

**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, September 17, 2020

The meeting was called to order at 6:02 p.m. by President Robert Silcox, 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michelle Parker	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Paula E. Lee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert C. Silcox	<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:** No public comments were submitted by email.

**Communication & Correspondence:** There was no communication or correspondence.

**Minutes:** Andrew Willmott, Board Secretary, presented the Minutes from August 20, 2020. On a motion by Paula Lee and seconded by Lorene Moore, the Board approved the Minutes.

**Roll Call:**

Anna Evans	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michelle Parker	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Paula E. Lee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert C. Silcox	<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 Anna Evans and seconded by Paula Lee, the Board approved the Financial Report.

**Roll Call:**

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

**Board Remarks:**

President Silcox indicated a shortage of substitute teachers to replace staff opting out on leave for the upcoming school year. He indicated that all school districts are facing the same problem.

Dr Nagy replied the staff are doing a phenomenal job and supporting all operations but COVID19 has occupied our personnel and business office. ESS has been in conversation with us and we have received more staffing due to raising rates. BCIT has about a 50% remote population at this time. BCSSD has approximately 30% remote population. We will need to evaluate the need for Teacher Assistants in the next week or two.

Lorene Moore raised a question on leave of absence lengths for teachers.

Dr. Nagy responded that COVID 19 leaves are ten (10) weeks, FMLA leaves can be much longer. Majority are COVID leaves of ten weeks or intermittent days per week.

Lorene responded are these leaves of absence paid at full salary or utilizing sick time. Andrew Willmott explained each leave is considered on a case by case basis. Lorene asked if leaves can be taken in succession. Kelly Grant explained the leave process and maximum length of days is 60 days.

**Superintendent Agenda and Addendum Only:**

Dr. Nagy opened his superintendent remarks with a heartfelt note of gratitude and support to the teaching staff, nurses, building and grounds and administration for an incredible first two weeks of school where BCIT opened on time and on a hybrid half day ABC schedule and BCSSSD for a full day and every day schedule. In both districts, accommodations have been made for those students who selected remote learning under the Governor's direction. He noted that our students are so fortunate to have such dedicated educators and support staff and essential staff all without whom we could not have had such a success start of the school year. Dr. Nagy also thanked Assistant Superintendents Dr. English, Dr. Holley and Business Administrator Andrew Willmott as well as the staff in the personnel and business offices for their tireless efforts to work with staff and students under the extraordinary Covid-19 environment. Dr. Nagy encouraged all to follow BCIT and BCSSSD websites and social media for the great work being done in both districts.

Dr. Nagy noted that the District Restart and Recovery plans for both districts were revised on the website based on feedback from the Burlington County Department of Education. The first test of the plan took place this afternoon, the day of the Board of this Board of Education meeting. As per protocols, the BCDOH was contacted and contact tracing was put into place. Letters were shared with parents and the staff.

Referring to the agenda items, Dr. Nagy noted that his administrative assistant was on for approval as is the participation of Board of Education members for the upcoming Virtual New Jersey School Boards Association convention. The sessions will be available to attendees for a year. Also on the agenda is the approval of the PEOSH Model Respiratory Protection Plan, Statement of Assurance for Paraprofessional Staff and some calendar changes due to the Governor’s Executive Order 177 regarding November 3<sup>rd</sup> where students and staff are not asked to work in person in districts to allow for potential use of buildings for voting. BCIT and BCSSSD will be 100% remote that day. Also for BCIT, October 23<sup>rd</sup> will not be an inservice day but rather a Hybrid Day for the B cohort.

Dr. Nagy mentioned that the District is processing a number of Covid-19 leaves of absences and thanks the staff for their patience. This is an incredibly involved process for our personnel and business offices.

Dr. Nagy presented and recommended approval of the Report and Addendum. On a motion by Paula Lee and seconded by Michelle Parker, the Board approved the report.

**Roll Call:**

Anna Evans	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Leon E. Jones, Jr.	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Lorene Moore	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Michelle Parker	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Paula E. Lee	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert C. Silcox	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daryl Minus-Vincent Ex. County Supt	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Recuse

**Public Comments:**

No public comments

**Board Remarks:**

Paula Lee thanked the Board for a physical copy of the agenda. Bob Silcox agreed and expressed an interest in meeting in person for the January 2021 meeting.

