

**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 at 4:00 pm in hybrid format, both in-person and virtual audio format via Zoom Conference Call on December 16, 2021.

Mr. Leon Jones called the meeting to order at 4:00 pm and led the flag salute.

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 checked="" type="checkbox"/> Present	<input 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

In-person public attendance was limited to fifty (50): Public registered in advance to attend the meeting in-person: S. Wilcox, A. Mazella, D. Finn, MJ Kneringer, C. Hewitt, C. Jenter, F. Gellis, D. Kwartin, B. Misunas, B. Decker, J. Darnell, J. Darnell, D. Karwoski, A. DeBonis, S. DeBonis, B. Downs, V. Lee, R. Loughlin, C. Moore, A. Holley, L. English, R. Wright

Virtual public attendance by registering through Zoom: E. Kresky, A. McHugh, J. Colby, N. Roman, M. Jenkins, J. Antinoro, R. Lallo, K. Williams, D. Hagaman, J. Tirado

Communication & Correspondence: Mr. Jones requested Mr. Willmott to announce any communication or correspondence. Mr. Willmott announced there was none at this time.

Minutes: Mr. Jones, Board President, presented the Meeting Minutes from November 18, 2021. On a motion by Mr. Tyler Burrell and seconded by Ms. Anna Evans the Board approved the Meeting Minutes.

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input 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

Financial Report: Mr. Jones, Board President presented the Financial Report and called for a motion to approve the report. On a motion from Mr. Robert Brittain and seconded by Ms. Lorene Moore the Board approved the financial report.

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 Conflict of interest on financial report.
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input 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

Presentation: Dr. Nagy announced three presentations for the Board of Education meeting.

- 1) BCSSSD Eighth Grade Student, James Darnell, presented his idea to install a water bottle filling station on the East Wing of Westampton campus, along with the signed proposal from the BCSSSD Westampton campus.
- 2) BCSSSD 2021 NJ Exemplary Educators: Middle School Teachers Lauren Langan and Debra Karwoski were

awarded their certificates from the State of New Jersey Department of Education. The goal of the program was to identify educators who are valued by their school and community and have exhibited strong knowledge and skills, an inspiring presence, and a clear vision for quality teaching and learning. These recipients have demonstrated exceptional teaching and leadership abilities. In addition, these exemplary educators have had a positive impact on students, colleagues, and the school community.

- 3) The BCIT Lighthouse Awards ceremony received awards from The State of New Jersey Certificate of Recognition for increasing equity in course enrollment signed by Dr. Jorden Schiff, Assistant Commissioner of Education and Dr. Kenneth Bond Acting Director Office of Professional Learning; The State of New Jersey Senate and General Assembly Joint Legislative Resolution by Assemblywoman Murphy, Senator Singleton and Assemblyman Conaway; The State of New Jersey Assembly Resolution by Assemblywoman Stanfield and Assemblyman Peters

Mr. Jones requested for Mr. Andrew Willmott to announce any public members who wished to make a comment in person by raising their hand to speak or via Zoom on the Superintendent's Agenda only. Mr. Willmott requested the attendees to raise their hand if they wished to address the Board of Education.

PUBLIC COMMENTS:

No comments were made.

Superintendent's Agenda: Mr. Jones asked Dr. Nagy to present his report to the Board.

Dr. Nagy, on behalf of the Board, acknowledged the retirees for their tireless contributions to making the districts a special place to work and for developing and supporting the young people to be the best and work at their very best levels.

Dr. Nagy reported the Board acknowledging and congratulating the 2021-2022 BCSSSD Teachers of the Year, Education Services Professionals of the Year, and Teacher Assistants. Dr. Nagy explained that this is an honor well deserved, particularly under a very challenging pandemic environment, and brings joy to the individuals and profession.

The Board will be approving the first reading of a new policy which addresses school employee vaccination requirements as a result of the Executive Order #253 and will be approving for the second reading the Dress and Grooming policy. The Board also approved the NJDOE English Language Learners Three Year Plan and NJ Portfolio Appeals Process Coordinators.

Dr. Nagy received an update prior to the Board meeting from the NJDOH and subsequently from the BCDOH pertaining to the quarantining process. NJDOH has updated their guidance document. The CALI score will no longer be used to recommend quarantines times, they can do 7 days with a negative test between day 5 and 7 or 10 days without a test at all levels. This will change the times when staff will be able to return which will be less than the original 14 days under Orange Covid-19 Cali Index. A communication is being prepared to send out to the parents and staff and we will also update the Covid Website Dashboard and reporting timeline as well.

The Board will approve a revised job description for the executive administrative assistant to the business administrator.

Staff in both districts received a copy of the book, *The Coffee Bean*. One of the co-authors and subject of the book will make presentations to our staff and students in both districts on January 14, 2022.

Dr. Nagy shared the following highlights from **BCIT**:

- Board President Leon Jones accepted the Distinguished Lighthouse Award for Equity received by the NJDOE conferred in a special ceremony on November 23rd. Dr. Nagy noted that, in addition to the NJDOE award, resolutions were received from the Board of Commissioners and New Jersey Senate and General Assembly in recognition of this prestigious honor. Dr. Nagy noted that this is an affirmation to the hard work of our administration, staff, students and community for it does take a village and all of you in the District and community are that village.
- Both campuses of BCIT celebrated the induction of students into the National Honor Society and the National Technical Honor society recently. These individuals have worked hard to meet the stringent criteria and hold an awesome responsibility to uphold their oath. Dr. Nagy noted that he was pleased to do the introductions and remarks last evening at the West Campus for the NTHS and that Board member Tyler Burrell could be there as well to support the students and staff.
- Applications for the 2022-2023 school year continue to be very healthy. Over 780 students have applied! That is over 300 stronger than this time last year.
- BCIT staff participated in professional development for Response to Intervention [RTI strategies](#).
- Staff Equity Champions participated in professional development focused on Culturally Responsive resources

and strategies on. Champions will turnkey to staff on January 12th, 2022.

