

**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 on Tuesday evening, October 31, 2017, at the Rutgers Center, 2 Academy Dr., Westampton, NJ.

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

Swearing In For New Term: John J. Ferry and Leon E. Jones, Jr.

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

**Roll Call:** Theresa Margiotta, Board Secretary, called the roll:

Kathleen Burgess	Term Ex.	6/30/19	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
John J. Ferry	Term Ex.	6/30/20	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	Term Ex.	6/30/20	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Paula E. Lee	Term Ex.	6/30/18	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Tyler Seville	Term Ex.	6/30/19	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert C. Silcox	Term Ex.	6/30/18	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daryl Minus-Vincent	Ex. County Supt		<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

**Public Attendance:** Acosta, Nicholas; Allen, Penny; Bonsall, Todd; Cruet, Pat; DeVito, Joyce; Evans, Judith; Finn, David; Hewitt, Christine; Huber, Nancy; Kaminski, Mike; Parker, Mike; Rosenberg, Joyce; Schouten, Simone; Scherer, Helen; Stevens, Shavonda; Stevenson, Charleen; Taylor, Ann; Thurman, Donna; Venuto, Joe; Will, Barbara

**Communication & Correspondence:** Nothing at this time.

**Minutes:** Theresa Margiotta, Board Secretary, presented Minutes of September 26, 2017.

On a motion by Kathleen Burgess and seconded by Tyler Seville, the Board approved the Minutes.

**Roll Call:**

Yes Kathleen Burgess    Yes John Ferry    Yes Leon Jones    Absent Paula Lee  
Recuse Daryl Minus-Vincent    Yes Robert Silcox    Yes Tyler Seville

**Financial Report:** Theresa Margiotta, Board Secretary, presented Financial Report.

On a motion by Leon Jones and seconded by Kathleen Burgess, the Board approved the Financial Report.

**Roll Call:**

Yes Kathleen Burgess    Yes John Ferry    Yes Leon Jones    Absent Paula Lee  
Recuse Daryl Minus-Vincent    Yes Robert Silcox    Yes Tyler Seville

**Public Comments - Superintendent Agenda Only:** Nothing at this time.

**Superintendent Agenda**

Dr. Nagy presented and recommended approval of the report, along with the addendum. On a motion by Kathleen Burgess and seconded by Tyler Seville the Board approved the report.

**Roll Call:**

Yes Kathleen Burgess    Yes John Ferry    Yes Leon Jones    Yes Paula Lee  
Recusals: II. 1, B. 2; III. 1; IV. 1; B.3.; V. A. 3. 5. B.7, Entire Addendum Daryl Minus-Vincent  
Yes Robert Silcox    Yes Tyler Seville

**Public Comments:**

Simone Schouten and Helen Scherer, BCSSSD: presented a poster board depicting students Scientific methods experiments.

Nancy Hubert, Parent, BCIT-Medford: Read a letter expressing that there is a void in the Math curriculum for students with IEP's who have difficulties with Math. She requested the Board to review the curriculum and suggested if they would consider as an alternative Life Skills Math program instead of Alg. II or Geometry. Chris Nagy, Superintendent responded: they are currently looking for interventions for Math and Literacy.

**Board Comments:**

Leon Jones: Happy Halloween. Mr. Lubbe's public presentation was very interesting and was well received.

Kathleen Burgess: Happy Halloween. Hope everyone got to hear Mr. Lubbe's presentation. Congratulations to the Alternative School.

Tyler Seville: Happy Halloween. Congratulations to all students and staff in the Alternative Program. He thanked everyone for representing the school on Saturday in Washington, DC. Kudos to staff! Mr. Lubbe's presentation was surreal!

John Ferry: Happy Halloween.

Daryl Minus-Vincent: Appreciate staff for giving presentation and for the parent that came to the Board to express her concerns.

President Silcox: Happy Halloween. Medford parade and the BCSSSD band was fabulous.

**Adjournment**

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by Leon Jones and second by Kathleen Burgess the Board adjourned at 6:15 p.m. with the next meeting to be the on November 21, 2017, at Rutgers Media Center at 6:00 p.m.

Respectfully Submitted,

Theresa L. Margiotta  
Board Secretary/School Business Administrator

**I. PERSONNEL**

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

- 1. **Job Description** (Exhibit #1)  
Lead HVAC Mechanic/Technician (Shared)

- 2. **Employment: Substitute** (pending new hire requirements)

Name	Position	Hourly Rate	Effective
Walentukonis, James	Bus Driver	\$21.50	11/01/17

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

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

Name	Position	Reason	Effective
Arthur, Lorraine	Teacher Home Economics	Retirement *	12/01/17
Dimitruk, Ellen	School Nurse	Retirement	01/01/18
Lipscomb, A'Taya	Teacher Assistant	Resignation	10/17/17
Maccar, Shelby	Teacher Assistant	Resignation	10/31/17
Mason, Nancy	Teacher of Home Economics/Special Ed	Retirement	12/01/17