**Adjournment**

Since there was no further business, President Silcox asked for a motion to adjourn. On a motion by Lorene Moore and seconded by Paula Lee the Board adjourned at 6:20 p.m. with the next meeting to be on October 29, 2020 virtual platform at 6:00 p.m.

Respectfully Submitted,

Andrew C. Willmott  
Board Secretary/Business Administrator

**I. PERSONNEL**

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

**1. Job Description: Bus Driver (Revised) (Exhibit #1)**

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

Personnel	Conference	Date	Cost*
English, Lisa Evans, Anna Holley, Ashanti Jones Jr., Leon Lee, Paula Minus-Vincent, Daryl Moore, Lorene Nagy Christopher Parker, Michelle Silcox, Robert Willmott, Andrew	2020 NJSBA Virtual Workshop	10/20-22/20	\$900 Registration Fee for Up to 25 Team Members

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

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

Name	Position	Reason	Effective
Bailey, Jessi	Teacher of Elementary/TOSD	Resignation	08/31/20
Chancey, Tawanda	Teacher Assistant	Resignation	08/31/20
Estanislau, Jennifer	Teacher Assistant	Resignation	08/31/20
Gates, Janet	Teacher Assistant	Resignation	08/31/20
Mellace, Tara	Supervisor	Resignation	10/25/20
Price, Aundrey	Teacher Assistant	Resignation	08/31/20
Wu, Robin	Teacher Assistant	Resignation	08/31/20
Wyatt, Michelle	Teacher Assistant	Resignation	08/31/20

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

Name	Position	Salary	Effective
Krygier, Stephan	Teacher	BA Step 3 \$58,756	10/12/20

**Employment: Per-diem pending new hire requirements**

Name	Position	Per-diem	Effective
McHugh, Alphonsus	Leave Replacement	\$200	09/25/20

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

Name	From	To	Salary	Effective
Dornisch, Lisa	Teacher Assistant	Teacher	BA Step 2 \$57,828	09/01/20
Rosen, Dana	Reading Specialist	Supervisor	DR Step 1 \$86,000	10/16/20

**Status Change, Degree** (prorated)

Name	Position	From	To	Effective
Hassel, Tonya	Teacher	BA Step 6 \$62,706	MA Step 6 \$66,876	10/01/20

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

**Full Time**

Employee	Position	Type	Effective
Armstrong, Theresa	Teacher Assistant	FFCRA/LOA	09/02/20 - 11/30/20
Atkins, Cynthia	Physical Therapist	ADM/FFCRA/LOA	09/02/20 - 11/30/20
Bradley, Paula	Occupational Therapist	FMLA**	09/02/20 - 09/28/20
Brambilla, Elijah	Teacher	FMLA*	09/02/20 - 12/16/20
Buono, Jenny	Teacher	FFCRA/LOA	09/02/20 - 12/22/20
Burdick, Alyssa	Teacher Assistant	FFCRA	09/02/20 - 11/24/20
Dalia, Joseph	Teacher	FMLA	12/03/20 - 03/12/21
Deibler, Eric	School Psychologist	LOA/FMLA	09/08/20 - 01/18/21
Gorman, Peggy Ellen	Teacher	FMLA*	09/02/20 - 06/30/21
Ipri, Rosemary	Teacher Assistant	ADM/FFCRA/LOA	09/02/20 - 12/13/20
Jackson, Astaria	Teacher Assistant	FFCRA	09/02/20 - 09/20/20
Jeitner, Jessica	Teacher	FMLA*	09/02/20 - 06/30/21
Lewis, Amanda	Occupational Therapist	FFCRA	09/02/20 - 12/31/20
Long, Caroline	Secretary	FFCRA*	09/01/20 - 12/31/20
Mancinelli, Melanie	Teacher Assistant	FFCRA/LOA	09/01/20 - 12/31/20
McMahon, Kathie	BCBA	FMLA*	09/01/20 - 06/21/21
Moses, Jennifer	Social Worker	Military LOA	09/01/20 - 12/08/20
Neal, Julius	Teacher Assistant	LOA	09/02/20 - 11/25/20
Nims, Samantha	Teacher	FMLA/NJFLA/LOA	09/01/20 - 12/30/20
Ogden, Monica	Teacher Assistant	FFCRA	09/02/20 - 11/25/20
Petz, Lynn	Teacher Assistant	LOA	09/01/20 - 11/06/20
Ring, Beth	Teacher Assistant	FMLA	09/02/20 - 11/29/20
Robinson, Jennifer	Secretary	FFCRA*	09/15/20 - 11/29/20