- The Good Vibes Club at Medford made and delivered bagged meals to the homeless with heartfelt messages of hope.
- MedTech’s Fall play highlighted the incredible talents found in the Academy of Performing Arts program.

Dr. Nagy shared the following highlights from **BCSSSD**:

- The Board approved Dr. Anthony DeBonis as the new BCSSSD West principal. He and his wife were present at the meeting and Dr. DeBonis addressed the Board and those present at the meeting and expressed his gratitude and is looking forward to getting started as soon as possible. Dr. DeBonis is coming to the BCSSSD District from the Hamilton School District where he has worn many hats.
 - Doctorate from Drexel in Educational Administration,
 - Two Master’s degrees (one from Rider University in Education and Administration and the other from the College of New Jersey in Teaching and History),
 - Bachelor’s Degree in History from the College of New Jersey.

He has been a teacher for over 14 years and is currently the Alternative School administrator, summer school director, Junior Class Advisor and is one of a handful of teacher leaders.

- During the past month, the West campus welcomed members of the district's Child Study Teams to a fireside breakfast. Twenty-six attendees representing 14 different districts participated. Dr. Downs gave an overview of the district and a member of the Burlington County Division of Behavioral Health and Youth Services gave a presentation on the mental health resources available in the County and State.
- Each campus has had an in-person visit with Tri-State Canine Crisis Response. The students have thoroughly enjoyed interacting with the dogs and we look forward to continuing this partnership with more visits in the spring.
- All campuses have been engaging in some pre-holiday fun with celebrations on campus such as dances, projects, and activities.
- BCAS has been doing work with Say it With Clay art studio, who specializes in art therapy. The students have enjoyed working with the clay!
- Transitions has 14 students in Paid Work-Based Learning and 9 in the community for school-to-work. Total earnings to date are \$13,860!
 - WBL unpaid Community worksites: CVS, Miller Ford/Subaru, Rainbow, OneDollar Zone
 - In January, projected sites will be Marriott, Retro Fitness, Westampton Dinner and Westampton Police Station
- Dr. Nagy congratulated the most recent BCAS graduates: Domenick E., Andrew P, and Naim R.
- Dr. Nagy announced the District had a C&I and Program had a visit from the NJDOE and an additional visit is expected for Operations and another for finance by the end of January. Dr. Nagy thanked Dr. English and Dr. Holley for spearheading these visits.
- The Transition and West campuses hosted board member, Ms. Anna Evans for a tour earlier this month. Ms. Evans read to one of the Transition classrooms and experienced the staff and students doing amazing things as they do each and every day. The students gave Ms. Evans a five (out of five) star rating.
- The Annual BCSSSD Craft Fair was held at BCIT Westampton. Dr. Nagy thanked BCIT for hosting the event which allowed for a larger space due to social distancing.
- The BCSSSD Holiday Show was recorded and the link was shared with parents, staff and Board members to view the pre-recorded show from the comfort of their homes.

Dr. Nagy asked for the Board to approve the superintendent’s agenda, in addition to the supplemental agenda.

Mr. Jones requested the Board of Education members to make a motion. On a motion by Ms. Lorene Moore and seconded by Ms. Anna Evans, the Board approved the superintendent’s agenda, and supplemental agenda.

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Lorene Moore	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	
Michelle Parker	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	(With the exception of item number seven on the supplemental agenda
Robert Brittain	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	where Ms. Parker recused herself)
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 Mr. Willmott to announce any public attendees requesting to comment. Mr. Willmott invited the public to raise their hand to address the Board.

Ms. Fran Gellis, Tabernacle NJ addressed the Board on her concerns with the COVID19 protocols and vaccination regulations in the school. Ms. Gellis requested to go on notice with a HIB complaint against a school staff member. Dr. Nagy addressed Ms. Gellis with updates being implemented for COVID19 protocols. Dr. Nagy noted that a meeting with Ms. Gellis, the building principal, HIB Coordinator and himself would take place next week to address concerns.

Mr. Jones called for any additional speakers. Mr. Willmott confirmed there was no one else 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 attended the NTHS ceremony and he was very impressed with the students' accomplishments and the program. Mr. Burrell wishes everyone a happy holiday.

Ms. Anna Evans - very inspired to attend the tour of BCSSSD Westampton and Transition campuses and thanked all for the great visit. Ms. Evans wishes everyone a happy holiday.

Mr. Raymond Marini congratulated BCIT on the acceptance of the prestigious NJ Lighthouse District award. Mr. Marini also congratulated the Governor Educators of the Year award winners. Mr. Marini welcomed Dr. Anthony DeBonis to BCSSSD. Mr. Marini thanked the student who attended the Board meeting to share a presentation on the water bottle station and commended his ability to address the meeting. Mr. Marini wishes a happy holiday to everyone here and to be well and stay safe.

Ms. Lorene Moore enjoys the great news she continues to hear about the outstanding students and the outstanding teachers. Ms. Moore thanked the student present tonight who addressed the Board, Ms. Moore wishes everyone a happy holiday. Ms. Moore would like everyone to know the Board members are advocates who are working for them.

Ms. Michelle Parker thanked the Board for allowing the flexibility for Ms. Parker to attend the meeting virtually. Ms. Parker attended the NJ Lighthouse award ceremony and was very proud to be in attendance. Ms. Parker congratulated and welcomed Anthony DeBonis and wished everyone a happy holiday.

Mr. Robert Brittain wished everyone a happy holiday and a safe new year. Mr. Brittain welcomed Mr. DeBonis.

Mr. Leon Jones welcomed Anthony DeBonis to the team. Mr. Jones commended the student for attending the meeting and for addressing the board on the proposal of a water bottle station. Mr. Jones congratulated all of the award winners for the districts. Mr. Jones thanked everyone for a great year and wished everyone a happy holiday.

