

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

**REORGANIZATIONAL MEETING 2016-2017**

**SUPERINTENDENT AGENDA**

The Reorganizational 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 Thursday, July 7, 2016, 10:30 a.m., at the Rutgers Media Center, 2 Academy Dr., Westampton, NJ.

**1. TEMPORARY CHAIRMAN:** Christopher Nagy, Ed.D.

The meeting was called to order at 10:30 a.m. by Superintendent Dr. Nagy, followed by the flag salute.

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

**3. ELECTION OF OFFICERS:**

Kathleen Burgess nominated Robert Silcox, Paula Lee second the nomination:

**President:** Robert Silcox.

Leon Jones nominated Paula Lee, Kathleen Burgess second the nomination:

**Vice-President:** Paula Lee.

**Roll Call:**

Absent Christopher Baxter    Yes Kathleen Burgess    Absent John Ferry    Yes Leon Jones  
Yes Paula Lee                    Absent Daryl Minus-Vincent                    Yes Robert Silcox

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

Christopher Baxter	Term Ex.	6/30/19	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Kathleen Burgess	Term Ex.	6/30/19	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
John J. Ferry	Term Ex.	6/30/17	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Leon E. Jones, Jr.	Term Ex.	6/30/17	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Paula E. Lee	Term Ex.	6/30/18	<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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

**Public Attendance:** Adams, Cynthia; Bonsall, Todd; Colwell-Stingel, Marge; Demidont, Andy; Fiore, Michael; Flora, Todd; Geltch, Laura; MacDonald, Susan; Margiotta, Nicole; Martin, Steven; Scherer, Helen; Stevenson, Charleen.

**Public Comments (Superintendent Agenda):** Nothing at this time.

William Burns, Solicitor: Stated a request for a public discussion was made by an employee that was on the Board Agenda for termination, due to allegation of Violation of Board Policy.

Mr. Fiore stated that the test results were a malfunction of the equipment and requested the Board of Education reconsider his termination. He asked the Board to review his work history and that he admits to drinking the night before but not that morning.

President Silcox asked if he has obtained a lawyer to challenge the test results?

Mr. Fiore stated that he could not afford a lawyer.

Dr. Nagy thanked him for his comments but stated the termination was not related to performance but was based on the evidence of the test results.

Mr. Fiore agreed that the Board could go into Executive Session to discuss.

On a motion by Kathleen Burgess and second by Leon Jones the Board went into Executive Session at 10:45. The Board Reconvened at 10:55 to public session.

On a motion by Leon Jones and second by Kathleen Burgess after reviewing all items the Board accepted the recommendation of the Superintendent to termination position, stating the District has a zero tolerance policy.

**Roll Call:**

Absent Christopher Baxter    Yes Kathleen Burgess    Absent John Ferry    Yes Leon Jones  
Yes Paula Lee                    Absent Daryl Minus-Vincent            Yes Robert Silcox

**Superintendent Agenda:**

Dr. Nagy presented and recommended approval of the Superintendent report. On a motion by Kathleen Burgess and seconded by Paula Lee the Board approved the report.

**Public Comments:**

Helen Scherer, BCSS: On behalf of the 320 members of the Education Association she welcomed Dr. Nagy as the new Superintendent. Stating that we were one-school-one-vision and was sure he would have their respect, and together will have a single focus for our students.

**Board Comments:**

Leon Jones: Welcomed Chris Nagy and he has the utmost faith that he will do a great job.  
Paula Lee: Stated she shared the same views that Helen Scherer stated.  
President Silcox: Thanked the members of the Board for their vote of confidence as the President.

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 11:05 a.m. with the next meeting to be on Thursday, August 25, 2016, at Rutgers Media Center at 5:30 p.m.

Respectfully Submitted,

Theresa L. Margiotta  
Board Secretary/School Business Administrator

1. APPOINTMENT OF INSURANCE AGENCY

A./B. BCSSSD/BCIT

BE IT RESOLVED by the Board of Education that EJA/Capacity Insurance Agency, LLC., 217 Route 130, Bordentown, NJ be appointed the Insurance Agency for the District from July 1, 2016 to June 30, 2018, to perform the professional services ordinarily provided by an insurance agency for liability and school board insurance. These professional services are necessary and are required by this Board of Education.