Scannell, Deanna	Occupational Therapist	FFCRA*	09/02/20 - 09/08/20
Shivers, Angela Renee	Secretary	FMLA*	07/01/20 - 11/21/20
Siebert, Michelle	Teacher	FMLA/NJFLA**	09/02/20 - 11/29/20
Smith, Freddie	Teacher Assistant	LOA	09/02/20 - 12/31/20
Smith, Heather	Teacher	FMLA*	09/07/20 - 06/30/21
Southerland, Christa	Teacher Assistant	LOA	09/02/20 - 11/23/20
Southerland, Orlando	Teacher Assistant	FFCRA	09/02/20 - 11/24/20
Tannenbaum, Wendy	Teacher	LOA	09/02/20 - 12/04/20
Troncone, Madison	Teacher	FMLA/NJFLA	09/29/20 - 12/21/20
Warren, Linda	Teacher	FMLA*	09/02/20 - 06/30/20
Will, Samantha	Teacher Assistant	LOA/FFCRA	09/01/20 - 11/23/20
Williams, Dawn	Secretary	FFCRA/FMLA	08/31/20 - 12/07/20

**Hourly**

Employee	Position	Type	Effective
Allen-Freeman, Tina	Security	FFCRA/LOA	09/02/20 - TBD
Fertel, Holly	SAC	FFCRA/LOA	09/02/20 - 12/02/20
Figueroa, Beatriz	Job Coach	FFCRA/LOA	09/02/20 - TBD
Flunder, Anthony	Security	FFCRA/LOA	09/02/20 - TBD
Huber, Erica	Physical Therapist	LOA	09/02/20 - 10/10/20
Jones, Leslie	Security	LOA	10/05/20 - 11/03/20
Loffredo, Michael	Security	FFCRA/LOA	09/02/20 - TBD
Sears, Gary	Security	FFCRA/LOA	09/02/20 - TBD
Tucker, Denise	Sub Bus Drive	FFCRA	09/02/20 - TBD
Tuliano, Lisa	Job Coach	LOA	09/02/20 - TBD
Williams, Donald	Security	LOA	09/02/20 - TBD

**5. Extra Pay/Volunteer Positions**

Name	Extra-Curricular	Rate
Miskey, Shannon	RESPITE Worker	\$30/hr
Moyn, Tracy	Certified Crisis Prevention Instructor	\$56/hr

**6. Course: Approvals**

Name	Position	College	Credits
Arena, Adrienne	Teacher	Lourdes University	3
Downey, Stephanie	Occupational Therapist	Lourdes University	9
Presner, Angela	Autism Consultant	Seton Hall University	6

**7. Course: Reimbursements**

Name	Position	College	Credits	Amount
Arena, Adrienne	Teacher	Lourdes University	6	\$888
Lucas-MacPhee, Nancy	Teacher Aide	University of West Florida	6	\$2,000
Morrison-Buissereth, Makeba	Teacher Aide	Florida Institute of Technology	3	\$890

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

Name	College	Type	Effective
Croft, Courtney	University of the Sciences	Occupational Therapy	09/04 - 12/04/20*
Underwood, Stephany	Pratt Institute	Art Therapy	09/21 - 11/11/20

**9. Conferences \*Over Mileage**

Personnel	Conference	Date	Cost*
Dooley, John	CCURE 9000 for System Managers - Web-based	09/28-30/20	\$1,620
Shappell, Bridget Wikowski, Deana	The Forgotten Senses - Virtual Conference	09/24/20	None

**B. Burlington County Institute of Technology**

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

Name	Position	Reason	Effective
Calderone, Samuel	Custodian	Disability Retirement	05/01/19
Jordan, Lorraine	Exec Admin Asst to Superintendent (Shared)	Resignation	09/16/20
Lopez, Lydia	Teacher Aide - Child Care	Retirement	09/15/20

**2. Separation Agreement / Mutual Release**

Approval to accept the Separation Agreement and Mutual Release between the Board of Education and Employee #100458.