Mr. Jones called for a meeting adjournment. Ms. Lorene Moore motioned to approve and Mr. Tyler Burrell seconded the motion. Meeting adjourned at 4:37 pm.

Respectfully Submitted,

Andrew C. Willmott
Board Secretary/Business Administrator

I. PERSONNEL

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

1. Employment: Full Time (Prorated) pending new hire requirements *amended

Name	Position	Salary	Effective
Coolidge, Michael	Director of Facilities (Shared) Previously approved TBD 11/18/21	Non-Aligned \$110,000	12/22/21*
Williams, Christopher	Secretary (Shared)	Non-Aligned \$40,000	TBD

2. Job Description: (Exhibit #1)

Shared Job Description: Executive Administrative Assistant to the Business Administrator/Board Secretary - Revised

A. Burlington County Special Services School District

1. Resignation/Retirements: Full-Time

Name	Position	Reason	Effective
Baskerville, Jason	Custodian	Resignation	12/28/21
Bennett, Branden	Teacher Assistant	Declined Position	11/23/21
Cadmus, Blake	Teacher Assistant	Resignation	12/13/21
Chen, Hsinyu	Teacher Assistant	Resignation	01/03/22
Garcia, Martha	Teacher Assistant	Declined Position	12/15/21
Richards, Donna	Teacher Assistant	Offer Rescinded	12/07/21
Will, Samantha	Teacher Assistant	Resignation	01/14/22
Willard, Colin	Teacher	Resignation	01/03/22
Wilson, John	Autism Consultant	Resignation	12/02/21

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

Name	Position	Salary	Effective
DeBonis, Anthony	Principal Stipend	\$115,500 \$4,500	TBD
DiPierro, Sarah	Teacher Assistant Previously approved TBD 11/18/21	BA Step 3 \$25,506	01/03/22*
Hall, McKenzie	Teacher Assistant Previously approved TBD 11/18/21	HS Step 5 \$17,846	01/03/22*
Kresky, Eileen	Teacher	MA Step 11 \$75,561	TBD
Paulino, Rhina	Teacher Assistant (previously approved TBD on 10/20/21)	BA Step 2 \$25,113	11/29/21*
Phillippi, Cynthia	Teacher Assistant (previously approved TBD on 11/18/21)	BA Step 3 \$25,506	12/01/21*
Scarborough, Jennifer	Teacher Assistant (previously approved TBD on 11/18/21)	BA Step 4 \$25,963	12/06/21*

3. Status Change, Degree (Prorated) *plus longevity

Name	Position	From	To	Effective
Jackson, Deborah	Speech Therapist	MA+15 Step 21 \$97,406	MA+30 Step 21 \$98,867*	01/01/22

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

Employee	Position	Type	Effective
Belman, Lindsey	Autism Consultant	LOA	04/08/22-06/05/22
Brambilla, Elijah	Teacher	FMLA	11/19/21-TBD
Clark, Shannon	Secretary	LOA	01/18/22-TBD
Harb, Alexandra	Reading Specialist	LOA	11/24/21-TBD
Robinson, Marguerite	Teacher Assistant	LOA	12/07/21-12/23/21
Rosenberg, Joyce	Teacher	FMLA*	12/01/21-06/30/22
Willard, Colin	Teacher	LOA/FMLA**	09/09/21-01/03/22**
Zawadzki, Katarzyna	Teacher Assistant	LOA	12/15/21-01/17/22

5. **Approval for Sick Day Donation**

The Superintendent of Schools recommends the donation/transfer of up to 60 sick days to employee #6581 in accordance with the Sick Day Donation procedures.

6. **Salary Adjustments, Unpaid Absences**

Name	Position	Rate	Date
Boggs, Janine	Teacher Assistant	-\$139.89	12/10/21
Carty, Wendy	Teacher Assistant	-\$96.45	½ 12/15/21
Langan, Lauren	Teacher	-\$363.42	12/10/21
Shields, Belle	Teacher	-\$7,874.10	11/19-30/21, 12/01-09/21
Stoneking, Kimberly	Teacher Assistant	-\$573.89	½ 12/06/21, 12/07-10/21

7. **Employment, Work Study Students**

2021-2022 SY (\$12/hr 12/17/21 - 12/31/21) (\$13/hr 01/01/22 - 06/30/22)

Lumberton	North	Transition
Fisher, Ta'Keem	Christopher, Elijah	Morris, Stephen
Ireland, Dylan	Jacobs, Danielle	
Kennedy, Isaiah	Otting, Charles	
Tyrseck, Jacob	Payne, Emily	

8. **Extra Pay/Volunteer Positions**

Name	Extra-Curricular	Rate
BCSSSD Curriculum Writers TBD	(Subjects were pre-approved on November 18, 2021 meeting).	\$40/hour
Jackson, Astaria	After Hours Job Coach	\$21.50/hr
King, Keeley	Level 2 Sub Teacher (Belle Shields)	\$100/day
Talkpa, Geraldine	Respite Worker	\$30/hr

9. **Student Teacher/Internship/Observation** *Executive Approval

Name	College	Type	Effective
Alabovitz, Veronica	LaSalle University	Speech Therapy	01/18 - 05/06/22
Crisci, Jordan	Jefferson University	Occupational Therapy	01/03 - 04/01/22
Giannini, Alexandra	LaSalle University	Speech Therapy	01/18 - 05/06/22
Gubicza, Meghan	Gwynedd Mercy University	Guidance Counselor	02/01 - 05/31/22

McNelis, Jacob	LaSalle University	Speech Therapy	01/18 - 05/06/22
Rosenberg, Lauren	LaSalle University	Speech Therapy	01/18 - 05/06/22

