

**BURLINGTON TOWNSHIP BOARD OF EDUCATION
PUBLIC BOARD MEETING
January 25, 2023**

I. CALL TO ORDER

The January 25, 2023, Public Board Meeting of the Burlington Township Board of Education was called to order by Ms. Minors, President at 7:08 PM in the Board Conference Room, in the Hopkins Building located at 710 Jacksonville Road, Burlington, NJ. This meeting was also available to the public as a [Virtual Meeting](#).

II. STATEMENT OF CONFORMANCE

Notice is hereby given that this meeting is being conducted in accordance with the Open Public Meetings Act, and that adequate notice has been provided as follows:

On January 10, 2023, the Secretary gave notice of this public meeting to be held at 7:00 PM in the Board Conference Room of the Hopkins Building in the following manner:

- (a) Posted notice on the entranceway Door #18 of the BTHS Hopkins Building.
- (b) Notices sent to the Township Clerk; the Burlington County Times; and the Trenton Times.

III. FLAG SALUTE - Sara Ripish

IV. ROLL CALL

	<u>Arrival</u>	<u>Departure</u>
Mrs. Lisa Bungarden	7:08 PM	7:35 PM
Mrs. Donna Custard	7:08 PM	7:35 PM
Mrs. Marilyn Dunham	7:08 PM	7:35 PM
Mrs. Lisa Hodnett	7:08 PM	7:35 PM
Mrs. Carlye Lamarca	Absent	---
Mr. Edward Leak	7:08 PM	7:35 PM
Mr. Melvin Moore	7:08 PM	7:35 PM
Mrs. Velina Marie Riggi	7:08 PM	7:35 PM
Ms. Antoinette Minors	7:08 PM	7:35 PM
Mr. Nicholas Mascio	Absent	---
Mrs. Mary Ann Bell, Superintendent	7:08 PM	7:35 PM
Mr. Nicholas Bice, BA/Board Secretary	7:08 PM	7:35 PM
Ms. Ann Britt, Asst. Supt. for Curr. & Inst.	7:08 PM	7:35 PM
Mr. Christopher Giannotti, Asst. Supt. for Sp. Ed.	7:08 PM	7:35 PM
Ms. Alicia D'Anella, Solicitor	7:08 PM	7:35 PM
Mrs. Liz Scott, Director of HR & CR	7:08 PM	7:26 PM

V. EXECUTIVE SESSION

VI. APPROVAL OF THE MINUTES

On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of minutes from the following meetings:

[December 14, 2022 Work Session](#) (Abstentions: Mr. Leak and Ms. Minors)

[December 21, 2022 Executive Meeting](#)

[December 21, 2022 Public Board Meeting](#)

8 Ayes, 0 Nays, 2 Abstentions, motion carried.

VII. STUDENT LIAISON REPORT - none

VIII. STUDENT AND STAFF RECOGNITIONS

- **Pride Students of the Month** - [see list](#)

IX. COMMUNICATIONS

Alison McNamara thanked the Board for the award she received at graduation.

X. PRESENTATIONS

XI. RECESS - *The Board took a brief recess from 7:26pm to 7:31pm.*

XII. COMMITTEE REPORTS

Strategic Planning Committee - no report

Buildings & Grounds Committee - no report

Finance Committee - no report

Communications Committee - no report

Curriculum Committee - no report

Legislative Report - no report

Policy Committee - no report

Special Education Advisory Committee - no report

Scholarship Committee Report - no report

Township Liaison Report - no report

Emergency Preparedness Report - no report

Burlington Township Foundation Liaison - no report

XIII. SUPERINTENDENT BELL'S MONTHLY REPORT

- A. Personal Update - Our Invent2Prevent program took third place nationally in Washington, D.C. and toured the Capital with Congressman Andy Kim.

- B. [Superintendent's Monthly Report - January 2023](#)

XIV. OPEN TO THE PUBLIC (Agenda Items Only)

Members of the public are invited to submit comments pertaining only to the Board agenda during this public comment portion of the meeting. General comments, not necessarily pertaining to the agenda, are invited to be submitted during the public comment portion at the end of this meeting. The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel matters. This portion of the meeting is not a question and answer session. The Board will not respond to comments made by members of the public during this portion

OPEN TO THE PUBLIC (Continued)

of the meeting; however, the Board will give all comments appropriate consideration and will refer all individual complaints to the Superintendent of Schools or Administration for resolution. In accordance with Board of Education Bylaw # 9322, each statement made by a participant may be limited to three minutes' duration. Please be polite when making your comments. Disruptive conduct such as shouting, interrupting a speaker, use of profanity, or similar behavior, is not permitted in a school setting. Any person engaging in such behavior will be asked to cease by the President, and if the conduct continues, the person will be asked to leave the meeting.