**3. Employment: Full-Time (prorated)**

Name	Position	Salary	Effective
Loughlin, Rosemarie	Exec Admin Asst to Superintendent (Shared)	\$70,000	09/18/20

**4. Status Change, (prorated) \*Executive approval**

Name	From	To	Salary	Effective
Allenbach, Ryan	Teacher Aide	Teacher of Culinary Arts	Col D Step 4 \$63,928	09/01/20*

**5. Leaves \*Intermittent**

Employee	Position	Type	Effective
Chamberlain, Brandi	Secretary	FFCRA*	09/10/20 - TBD
Digney, Kelly	Guidance Counselor	FFCRA*	09/11/20 - TBD
Lotierzo, Anthony	Custodian	FFCRA	09/08/20-11/17/20
Mariano, Anthony	Teacher of Auto Mechanics	FFCRA*	09/08/20 - TBD
Rodriguez, Joelle **	Secretary	FFCRA*/FMLA*	07/01/20-02/21/21
Say, James	Teacher Aide	LOA	09/02/20-11/30/20
Smith-Evans, Samantha	LDTC	FFCRA*	09/08/20 - TBD

**6. Extra Pay/Volunteer Positions**

**District**

Name	Extra-Curricular	Rate
Antinoro, Jessica	Literacy Specialist	\$4,070
Rista, Jessica	STEM Specialist	\$4,070

**Medford \*Executive Approval**

Name	Extra-Curricular	Rate
Avila, Amanda Jones, Aja Pensabene, Jeffrey Ross, Leah Vincent, Cinnamon	PSAT proctors October 17, 2020	\$38/hr
Ogden, Carla	Cosmetology Refresher for Practical Exam*	\$38/hr



**Westampton \*Executive Approval**

Name	Extra-Curricular	Rate
Cech-Stevens, Colleen	Advisor - Building Men & Leading Ladies Club	Volunteer
Digney, Kelly	Scholarship Coordinator	\$2,352
Callaghan, Colleen Christian, Monique Daily, Jennifer Fitzgerald, Steve Frale, Jason Johnson, Beth Holbrook, Henry Kling, Lois Porter, Rachel	PSAT proctors October 17, 2020	\$38/hr
Lopez, Lydia Rabinowitz, Brittany	Childcare Center Preparations* (effective August 2020 up to 12 hours maximum)	\$33/hr
Lysk, Samantha	Childcare Center Preparations* (effective August)	\$38/hr

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

Name	College	Type	Effective
Barrett, Rebecca	Rowan University	Clinical Internship-ESL	09/01-12/18/20

**8. Course: Approvals**

Name	Position	College	Credits
Barchue, Emmanuel	Teacher	Rutgers University	6
Barrett, Rebecca	Teacher	Rowan University ASPIRE Mandated Certification Course Credit & Cost- TBD	TBD
Burlage, Bridget	Teacher	Rutgers University	3
Jones, Aja	Counselor	Rowan University	3
Murrenburke, Holly	Teacher	Concordia University	6
Reigelsperger, Laura	Director of Pupil Personnel	Rowan University	5
Sommers, Kelly	Teacher	Wilmington University	8

**9. Course: Reimbursements**

Name	Position	College	Credits	Amount
Cermatori, Diana	Teacher	Montclair State University	3	\$1,870
Hackman, Deborah	Teacher	Wilmington University	3	\$1,464
Hagaman, Daniel	Teacher	Brookdale Community College	6	\$979.50
Murrenburke, Holly	Teacher	Concordia University	6	\$4,356
Purcell, Andrew	Teacher	University of Texas Rio Grande Valley	6	\$2,749.98
Towey, Mary	Teacher	Colorado State University	3	\$1,350