10. **Course: Approvals**

Name	Position	College	Credits
Bradley, Paula	Occupational Therapist	Colorado State University - Pueblo	3
Burkert, Jillian	Speech Therapist	Lourdes University	6
Celso, Gabriella	Teacher Aide	Rowan College at Burlington County	12
Fodor, Stephanie	Teacher Aide	Rowan College at Burlington County	10
Grelling, Tiffany	Speech Therapist	Lourdes University	6
Parella, Angelina	Guidance Counselor	Rowan University	6
Shulman, Florence	Speech Therapist	Lourdes University	9
Witkowski, Carly	Speech Therapist	Colorado State University - Pueblo	3

11. **Course: Reimbursements**

Name	Position	College	Credits	Amount
Jackson, Deborah	Speech Therapist	Lourdes University	3	\$459

12. **Conferences/Professional Workshops *Over Mileage**

Personnel	Conference	Date	Cost*
Giorla, Sarah Grelling, Tiffany Maiese, Bernadette Moscarello, Carol Sersen, Sandra Toner, Stephanie Witkowski, Carly	SpeechPathology.com	Online	\$89
Holley, Ashanti	NJAPM Civil/Workplace Mediation training	TBD	1,399.00

B. Burlington County Institute of Technology

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

Name	Position	Reason	Effective
Lysk, Samantha	Teacher of Early Childhood Education	Resignation	12/31/21

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

Name	Position	Salary	Effective
McMullen, Samantha	Teacher Aide - Child Care	Col A Step 6 \$28,258	TBD

Status Change, Full-Time (Prorated)

Name	From	To	Salary	Effective
Jacob, Nicole	Teacher of Art	Teacher of Adv Art & Design	Col. E Step 10 \$74,628	01/03/22

3. **Leaves**

Employee	Position	Type	Effective
Artz, Brooke	LDTTC	LOA/FMLA/NJFLA	12/20/21-04/24/22**

Poirier, Jessica	Teacher of Mathematics	FMLA/NJFLA/LOA	12/16/21-06/22/22
Say, James	Teacher Aide	LOA	12/08/21-02/20/22

4. Approval for Sick Day Donation

The Superintendent of Schools recommends the donation/transfer of up to 60 sick days to employee #105552 in accordance with the Sick Day Donation procedures.

5. Salary Adjustments, Unpaid Absences

Name	Position	Rate	Date
Antinoro, Jocelyn	Teacher of Science	-\$1,372.56	12/02-07/21
Harris, Glenn	Teacher Aide	-\$1,456.39	11/12-19/21, ½ 11/22/21
Morgan, Dawn	Teacher of the Handicapped	-\$395.87	11/24/21
Wheatley, Tamie	Teacher Aide	-\$660.63	11/15-16/21; ½ 12/01/21; ½ 12/08/21

6. Employment, Work Study Students

2021-2022 SY (\$12/hr 07/01/21 - 12/31/21; \$13/hr 01/01/22-06/30/22)

Student	Department	Campus
Baga, Nina	Nurse's Assistant	Medford

7. Extra Pay/Volunteer Positions *executive approval

Resignation

Name	Extra-Curricular	Date
Pappler, Stacey	AP Literature - 3rd MP	12/17/21
Sienkiewicz, JoAnn	Fitness Club (½ - Per Season)	11/22/21*

Medford

Name	Extra-Curricular	Rate
Abdallah, Rawan	GSA Advisor Leave Replacement Stacey Pappler 01/31/22-06/30/22	\$1,556
Anenberg, Anne Marie	ESSER III Comprehensive After School: Spring	\$2,240
Avila, Amanda	Non-Credit Supervision	\$40/hour
Christopher, Carly	Homework Club Instructor	\$40/hour
Fessenbecker, Rachel	Head Teacher - English Leave Replacement Stacey Pappler 01/31/22-06/30/22	\$3,488
Hughes, Lee	ESSER III: ASPIRE	\$40/hr
Hrabal, Thomas	ESSER II: Learning Acceleration: Spring	\$2,240
Leighton, Michael	Fitness Club (½ - Per Season, 2 seasons) (second season replacing JoAnn Sienkiewicz)* ESSER II: Learning Acceleration: Spring ESSER III: ASPIRE	\$1,556 \$2,240 \$40/hr
Murro, Heather	AP Literature- 3rd MP Teen Writer's Guild Leave Replacement Stacey Pappler 01/31/22-06/30/22	\$2,256 \$5,699
Olsen, Tallen (ESS)	Spring Vocal Director Paid through ESS	\$3,272
Ross, Leah	Non-Credit Supervision	\$40/hour
Sienkiewicz, JoAnn	ABIDE Advisor (Replacing Susan Steich)	\$1,556

Ward, Terrance	Supplemental instruction for student #224843 for 2 hours per week extending until 2/14/2022	\$40/hr
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Westampton

Name	Extra-Curricular	Rate
Burke, Michelle	Auxiliary Personnel	Per negotiated agreement
Burke, Michael Gotta, Peter Hackman, Deborah	Extra Block (Jocelyn Antinoro coverage)	Per diem
Derickson, Martha Galarza, Troy Kenney, Edward	Extra Block (Lia Hannon coverage)	Per diem
Conyer, Robert	ESSER II: Learning Acceleration: Spring	\$2,240
Cooper, Kristine	ESSER III: Comprehensive After School	\$2,240
Duong-Jackson, Nancy	POCU Advisor	Volunteer
Fitzgerald, Steve	POCU Advisor	Volunteer
Georgette, Brittany	ESSER II: Learning Acceleration: Spring	\$2,240
Gotta, Peter	STEM Science	Per diem
Holbrook, Henry	ESSER III: Comprehensive After School	\$2,240
McGuinness, Jacqueline	ESSER III: Comprehensive After School	\$2,240
Parker, Craig	Boys Basketball Coach Volunteer	N/A
Porter, Rachel	ESSER II: Learning Acceleration: Spring	\$2,240