2. APPOINTMENT OF HEALTH INSURANCE BROKER

A. BCSSSD

BE IT RESOLVED by the Board of Education that Innovative Risk Solutions, 3330 Bargaintown Road, Suite 2, Egg Harbor Township, NJ be appointed the Insurance Agency for the District's Vision and Dental Programs, from July 1, 2016 to June 30, 2017, to perform the professional services ordinarily provided by an insurance broker for health insurance. These professional services are necessary and are required by this Board of Education.

B. BCIT

BE IT RESOLVED by the Board of Education that EJA/Capacity Insurance Agency, LLC., 217 Route 130, Bordentown, NJ be appointed the Insurance Agency for the District from July 1, 2016 to June 30, 2017, to perform the professional services ordinarily provided by an insurance broker for health insurance. These professional services are necessary and are required by this Board of Education.

3. APPOINTMENT OF TREASURER OF SCHOOL MONIES

A./B. BCSSSD/BCIT

BE IT RESOLVED by the Board of Education that Constance Stewart be and is hereby appointed Treasurer of School Monies for the year July 1, 2016 to June 30, 2017, at an annual compensation of \$6,000 per district and that the said shall give a bond in the amount prescribed by the New Jersey statutes. The premium of the required bond shall be paid by the Burlington County Special Services School District.

4. APPOINTMENT OF SOLICITOR/SPECIAL COUNCIL

A./B. BCSSSD/BCIT SOLICITOR

BE IT RESOLVED by the Board of Education that the firm of Capehart & Scatchard, 8000 Midlantic Drive, Mount Laurel, NJ, be and is hereby appointed School Board Attorney for the period commencing July 1, 2016 and ending June 30, 2017, to perform the professional services ordinarily provided by an Attorney-at-Law of the State of New Jersey with compensation to be paid at a rate of \$170.00 per hour. These professional services are necessary and required by statute.

A. BCSSSD SPECIAL COUNCIL

BE IT RESOLVED by the Board of Education that the firm of Parker McCay, 3 Greentree Centre, Route 73, Marlton, NJ, be and is hereby appointed Special Counsel for the period commencing July 1, 2016 and ending June 30, 2017, to perform the professional services ordinarily provided by an Attorney-at-Law of the State of New Jersey with compensation to be paid at a rate of \$170.00 per hour. These professional services are necessary and required by statute.

5. APPOINTMENT OF AUDITOR

A. BCSSSD

BE IT RESOLVED by the Board of Education that Holman & Frenia, P.C., 618 Stokes Road, Medford, NJ, be and is hereby appointed Public School Accountant for the period commencing July 1, 2016 and ending June 30, 2017, to perform the professional services ordinarily provided by a Public School Accountant of the State of New Jersey and to receive compensation not to exceed \$49,000.00 per year.

B. BCIT

BE IT RESOLVED by the Board of Education that Holman & Frenia, P.C., 618 Stokes Road, Medford, NJ, be and is hereby appointed Public School Accountant for the period commencing July 1, 2016 and ending June 30, 2017, to perform the professional services ordinarily provided by a Public School Accountant of the State of New Jersey and to receive compensation not to exceed \$57,000.00 per year.

Said Holman & Frenia, P.C., is authorized by law to practice a recognized profession in the State of New Jersey, which practice is regulated by the laws of the state; to wit, the profession of Public School Accountant. These professional services are necessary and are required by this Board of Education.