**Resignations: Hourly**

Name	Position	Reason	Effective
Fertel, Holly	Student Awareness Coordinator (SAC)	Retirement	11/01/17

- 2. **Employment: Full Time** (pro-rated) (pending new hire requirements)

Name	Position	Salary	Effective
Blount, Shanta	Teacher Assistant	HS Step 5 \$15,653	11/01/17
Brown, Kandi	Teacher Assistant	HS Step 6 \$16,207	11/16/17
Clark, Tami	Teacher Assistant	HS Step 1 \$14,320	11/01/17
Davis, Matthew	Teacher of Health & PE	BA Step 2 \$54,330	11/01/17

Greene, Kelly	Teacher Assistant	BA Step 1 \$22,532	11/01/17
Johnson, Katelyn	Teacher Assistant	HS Step 1 \$14,320	11/16/17
Rooney, Maura	Teacher Assistant	BA Step 1 \$22,532	11/16/17
Siebert, Michelle	Teacher (BCBA)	MA+15 Step 2 \$59,978	12/01/17
Southerland, Christa	Teacher Assistant	HS+60 Step 2 \$20,499	11/16/17
Womack, Frank	Teacher Assistant	BA Step 2 \$22,919	11/16/17
Wyatt, Michelle	Teacher Assistant	HS + 60 Step 1 \$20,154	11/01/17

**3. Status Change \*Executive approval (pro-rated)**

Name	From	To	Rate	Effective
Stevens, Sharonda	TA	TOSD/Teacher of Elem.	MA Step 1 \$57,365	10/16/17*
Weaver, Kristine	TA	Teacher of Human Dev and Child Care Services	MA Step 1 \$57,365	10/16/17*

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

Employee	Position	Type	Effective
Dance, Charlene	Teacher Assistant	LOA*	09/05/17-11/14/17
Dennion, James	Teacher	FMLA**	11/01/17-06/19/18
Fennell, Barry	Teacher Assistant	FMLA	09/18/17-11/08/17
Hinkson, Wayne	Teacher	FMLA	09/19/17-10/13/17
Lovejoy, Heather	Occupational Therapist	FMLA/NJFLA*	09/05/17-11/10/17
Moses, Brandee	Teacher Assistant	FMLA**	09/19/17-06/19/18
Paetzold, Thera	Occupational Therapist	FMLA/NJFLA/LOA	12/04/17-05/09/18
Ross, Deborah	Speech Therapist	FMLA/NJFLA/LOA*	09/05/17-12/15/17
Rowe, Roseanne	School Nurse	FMLA	11/14/17-12/11/17
Russo, Candice	Teacher Assistant	FMLA	10/14/17-11/17/17

Trevino, Dorothy	Secretary	FMLA**	10/19/17-06/30/18
Weist, Lisa	Speech Specialist	FMLA/NJFLA	11/27/17-02/23/18

**5. Employment, Work Study Students, at \$8.44 Hourly**

Lumberton	Transition		High School
Daniels, Isaiah Jones, Jah'Quan	Battaglia, Rafaela Frazier Jr., Anthony Fryar-Kothare, Daniel Harvey, Ahziah Hunt, Bruce	Jackson, Bryan Johnson, Thomas Laborn, Timothy Michel, Calvin Niebylska, Kathy	Applegate, Matthew Beville, Elijah Brabson, Teaghan Dugan, Megan Taylor, Xavier Whitman, Ryan

**6. Course: Approvals**

Name	Position	College	Credits
Cohen, Jeremy	Director	Wilmington University	6

**7. Course: Reimbursements**

Name	Position	College	Credits	Amount
Kneringer, Mary Jean	Principal	L2L	N/A	\$1,500

**8. Student Teacher/Internship/Observation 2017-2018 School Year**

Student	College	Type	Effective
Dalessandro, Bridget	Stockton University	PT	12/4/17-02/16/18

**9. Stipends/Extra Pay**

Name	Extra Curricular	Rate
Carrington, William	Chess Club - TS, ES	Volunteer
Dennion, Matthew Flade, Katrina Reilley, Jeremy	Workshop Preparation (Certificated Staff): Oneder during In-Service 11/16/17 - Max 2 Hours	\$53/hr
Edelschein, Robert	Horticulture Coordinator	\$4,100

Polito, Rebecca	Special Events Coordinator/Prom	\$770
Thurman, Donna	Special Events Coordinator/Holiday Show Director	\$770
Travaglione, Kristina	Adult Exercise Program Instructor	\$26/hr
Turner, Maggie	Bus Aide	\$14.50/hr