Co-Curricular Facilitators

RCBC CAP Instructors		
Aman, Courtney	Goduto, Derrick	Pappler, Stacey
Anneberg, Anne	Hannon, Lia	Porter, Rachel
Apgar, Alison	Holbrook, Henry	Smith, Thomas
Baker, Mary	Hughes, Lee	Sommers, Kelly
Bodnar, Jason	Kenney, Edward	Storm, John
Bremer, Nicholas	Kling, Lois	Steer, Natola
Burlage, Bridget	Leshner, Joseph	Tarantini, Mary
Cermatori, Diane	Mazella, Alexander	Ward, Terence
Danser, Victoria	McGuinness, Jacqueline	
D'Antonio, Maureen	Mohan, Mary	
Derickson, Martha	Murro, Heather	
Fessenbecker, Rachel	Paliotta Nevadomski, Kerry	

8. Course: Approvals

Name	Position	College	Credits
Barchue, Emmanuel	Teacher	Rutgers University	3
Cermatori, Diana	Teacher	Montclair State University	3
Murrenburke, Holly	Teacher	Concordia University	3

9. Conferences/Professional Workshops *Over Mileage **Executive Approval

Personnel	Conference	Date	Cost*
Brown, Kelly Conlin, Elizabeth	Health Occupations Roundtable, Monmouth County Vocational, Tinton Falls	12/08/21**	None

English, Lisa			
Cech, Colleen	Addressing Student Mental Health Issues, Virtual	01/19/22	\$150
Clayton, Jillian	NASP Annual Convention, Boston, MA	02/15-18/22	\$705
Digney, Kelly Sabatino, Mary Kate	Developing Socially & Emotionally Healthy Students, Virtual	01/14/22	\$100 ea
Georgette, Brittany Patterson, John Pope, Ryan Rhett, Khalil	Fundamentals of Coaching Course, Online	TBD	\$100 ea
Jones, Aja	Comprehensive School Mental Health, Virtual	02/02/22	None
Mason, Thomas	OPEX Facility Tour, Moorestown	12/21/21	None
Sitchler, David	Annual High School Instructors' Seminar, Warminster, PA	03/16/22	None

II. PROGRAMS

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

- Policies/Regulations** (These items are available on the website.)

New - First Reading

P 1648.13 School Employee Vaccination Requirements

Revised - Second Reading

P 3216 Dress and Grooming

- NJDOE English Language Learners Three Year Plan**
Approval of English Language Learners Three Year Plan for the district.

- Appointment of NJDOE Portfolio Appeals Process Coordinators**
Portfolio appeals process provides an opportunity for students in the class of 2022 to meet the graduation assessment requirement in accordance with N.J.S.A. 18A:7C-3 and N.J.A.C. 6A:8-5.1 Portfolio submission process begins on Monday, January 3, 2022 and all portfolio appeals must be submitted by Friday, May 6, 2022 to ensure adequate processing time for graduation ceremonies.
BCSSSD - Joan Barbagiovanni-Fornes
BCIT - Danielle Hartman

A. Burlington County Special Services School District

- Affiliation Agreements**

Institution	Date(s)
Jefferson University	01/01 - 12/31/22
LaSalle University	12/01/21 - 11/30/22
Temple University College of Public Health	01/01 - 12/31/22

- Guest Speakers** *Executive Approval

Speaker(s)	Audience	Date
Santa Visit: Ian Maddox, Anthony Siciliano, Jessica Siciliano	West & Transition	12/20/21

- K-2 Multiple Disabilities Class and 7-9 Emotional Regulation Impairment Class**
Recommendation to approve the submissions of the Request to Establish a Special Education Program or Service applications to the NJDOE Burlington County Office of Education to add a K-2 Multiple Disabilities class and a 7-9 Emotional Regulation Impairment class at the BCSSSD Westampton Campus.

B. Burlington County Institute of Technology

1. Guest Speakers *Executive Approval

Speaker(s)	Audience	Date
Project Perspective Presentation: Officer Andrew Haggerty, Medford PD; Sally Landrum, Willingboro PD; Brandon Thomas, Willingboro PD; Dr. Tiffani Worthy	Black Student Union	12/01/21*
The Funplex Mount Laurel: Jackie Barlow, Brianna Stroud	Students 16 years old and older	12/20/21
Medford Township Police-Medford Township Police Officers	Medford PD Training	12/22/21
Refuge on Wheels - Owl Stories: Cedar Run Wildlife	Preschool	01/07/22
Inductotherm: Georgia Smith, Marty Gehm	11th & 12th Graders	01/13/22
Weaves and Cuts: William Coffield, Jr.	Cosmetology	01/22 02/22 (TBD)
Salon Business/Salon Employment: Ewelina Amroszkiewicz, Cristina Cojoc, Thomas Craig, Aziz El Badaoui, Nina Santani, Joan Sylvester	Cosmetology	01/22 (TBD)
Life Advisor Wellness Program: Leslie Fiorenzo (Virtual)	Parents	01/12/22
Inductotherm: Andrew Smith	11th & 12th Graders	01/13/22
Military Visit: Adam Baker, Camden Bettey, Christopher Davis, Tayson Stratton, David Sutton	All Grades	01/13/22
The Road to Success - Universal Technical Institute: Bob Henken	Welding	01/14/22
Formal Hairstyling: Nakeara Bond	Cosmetology	02/22 (TBD)

2. FY 2022 IDEA Grant

Recommend approval to correct initial list of grant funded personnel (August 26, 2021) for the FY 2022 IDEA grant application.

