

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

SPECIAL 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 on Friday morning, **July 25, 2014**, at the Rutgers Media Center, 2 Academy Dr., Westampton, NJ.

The meeting was called to order at 8:30 a.m. by Robert Silcox, followed by the flag salute.

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

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

Christopher Baxter	Term Ex.	6/30/16	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Kathleen Burgess	Term Ex.	6/30/16	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
John J. Ferry	Term Ex.	6/30/14	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Leon E. Jones, Jr.	Term Ex.	6/30/14	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Paula E. Lee	Term Ex.	6/30/15	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Robert C. Silcox	Term Ex.	6/30/15	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Todd Flora	Ex. County Supt		<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Minutes: Theresa Margiotta presented Minutes of July 2, 2014. On a motion by Kathleen Burgess and seconded by Todd Flora the Board approved the Minutes.

Roll Call:

Absent Christopher Baxter Yes Kathleen Burgess Absent John Ferry Absent Leon Jones
Yes Paula Lee Yes Todd Flora Yes Robert Silcox

Superintendent Report: Christopher M. Manno, Ed.D., Superintendent, presented and recommended approval of the report. On a motion by Paula Lee and seconded by Kathleen Burgess the Board approved the report.

Roll Call:

Absent Christopher Baxter Yes Kathleen Burgess Absent John Ferry Absent Leon Jones
Yes Paula Lee Abstain: II B Todd Flora Yes Robert Silcox

Adjournment

Since there was no further business, Mr. Silcox asked for a motion to adjourn. On a motion by Paula Lee and second by Kathleen Burgess the Board adjourned at 9:00 a.m. with the next meeting to be the on Thursday, August 28, 2014, at Rutgers Media Center at 5:30 p.m.

Respectfully Submitted,

Theresa L. Margiotta
Board Secretary/School Business Administrator

I. PERSONNEL

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

**A. Termination, Substitute Bus Driver, Effective 07/07/14
Lafferty, Lovis**

1. Burlington County Special Services School District

A. Resignations - Full-time

<u>Name</u>	<u>Position</u>	<u>Campus</u>	<u>Reason</u>	<u>Effective</u>
Baum, Nechama	Speech Therapist	CST	Declined FT (Bd appr 06/26/14 remain PT)	07/25/14
Escobar, Juan	Occ. Therapist	ESU	Resignation	08/31/14

Resignations – Part Time/Hourly

DeSanto, Kristy	School Psychologist	ESU	Resignation	08/31/14
Dickinson, Jacqueline	Teacher	ESU	Resignation	08/31/14
Rodgers, Bryson	Electrician	Dist	Resignation	07/03/14
Rombach, Lisa	LDTTC	ESU	Resignation	08/31/14
Yermish, Danielle	Teacher	ESU	Resignation	07/15/14

B. Employment: Full-time

<u>Name</u>	<u>Position</u>	<u>Campus</u>	<u>Salary (pro-rated)</u>	<u>Effective</u>
Paige, Meghan	Secretary	ESU	Step 12 \$49,781	08/18/14

C. Employment: Part-time

<u>Name</u>	<u>Position</u>	<u>Campus</u>	<u>Hourly Rate</u>	<u>Effective</u>
Bader, Janet	Reg. Nurse	ESU	NCLP Step 3 \$27.32	09/01/14

D. Status Change

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Effective</u>
O'Malley, Grace	Teacher Asst.	HS+30	HS+60	\$ 14.00	09/01/14
Severino, Angela	Occ. Therapist	Hourly	MA Step 2	\$57,073.00	09/01/14
Young, Reberta	Transp. Dispatcher	10 month	12 month	\$35,000.00	08/01/14

**E. Substitute Bus Driver, Effective 07/01/14
Jackson, Jacqueline**

F. Stipends/Extra-curricular Pay for 2014-2015 School Year

<u>Name</u>	<u>Extra-curricular/Campus</u>	<u>Stipend/Hourly</u>
Hepp, Mary	Team Leader for Elementary Campus	\$3,205.00
Paolini, Patricia	Home Instruction	\$ 35.00
Wilkins, Patricia	Team Leader for Elementary Campus	\$3,205.00

G. Conferences/Professional Workshop

<u>Personnel</u>	<u>Conference</u>	<u>Date</u>	<u>Cost (over mileage)</u>
Gallagher, Patricia	Woodcock Johnson IV Reg. Training, New Brunswick	07/30/14	\$299.00

H. Perfect Attendance for 2013-2014

Those employees not using any sick days during the school year will receive two (2) extra sick days to be added the following school year to the employee's accumulated sick days. An honorarium of \$150.00 will be awarded to the following employees achieving perfect attendance (no use of sick or personal days).

