

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

SPECIAL BOARD MEETING

The Special Meeting of the Board of Education of the Special Services School District and The Institute of Technology of The County of Burlington was held at 8:30 am in virtual audio format via Zoom Conference Call on March 15, 2022.

Mr. Leon Jones called the meeting to order at 8:34 am and led the flag salute.

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

Sunshine Notice

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

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

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

Virtual public attendance by registering through Zoom: R. Loughlin, K. Grant, C. Hewitt, D. Finn, L. English, A. Holley

Superintendent's Agenda: Mr. Jones referred to Dr. Nagy on the superintendent's report for the Board.

Dr. Nagy presented the agenda focusing on the audit and the approval of the budget for Burlington County Special Services School and Burlington Institute of Technology Districts.

Dr. Nagy requested a motion to accept the audit and budget for the respective districts.

Mr. Jones requested the Board of Education members to make a motion on the Superintendents Agenda. On a motion by Mr. Robert Brittain and seconded by Ms. Michelle Parker, the motion was passed.

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

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

Public Comments: Board President Mr. Leon Jones requested for anyone present wishing to make a comment to raise their hand. Mr. Andrew Willmott announced Christine Hewitt has requested to comment.

Ms. Christine Hewitt, BCSSD EA President voiced her opinion of the handling of grievance #5, a declined donation for BCSSSD and a staffing pay scale. Ms. Hewitt expressed her concern with the resignation of teacher assistants at BCSSSD.

Dr. Nagy requested to address Ms. Hewitt's comment on the timing of the donation for BCSSSD and Mr. Jones agreed to the request. Dr. Nagy noted that the donation request urgency involved a next morning delivery and required an executive approval. The donation included new and slightly used items. Dr. Nagy explained that due to liability and lack of a complete list of donated items and a certificate of safety for used items, a quick decision that night for the next day delivery could not be made.

Both Mr. Jones and Mr. Willmott confirmed there was no one requesting to speak and this closed the public comment section of the meeting.

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

Board Comments:

Mr. Tyler Burrell: no report at this time.

Ms. Anna Evans thanked Andrew Willmott and his team on the audit and budget and wished everyone a Happy St. Patrick's Day.

Mr. Raymond Marini wished everyone a Happy St. Patrick's Day.

Ms. Michelle Parker appreciated all of the hard work that went into the budget and audit.

Mr. Robert Brittain thanked Andrew Willmott and his team for the budget and knows the \$968,000 will help the district.

Mr. Leon Jones thanked Andrew Willmott for a great job and for the great work his team did. Mr. Jones said he would look into the concerns Ms. Hewitt voiced this morning.

Meeting Adjournment:

Mr. Jones called for a meeting adjournment. Ms. Anna Evans motioned to approve and Mr. Tyler Burrell seconded the motion. Meeting adjourned at 8:44 am.

Respectfully Submitted,

Andrew C. Willmott
Board Secretary/Business Administrator

IV. BUSINESS/FINANCIAL

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

1. Comprehensive Annual Financial Report

BE IT RESOLVED Recommended a resolution be adopted approving the District’s Comprehensive Annual Financial Report for the fiscal year ending June 30, 2021, conducted by Brent W. Lee & Co., LLC, Cinnaminson, NJ; a copy of the audit is available to the public.

2. Audit Report Recommendation, Fiscal Year Ended June 30, 2021

BE IT RESOLVED Accept the Recommendation and Corrective Action Plan for the audit report for the Fiscal Year ending June 30, 2021.

CORRECTIVE ACTION PLAN
For the Fiscal Year Ended June 30, 2021

SCHOOL DISTRICT BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

COUNTY BURLINGTON

CONTACT PERSON ANDREW C. WILLMOTT

TYPE OF AUDIT SINGLE – FISCAL YEAR ENDED JUNE 30, 2021

TELEPHONE NUMBER 609-267-4226 EXT. 8213

DATE OF BOARD MEETING MARCH 15, 2022

EMAIL ADDRESS AWILLMOTT@BURLCOSCHOOLS.ORG

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
2021-01	It was noted during our audit that the District’s Fire School is operating at a deficit on an annual basis.	The District will budget accordingly in order to fund operating deficits for the Fire School.	District Administration	Ongoing through 2021/2022 School Year.

CORRECTIVE ACTION PLAN
For the Fiscal Year Ended June 30, 2021

SCHOOL DISTRICT: BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT

COUNTY BURLINGTON

CONTACT PERSON ANDREW C. WILLMOTT

TYPE OF AUDIT SINGLE – FISCAL YEAR ENDED JUNE 30, 2021

TELEPHONE NUMBER 609-267-4226 EXT. 8213

DATE OF BOARD MEETING MARCH 15, 2022

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RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
2021-01	It was noted during our audit that the District’s Educational Services Unit is operating at a deficit on an annual basis.	The District will budget accordingly in order to fund operating deficits for the Educational Services Unit.	District Administration	Ongoing through 2021/2022 School Year.

3. Resolution, 2022-2023 Budget Submission to the County Superintendent

BE IT RESOLVED by the Board of Education that the final budget be approved for the 2022-2023 School Year and the Secretary to the Board of Education be authorized to submit the following final budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Total</u>
BCSSD	\$42,820,148	\$0	42,820,148
BCIT	\$41,069,892	\$762,160	\$41,832,052

4. Resolution: Submission of NETTA ARCHITECTS Document to the New Jersey Department of Education

RESOLVED by the Board of Education of the Burlington County Special Services School District and the Burlington County Institute of Technology approve the following project.:

Project Name: HVAC Improvement Project at the Burlington County Special Service Schools and the Burlington County Institute of Technology Schools.

BE IT FURTHER RESOLVED that the Superintendent of Schools and the District's School Business Administrator, be authorized to submit the above project to the NJ Department of Education for approval on the District's behalf.

BE IT FURTHER RESOLVED that the above project be approved as "other capital projects" as defined in the N.J.A.C. 6A:26-1.2 et seq. The Burlington County Special Service School District and the Burlington County Institute of Technology will not seek State funding for the above project.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan be made by the School Business Administrator to incorporate the above project to be approved.