Detention - After School		\$30/hr
Artale, Daniel (TR) Arpia, Alyson (TR) Bennett, Henrietta (HS) Bodden, Yolanda (ES) Briggs, Donna (TR) Colona, John (ES)	DeSopo, Carmine (TR) Gorman, Peggy Ellen (HS) Jeitner, Jessica (TR) Lucas-Macphee, Nancy (TR) Mazahreh, Asmahan (HS) Milas, Katherine (TR)	Morse, Rochelle (HS) Reilly, Jeremy (TR) Ring, Beth (TR) Stewart, Michelle (HS) Williams, Nicole (ES)
Respite Workers		\$27/hr
Armstrong, Theresa Artale, Daniel Barnes, Patricia Boyle, Brian Briggs, Donna Brown, Shaolin Buono, Zachary Caffery, Scott Chen, Hsinyu Chilton, Megan Cunnane, Lori Davis-Patterson, Rietta	Edwards, Theresa Ferrell, Michelle Fryar, Livi Gallo, Roni Gates, Janet Grabitz, Rachelle Hays, Jenny Heusaff, Morgan Ipri, Rosemary Jackson, Astaris Lightcap, Karen Lucas-Macphee, Nancy	Mazahreh, Asmahan Lucas-Macphee, Nancy Ogden, Monica Panetta-Hagan, Lenora Pressley, Samuel Ring, Beth Rodgers, Shaquania Southerland, Orlando Stoeckel, Sara Talkpa, Loretta Voelker, Sherahan Wilcox, Vanessa Zawadzki, Katarzyna
Respite Recreation Leaders		\$32/hr
Arena, Adrienne Bianchi, Rita Dennion, Matthew	Jones, Madison Lyman, Rita Guenther-Misunas, Bethann	O'Malley, Grace Reilly, Jeremy

**10. Conferences/Professional Workshops** \*over mileage

Personnel	Conference	Date	Cost*
Bonsall, Todd	CTE Workshop, Pennington Using the Cloud to Make Your Business Processes More Efficient, Mt Laurel	11/01/17 11/29/17	None \$25
DeSopo, Carmine Jeitner, Jessica Koch-Wood, Linda McMahon, Kathie O'Brien, Jacqueline	Effective Transition Planning Lumberton, Hainesport, Palmyra, Edgewater Park	Various Dates	None
Downey, Stephanie Siefert, Amanda	Yoga for Self Ref, Cherry Hill	11/29/17	\$199.99 ea
Grelling, Tiffany	Using Sign Lang w Ped, Cherry Hill	12/05/17	\$229.99
Csakan, Stephanie Limani, Juliet Robertson, Michelle Wachter, Eileen	NJASP Winter Conf, East Windsor	12/08/17	\$175 ea
Pagnotta, Kaitlyn Quigg, Carolyn Venables, Tara Yeo, Pierrette	Is It Sensory or Behavior?, Cherry Hill	11/17/17	\$199.99 ea
DeVito, Joyce Koch-Wood, Linda Lutgen, Sharon	7 Day Training: Students with Disabilities, Trenton	11/2;12/18/17 1/30;2/14;3/5; 4/16;5/1/18	\$84 ea
Sersen, Sandra	Strengthening Social Comm Skills, Voorhees	12/12/17	\$249



**B. Burlington County Institute of Technology**

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

Name	Position	Reason	Effective
Hannon, LaChan	Teacher of English	Resignation	11/01/17
Wood, Diane	Teacher of Health Occupations	Retirement	11/01/17

**2. Employment: Full-Time (pro-rated) (pending new hire requirements)**

**Salaries Pending Settlement of Negotiated Agreement**

Name	Position	Salary	Effective
Devlin, Patricia	Secretary	Step 8 Col C \$35,109	11/01/17
Mai, Mia	Teacher of Science	Step 6 Col C \$59,476	01/01/18

**3. Leaves \*Pre-approved unpaid absence \*\*Amended**

Employee	Position	Type	Effective
Adams, Robert	Custodian	FMLA	10/05/17-12/01/17
Conti, Erin	Coord Adm & Recruit	LOA/FMLA/NJFLA	10/23/17-03/26/18
Fitzgerald, Kieshea	Guidance Counselor	LOA **	09/05/17-11/20/17
Hughes, Lee	Teacher of Mathematics	FMLA/NJFLA	11/27/17-02/14/18
Klingler, Debra	Custodian	LOA/FMLA	09/07/17-01/02/18
Murphy, Travis	Teacher of Health & PE	FMLA/NJFLA	10/31/17-12/01/17
Murro, Heather	Teacher of English	FMLA/NJFLA	01/02/18-04/08/18
Purnell-Respes, Tonia	Teacher of Fashion	LOA*	10/05-06,12-13/17
Rista, Jessica	Mathematics Specialist	LOA	12/11/17-05/15/18
Staff, Frank	Teacher of Adv Mfg	LOA*	09/28-29/17
Tillery, Alexander	Teacher Aide	FMLA/NJFLA/LOA	10/02/17-01/07/18
Valenti, Gina	Teacher of Sports Med	LOA/FMLA/NJFLA	10/26/17-05/11/18