Bosman, Artavious Hill, Kenneth Russ, Margaret
Clark, Shannon Jones, Maureen

2. Burlington County Institute of Technology

A. Resignations

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Kehoe, Andrew	Teacher, Medford; Bowling Coach	Resignation	6/30/14
Wenker, Micah	Robotics Club	Resignation	6/30/14

B. Employment: Full-time

<u>Name</u>	<u>Position</u>	<u>Campus</u>	<u>Salary (pro-rated)</u>	<u>Effective</u>
Schneider, Vicky	Adm. Asst. To BA	BO	\$43,800 (+1,200 BA)	08/04/14

C. Stipends/Extra-curricular Pay for 2014-2015 School Year

<u>Name</u>	<u>Extra-curricular/Campus</u>	<u>Stipend/Hourly Rate</u>
Cooney, Scott	Class of 2015	\$2,037.00
	Welcome Back Program	\$34.00
Cross, Genevieve	Summer Child Care/W	\$21.00
Demree, John	Student Supervision	\$34.00
Gebhart, Lauren	Welcome Back Program	\$34.00
Mayes, Kristin	Summer Child Care/W	\$21.00
McCoy, David	Summer Enrichment Teacher/W (Title I)	\$34.00
Rabinowitz, Brittany	Summer Child Care/W	\$21.00
Reyes, Galinda	School Nurse-physicals/immunizations	per diem/hourly

D. Volunteer: Girls/Boys Soccer Coach, District-W

Wilson, Peter

E. Continuation of PISA (Program to Improve Staff Attendance)

Recommend the continuation of the PISA program for the 2014-2015 school year, to be paid by the August, 2015 Board of Education meeting. The following employees were eligible to receive the PISA Award for the 2013-2014 school year:

Adams, James	\$100.00	Powell, Nickolas	\$250.00
Atkinson, Donna	\$150.00	Reed, Richard	\$100.00
Cutler, Karen	\$250.00	Ruder, Laura	\$150.00
Hagan, Christine	\$250.00	Schott, Gregory	\$150.00
Halas, Margaro	\$250.00	Shinn, Brenda	\$150.00
Heston, Claire	\$250.00	Stahl, Fred	\$250.00
Kling, Lois	\$250.00	Steer, Natola	\$250.00
Knaak, Fred	\$250.00	Urian, Marissa	\$100.00
Ogden, Carla	\$150.00	Weisman, William	\$250.00
Pino, Christian	\$250.00		

<u>F.</u>	<u>Leave</u>				
	Gallagher, Katie	Teacher	LOA	09/11/14-09/19/14	
	Sommers, Kelly	Teacher	NJFLA	09/02/14-10/17/14	

<u>G.</u>	<u>Salary Adjustments</u>				
	<u>Name</u>	<u>Position</u>	<u>Absence</u>	<u>Dates</u>	<u>Amount</u>
	Hitchon, Ashley	Custodian	Unpaid	06/30/14	-\$133.76
	Kennedy, Ryan	Custodian	Unpaid	06/30/14	-\$133.68

<u>H.</u>	<u>Course: Approvals</u>				
	<u>Name</u>	<u>Position</u>	<u>College/Course</u>	<u>Credits</u>	
	Cooper, Kristine	Teacher	University of Pennsylvania	6	

<u>I.</u>	<u>Conferences/Professional Workshops</u>				
	<u>Personnel</u>	<u>Conference</u>	<u>Date</u>	<u>Cost (over mileage)</u>	
	Cross, Genevieve	Classroom Management: The Key Every Successful Classroom, Union	08/21/14	\$99.00 (local)	
	Giambrone, Salvatore Murtagh, Thomas	The 8 th Annual School Safety and Security Conference, Washington Township High School, Sewell	08/13/14	None	
	Grobelny, Barbara	Driver Education Teachers Conference, Maple Shade	08/25/14	None	
	Hess, William	2014 NEC Electrical Code Update Seminar, Trenton	08/4-8/14	\$730.00	
	Mayes, Kristin Rabinowitz, Brittany	Early Childhood Education Summer Curriculum Institute, Blackwood	08/5-6/14	None	
	Milanowicz, Lauren	NJSIAA-Athletic Directors Course, Robbinsville	08/20/14	\$150.00 local	
		NJSIAA-Eligibility, Policies and Procedures, Robbinsville	09/29/14	\$75.00 local	
	Murtagh, Thomas	How to Investigate Harassment, Intimidation and Bullying Claims, FEA, Monroe Twp.	08/27/14	\$150.00 (local)	

II. PROGRAMS

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

- A. Policies-First Reading**
 *These items are available in the Supt’s Office 48 hours before the board meeting.
 3283 Electronic Communications Between Teaching Staff Members and Students
 4283 Electronic Communications Between Support Staff Members and Students
Regulation: Revised
 R7510 Use of School Facilities (BCSSSD)

1. Burlington County Special Services School District

- A. Job Descriptions** (Exhibit #1)
 Secretary to Assistant Superintendent/Program & Community Coordinator
 IT Wiring Technician
Revision: Physical Therapist

B. Resolution: Burlington County Alternative High School

**RESOLUTION OF THE
 BURLINGTON COUNTY SPECIAL SERVICES
 SCHOOL DISTRICT
 APPROVING ESTABLISHMENT OF
 BURLINGTON COUNTY ALTERNATIVE EDUCATION PROGRAM**