**10. Conferences \*Over Mileage**

Personnel	Conference	Date	Cost
Cech, Colleen Pensabene, Jeffrey	ASAP Southern Regional SAC Meeting, Virtual & Later Date Locations-TBD	09/21; 11/20/20, 01/25; 03/19; 05/17/21	\$50 ea

## II. PROGRAMS

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

1. **Policies/Regulations**, (These items are available on the website.)  
**New**  
Policy 1648.03: *Restart and Recovery Plan: Full Time Remote Instruction* - First Reading
2. **Parent/Student & Staff Handbooks**  
Approval of Parent/Student & Staff Handbooks for BCIT/BCSSSD.
3. **Safety and Security Plans**  
Approval of Safety and Security Plans for BCIT/BCSSSD.
4. **PEOSH Model Respiratory Protection Program for BCIT/BCSSSD**  
Approval of PEOSH Model Respiratory Protection Program.
5. **Change from In-Person to Fully Remote Learning on November 3, 2020**  
Approval of change from In-Person to Fully Remote Learning on November 3, 2020 per NJ Governor Executive Order No. 177 for Election Day under COVID-19 environment and to allow counties to use their buildings as possible polling locations.
6. **Statement of Assurance Paraprofessional Staff**  
Approval of Statement of Assurance (SOA) regarding Paraprofessional Staff.

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

1. **Affiliation Agreements \* Pending Final Execution**  
Recommend approval of 2020-21 Affiliation Agreement(s) between BCSSSD and:
  - Bryn Mawr College Graduate School of Social Work and Social Research
  - Pratt Institute
  - Stockton University School of Exercise Science \*
  - Stockton University School of Social and Behavioral Sciences \*
  - University of Akron College of Health Professions
2. **Revised Curriculum**
  - Introduction to Cosmetology II
3. **APPOINTMENT OF HARASSMENT, INTIMIDATION, ANTI-BULLYING SPECIALIST BE IT RESOLVED** by the Board of Education that Susan Speas (Staffing Alternatives) be appointed as an Anti-Bullying Specialist effective for the 2020-2021 school year.

**B. Burlington County Institute of Technology**

**1. Substitute Teacher Handbook**

Approval of Substitute Teacher Handbook

**2. District Calendar 20-21 SY (Exhibit #2)**

Remove Staff In-Service for October 23, 2020 and change to regular school day for staff and students B Group.

**III. STUDENT ACTIVITIES**

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

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

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

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

**1. Suspensions:**

BCAHS	0	High School	0
Elementary	0	Lumberton/CA	0

**B. Burlington County Institute of Technology**

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

	<u>Medford</u>	<u>Westampton</u>
a. Transfers in County	7	6
b. Transfers out of County	0	5
c. Dropouts	0	0
d. Transfer to West/Medford Campus	1	0
e. Suspensions	0	0
f. Homebound	0	0

**2. Activities**

Campus	Activity	Dates
W	Underclassmen Yearbook Pictures	10/6-10/8, 11/17-11/19

**3. Drop Student**

Recommend approval to drop student #214278, Westampton Campus from the rolls in accordance with District policy.

**IV. BUSINESS/FINANCIAL**

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

**1. Board Secretary’s Monthly Certifications**

**Budgetary Status** - Pursuant to N.J.A.C. 6A:23-2.12(c)3, the Board Secretary, Andrew Willmott, certifies that as of August 31, 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 August 31, 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. Use of Facilities**

Agency/Program	Building/Room - Campus	Date(s)
Rite Aid/Flu Clinic	Addition of BCAS Campus	09/29/20

**2. Donation**

Donor	Item	Utilized
Lumberton Historical Society	Twelve School Chairs	Westampton Campus

**B. Burlington County Institute of Technology**

**1. Use of Facilities**

Agency/Program	Room - Campus	Date(s)
Burlington County/Food Distribution	Parking Lot - West	09/19/20, 10/17/20, 11/07/20
ESTC/Emergency Vehicle Driving Course	Parking Lot - West	10/31/20