6. PETTY CASH ACCOUNTS

A. BCSSSD

Petty Cash Account to establish petty cash funds in the following departments for the 2016-2017 school year. Petty cash Accounts will be issued in the following amounts:

• Central Office & B/G	\$200.00
• Campuses	\$400.00
• Educational Services Unit	\$300.00
TOTAL	\$900.00

**B. BCIT**

BE IT RESOLVED by the Board of Education to establish petty cash funds in the following departments for the 2016-2017 school year:

• Business Office	\$100.00
• Principal, Westampton	\$100.00
• Principal, Medford	\$100.00
• Adult Education, Westampton	\$100.00
• Adult Education, Medford	\$100.00
• Buildings & Grounds, District	\$200.00
TOTAL	\$700.00

7. OFFICIAL DEPOSITORIES FOR INVESTMENT PURPOSES

A./B. **BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that the following depositories, or any additional banks that meet the District's needs, be designated for investment purposes, each bank to submit certification as an approved municipal depository:

- TD Bank

8. OFFICIAL NEWSPAPER MEDIA

A./B. **BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that the following newspaper shall be designated as the official publication for all legal notices that are required to be published in accordance with the statutes:

- The Burlington County Times, Willingboro, NJ

9. APPOINTMENT OF SCHOOL PHYSICIAN

A./B. **BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that Joyce D. Leonetti, D.O., 8 Cutts Drive, Tabernacle, NJ be appointed the School Physician for the BCSSS/BCIT Districts for the academic year July 1, 2016 to June 30, 2017, to perform the professional services ordinarily provided by a school physician in the State of New Jersey and to receive compensation as defined in accepted proposal for such services. Said Joyce D. Leonetti, D.O. is a person authorized by law to practice a recognized profession in the State of New Jersey, which practice is regulated by the laws of this state; to wit, the profession of medical doctor. These professional services are necessary and are required by this Board of Education.

10. APPOINTMENT OF ARCHITECT

A./B. **BCSSSD/BCIT**

BE IT RESOLVED by the Board of Education that the firm of Design Collaborative, 414 Garden State Parkway, Cape May Court House, NJ, is hereby appointed the Architect of Record for the period commencing July 1, 2016 and ending June 30, 2017, to provide architectural services as needed.

11. NOTICE OF ANNUAL MEETINGS

WHEREAS, the Open Public Meetings Act (Act – 1030) requires the adoption by a public body of a schedule of the regular meetings to be held during the calendar year; and

WHEREAS, upon proper notice UNDER THAT ACT given, no further notice of these meetings will be necessary;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Burlington County Special Services School District and the Burlington County Institute of Technology of Burlington County and the State of New Jersey, assembled in session this sixth day of July 2016, as follows:

a) The Board of Education hereby designates the following dates as the date of its regular meeting at Rutgers (2 Academy Drive):

- |                    |                   |
|--------------------|-------------------|
| August 25, 2016    | February 23, 2017 |
| September 29, 2016 | March 30, 2017    |
| October 20, 2016   | April 27, 2017    |
| November 22, 2016  | May 25, 2017      |
| December 20, 2016  | June 22, 2017     |
| January 26, 2017   |                   |

And, unless otherwise modified by legal advertisement, such meetings shall commence at 5:30 p.m. at the above locations, and that a copy of this Annual Notice of Meetings be transmitted to the Board of Education’s official newspaper listed below in paragraph c:

b) A copy of all advance notices of the Board of Education shall be, at least 48 hours in advance of said meeting, mailed to the newspapers designated in paragraph c, herein, filed with the Clerk of Burlington County, and posted at the following location:

1. BCSSSD: Bulletin board in foyer of the Woodlane Road Complex
2. BCIT: Bulletin board in Westampton Campus
3. BCSSSD/BCIT: Bulletin board at 2 Academy Drive, Woodlane Rd.

c) The following newspaper circulating in Burlington County is hereby designated official newspaper for transmittal of all notices of the Board of Education required hereunder: Burlington County Times

d) Any person may request, in writing, that the Board of Education mail him/her a copy of the schedule of regular meetings of the Board of Education and/or written notice of regular, special or re-scheduled meetings of the Board of Education. Upon prepayment by such person of the applicable fee hereinafter set forth, such schedule and/or advance notice shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at midnight, December 31 of the current year, subject to renewal thereafter upon filing a new written request to the Board of Education together with prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.

- For copy of schedule or regular meetings and revisions thereto: \$2.50
- For advance written notice of particular meeting designated: \$2.50
- For advance written notice of all regular, special or rescheduled meetings during the calendar year: \$2.50

12. APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICERS

A./B. BCSSSD/BCIT

It is recommended a resolution be adopted increasing bid threshold and appointing a qualified purchasing agent in a board of education or other entity, subject to the provisions of N.J.S.A. 18A:18A-1.