WHEREAS, the Burlington County Special Services School District, (“SSD”), consistent with its mission, provides a wide variety of education and development program’s for the County’s youth, and those programs are adapted to each student’s unique needs and abilities; and

WHEREAS, the Burlington County Alternative High School, which is currently administered by the Rancocas Valley Regional School District, (“RV”), is scheduled to be transferred to the Special Services School District, pursuant to RV Board action on July 22, 2014, and

WHEREAS, the Special Services School District is uniquely qualified to administer the programs offered by the Alternative High School, and indeed to enhance them, and District staff agrees to and recommends that the Special Services School District accept the transfer of the Alternative High School into the Special Services School District; and

WHEREAS, as part of the transfer of the Alternative High School to the Special Services School District, District staff also recommends that the Alternative High School be renamed as the Burlington County Alternative Education Program, and

WHEREAS, District staff further agrees with and recommends that RV’s transfer of the Alternative High School to the District include the District’s retention of the services of the current

Alternative High School provider for the 2014-15 school year, and that the District will provide 5 RV students for the duration of the program; and

WHEREAS, the recommendations of District staff in this matter are reasonable and appropriate, and are consistent with the District's mission;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Burlington County Special Services School District, as follows:

1. The transfer of the existing Alternative High School program from RV to the Special Services School District, consistent with the terms and recommendations of District staff as set forth above in this Resolution, is hereby approved.

2. The Board President and Secretary are authorized to execute any and all other documentation necessary to effectuate the transfer of the Alternative High School program to the District.

2. Burlington County Institute of Technology

A. Job Descriptions (Exhibit #2)

Coordinator of Security
Security Aide

B. Cash Receipts Procedures/Regulations (Exhibit #3)

Resolution to adopt the Standard Operating Procedure for Cash Receipts.

IV. BUSINESS/FINANCIAL

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

A. Cooperative Pricing System of Work, Materials and/or Supplies
Membership approval to participate in the Somerset County Cooperative Pricing System #2SOCCP, relative to the purchase of general work, materials and/or supplies as needed by the school districts. This membership will be in effect until December 31, 2018. (Exhibit #4)

1. Burlington County Special Services School District

A. Transportation Contracts 2014-2015
Recommend a resolution be adopted awarding the following transportation contracts, as a result of bids received, in accordance with N.J.A.C. 6A:27-9.10, between the Educational Services Unit and the corporations indicated for the 2014-2015 school year:

Caravan Transportation, Inc.
H24 - \$190.00 per diem, \$43.00 aide, \$1.00 mileage clause

Garden State Transport, Inc.
H26 - \$144.00 per diem, \$45.00 aide, \$1.00 mileage clause

Laurel Enterprises, Inc.
H23 - \$200.00 per diem, \$50.00 aide, \$1.50 mileage clause
H25 - \$202.00 per diem, \$50.00 aide, \$1.50 mileage clause
H27 - \$185.00 per diem, \$50.00 aide, \$1.50 mileage clause
H28 - \$188.00 per diem, \$50.00 aide, \$1.50 mileage clause

Rick Bus Co.
H21 - \$240.00 per diem, \$54.00 aide, \$2.50 mileage clause
H22 - \$240.00 per diem, \$54.00 aide, \$2.50 mileage clause

Safety Bus
H20 - \$181.33 per diem, \$36.21 aide, \$1.50 mileage clause

B. Professional Services Agreements 2014-2015 School Year

Beverly City	Professional Services Agreement
Camden Co. Ed. Services Commission	Professional Services Agreement
The Children’s Home	Professional Services Agreement
Maple Shade	Professional Services Agreement
New Hanover	CST Coordinator Services Agreement
Pemberton Township	Professional Services Agreement
	Juvenile Detention Cnter Basic Skills Agrmt
Riverside Township	Professional Services Agreement
Shamong Township	Professional Services Agreement

C. Change Order, Security Entrance Vestibules, Lumberton & Westampton Campus
#GC-01, from William J. Gross, III, in the amount of \$26,000.00, for the acceptance of Alternate Number 1. (Exhibit #5)

D. Change Order, Partial Reroofing Project, Westampton Campus, Phase I
#GC-01, from Patriot Roofing, Inc., in the amount of \$32,969.00, for the acceptance of Alternate Number 3. (Exhibit #6)

2. Burlington County Institute of Technology

A. Interquest Service Agreement

Approval of agreement between Interquest Detection Canines of Eastern Pennsylvania and BCIT, effective 09/05/14 - 06/30/15. (Exhibit #7)

B. Change Order for Science Lab, Medford Campus

#PC CO-01, from C.J. Schmidt & Sons, Inc. (-\$1,697.00) a credit for the reduction in size of the gas piping servicing the renovated science labs. (Exhibit #8)

C. Donation

Approval for Riviera Pizza, 6 Stokes Road, Medford, NJ to donate \$500.00 to the Medford Race Car Club. The Medford Race Car would display the Riviera Pizza logo on the side of the car.