emergency Services Instructor	10/23/20*	\$15