**4. Employment, Work Study Students, \$8.50 Hourly, Effective 17-18 SY**

Student	Department	Campus
McCormick, Alexis	Stage Crew	Medford

**5. Stipends/Extra-Curricular Pay for 2017-18 School Year  
District**

Academy Night, 2nd Discovery Night, Accepted Student Events, Program Advisory Committee Meetings			\$34/hr
Acosta, Nicholas	Golding, George	Rivera, Joseph	
Adams, Cynthia	Hagar, Timothy	Saxton, Mark	
Allen, Leigha	Haney, Kevin	Sbraga, Jesmary	
Azzarone, Matthew	Heston, Claire	Sheehan, Anna Maria	
Baez, Patrick	Hodges, Marguerite	Shelton, Wayne	
Barker, Christopher	Humphrey, Elisabeth	Sienkiewicz, Joann	
Bouchard, Joseph	Inman, Ellen	Sitchler, David	
Brown, Kelly	Jaworski, Leonard	Sprague, Meagan	
Cooney, Scott	Latigona, Joseph	Staff, Frank	
Cross, Genevieve	Mariano, Anthony	Steich, Susan	
Crowley, Robert	Ogden, Carla	Tisdale, Larry	
David, Jonathan	Paiano, Daniel	Turowski, Pamela	
Demree, John	Persichetti, Matthew	Valenti, Gina	
Fawcett, Thomas	Pinardo, Karen	Vogel, Donald	
Finn, David	Purnell-Respes, Tonia	Wain, Robert	
Gebhart, Lauren	Reed, Richard	Williams Kimberlee	
Goatley, Richard			

**Medford \*\*Executive Approval \*\*\*\*Varies (per negotiated agreement)**

Name	Extra-Curricular	Rate
Dogostino, Michelle	Girls Basketball Assistant Coach	\$5,981
Forline, Beverly	ABIDE: A Bible Interact Discipleship	Volunteer
Hrabal, Thomas	Auxiliary Personnel	****
Hughes, Jennifer	Auxiliary Personnel	****
Leighton, Michael	Auxiliary Personnel	****

Milton, Anton	Assistant Boys Basketball Coach (S4T)	\$5,981
O'Hare, Raymond	Auxiliary Personnel	****
Sienkiewicz, JoAnn	Softball Assistant Coach	\$5,150
Timet, Anthony	Extra Block Coverage**	Per Diem

**Westampton** \* ESEA Grant Funded \*\*Executive Approval \*\*\* (pro-rated)

Name	Extra-Curricular	Rate
Arora, Ruchika Morgan, Dawn Quick, Rachele	Extra Block Coverage**	Per Diem
Basham, Chad	Extra Block Coverage **	Per Diem
Briggs, Demetrius	Assistant Boys Basketball Coach (S4T)	\$5,981
Callaghan, Colleen	ESEA Push-In Support**	Per Diem*
Jefferson, Michael	Extra Block Coverage **	Per Diem
McKnight, Beth	Extra Block Coverage **	Per Diem
Mohan, Mary Beth	Head Teacher-English/WL Dept. (effective 9/01/17)	\$2,913
Purcell, Andrew	Assistant Wrestling Coach	\$5,653
Rivera, Joseph	Assistant Cross Country Coach (effective 10/5/17)**	***

**6. Course: Approvals**

Name	Position	College	Credits
Cruet, Patrick	Principal	Gwynedd Mercy University	3
Latigona, Joseph	Teacher	University of Cincinnati	3
Saia, Jessica	Teacher	Holy Family University	3

**7. Course: Reimbursements**

Name	Position	College	Credits	Amount
Cermatori, Diana	Teacher	Wilmington University	3	\$1,365

8. **Conferences** \*over mileage \*\*Executive Approved

Personnel	Conference	Date	Cost*
Apgar, Alison	Practical Ideas for Making Best Use of Google Classroom to Enhance Instruction, Voorhees	12/05/17	\$259
Mindfulness Fundamentals, Online:		11/16/17 - 12/27/17	\$62.50ea
Acosta, Nicholas	Hernandez, Hiromi		
Aiken, Fred	Johnson, Beth		
Antinoro, Jocelyn	Lee, Valerie		
Breisacher, Jennifer	Milanowicz, Lauren		
Burlage, Bridget	Morgan, Dawn		
Daily, Jennifer	Rosetti, Lauren		
Evangel-Rindosh, V.	Sheehan, Anna Maria		
Frable, Jason	Trzaska, Barbara		
Gotta, Peter	Venuto, Joseph		
Callaghan, Colleen Porter, Racher	Problem Solving Math w/Tech, Glassboro	01/12;03/14/18	\$298 ea
Cross, Genevieve	Developing Social & Emotional Skills in our Schools, Princeton	11/17/17	None
Dogostino, Michelle Sienkiewicz, Joann	CPR, AED & FA Training, Trenton	TBD	\$40 ea
Evans, Judith	Business Fair, Medford	11/15/17	None
Fawcett, Thomas Goatley, Richard Mariano, Anthony Sitchler, David	NATEF Training, Blackwood	12/01/17	None
Frable, Jason	HESAA Training Inst for School Counselors, Mt Laurel	10/31/17	None
Hodges, Marguerite	SNJMEA Advisor Mtgs, Cherry Hill	11/16;12/21;01/1802/15;03/15;04/19 05/18/18	\$35
Ingling, Keith	5 CPA Classes, Roseland	11/06,15;	\$1,495