**2. Donation**

Donor	Item	Utilized
Schneider, Vicky	Foam Craft Shapes	BCIT Childcare Center

**V. ENTERPRISE**

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

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

Name	Position	Reason	Effective
Tripoli, Catherine	Secretary	Retirement	11/30/20

**Resignations: Hourly**

Name	Position	Reason	Effective
Berardi, Paola	LDTC	Resignation	09/14/20
Clowney, Dwayne	Security	Resignation	08/26/20

**2. Employment: Hourly executive approval \***

Name	Position	Hourly Rate	Effective
French, Kayla	Teacher	\$34	09/02/20*
Gerald, Kimberly	Security	\$20	TBD
Haas, DanaMarie	Teacher	\$35	9/21/20
Lambo, Nicolas	Security	\$20	10/05/20
Molle, Michael	Security	\$20	09/14/20*
O'Rourke, Marianne	Teacher	\$36	9/21/20

**3. Status Change: Full-Time (prorated) \*Executive approval**

Name	From	To	Salary	Effective
Bonfanti, Celeste	Teacher Hourly	Teacher Full Time	BA Step 10 \$68,551	09/01/20*

**4. Professional Services Agreements**

District	Type
Beverly City School District	2020-2021 Professional Services Agreement
Greater Egg Harbor Reg. HS	2020-2021 Professional Services Agreement
Hampton Academy	2020-2021 Professional Services Agreement
Pennsauken School District	2020-2021 Professional Services Agreement
Toms River Reg. School District	2020-2021 Professional Services Agreement
Vineland School District	2020-2021 Professional Services Agreement

5. **Course: Approvals**

Name	Position	College	Credits
Milman, Jean	Teacher	Rowan University	3

6. **Conferences \*Over Mileage**

Personnel	Conference	Date	Cost
Morrison, Colleen	NJ Association of Learning Consultants - Virtual	10/23/20	\$50
Paluba, MaryBeth	Annual Membership "Supporting Success for Students with Hearing Loss" Virtual Training	2020-2021 SY	\$199

7. **Laurel Enterprises Inc. Transportation Contracts Transfer 2020-2021**

It is recommended a resolution be adopted to transfer the previously approved Laurel Enterprises, Inc. transportation contracts to Sheppard Bus Service, Inc. as of June 1, 2020, in accordance with N.J.A.C. 6A:27-9.13, between the Educational Services Unit and Sheppard Bus Service, Inc. for the 2020-2021 school year:

**Laurel Enterprises Inc. transfer to Sheppard Bus Service, Inc.**

Multi-Contract LE14-15#1: H27 - \$251.61 per diem  
 Multi-Contract LE15-16#1: H41 - \$338.05 per diem  
 Multi-Contract LE1718#1 (H62): H62 - \$270.22 per diem  
 Multi-Contract LE1718#2 (H65): H65 - \$271.25 per diem  
 Multi-Contract LE1718#3 (H70): H70 - \$214.71 per diem

8. **ESU Extended School Year Transportation Contracts 2020-2021**

Recommended 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 corporations listed for the 2020-2021 extended school year:

**Garden State Transport, Inc.**

S01 (15 days) \$239.00 per diem, no aide required, \$1.50 mileage  
 S02 (7 days) \$244.00 per diem, no aide required, \$1.50 mileage

9. **Transportation Contract Renewals 2020-2021**

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:

**Caravan Transport, Inc.**

Route T07-\$298.68 per diem  
 Route C79-\$262.02 per diem  
 Route H24-\$249.46 per diem  
 Multi-Contract CAR14#1: H35-\$248.38 per diem  
 Multi-Contract CAR15-16#1: H39-\$240.88

**First Student, Inc.**

Route H80-\$270.52 (Bus #1)  
 Route H80-\$270.52 (Bus #2)