Funded Personnel	Total Salary	IDEA Salary	IDEA Funded
Cook, Kelly	\$80,103	\$80,103	100%
Morgan, Dawn	\$79,174	\$79,174	100%
Konrad, Jennifer	\$64,793	\$38,875.80	60%
Pine, Victoria	\$81,264	\$81,264	100%
Ruder, Laura	\$67,913	\$67,913	100%

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:

BCAS	0	North	0
Lumberton/CA	5	South	1
Transition	0	East	0

2. Activities

Campus	Activity	Dates
Westampton	Scholastic Spring Book Fair	02/7/22-02/11/22

3. Fundraisers

Campus	Activity	Dates
Westampton	Prom Fundraiser/Bake Shop Sales	01/20/22, 01/27/22, 02/17/22, 03/03/22, 03/17/22, 03/31/22, 04/21/22
Westampton	Prom Fundraiser/Craft Sale	01/15/22-02/14/22
Westampton	Prom Fundraiser/Graphic Design Easter Sale	03/17/22-04/15/22
Westampton	Prom Fundraiser/Easter Flower Sale	04/11/22-04/14/22

Fundraisers *Executive approval

Revise Craft Fair fundraiser* form. All funds collected during the school day on December 16, 2021 and December 17, 2021 will be donated to SAF.

4. Field Trips

Campus	To	Date	Inst.	S	C
East	Smitty's Cafe, Lumberton	01/11/22 AM and PM 01/18/22 AM and PM 01/25/22 AM and PM 02/01/22 AM and PM 02/08/22 AM and PM 02/15/22 AM and PM 02/22/22 AM and PM 03/01/22 AM and PM 03/08/22 AM and PM 03/15/22 AM and PM 03/22/22 AM and PM 03/29/22 AM and PM 04/05/22 AM and PM 05/03/22 AM and PM 05/10/22 AM and PM 05/17/22 AM and PM 05/24/22 AM and PM 05/31/22 AM and PM 06/07/22 Am and PM	Flade, Katrina	12	8

B. Burlington County Institute of Technology

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

	<u>Medford</u>	<u>Westampton</u>
a. Transfers in County	7	10
b. Transfers out of County	0	2
c. Dropouts	2	0
d. Transfer to West/Medford Campus	2	1
e. Suspensions	4	0

2. **Activities**

Campus	Activity	Dates
M	Mindful Mornings (In-person)	12/20/21-06/21/22
M	ITS NJ Thespian Festival (Virtual)	01/15/22-01/16/22
M	Girls Basketball MLK Invitational Game, Rowan University (In-person)	01/16/22
M	Poetry Out Loud School-Wide Competition (In-person)	01/18/22
M	Non-Credit (In-person)	01/18/22-01/20/22 01/25/22-01/27/22 02/2-02/03,02/05/22 02/08, 02/10, 02/12/22
M	VOTAG Showcase (In-person)	05/27/22
M	VOTAG Induction Ceremony (In-person)	06/08/22
M/W	Carino Boys Basketball Club Events Captain's Day (In-person) Senior Day (In-person)	01/12/22 02/23/22
W	Boys Basketball Showcase Event @ Paul VI (In-person)	02/13/21

3. **Fundraisers**

Fund/Campus	Activity	Dates
IMPACT/West	IMPACT Bible Club Fundraiser	12/20/21, 01/31/22
NHSDA/Med	BCEFA Red Bucket Campaign	01/13-14/22
IMPACT/West	Pancheros Fundraiser	01/19/22
Class of 2024/Med	Valentine Day Grams	01/24-02/14/22
Class of 2024/Med	Token Fundraiser (Prank Wars)	01/03-03/31/22 (Tentative)
Softball/West	Pancheros Fundraiser	04/12/22

4. **Field Trips** *Executive Approval

Campus	To	Date	Inst.	S	C
Med	National Anthem Performance, Trenton Country Club, Trenton	12/10/21*	Turowski, P.	5	1
Med	Trenton Soup Kitchen, St. Mary's Cathedral, Trenton	12/18/21, 01/29, 02/26/22	Pensabene, J.	10	2
Med	All South Jersey Chorus Rehearsal, Rowan University, Glassboro	01/13/22	Turowski, P.	3	1
Med	Williamson College of the Trades Admission Tour, Media, PA	01/21/22	Staff, F.	10	1
Med	Poetry Out Loud Regional Competition, Rutgers-Camden Center for the Arts, Gordon Theater, Camden	02/03/22	Megee, M.	30	3
Med	Robotics Club Competition, South Brunswick High School, South Brunswick	02/05/22	Hrabal, T. Malesich, E.	14	2
West	Adventure Aquarium, Camden	02/11/22	Inman, E.	19	1
Med	Rowan 51st Jazz Festival, Glassboro	02/11/22	Turowski, P.	20	2

West	Advocacy and Legislative Leadership Day Event, Rutgers University, Cooks Campus Center, New Brunswick	02/24/22	Inman, E.	10	1
West	RTF Rowan Open House, Glassboro	02/25/22	Hurst, A.	13	1
West	Philadelphia Zoo, Philadelphia, PA	03/04/22	Inman, E.	15	1
West	Philadelphia Auto Show, Philadelphia, PA	03/11/22	Sitchler, D.	30	3
West	SkillsUSA Competitions: Cumberland Tech, Vineland Gloucester Co. Tech, Sewell Sussex Co. Tech, Sparta Somerset Co. Tech & Bridgewater Marriott, Bridgewater Kick-Off to Atlanta, Forest Lodge, Warren	03/12/22 03/19/22 03/26/22 04/09/22 05/26/22	Bouchard, J.	10 10 10 10 5	2 2 2 2 2
West	International Beauty Show, Jacob Javits Center, New York	03/15/22	Williams, K. Benson, L.	48	4
West	Veterinary Science Career Development Event, Rutgers University Inn, New Brunswick	04/07/22	Inman, E.	4	1
West	Adventure Aquarium, Camden	05/13/22	Lysk, S.	13 HS 15 PreK	3

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 November 30, 2021 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. 6A:23-2.12(c)4, the Board of Education, certifies that as of November 30, 2021, 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.