The Board President will seek comments from members of the public present in the meeting room and ask the Board Secretary if any members of the public submitted comments via [the form](#) (form available until 5:00pm on Wednesday, January 25, 2023 per [meeting instructions](#)).

XV.**SUPERINTENDENT BELL'S REPORT ON BOARD ACTION -**

PLEASE UNDERSTAND THAT THE BOARD OF EDUCATION MEETS IN WORK SESSION PRIOR TO TONIGHT'S MEETING AND DISCUSSES THE AGENDA ITEMS IN DETAIL DURING THAT MEETING.

A.**PERSONNEL**

1. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of the following substitutes for the 2022/23 school year, pending meeting employment requirements, as listed:

SUBSTITUTES

Sub Teachers - Danielle Lacy

Sub Secretaries - none

Sub PAC - none

Sub Maintenance - none

Sub Nurses - none

Sub Bus Drivers - none

Sub Bus Aides - none

Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

2. Recommend accepting the following list of Emergent Hires, as listed: **none**
3. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval to accept with regret, the **retirement/resignation** of:

A.**PERSONNEL (Continued)**

- a. **Isabel Lynton**, Confidential Administrative Secretary in the Curriculum Office, effective June 1, 2023. Ms. Lynton is also requesting payment of all accumulated sick, personal, family illness and vacation days. Payment will be based on contract eligibility. Ms. Lynton will have served the district for 25 years.
 - b. **Broggie Stevenson**, District Bus Driver, effective May 1, 2023. Mr. Stevenson is also requesting payment of all accumulated sick, personal, and family illness days. Payment will be based on contract eligibility. Mr. Stevenson will have served the district for 10 years.
 - c. **Amanda Bijou**, Elementary Teacher at Fountain Woods School, effective April 17, 2023. Mrs. Bijou's last day of work will be April 6, 2023. Mrs. Bijou will have served the district for 1 year and 8 months.
 - d. **Edward Steinmetz**, Social Studies Teacher at Burlington Township Middle School @ SS, effective March 1, 2023. Mr. Steinmetz is also requesting payment of all accumulated sick, personal, and family illness days. Payment will be based on contract eligibility. Mr. Steinmetz will have served the district for 27 years.
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
4. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of the following **leaves of absence**:
- a. medical leave of absence for employee #19093822, utilizing sick days, effective December 12, 2022 through March 31, 2023, returning to work April 3, 2023. *(Adjustment to end date originally approved on the November 30, 2022 agenda)*
 - b. medical leave of absence for employee #18469213, utilizing sick days, effective December 19, 2022 through February 28, 2023, returning to work March 1, 2023.
 - c. medical leave of absence for employee #19173160, utilizing sick days, effective December 12, 2022 through December 16, 2022 returning to work December 19, 2022.
 - d. extend the maternity/child-rearing leave of absence for employee #73853889 through June 30, 2023, returning to work September 1, 2023.
 - e. medical leave of absence for employee #19136043, utilizing sick days, effective February 17, 2023 through March 17, 2023, returning to work March 20, 2023.

A. PERSONNEL (Continued)

- f. medical leave of absence for employee #18647784, utilizing sick days, effective January 31, 2023 through February 24, 2023, returning to work February 27, 2023.
 - g. medical leave of absence for employee #56123565, utilizing sick days, effective January 09, 2023 through January 16, 2023, returning to work January 17, 2023.
 - h. intermittent medical leave of absence for employee #66547803, utilizing sick days, effective December 19, 2022 through September 1, 2023.
 - i. intermittent medical leave of absence for employee #18682526, utilizing sick days, effective October 13, 2022 through June 30, 2023.
 - j. medical leave of absence for employee #19045079, utilizing sick days, effective February 13, 2023 through February 21, 2023, returning to work February 22, 2023.
 - k. maternity/child-rearing leave of absence for employee #19248848, effective August 30, 2023 through January 30, 2024, returning to work on January 31, 2024.
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
5. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of the following **positions**:
- a. [Personnel Listing for 2022-2023 as of January 25, 2023](#)
 - b. **Justine Ulikowski** as Confidential Office Assistant, effective February 1, 2023 through June 30, 2023, at a salary of \$45,000.00, prorated, pending meeting employment requirements (*Reaffirmed - originally approved January 11, 2023*).
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
6. Recommend approval of the following **transfers**: **none**
7. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval for the following staff members to move on the salary guide, effective as listed, due to the completion of additional college credits, as listed:
- a. **Angela Sekerke**, Math Teacher at Burlington Township High School, from the MA + 15 level to the MA + 30 level, effective February 1, 2023. (All the necessary documentation has been received from Wilmington University.)