WHEREAS, 18A:18A-3 permits a board of education to authorize its purchasing agent to award contracts that do not exceed in a contract year, the annual limit as established by the Governor; and WHEREAS, local boards of education have been advised by the Local Finance Board that the Governor has authorized the following bid and quotations thresholds effective July 1, 2016,

	Bid Threshold	Quotation Threshold
Base Amount	\$29,000	\$4,350
With Qualified Purchasing Agent	\$40,000	\$6,000

WHEREAS, Theresa L. Margiotta and Kenneth Hill possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, Board of Education desires to increase its bid and quotation thresholds as provided in N.J.A.C. 18A:18A-3;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Burlington County Special Services School District, in the County of Burlington, in the State of New Jersey hereby increases its bid threshold to \$40,000 for QPA and its quotation threshold to \$6,000 and be it further

RESOLVED, that the governing body hereby appoints Theresa L. Margiotta and Kenneth Hill (BCSSSD) as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2B, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

13. APPOINTMENT OF HAZARDOUS SUBSTANCE OFFICERS AND INTEGRATED PEST MANAGEMENT COORDINATORS

A. BCSSSD/BCIT

BE IT RESOLVED by the Board of Education that John Auleta be appointed Hazardous Substance Officer, according to New Jersey State “Right to Know Act,” and Integrated Pest management Coordinator from July 1, 2016 to June 30, 2017.

14. APPOINTMENT OF EMERGENCY STUDENT ASSISTANCE COORDINATOR

A. BCSSSD

BE IT RESOLVED by the Board of Education that Holly Fertel be appointed Emergency Student Assistance Coordinator from July 1, 2016 to June 30, 2017, in compliance with the New Jersey Department of Education, Burlington County office requirements for certificate.

B. BCIT

BE IT RESOLVED by the Board of Education that Jeffrey Pensabene be appointed Emergency Student Assistance Coordinator from July 1, 2016 to June 30, 2017, in compliance with the New Jersey Department of Education, Burlington County office requirements for certificate.



15. APPOINTMENT OF AFFIRMATIVE ACTION OFFICERS

A. BCSSSD

BE IT RESOLVED by the Board of Education that Eileen Price and Russell McLemore be appointed the Equal Employment Opportunity Officer for the Special Services School District from July 1, 2016 to June 30, 2017.

B. BCIT

BE IT RESOLVED by the Board of Education that Heidi Bouchard and Patrick Cruet be appointed the Equal Employment Opportunity Officers for the Burlington County Institute of Technology School District from July 1, 2016 to June 30, 2017.

16. APPOINTMENT OF 504 OFFICERS

A./B. BCSSSD/BCIT

BE IT RESOLVED by the Board of Education that Andreas Demidont be appointed the 504 Officer for the Burlington County Special Services/Burlington County Institute of Technology from July 1, 2016 to June 30, 2017.

17. BOARD OF EDUCATION POLICIES

A./B. BCSSSD/BCIT

It is recommended a resolution be adopted approving the Burlington County Special Services/Burlington County Institute of Technology Board of Education Policy Manual for the 2016 – 2017 academic year, including the following revised Policies/Regulations:

- P1140 Affirmative Action Program (M)
- P1523 Comprehensive Equity Plan (M)
- P1530 Equal Employment Opportunities (M)
- R1530 Equal Employment Opportunity Complaint Procedure (M)
- P1550 Affirmative Action Program for Employment and Contract Practices (M)
- P/R 2200 Curriculum Content (M)
- P2260 Affirmative Action Program for School and Classroom Practices (M)
- P/R 2411 Guidance Counseling (M)
- P/R 2423 Bilingual and ESL Education (M)
- P2610 Educational Program Evaluation (M)
- P2622 Student Assessment (M)
- P5750 Equal Educational Opportunity (M)
- P5755 Equity in Educational Programs and Services (M)

18. CUSTODIAN OF PUBLIC RECORDS

It is recommended a resolution be adopted approving the following:

WHEREAS, the Board of Education is subject to the provisions of the Open Public Records Act, N.J.S.A. 47:1a-1 et seq.; WHEREAS the Open Public Records Act requires the authority to designate, by formal action, a “Custodian of Records”;

A./B. **BCSSSD/BCIT**

NOW THEREFORE, BE IT RESOLVED, by the Board of Education that Theresa L. Margiotta, Business Administrator/Board Secretary is hereby designated as the Custodian of Public Records.