2. Bank Resolutions

Burlington County Special Services School District

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$1,800,000 PROMISSORY NOTE OF THE BOARD OF EDUCATION OF THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY

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

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

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

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

WHEREAS, for the 2021-2022 fiscal year, the Board will receive \$26,000,000 in tuition from sending districts who send pupils to the Board; and

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

WHEREAS, the floating rate may not exceed 6%; and

WHEREAS, to assist the Board in meeting expenses in the 2021-2022 fiscal year, the Board has arranged for a line of credit from OceanFirst Bank to be secured by a promissory note of the Board in an amount not to exceed \$1,800,000 on the terms and conditions set forth in Exhibit A; and

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

1. In anticipation of the collection of tuition during the current fiscal year, they are hereby authorized to be issued promissory notes of the Board (the "Notes") in amounts not exceeding \$1,800,000. The proceeds of such Notes shall be applied only to purposes provided for in the budget or for which tuition is levied for the current fiscal year.
2. The following matters in connection with the notes are hereby determined:
 - a. The terms and conditions for the Notes, as set forth in Exhibit A, are hereby approved.
 - b. Notes issued hereunder may be renewed from time to time, provided, however, that no renewal note shall be issued later than the last day of the fiscal year.
 - c. All notes shall be executed by the Board President and the Business Administrator and attested by the Board Secretary.
3. The Business Administrator is authorized and directed to determine all matters in connection with the notes not determined by this or by a subsequent resolution, and such officer's signature upon the notes shall be conclusive as to such determination.
4. Any instrument issued pursuant to this resolution shall be a general obligation of the Board, and the full faith and credit of the Board are hereby pledged to the punctual payment of the principal and interest on the obligations.
5. The School Business Administrator, in connection with other professionals of the Board acting under her direction, is hereby authorized to prepare, and to update from time to time as necessary, a financial disclosure document for the Board, as it may be so updated from time to time, to be distributed in connection with the sale of obligations of the Board. The School Business Administrator is hereby authorized to execute such disclosure documents on behalf of the Board.
6. This resolution shall take effect immediately.

Burlington County Institute of Technology

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$3,900,000 PROMISSORY NOTE OF THE BOARD OF EDUCATION OF THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY, IN THE COUNTY OF BURLINGTON, STATE OF NEW JERSEY

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

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

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

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

WHEREAS, for the 2021-2022 fiscal year, the Board will receive \$7,000,000 in tuition from sending districts who send pupils to the Board; and

WHEREAS, 80% of that tuition figure is \$5,600,000; and

WHEREAS, the floating rate may not exceed 6%; and

WHEREAS, to assist the Board in meeting expenses in the 2021-2022 fiscal year, the Board has arranged for a line of credit from OceanFirst Bank to be secured by a promissory note of the Board in an amount not to exceed \$3,900,000 on the terms and conditions set forth in Exhibit A; and

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

1. In anticipation of the collection of tuition during the current fiscal year, they are hereby authorized to be issued promissory notes of the Board (the "Notes") in amounts not exceeding \$3,900,000. The proceeds of such Notes shall be applied only to purposes provided for in the budget or for which tuition is levied for the current fiscal year.
2. The following matters in connection with the notes are hereby determined:
 - a. The terms and conditions for the Notes, as set forth in Exhibit A, are hereby approved.
 - b. All notes issued hereunder shall bear interest at such rates or rates as may be determined by the Business Administrator.
 - c. All notes shall be in the form prescribed by law and otherwise as determined by the Business Administrator and such officer's signatures upon the notes shall be conclusive as to such determination.
 - d. Notes issued hereunder may be renewed from time to time, provided, however, that no renewal note shall be issued later than the last day of the fiscal year.
 - e. All notes shall be executed by the Board President and the Business Administrator and attested by the Board Secretary.
3. Any instrument issued pursuant to this resolution shall be a general obligation of the Board, and the full faith and credit of the Board are hereby pledged to the punctual payment of the principal and interest on the obligations.
4. This resolution shall take effect immediately.

3. Resolution for School Development Authority FY 2022 Funding

BE IT RESOLVED, that the Burlington County Special Services School District has applied and will accept the SDA Funding for Return of Students in the amount of \$14,637. This funding will be used to support HVAC repairs/upgrades.

BE IT RESOLVED, that the Burlington County Institute of Technology has applied and will accept the SDA Funding for Return of Students in the amount of \$57,587. This funding will be used to support HVAC repairs/upgrades.

- 4. BE IT RESOLVED** by the Board of Education that Prime & Tuvel Attorneys At Law, 14000 Horizon Way, Suite 325 Mount Laurel, NJ 08054 be appointed for Special Counsel Credit Underwriting/Loan Borrowing Representative, from December 16, 2021 to June 30, 2022, not to exceed \$10,000. These professional services are necessary and are required by this Board of Education.

A. Burlington County Special Services School District

1. Donation

Donor	Item	Utilized
BCIT Westampton	School Store Items (ribbons, notebooks, greeting cards etc.)	BCSSSD School Store

B. Burlington County Institute of Technology

1. Donation

Donor	Item	Utilized
Anthony A. Mariano	2002 Chevrolet Tahoe	Automotive Technology
Lincoln Tech - Tim O'Connor	1 - 6 Cylinder Inline Diesel Engine 6 - Isuzu 4 Cylinder Diesel Engines	Heavy Equipment/Diesel Technology

Pemberton Fabricators, Inc.	Welding Gear	Welding
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V. ENTERPRISE

A. Burlington County Special Services School District: ESU

1. Resignations: Hourly

Name	Position	Reason	Effective
Ferrara, Marilyn	Registered Nurse	Retirement	01/01/22
Ramos, Megan	Speech Therapist	Offer Rescinded	12/09/21

2. Employment: Full Time (prorated)

Name	Position	Salary	Effective
Taylor, Katie	Speech Therapist	MA Step 2 \$63,282	TBD

Employment: Hourly *pending new hire requirements

Name	Position	Hourly Rate	Effective
Cribb, Carmen	Security	\$20.70	TBD*
Derillo, Brittany	Teacher (previously approved TBD on 08/26/21)	\$35.00	12/08/21
Hendryx, Quincy	Security	\$20.70	TBD*
Maynes, Perrin	Security	\$20.70	TBD*
McClendon, Willie	Security	\$20.00	TBD