**Garden State Transport, Inc.**

Route D06-\$249.79 per diem  
Multi-Contract 45C: M46-\$254.25 per diem  
Multi-Contract 28C: D41-\$313.20 per diem  
Multi-Contract 39A: D95-\$254.74 per diem  
Multi-Contract GST#2: T57-\$302.64 per diem  
Multi-Contract GST#3: P66-\$187.79 per diem  
Multi-Contract GST#4: C07-\$275.15 per diem  
Multi-Contract GST#6A: C49-\$316.74 per diem  
Multi-Contract GST MULTI 7: C69-\$330.44 per diem, C70-\$285.24 per diem  
Multi-Contract GST#6: H01-\$119.85 per diem  
Multi-Contract GST#36: P63, P64-\$191.53 per diem each  
Multi-Contract GST #2: P17, P18, P20-\$177.49 per diem each, P33-\$166.99 per diem  
P37-\$171.41 per diem  
Multi-Contract GST16-17#1: V21-\$261.04 per diem

**Hillman’s Bus Service, Inc.**

Multi-Contract HILL1617#1: H51-\$452.44 per diem  
Multi-Contract HILL1920#1(H84H85): H84-\$406.75 per diem, H85-\$426.12 per diem

**Holcomb Bus Service, Inc.**

Multi-Contract HOLC1617#2: H53-\$479.02  
Multi-Contract HOLC1920#1 (H88H91): H88-\$463.75 per diem

**Rick Bus Co., Inc.**

J02-\$485.11 per diem  
J04-\$381.38 per diem  
J05-\$344.76 per diem  
J08-\$575.62 per diem

**Safety Bus Service, Inc.**

Multi-Contract SAFE1920#1 (H90)-\$473.92 per diem

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

**1. Employment (\*Executive Approval) pending new hire requirements**

Name	Position	Date	Hourly Rate
Martin-Dennis, Vanessa	Instructor of LPN	11/1/2020	\$35
Purcell, Andrew*	Certified Google Trainer	09/08/20-06/30/21	\$35
Sitchler, David*	Certified Google Trainer	09/08/20-06/30/21	\$35
Towey, Mary*	Certified Google Trainer	09/08/20-06/30/21	\$35

**2. Events (\*Executive Approval)**

Event	Audience	Date
Google Training*	Adult Education Instructors and Staff	09/08/20-06/30/21

**3. Title IV, HEA Federal Financial Aid**

Recommendation to amend the acceptance of approval to participate in BCIT Adult Education, Title IV, HEA (Federal Financial Aid) from Dental Radiology to Dental Assisting. Acceptance of granted provisional certification until June 20, 2022.

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

**No Action Taken**

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

**Job Title:** Bus Driver

**Qualifications:**

1. Valid Commercial Driver's License/Passenger Endorsement
2. Minimum of three years previous safe driving experience
3. High School Diploma or equivalent
4. Ability to maintain passenger discipline to ensure safety of passengers
5. Ability to lift at least 50 pounds (lift test for all new employees after 2/27/20).
6. Ability to assist disabled students, operate wheelchair lift door and secure wheelchair.
7. Required criminal history background check and proof of US citizenship or legal resident alien status

**Reports to:** Transportation Coordinator

**Job Goal:** To transport students in a safe and efficient manner and perform all activities related to the operation of the school bus.

**Performance Responsibilities:**

1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the school bus condition report.
2. Notifies transportation coordinator of any mechanical malfunctions and/or safety hazards.
3. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
4. Transports only authorized students.
5. Obeys all traffic laws and observes mandatory school bus safety regulations.
6. Maintains discipline on the bus and reports violations to the building principal or other authorized individual.
7. Reports all accidents and student injuries immediately to the supervisor or the school business administrator, and completes required reports.
8. Participates in emergency evacuation drills in accordance with board policy, and instructs passengers regarding safety regulations and other bus rules.
9. Performs interior bus cleaning duties daily, cleans windows/bus exterior as needed, refuels vehicle and checks for students on bus at end of bus runs.
10. Performs light maintenance as necessary to include: checking fluids, antifreeze, oil and air in tires;
11. Participates in mandatory training required by state and district to support responsibilities.
12. Driver will clean and sanitize vehicle after every use in accordance with applicable federal, state and local guidelines in reference to Covid-19.