19. APPOINTMENT OF ADVISORY COMMITTEE MEMBERS: Exhibit A  
(Citizen's Advisory Committee to work with the Board of Education and the Superintendent of Schools)
- A. BCSSSD**  
BE IT RESOLVED by the Board of Education that the attached be appointed to the Advisory Committee of the Burlington County Special Services School District from July 1, 2016 to June 30, 2017.
- B. BCIT**  
BE IT RESOLVED by the Board of Education that the attached be appointed to the Advisory Committee of the Burlington County Institute of Technology from July 1, 2016 to June 30, 2017.
20. ORGANIZATIONAL CHARTS: Exhibit B
- A. BCSSSD**  
It is recommended a resolution be adopted approving the Burlington County Special Services Organizational Chart for the 2016-2017 academic year.
- B. BCIT**  
It is recommended a resolution be adopted approving the Burlington County Institute of Technology Organizational Chart for the 2016-2017 academic year.
21. APPOINTMENT OF HARASSMENT, INTIMIDATION, AND BULLYING COORDINATORS
- A. BCSSSD**  
BE IT RESOLVED by the Board of Education that Joyce DeVito be appointed as the Harassment, Intimidation and Bullying (HIB) Coordinator for the 2016-2017 school year.
- B. BCIT**  
BE IT RESOLVED by the Board of Education that Diane Dinovelli be appointed as the Harassment, Intimidation and Bullying (HIB) Coordinator and Kyle Lawrence, Westampton and Jeffrey Pensabene, Medford, for Anti-Bullying Specialists for the 2016-2017 school year.

**I. PERSONNEL**

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

**1. Conferences**

Personnel	Conference	Date	Cost (over milage)
All Participating Staff	ETTC* Participant info will be available in the Asst. Supts. Office	08/18; 08/25/16	\$178 per person or 7 ETTC hrs pp

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

**1. Termination/Resignations**

Employee	Reason	Effective
#9023	Termination	07/15/16
Kamau, Jermaine	Resignation	07/29/16

**2. Transfers**

Employee	From	To	Effective
Price, Eileen	Director of Operations, West	Principal, Lumberton	07/11/16
Strug, Janice	Supervisor ES, West	Supervisor MS/ES, West	07/11/16
Valasek, Adell	Supervisor of Ed/MS and Campus Supv of Ed, West	West Campus Supervisor of Ed and Autism/ES	07/11/16

**3. Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Bennett, Henrietta	TA	-\$180.51	06/20/16
Briggs, Donna	TA	-\$149.63	½ 06/20/16
Caffrey, Scott	TA	-\$169.16	06/15/16
Canzanese, Lorraine	TA	-\$51.47	½ 06/17/16
Carlson, Wendy	TA	-\$168.01	06/16/16

Cavaliero, Michael	TA	-\$114.60	06/13/16
Jackson, Deborah	Speech Therapist	-\$774.74	06/14-15/16
Kurtz III, Thomas	Teacher	-\$181.20	½ 06/09/16
Langan, Lauren	Teacher	-\$295.38	06/14/16
Marshall-Goon, Sue	Secretary	-\$161.65	06/15/16
Moses, Brandee	TA	-\$81.04	06/17/16
Paetzold, Thera	OT	-\$173.10	½ 06/17/16
Shulman, Florence	Speech Therapist	-\$309.71	06/13/16