3. Status Change *executive approval

Name	From	To	Hourly Rate	Effective
Braun, William	Security	Security Lead	\$25.70	11/22/21*
Brown, Henry	Security	Security Lead	\$25.70	11/22/21*

4. Course: Approvals

Name	Position	College	Credits
Evgeniadis, Maria	Occupational Therapist	Bowling Green University	3
Kelly, Gabriella	Speech Therapist	Colorado State University - Pueblo	3
O'Brien, Julie	Teacher	Rowan University	3
Yeo, Pierrette	Occupational Therapist	University of Alabama - Birmingham	3

6. Course: Reimbursements

Name	Position	College	Credits	Amount
Holmes, Michele	Teacher	National Association of Special Education Teachers	3	\$600

7. Conferences *Over Mileage ** Executive Approval

Personnel	Conference	Date	Cost
Belman, Lindsey	BCBA Innovation in Education, Virtual PM	02/15, 02/22/22	\$75
Pozega, Kris	Summit Online Annual Subscription	2022	\$269.99
Severino, Angela	OT: Reducing Disengaged, Defiant and Challenging Behavior, Mt. Laurel	01/13/22	\$279
Tornetta, Maureen Yanez, Larisa	BCPDI Youth Mental Health First Aid	12/15/21**	None

Welch, Amy	Summit Professional Development Annual Subscription, Online	2022	\$249.99
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8. Transportation BCSSSD 2021-2022 Fall School Bus Evacuations

The following bus routes have completed the mandatory School Bus Emergency Evacuation Drill with Jeffery Davis, Safety Coordinator at Burlington County Special Services School between 11/17/2021 - 11/23/2021 in accordance with N.J.A.C. 6A:27-11.2:

BCSSSD: ESUC33, ESUC57, ESUD75, ESUC34, ESUH23, ESUR15, ESUR41, ESUT03, ESUT04, ESUT09, ESUT12, ESUT16, ESUT17, ESUT18 BCIT: BCIT1, BCIT2, BCIT3, BCIT3A, BCIT4, BCIT5, BCIT6, BCIT7, MED1, MED2, MED3, MED4	Bordentown Twp: V11 Caravan: T07, T08 Cinnaminson: 65 EnRoute: 37, J22	Holcomb: 378 Maple Shade: 6 Pemberton: L7 Rick: 1434
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B. Burlington County Institute of Technology: Adult Education

1. Resignation

Name	Position	Reason	Effective
Melrose, Larry	Instructor of Automotive	Resignation	11/29/21

2. Employment

Name	Position	Date	Hourly
Bodine, Melissa	Secretary (previously approved as TBD on 11/18/21)	Col A Step 10 \$41,165	12/06/21

3. Conferences/Professional Workshops *Over Mileage **Executive Approval

Personnel	Conference	Date	Cost*
Lazarus, Euphemia	Health Occupations Roundtable, Monmouth County Vocational, Tinton Falls	12/08/21**	None

B. Burlington County Institute of Technology: Fire School

No Action Taken

Burlington County Institute of Technology
Burlington County Special Services School District

Job Description

TITLE:

Executive Administrative Assistant to the Business Administrator/Board Secretary (Shared)

QUALIFICATIONS:

The Executive Administrative Assistant shall have at least three years of experience in a support position to management, preferably in a business or school setting. A minimum of a 4-year college degree is preferred, but not required. The Assistant shall possess particular experience in office systems management, including: Google and Microsoft Office Suites; coordination of executive communications; schedule, records and project management; data analysis; problem solving; and document proofing. State of the art computer skills, excellent verbal and written skills, and the ability to work with diverse groups of people will also be required. The successful candidate must be highly organized, with the ability to multitask, and handle difficult or sensitive issues appropriately with a high level of independent judgement, professionalism, and confidentiality. An understanding of educational language and procedures of the Board of Education is essential. The Assistant shall possess other qualities of academic, professional, and personal experience that the Business Administrator/Board Secretary may specify.

REPORTS TO: Business Administrator/Board Secretary

JOB RESPONSIBILITIES:

1. Coordinates the efficient workflow of the school district relative to the responsibilities of the Business Administrator/Board Secretary.
2. Assists the Business Administrator/Board Secretary in compiling data and preparing reports required by law, administrative code, and board policy.
3. Maintains legal files and collects information pertinent to legal actions per direction from the Business Administrator/Board Secretary.
4. Maintains correspondence and files for Open Public Records Act (OPRA)
5. Assumes full responsibility for secretarial duties in the Board Office, assigning when necessary secretarial tasks to secretarial staff within the office. Provide guidance and direction, as needed.
6. Serves as a liaison to receive visitors in person and over the phone, relating information and policies, answering inquiries, analyzing information, and directing complaints to appropriate personnel.
7. Screens the Business Administrator/Board Secretary's mail, including preparing drafts of responses for signature and channeling incoming correspondence directed to the Board Office to appropriate personnel for action or information.
8. Researches and compiles data on assigned topic, works on special projects and creates reports and/or presentations.
9. Prepares appropriate sections of the Board of Education's Agenda.
10. Maintains all confidential matters relating to the Negotiated Agreement between the Associations and the Board of Education.

11. Maintains an efficient documentation and filing system, be it digital or hard copy.
12. Performs duties and responsibilities to meet the Board of Education's and the Administration's policies, procedures, and requirements as assigned by the Business Administrator/Board Secretary or his/her designee.

TERM OF EMPLOYMENT: Twelve Month Work Year – Contract terms and salary to be determined by the Business Administrator/Board Secretary

EVALUATION:

Performance will be evaluated annually by the Business Administrator/Board Secretary in accordance with Board policy

Employee name (printed)

Date

Employee signature

Board approved: December 16, 2021