**Burlington County Special Services School District**

**Terms of**

**Employment:** Contract terms and salary to be determined by the Superintendent/Board of Education.

**Evaluation:** Performance will be evaluated in accordance with the negotiated agreement/Board of Education policy.

**Reviewed/Concur:** \_\_\_\_\_ **Date:** \_\_\_\_\_



July 2020						
Su	M	Tu	W	Th	F	Sa
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August 2020						
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September 2020						
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October 2020						
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November 2020						
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29	30					

December 2020						
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27	28	29	30	31		

<b>JULY 2020</b>	3	Independence Day - DISTRICT CLOSED
<b>AUG 2020</b>	19	Accepted Student Orientation (Medford)
	20	Accepted Student Orientation (Westampton)
	26-27	NEW TEACHER ORIENTATION
<b>SEP 2020</b>	2-3	ALL TEACHERS REPORT - Staff In-Service
(16 Student/	4	District Open for Staff, Admin - NO Teachers, Students
18 Teacher	7	Labor Day - All Schools, District Closed
days)	8	ALL STUDENTS REPORT - First Day Students
	23	Staff In service: 12:32 pm Dismissal for Students
	24	Back to School Night- CTE & Academic
	28	Yom Kippur - Schools CLOSED
<b>OCT 2020</b>	12	Columbus Day: Schools CLOSED
(21 Student/	14	Staff In-Service: Early Student Dismissal 12:32 pm (PSATS)
21 Teacher	22	Discovery Night
days)		
<b>NOV 2020</b>	5-6	NJEA Convention: Schools Closed
(17 Student/	11	Staff In-Service: Early Student Dismissal 12:32 pm
17 Teacher	16	Marking Period 1 Ends: 23rd Report Cards Sent
days)	17	Fall PAC Meeting @ Medford
	25	Early Dismissal 12:32 pm - Thanksgiving
	26-27	Thanksgiving: Schools CLOSED
<b>DEC 2020</b>	2	Staff In-Service: Early Student Dismissal 12:32 pm
(17 Student/	23	Early Dismissal 12:32 - Winter RECESS
17 Teacher)	24-31	WINTER RECESS: SCHOOLS CLOSED
<b>JAN 2021</b>	1	WINTER RECESS: SCHOOLS CLOSED
(19 Student/	13	Staff In-Service: Early Student Dismissal 12:32 pm
19 Teacher)	18	Dr. Martin Luther King, Jr. Day: Schools CLOSED
	29	EXAMS: Early Student Dismissal 12:32 pm
<b>FEB 2021</b>	1	EXAMS: Early Student Dismissal 12:32 pm, Sem 1 Ends
	2	Staff Semester Transition Day: Schools CLOSED for students / Report cards distributed 2/9
(17 Student/	12,15	President's Day: Schools CLOSED
18 Teacher	17	Back to School Afternoon - Early Student Dismissal 12:32
days)	19	Staff In-Service: Early Student Dismissal 12:32 pm
<b>MAR 2021</b>	19	Staff In-Service: Early Student Dismissal 12:32 pm
(23 Student/	24	Spring PAC Meeting @ Westampton
23 Teacher)		
<b>APR 2021</b>	1	Early Dismissal 12:32 pm - SPRING RECESS
(16 Student/	2-9	SPRING RECESS: SCHOOLS CLOSED
16 Teacher)	16	Marking Period 3 Ends: 22 - Report Cards Distributed
<b>MAY 2021</b>	31	Memorial Day: Schools CLOSED
20 Student / 20 Teacher days		
<b>JUN 2021</b>	17,18,21	Early Dismissal: 12:32 pm for Students ONLY
15 Student /	21	Semester 2 Ends; Last Student Day; GRADUATION
16 Teacher	22	Last Days for Teachers; No school for students

Key:

- Schools CLOSED
- Early Dismissal 12: 32 pm
- School Closed: Weather
- School closed for Students ONLY

January 2021						
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24/31	25	26	27	28	29	30

February 2021						
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28						

March 2021						
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April 2021						
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May 2021						
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30	31					

June 2021						
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27	28	29	30			

In the event of school closures, in order of priority the following dates (half-day sessions) will be added to the school calendar:

- 1) 2/2/21
- 2) 2/12/21
- 3) 6/22/21
- 4) 6/23 /21
- 5) 4/2/21
- 6) 4/9/21