**4. Stipend/Extra Pay 2015-2016 School Year**

Name	Extra-Curricular/Campus	Rate
After Hours Non Certificated - Prom		\$25/hr
Balderman, Margaret Barnes, Patricia Edmond, Keith Hall, Kerry Jones, Keith	LeCates, Roberta Maldonado, Laura Morse, Rochelle Polito, Rebecca Rambo, Erin Ring, Beth	Rodgers, Shay Thurman, Donna Walton, Cindy Wilcox, Sandy Wyllner, Robert Zielinski, Peter
After Hours Certificated - Prom		\$35/hr
Brandt, Lauren Bush, Amy DeMara, Marlane Hewitt, Christine	Patriarca, Michael Reuter, Jaime Rosenberg, Joyce Salmons, Lori	Stewart, Michelle Dodulik-Swern, Doriann Willey, Jacqueline Will, Barbara

**Stipend/Extra Pay 2016-2017 School Year (\*Per Negotiated Agreement)**

Name	Extra-Curricular/Campus	Rate
Castellane, Mark	Adult Cardio Coordinator	\$4,247
Phillips, Dorothy	ESY Teacher Assistant (as needed) Ex App 07/01/16	*PNA
Marquette, Shelli	ESY NCLP (APF) (as needed) Ex App 07/01/16	*PNA
Travaglione, Kristina	Adult Cardio Life Guard	\$25.50

Webb, Cynthia	ESY Teacher (as needed) Ex Approval 07/01/16	*PNA
Wolcott, Barbara	Support Staff After Hours/Adult Cardio Nurse	\$26

**5. Clinical/Internship**

Name	College	Type	Effective
Emerson, Stephany	Rutgers-Camden School of Nursing	Clinical Practicum	09/06-12/23/16

**6. Course Approvals**

Employee	Position	College	Credits
Miller, Jonathan	Teacher Asst.	RCBC	3
Welch, Caroline	OT	Temple	3

**B. Burlington County Institute of Technology**

**1. Transfers**

Employee	From	To	Effective
Aiken, Fred	Assistant Principal -Med	Assistant Principal -West	07/11/16
Pino, Christian	Assistant Principal -West	Assistant Principal -Medford	07/11/16
Rista, Jessica	Math Teacher -West	Math Specialist (NCLB)-District	09/01/16

**2. Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Chamberlain, Brandi	Secretary	-\$67.22	½ 6/22/16
DeLitta, Kathleen	Secretary	-\$653.10	06/13-17/16
Klingler, Debra	Custodian	-\$135.05	06/15/16
White, Kellie	Secretary	-\$143.08	06/14/16

**3. Employment, Work Study Students, \$8.50 Hourly, Effective 16-17 SY**

Student	Department	Campus
Tibbs, Alexis	Advertising, Art & Design (Summer Camp)	West
Bembridge Danyelle Lewis, Andrew Snow, Jacob	Stage Crew (Summer Camp)	West
Forssell, Jessica	3-D Architecture & Design (Summer Camp)	West
Jones, Jordan	Summer Maintenance	Med
Montgomery, Owen Xie, Alexander	Robotics (Summer Camp)	West

4. **Leaves \*Intermittent**

Employee	Position	Type	Effective
Hitchon, Ashley	Custodian	FMLA/NJFLA	07/01/16-08/02/16*

5. **Student Volunteers**

Iron Chef Culinary Arts Summer Camp		
Fischer, Brianna	Moore, Terrell	

6. **Stipend/Extra Pay 2016-2017 School Year**

**Resignations**

Name	Extra-Curricular	Campus
Callaghan, Colleen	Head Teacher-Mathematics	West

**Summer**

Name	Extra-Curricular	Rate
Antinoro, Jocelyn Breisacher, Jennifer Callaghan, Colleen Cermatori, Diana Holbrook, Henry Quick, Rachelle	InnovateNJ Summer Teacher - Session I	\$1,500
Breisacher, Jennifer	InnovateNJ Summer Data Analysis	\$414
Greeby, Rachel Kenney, Edward Mazella, Alexander Polizzi, Nicole Schott, Gregory Sommers, Kelly	InnovateNJ Summer Teacher - Session II	\$1,500
Greeby, Rachel Haney, Kevin Kenney, Edward McGuinness, Jacqueline Purcell, Andrew Sprague, Meagan	InnovateNJ Summer Teacher - Session III	\$1,500