		12/04,06,11/17	
Rosetti, Lauren	NJASP Winter Conference, East Windsor	12/08/17	\$175
Sienkiewicz, Joann	Fund of Coaching, Robbinsville	01/30/18	\$75 ea
Waldis, Kerrie	Training Session for New Cert Staff, Trenton	11/14/17	None

**II. PROGRAMS**

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

1. **Nursing Services Plan** \*Items will be available in the Superintendent’s Conference Room 48 hours prior to the Board meeting.  
Approval of the 2017-2018 Nursing Services Plans.

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

1. **Revised Calendar 2017-2018** (The calendar will be available on the website.)  
**Lumberton Campus Only**  
November 8th Early Dismissal for Students/Staff In-Service, (Student make-up due to Emergency closing on September 12; Teacher hours will be made up through Professional Development)

2. **Guest Speakers** \*per approval of contract

Speaker(s)	Audience	Date(s)
Prismatic Magic*	Transition	11/06/17
Members of Military, Armed Forces Apprec	ES, MS, HS	11/13,17/17
Jeffery Caccese - Youth Employment Law	BCAS	01/05/18
Joe Santamaria - Internet Safety	High School	11/01/17

3. **Approval, Acellus Start Up Matching Grant# 827205** (Exhibit #A1)  
Recommend approval to accept the Acellus Start Up Matching Grant # 827205 for \$1,000.

**B. Burlington County Institute of Technology**

1. **Guest Speakers**

Speaker(s)	Audience	Date(s)
Gift of Life - Gano, Tom; Browne, John	Health Class-12th	11/06/17
Design Innovation Award - Challenge-Verrett, Cody	Arch Des-11th,12th	11/06/17; 05/14/18
Financial Aid-Sharon Austin	Medford Campus	11/14/17

Holiday Card Making Class-Saiia, Abigail; Brewer, Shaun	NHS	11/27/17
FFA-Jeremy Poluszny	Vet Tech	12/08/17
Jostens-Casey, Tom	10th	03/13, 20,25/18
Visit w/Santa & Mrs. Claus - Boczany, John & Joan	Preschool Childcare & Parents	12/08/17
Walnut Hill College Hospitality Careers-Taylor, Kristen & TBD Chef	Culinary Arts	01/05/18

2. **NJ QSAC (Exhibit #2)**  
Recommend a resolution be adopted attesting to the accuracy of the NJ Quality Single Accountability Continuum District Performance Review for the BCIT school year 2017-2018.
  
3. **Equestrian Club**  
Recommend approval for an Equestrian Club, Medford Campus to begin the 2017-2018 school year during Activity periods, with volunteer Leigha Allen, Veterinary Technology Instructor.
  
4. **Approval, Acellus Start Up Matching Grant# 827083 (Exhibit #A2)**  
Recommend approval to accept the Acellus Start Up Matching Grant # 827083 for \$1,000.

**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. (Exhibit #3: Report is considered privileged in nature.)

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

**1. Suspensions:**

BCAHS	1	High School	0	Middle	0
Elementary	0	Lumberton/CA	3		

**2. Activities**

Campus	Activity	Dates
West	Save Our Smiles Activity	10/17 - 06/18
West	Red Cross Annual Blood Drive	04/25/17
Lumb	Thanksgiving Harvest Feast	11/16/17
West	Student Bingo	11/15/17
West	Respite	12/9,16/17; 3/9/18, 5/12/18
Lumb	Thanksgiving Food Drive	Nov & Dec 2017

**Fundraisers**

Campus	Activity	Dates
LUM	Thanksgiving Pie Sale	11/01-20/17
LUM	Holiday Cookie Sale	12/01-20/17
LUM	Easter Pie Sale	03/01-25/18
LUM	Annual Plant Sale	05/03, 10, 17, 24, 31/18