A. PERSONNEL (Continued)

- b. **Evamarie Ritchey**, English Teacher at Burlington Township High School, from the BA level to the MA level, effective February 1, 2023. (All the necessary documentation has been received from Western Governors University.)
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
- 8. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of the following individuals for extra-curricular, co-curricular, coaching positions as listed:
 - a. [Extra/Co-Curricular & Coaching Stipends for 2022-2023 as of January 25, 2023](#)
 - b. **Jacqueline Murray** as Head Softball Coach, effective February 15, 2023 through June 30, 2023, at a stipend amount of \$8,222.00, pending meeting employment requirements.
 - c. **Andrew Ellis II**, as Assistant Boys Track Coach, effective March 1, 2023 through June 30, 2023, at a stipend amount of \$5,803.00, pending meeting employment requirements.
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
- 9. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of additional teaching time for the following staff members for the 2022-2023 school year, as listed:
 - a. [2022-2023 Extra Duties as of January 25, 2023](#)
 - b. **Timothy Eiffert** - 1 additional block, Semester 2
 - c. **Yvonne Francis** - 1 additional block, Semester 2
 - d. **Alyssa Krisanda** - 1 additional block, Semester 2
 - e. **Ilisa Mosley** - 1 additional block, Semester 2
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
- 10. On the motion by, Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of summer days for the following staff members, as listed:
 - a. [2022-2023 Summer Extra Duties as of January 25, 2023](#) *(no changes)*
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

A. PERSONNEL (Continued)

11. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of deduct days for the following staff members, as listed:
 - a. #54138847 - 10 days, 12/22/22, 12/23/22 (½ day), 1/4/23, 1/9/23, 1/11/23 (½ day), 1/19/23, 1/23/23, 1/24/23, 1/25/23, 1/26/23, 1/27/23
 - b. #18643114 - 2 days, 1/23/23 & 1/24/23
 - c. #77596153 - ¼ day, 5/2/23 Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
12. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of the following student teacher placement, pending meeting student teacher requirements, as listed:
 - a. **Erica Gillaspy**, a student at Rutgers College, to a practicum, January 2023 - June 2024 (one day per week), at Fountain Woods School, with Kimberly Baker as Cooperating Teacher.
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
13. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of the following individuals for Contact Tracing, CPI, CPR/Code Blue & Team Guardian positions as listed:
 - a. [2022-2023 Contact Tracing, CPI, CPR/Code Blue & Team Guardian Teams as of January 25, 2023](#) (no changes)
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

B. STUDENTS

1. On the motion by, Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of home instruction for the following students, as listed:
 - a. **Student 2566939182**; effective 12/20/2022 to 1/30/2023.
Student 6814254726; effective 12/20/2022 to 1/30/2023.
Student 1980080848; effective 1/2/2023 to 2/28/2023.
Student 1496491085; effective 12/19/2022 to 2/3/2023.
Student 1841760879; effective 1/18/2023 to Pending.
Student 6456375946; effective 1/23/2023 to 2/3/2023.
Student 3906772237; effective 1/24/2023 to Pending.
Student 4047057313; effective 1/24/2023 to Pending.
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

B. STUDENTS (Continued)

2. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of the special education or alternative placement, as listed:
 - a. **Student 6450452192** to attend BCSSSD - Lumberton HS per IEP.
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
3. Recommend approval for the following students, on a tuition basis, per Board of Education Policy, Admission, pending space availability: **none**

C. MISCELLANEOUS

1. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of the following reports as submitted to the Board Secretary for inclusion in the minutes pursuant to Board Policy:
 - a. [District Facilities Report - December 2022](#)
 - b. [Suspension Report - December 2022](#)
(Report is considered privileged in nature.)
 - c. [Field Trips - December 2022](#)
 - d. [Student Demographics - December 2022](#)
 - e. [Residency Flash Report - December 2022](#)
 - f. **Presenter Approval Forms - December 2022 - none**
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
2. Recommend approval of the following Job Descriptions, Policies and Regulations, as listed:
 - a. First Reading (*Revised First Reading where noted*) **none**
 - b. Final Adoption: **none**
 - c. Job Descriptions - First Reading: **none**
 - d. Job Descriptions - Second Reading: **none**
 - e. Job Description - Reviewed: **none**

C. MISCELLANEOUS (Continued)

- f. Rescind Job Description: **none**
3. Recommend approval of overnight trips: **none**
4. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of acceptance of the monthly Harassment, Intimidation and Bullying Report of Incidents per Board of Education Policy #5131.1 and the New Jersey Anti-Bullying Bill of Rights Act of 2011. (Report is considered privileged in nature.)
- a. RESOLVED, upon the recommendation of the School Superintendent, that the Board of Education affirm, modify or reject the following H.I.B. Incident Reports.