Heston, Claire	Summer Radiology Instructor - (45 hours)	\$34/hr
Kenney, Edward Quick, Rachelle	InnovateNJ Summer Bussing Admin (2/3 Shared) InnovateNJ Summer Bussing Admin (1/3 Shared)	\$1,000
Participating Staff Members	College Head Start Program Information Session; Advanced Manufacturing & Fabrication Information Session (Dates-TBD)	\$34/hr
Rista, Jessica	District Math Specialist - NCLB (20 days max)	Per diem

**Medford**

Name	Extra-Curricular/Campus	Rate
Conpra, Gertrude	Site Supervisor- Fall Season	\$4,000
MacDonald, Mary	Girls Soccer, Asst Coach	\$5,096

**7. Volunteers**

Name	Volunteering	Campus
Burt, Jeffrey	Boy's Basketball Coach	West

**8. Conferences**

Personnel	Conference	Date	Cost (over mileage)
Callaghan, Colleen	Technology & Assessment: Building Innovative Problem Based Learning, Glassboro	08/02,03,04/16	\$395
Pappler, Jesse	NJSIAA/DAANJ Athletic Director Course, Robbinsville	08/17/16	\$100
Schroeder, Julie	Genesis User Group Meetings, Mount Holly	09/28;11/02/16;01/2 5;03/15;06/07/17	none
Coaches & Asst. Coaches (TBD)	CPR/AED/First Aid, Robbinsville	08/03/16	\$90/ech
Nagy, Christopher Bonsall, Todd TBD Adm.	NJCCVTS Summer Meeting	07/20/16	\$75 each



**II. PROGRAMS:**

**B. Burlington County Institute of Technology**

**1. Approval, Submit Application & Accept, No Child Left Behind Grant Funds FY'17**

No Child Left Behind (NCLB) Grant Funds, Title I Part A for \$548,434.00 and Title II Part A for \$44,796.00, effective July 1, 2016 through June 30, 2017. (Exhibit #1)

**2. Reject, No Child Left Behind Grant Funds, Title III, FY'17**

Reject, No Child Left Behind (NCLB) Grant Funds, Title III, \$2,183.00.

**3. Affiliation Agreements, Renewal**

Recommend approval of articulation agreement renewals between BCIT and TCNJ School of Nursing, Health and Exercise Science.

**4. College Head Start Program (Exhibit #2)**

Recommend approval of partnership between BCIT and RCBC to deliver a College Head Start Program for the Electronic and Computer Engineering Technology Academy on the Medford Campus, which will allow students to earn an Associate's Degree in Electronic Engineering Technology one year after graduating high school.

**5. Guest Speakers**

Speaker(s)	Speaking to Students	Date
Joseph S. Cohen, DDS	Radiology	Various Dates - July & Aug
Visit with Santa & Mrs. Claus-Boczany, John & Joan	Pre-School & Childcare	12/09/16

#### IV. BUSINESS/FINANCIAL

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

1. **Renewal of Food Services Contract Addendum, District, 2016-2017 School Year**  
A one year contractual agreement effective July 1, 2016 through June 30, 2017 with the option to renew for three (3) additional years, with Sodexo Management, Inc. (FSMC) based on the following terms:

##### **Burlington County Special Services School District**

**a. Administrative Fee:**

General Support Services Allowance equal to One Hundred Seven Thousand One Hundred Ninety Seven Dollars (\$107,197) for the 2016-2017 contract year, payable in ten equal installments of Ten Thousand Seven Hundred and Nineteen Dollars and Seventy Cents (\$10,719.70), September through June, computed at the end of each Accounting Period and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

**b. Guarantee:**

District and Sodexo shall work together to ensure a financially sound operation and shall guarantee financial results for the 2016-2017 school year as follows:

**Deficit Guarantee:**

If Food Service operations result in a Deficit greater than Five Hundred Ninety Two Thousand Six Hundred Twelve Dollars (\$592,612) for the 2016-2017 school year, the following shall apply: Sodexo shall reimburse District for the Deficit greater than Five Hundred Ninety Two Thousand Six Hundred Twelve Dollars (\$592,612) in an amount not to exceed one hundred percent (100%) of Sodexo's annual General Support Services Allowance.