**3. Field Trips**

Campus	To	Date	Inst.	S	T
Trans	Shop Rite, Lumberton	11/02,17/17; 03/07,19; 05/23	Fletcher, K	24	10
Trans	Resources for Independent Living, Burlington	11/03,17/17	Fletcher, K	24	10
BCAS	Scottish Rite Theatre & Pancharo Restaurant, Collingswood	11/13/17	Campanini, M	25	2
HS LUM	BCIT Building Expo, Medford	11/15/17	Gilbert, H Robert, K	11 12	5 5
MS	Burger King, Burlington	11/14,15; 12/20	Flade, K	25	19
HS	Jazz Combo to Harvest Fest, Lumberton	11/16/17	Cook, T	6	3
Trans	Big Lots, Lumberton	11/28,29; 12/12	Fletcher, K	24	10
HS	BrookDale Nursing Home, Westampton	12/01/17	Salmons, L	23	10
Band	Jazz Band and Cheer Holiday Parade, Moorestown	12/02/17	Cook, T	20	9
Trans	Eastampton Garden Apts. Mt. Holly	12/08/17	Fletcher, K	24	10
Trans	Target, Burlington	12/13/17; 03/23	Fletcher, K	24	10
Trans	Burger King, Burlington	12/22/17	Fletcher, K	9	5
MS	Big Lots Store, Lumberton	12/19; 02/06; 03/13; 04/24; 05/29/18	Flade, K	24	15
Trans	Superior Court Clerk's Office, Mt Holly	01/12/18	Fletcher, K	24	10
Trans	Breaking Grounds Cafe, Mt. Holly	01/16,30/18	Fletcher, K	16	11

Trans	Moorestown Mall, Moorestown	01/17/18	Fletcher, K	24	10
HS	McDonalds, Mt. Holly	01/30/17	Weaver, K	16	4
MS	McDonalds, Burlington	02/17; 03/14; 04/25; 05/31/18	Flade, K	25	19
Trans	WalMart, Lumberton	Various Dates	Fletcher, K	24	10
Trans	Municipal Ct, Mt Holly	02/09/17	Fletcher, K	24	10
HS	We Rock the Spectrum, Mt Laurel	03/21/17	Weaver, K	19	4
Trans	Camden Co College, Blackwood	03/23/17	Lyman	10	4
Trans	Dollar Tree, Mt. Holly	03/27,28; 04/17; 05/09,25/18	Fletcher, K	24 9	10 5
Trans	Aaron's Furniture/DMV/Urgent Care, Mt. Holly	04/13,20,26,27	Fletcher, K	12	5
HS	Adventure Aquarium, Camden	04/18/17	Schouten, S	12	7
Trans	JB Bakery, Burlington	04/18; 06/08/18	Fletcher K	24	10
Trans	RCBC, Mt. Laurel	04/26/17	Lyman	10	4
Trans	Five Below, Mt. Laurel	04/27/18 05/08,22/18	Fletcher, K	9 18	5 10
Trans	BurlCo Health Clinic, Westampton	05/11,18/18	Fletcher, K	24	10
Trans	Perinchief Funeral Home, Mt. Holly	05/25/18	Fletcher, K	12	5

**B. Burlington County Institute of Technology**

**1. Transfers, Withdrawals, Suspensions, Homebound** (Exhibit #4 Report is considered privileged in nature.)

	<u>Medford</u>	<u>Westampton</u>
a. Transfers in County	8	1
b. Transfers out of County	3	2
c. Dropouts	2	0
d. Transfer to West/Medford Campus	0	1
e. Suspensions	8	17
f. Homebound	0	0

**2. Field Trips** (\*Administrative Approved)

Students	Trip	Date	Personnel	S	C
Const Tech	Carpenters Local 255, Hammonton	TBD	Pino, C	16	3
West Spectator Fans	NJSIAA Basketball Tournament, TBD	TBD	Milanowicz, L	40	4
Allied Health-Srs Allied Health-Jrs	Marcella Nursing Home, Burlington	Various	Costa-Lake, P	10 10	1 1
Sports Med	National College Fair, AC	11/02/17	Sienkiewicz, J	29	2
Cul Arts	Rastelli Foods & Fish Processing Plants, Swedesboro	11/06/17 11/13/17	Saxton, M Tisdale, L	13 19	1 2
Ad Art	Moore College Art, Phila, PA	11/28/17	Steich, S	12	2
Mrktng/Ent Tech	NBC Studios, New York NY	12/05/17	Hodges, M	50	4
HOSA Club	HOSA State Conf., Piscataway	12/08/17	Bremmer, N Sheehan, AM	3	1
PA-Dance	The Prince Theater, Phila, PA	12/15/17	Gebhart, L	30	3
Robotics	Robotics Competition, Monmouth Junction	01/20/18	Humphrey, L	12	2
PA-Theatre	Gerald Schoenfeld Theatre, New York, NY	04/25/18	Cooney, S	23	2

Girls Basketball	Varsity Basketball Game at Wells Fargo Ctr, Phila., PA	02/12/18	Kenney, E	25	2
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**3. Activities\*Executive Approval**

Campus	Activity	Dates
M	Allied Health: Red Cross Blood Drive	11/27/17
M	Student Council: Toys for Tots Collection	12/04-08/17
M	Student Council: Thanksgiving Baskets Collection	11/06-16/17
M	College Fair	11/16/17
M	Fitness Club	11/06-12/01/17
M	Poetry Out Loud Schoolwide Competition (Snow Date 01/12/18)	01/08/18
M/W	Discovery Week (transportation provided by BCIT to sending district students)	02/05-09/18
W	Impact Bible Club-Hurricane Relief Collection for Puerto Rico*	10/03-06/17
W	Human Relations Monthly Service Projects with Cathedral Kitchen	2017-2018 SY
W	Human Relations "HELP" Hotline Card Distribution	11/6-13/17
W	Human Relations Thanksgiving Food Drive	11/1-22/17
W	HOSA to host Southern Regional Conference	2/3/18
M	Construction Apprenticeship Expo	11/15/17