Case Numbers - all affirmed

12749PR	239232	239877	240023	240024	240059
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- b. RESOLVED, upon appeal of cases, the Board of Education affirm, modify or reject the following H.I.B. Incident Reports as listed
Case Numbers
238076 - affirmed
238078 - modified
Roll Call Vote: 7 Ayes, 0 Nays, 1 Abstention (Mrs. Hodnett) motion carried.
5. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of the following curricula for the 2022-2023 school year:
- a. [BTHS Courses of Study 2023-2024](#) (List also accessible through Guidance Dept.)
- b. [Approved Curriculum List](#) for the 2022-2023 school year, including any revisions as noted on the list.
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
6. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval and acceptance of items required by the NJDOE as listed:
- a. [Statement of Assurance Regarding the Use of Paraprofessional Staff 2022-2023.](#)
- b. [SSDS Report for Window 1](#)
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

C. MISCELLANEOUS (Continued)

7. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of school calendar:
 - [2022-2023 Calendar](#), *No changes at this time*
 - [2023-2024 Calendar](#), *Initial Adoption*Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
8. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval to accept the [School Family Advisory Council Student Activities Procedure Manual](#), revised January 2023.
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
9. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval for Superintendent Mary Ann Bell, doctoral student at Stockton University, to conduct a study regarding newly appointed administrators and aspiring administrators and to survey staff for the purpose of this research.
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

D. BUSINESS

1. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval for payment of the [January Bill List](#).
Roll Call Vote: 7 Ayes, 0 Nays, 1 Abstention (Mr. Leak) (Mrs. Riggi abstained on Check #083376) motion carried.
 2. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of the following business reports:
 - a. [Treasurer's Report - December 2022](#)
 - b. [Board Secretary's Report - December 2022](#)
 - c. [Cafeteria Report - December 2022](#)
 - d. [Transfer Report - December 2022](#)Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
 3. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, Nicholas Bice, School Business Administrator, certifies that, as of December 31, 2022, no budgetary line item account has encumbrances and expenditures which, in total, exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8, N.J.S.A. 18A:22-8.1, and N.J.A.C. 6A:23A-16.10(a).
Furthermore, pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Board of Education
- D. BUSINESS (Continued)**
certifies that, after review of the Secretary's and the Treasurer's monthly

financial reports and upon consultation with appropriate District officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a), as of December 31, 2022, and that sufficient funds should be available to meet the district's financial obligations for the remainder of the fiscal year.

Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

4. Recommend acceptance of the following reports on Tuition:
 - a. Tuition Contracts Billed - None
 - b. Tuition Contracts Paid - None
5. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval to transfer the Professional Services agreement for General Counsel Services from David M. Serlin to Malamut & Associates, LLC for the period January 1, 2023 to June 30, 2023 (*Note: Mr. Serlin was previously a sole practitioner but has now joined the firm of Malamut & Associates, LLC*).
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
6. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of School Bus Emergency Evacuation Drill Reports for January for [Burlington Township High School, Burlington Township Middle School, Fountain Woods School, and B. Bernice Young School](#).
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.
7. On the motion by Mrs. Riggi, seconded by Mrs. Dunham, to recommend approval of resolutions to purchase [electric generation services](#) and [natural gas services](#) through the Alliance for Competitive Energy Services (ACES) Cooperative Pricing System. This agreement will be in effect from the date of adoption through May 2028.
Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

XVI. OPEN TO THE PUBLIC FOR COMMENTS

Members of the public are invited to submit any general comments during this public comment portion of the meeting. The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel matters. This portion of the meeting is not a question and answer session. The Board will not respond to comments made by members of the public during this portion of the meeting; however, the Board will give all comments appropriate consideration and will refer all individual complaints to the Superintendent of Schools or Administration for resolution. In accordance with Board of Education Bylaw # 9322, each statement made by a participant may be limited to three minutes' duration. Please be polite when making your comments. Disruptive

OPEN TO THE PUBLIC FOR COMMENT (Continued)

conduct such as shouting, interrupting a speaker, use of profanity, or similar behavior, is not permitted in a school setting. Any person engaging in such behavior will be asked to cease by the President, and if the conduct continues, the person will be asked to leave the meeting.

The Board President will seek comments from members of the public present in the meeting room and ask the Board Secretary if any members of the public submitted comments via [the form](#) (form available until 5:00pm on Wednesday, January 25, 2023 per [meeting instructions](#)).

XVII. NEW BUSINESS

XVIII. EXECUTIVE SESSION

XIX. ADJOURNMENT

On the motion of Mr. Leak, seconded by Mrs. Riggi, approval was made to adjourn at 7:35PM.

Roll Call Vote: 8 Ayes, 0 Nays, motion carried.

Respectfully submitted,



Nicholas Bice
Business Administrator/Board Secretary