##### **Burlington County Institute of Technology**

**a. Administrative Fee:**

General Support Services Allowance equal to Thirty One Thousand Six Hundred Fifty Eight Dollars (\$31,658) for the 2016-2017 contract year, payable in ten equal installments of Three Thousand One Hundred Sixty Five Dollars and Eighty Cents (\$3,165.80), September through June, computed at the end of each Accounting Period and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

**b. Management Fee:**

District shall pay Sodexo a Management Fee in an amount equal to Fifty Five Thousand Seven Hundred Seventy Eight Dollars (\$55,778) payable in ten equal installments of Five Thousand Five Hundred Seventy Seven Dollars and Eighty Cents (\$5,577.80), September through June for the 2016-2017 contract year. The Management Fee shall be calculated at the end of each Accounting Period during the school year and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

**c. Guarantee:**

District and Sodexo shall work together to ensure a financially sound operation and anticipate to breakeven for the 2016-2017 school year.

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

**1. Resolution, Memorandum of Agreement - BCSSSA**

Resolution to approve the negotiated agreement between the Burlington County Special Services School District/Burlington County Institute of Technology Board of Education and the Burlington County Special Services Supervisor’s Association for the period July 1, 2016 - June 30, 2019 as per the Memorandum of Agreement.

**2. Lease Agreement**

Recommend a resolution be adopted authorizing the Board of Education to extend the building lease agreement (Jr./Sr.), pursuant to NJSA 18A:20-8.2 through September 14, 2017 with Bancroft a nonprofit organization duly licensed under the laws of the State of New Jersey for the purposes of providing services to Adults with Disabilities over the age of 21.

**B. Burlington County Institute of Technology**

**1. Donation**

Donor	Item	Utilized
Rich’s Carpet One	Flooring for student mock apartment	BCIT-West

**V. ENTERPRISE**

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

**1. Resignation/Retirement  
Hourly**

Name	Position	Reason	Effective
Fischl-Degnan, Monica	School Psychologist	Resignation	07/30/2016

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

Name	Position	Salary	Effective
Boston, Paige	Supervisor NP	\$80,000*Per diem (max 10 days)	08/16/16 07/08-08/16
Burkert, Jillian	Speech Lang. Therapist	MA Step 1 \$57,365	09/01/16
Tornetta, Maureen	Physical Therapist	MA Step 1 \$58,779	09/01/16
Williamson, Samantha	Teacher of the Deaf	MA Step 1 \$57,365	09/01/16

**3. Status Change \*contingent on NJDOE Certification**

Name	From	To	Salary	Effective
Boyle, Brittney	Hrly	Physical Therapist	MA+30 Step 1 \$62,391	09/01/16
Pagnotta, Kaitlyn	Hrly	Occupational Therapist	MA Step 1 \$57,365	09/01/16

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

**1. Reappointments 2016-2017 School Year  
Administrative Association Personnel**

Cruet, Patrick	County Apprentice Coordinator	\$5,000
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**2. Resignation**

Name	Position	Reason	Effective
DeLitta, Kathleen	Secretary	Resignation	07/07/16

**3. Guest Speakers**

Guest Speaker	Students	Date
Pretty in a Minute Cutting Class- Painter, Zachary	Cosmetology	10/05/16
Spa Facial Demonstration-Ratovich, Irina		02/06/17
Barbering/Shaving-Johnston, Ron		02/13-15/17
Artificial Nails/Nail Art-Devine, Joyce		03/06/17
Regis Salon-Matthews, Jen		04/12/17
Nouvelle USA Color Techniques-McCann, Tara		05/22/17
Academy Pro Hair Extensions-Pucci Fisher, Stephanie		06/12/17

**4. County Apprentice Coordinator Program**

Recommend approval to accept the contract from the NJ Department of Labor and Workforce Development for the County Apprenticeship Coordinator Program (CAC) in the amount of \$15,000, for the period of 07/01/16 through 06/30/17.