**Fundraisers**

Fund/Campus	Activity	Dates
Robotics/Med	Vex Cone Keychains Pizza for Vex Parts	11/01/17-01/31/18 11/22/17 4-8 pm
Intl Thespn Soc/Med	Chickies & Petes	11/22/17

C/O 2020/West	Sports T-Shirt/Jersey Sale	01/08-12/17
NHSDA/Med	Dancers Responding to AIDS	12/7-8/17
PA/Med	Chickie's & Petes	12/27/17

**IV. BUSINESS/FINANCIAL**

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

**1. Submit Comprehensive Maintenance Plan (Exhibit #5)**

It is recommended a resolution be adopted approving the submission of the Comprehensive Maintenance Plan and M-1, for the years 2016-2017, 2017-2018, and 2018-2019 in compliance with the New Jersey Department of Education requirements.

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

**1. Substitute and Hourly Rates 2017-2018 (Mileage: In accordance w/ NJ Law)**

Position	Rate
Adult Exercise Program Instructor	\$26/hr

**2. Use of Facilities**

Agency/Program	Room-Campus	Date(s)
Universal Soccer Academy/ Training	Gym - LS	01/08-03/09/18 MON-SAT

**B. Burlington County Institute of Technology**

**1. Use of Facilities**

Agency/Program	Room - Campus	Date(s)
BCBA Foundation/ Children’s Holiday Party	Cafeteria, C305 - West	12/01-02/17
BCESTC/ Emergency Vehicle Defensive Driving	Parking Lot - West	11/11/17
BCIT Culinary & Sodexo/ Meals for Mittens	Cafeteria, Kitchen - West	12/06/17
NJDOE/ Teacher Certification Training	Auditorium - West	12/11/17

**2. Donation**

Donor	Item	Utilized
BCIT Fndn	Financial Support for Medford Robotics Club Financial Support for Drone Obstacle Course including programmable boards, 3D printer supplies and assorted everyday items (ex., feather signs, pool noodles & plastic rings) to create obstacle course. PRIDE & Summer Reading Programs: 22 customized plastic trophies (value \$328) 130 BCIT branded lanyards (value \$126) Barnes & Noble, Dunkin Donuts, & Wawa Gift Cards- (value \$1,390)	
McLaren, Steven	Helios, Caliper, Mitutoyo Digital Caliper, Mitutoyo Dial & Metric Dial Indicator, Rutland Collet Holder, Collet Chuck Grand NY Model, Proconier Taphead, Brown/Sharp Surface Gage, Jet Universal Angle Plate	Adv Manuf Lab
Caprio, Esther	25 Southern Living Cookbooks	Culinary

**3. MOA BCIT Child Study Team Association**

It is recommended a resolution be adopted to approve the negotiated agreement between the Board of Education and the Burlington County Institute of Technology Child Study Team Association for July 1, 2016 through June 30, 2019 as per the Memorandum of Agreement.

**V. ENTERPRISE**

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

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

Name	Position	Reason	Effective
Bergman, Jennifer	Speech Therapist	Retirement	02/01/18

**Resignations: Hourly**

Name	Position	Reason	Effective
Vega, Danielle	Registered Nurse	Resignation	10/02/17

**2. Employment: Full Time (pro-rated) (pending new hire requirements)**

Name	Position	Salary	Effective
Gehringer, Christopher	Computer Technician	\$50,000	11/01/17

**Employment: Hourly (pending new hire requirements)**

Name	Position	Hourly Rate	Effective
Maltby, Tracy	Educational Interpreter	\$48	11/01/17

**3. Professional Services Agreements 2017-2018 School Year**

District	Type
Bordentown Regional	Home Instruction Services
Mansfield Twp	Professional Services Agreement
Willingboro Twp	Nonpublic 192/193 Nonpublic Nursing
Woodland Twp	Professional Services Agreement

**4. 2017-2018 Joint Transportation Agreements**

It is recommended a resolution be adopted for the following new joint transportation agreement, in accordance with N.J.A.C. 6A:27-9.16, between the Burlington County Special Services School District ESU and the county/district listed below for the 2017-2018 school year:



**Cherry Hill Twp BOE**

Joint Transportation Agreement with Cherry Hill Twp BOE. Cherry Hill Twp BOE to transport two students to The Bridge Academy in Lawrenceville, NJ for the 2017-2018 School Year for the sum total of \$31,250.40.

**5. Transportation Contract Renewals 2017-2018**

It is 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 2017-2018 school year:

**Car-A-Van Transport, Inc.**

Route T07 - \$285.18 per diem

Route C79 - \$250.18 per diem

Route H24 - \$238.18 per diem

Multi-Contract CAR14#1: H35 - \$237.16 per diem

Multi-Contract CAR15-16#1: H38 - \$232.00 per diem, H39 - \$229.99 per diem, H44 - \$247.14 per diem

Multi-Contract CAR16-17#1: H57 - \$270.81 per diem, H58 - \$280.84

**Eagle/Wolfington Leasing Corp.**

Multi-Contract WOLF15-16#1: H47 - \$300.60 per diem

**Garden State Transport, Inc.**

Route S53 - \$224.69 per diem

Route D06 - \$238.50 per diem

Route D56 - \$260.37 per diem

Multi-Contract 45C: M46 - \$242.76 per diem

Multi-Contract 28C: D41 - \$299.04 per diem

Multi-Contract 39A: D95 - \$243.23 per diem

Route P38 - \$189.88 per diem

Multi-Contract GST#2: T57 - \$288.96 per diem

Route P58 - \$100.21 per diem

Route T65 - \$290.26 per diem

Multi-Contract GST#3: P66 - \$179.30 per diem

Multi-Contract GST#4: C07 - \$262.71 per diem, C08 - \$265.25 per diem

Route C34 - \$245.26 per diem

Multi-Contract GST#6A: C49 - \$302.43 per diem

Multi-Contract GST#6B: Z33 - \$248.03 per diem, Z34 - \$243.37 per diem

Multi-Contract GST MULTI 7: C69 - \$316.13 per diem, C70 - \$272.93 per diem

Multi-Contract GST#7: H01 - \$114.44 per diem

Multi-Contract GST#14: H06 - \$161.96 per diem

Multi-Contract GST#36: P63, P64 - \$182.88 per diem each

Multi-Contract GST #2: P02, P04, P17, P18, P19, P20, P21 - \$169.47 per diem each, P33 - \$159.44 per diem, P37 - \$163.66 per diem

Multi-Contract GST16-17#1: V21, V22 - \$249.25 per diem each

**Hillman’s Bus Service, Inc.**

Route P57 - \$93.75 per diem

Multi-Contract HILL#2: V03A, V10A - \$275.13 per diem each

Multi-Contract HILL#4: C30 - \$259.77 per diem

Multi-Contract HILL#5: Z26C, Z35B - \$263.76 per diem each

Multi-Contract HILL#6:V02B, V07B, V13B - \$266.22 per diem each

Route Z36 - \$235.28 per diem

Multi-Contract HILL1617#1: H51 - \$432.00 per diem

**Holcomb Bus Service, Inc.**

Multi-Contract HOLC1617#1: H52 - \$457.37 per diem

Multi-Contract HOLC1617#2: H53 - \$457.37 per diem, H59 - \$334.00

**Laurel Enterprises, Inc.**

Multi-Contract LE14-15#1: H27 - \$240.23 per diem

Multi-Contract LE15-16#1: H41 – \$322.79 per diem

**Rick Bus Company**

Multi-Contract RBC14 #2: H30 - \$288.27 per diem

Multi-Contract RICK1617#1: H54 - \$317.95 per diem

Multi-Contract RICK1617#2: H50 - \$317.95 per diem, H56 - \$379.13

**Safety Bus Services, Inc.**

Multi-Contract SAFE1516#1: H42 - \$283.65 per diem

**Wills Bus Service, Inc.**

Route P05 - \$152.96 per diem

Route P07 - \$153.63 per diem

Route Z37B - \$206.62 per diem

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

**1. Resignation 2017-2018 School Year**

Name	Position	Reason	Effective
Stolarick, Amy	Health Occupations Instructor	Declined position	06/01/17

**2. Appointments, Instructors, 2017-2018 School Year**

Name	Position	Hrly Rate
Fawcett, Thomas	Substitute Diesel Instructor	\$34

**3. Field Trips**

Students	Trip	Date(s)	Personnel
Dental Asst	Mutter Museum, Phila, PA	11/14/17	Salvo, A
Water/Wastewater Management	Mt Laurel Wastewater Treatment, Mt Laurel	11/15/17	Cimorelli, M
Cosmetology	Absolutely Fabulous Hair, Berlin; Kris Cole Salon & Paige Reese Salon, Delran; Vision Hair Salon, Mt Laurel	12/21/17	Gardner, M

**4. Guest Speakers**

Guest Speaker	Speaking to	Date
What's important for Veterinary Assistants- Koch, Dr. Dana; Braverman, Rebecca	Vet Tech	12/14/17

**5. Affiliations**

Recommend approval of affiliation contract between Dental Assisting students and South Jersey Smiles, Moorestown NJ.

**6. New Course**

Recommend approval of 18 hour CDL Class A Refresher course, including NJMVC road test. Cost of program is \$400.

**7. Approval Amended, Carl D. Perkins Grant Post Secondary Funding FY'18 (Exhibit #6)**

Recommend approval to submit amended and accept the Carl D. Perkins Post Secondary Grant Funds for \$102,906, effective 07/01/17-06/30/18.