

BURLINGTON TOWNSHIP BOARD OF EDUCATION
Burlington, New Jersey
October 30, 2024
PUBLIC SESSION AGENDA

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DATE: [October 30, 2024](#)
TIME: 7:00 PM
PLACE: Burlington Township High School - Hopkins Building

- I. Call to order by the President
- II. Statement of Conformance to the Open Public Meetings Act
- III. Flag Salute - **Lillian Counard, FWS Student**
- IV. Roll Call
- V. Executive Session
- VI. Approval of minutes from the following meetings:
R.C.V. [September 11, 2024 Work Session](#)
[September 25, 2024 Executive Meeting](#)
[September 25, 2024 Public Board Meeting](#)
- VII. [Student Liaison Report](#)
- VIII. Student and Staff Recognitions
 - **Public Education Partnership (PEP) Students of the Month - [see list](#)**
 - **Fountain Woods Elementary School - [Jostens School of Distinction Platinum Award](#)**
- IX. Communications
- X. Presentations
- XI. RECESS - *Full copies of the agenda will be available after the recess*
- XII. Presentations
 - ☐ SHARED Student Achievement Report October 2024
(presented and discussed in detail during the October 16, 2024 Work Session meeting)

XIII. Committee Reports

Strategic Planning Committee - no report

Buildings & Grounds Committee - [see report](#)

Finance Committee - no report

Communications Committee - [see report](#)

Curriculum Committee - [see report](#)

Legislative Report - no report

Policy Committee - no report

Special Education Advisory Committee - [see report](#)

Scholarship Committee Report - no report

Township Liaison Report - no report

Emergency Preparedness Report - [see report](#)

Burlington Township Foundation Liaison - no report

XIV. Superintendent's Monthly Report -

A.  Superintendent's Personal Update 2024-10-30

B. [Superintendent's Monthly Report - October 2024](#)

XV. 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 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.

XVI. Dr. Bell's Report for 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

- R.C.V. 1.** Recommend approval of the following substitutes for the 2024/25 school year, pending meeting employment requirements, as listed:

SUBSTITUTES

Sub Teachers

Ehizemen Gbadamosi, Danny House, Odelind King-Lewis, Laurie Pasake, Brielle Triano, Logan Wilbur

Sub Secretaries

Laurie Pasake

Sub Maintenance

none

Sub Nurses

Carolyn Savoy-Williams

Sub Bus Drivers

Robin Brown, Jahneen Pena

Sub Bus Aides

none

- R.C.V. 2.** Recommend accepting the following list of Emergent Hires, as listed:

- a. **none**

- R.C.V. 3.** Recommend accepting, with regret, the **retirement/resignation** of:

- a. Recommend approval to accept, with regret, the retirement/resignation of **Susan Goehrig**, 12 Month Secretary at Burlington Township High School, effective February 1, 2025, last day of work being January 31, 2025. Mrs. Goehrig is also requesting payment of all accumulated sick, personal and vacation days. Mrs. Goehrig will have served the district for 17 years.
- b. Recommend approval to accept, with regret, the resignation of **Chenae Moore**, Special Education Teacher at Fountain Woods

School, effective December 1, 2024. Ms. Moore will have served the district for 1 year.

- c. Recommend approval to accept, with regret, the retirement/resignation of **Wendy Cornett**, Academic Achievement Teacher at B. Bernice Young School, effective December 1, 2024, last day of work being November 27, 2024. Mrs. Cornett is also requesting payment of all accumulated sick and personal days. Mrs. Cornett will have served the district for 27 years & 3 months.
- d. Recommend approval to accept, with regret, the retirement/resignation of **Marjorie Nisnick**, Academic Achievement Teacher at B. Bernice Young School, effective February 1, 2025, last day of work being January 31, 2025. Mrs. Nisnick is also requesting payment of all accumulated sick and personal days. Mrs. Nisnick will have served the district for 33 years & 6 months.
- e. Recommend approval to accept, with regret, the resignation of **Mandi Dorrell**, District Media Specialist, effective January 2, 2025, last day of work being December 20, 2024. Ms. Dorrell is also requesting payment of all accumulated sick & personal days. Ms. Dorrell will have served the district for 4 years and 4 months.
- * f. Recommend approval to accept, with regret, the resignation of **Steve Fitzgerald**, Guidance Counselor at Burlington Township Middle School @ SS, effective January 2, 2025, last day of work being December 20, 2024. Mr. Fitzgerald is also requesting payment of all accumulated sick & personal days. Mr. Fitzgerald will have served the district for 1 year and 4 months.

R.C.V. 4. Recommend approval of the following leaves of absence:

- a. *(Adjustment to start date and type of leave previously approved on September 25, 2024 agenda)*
Recommend approval of an intermittent family medical leave of absence for employee #83080457, utilizing sick and/or personal days, effective August 30, 2024 through September 19, 2024.
- b. Recommend approval of an unpaid medical leave of absence for employee #44549053, effective October 10, 2024 through October

31, 2024.

- c. Recommend approval of a medical leave of absence for employee #44549053, utilizing sick days, effective November 1, 2024 through November 30, 2024, returning to work on December 1, 2024.
- d. Recommend approval of a family medical leave of absence for employee #18634246, utilizing sick days, effective October 7, 2024 through October 16, 2024, returning to work on October 17, 2024.
- e. Recommend approval of a intermittent family medical leave of absence for employee #19301035, utilizing sick and/or personal days, effective October 2, 2024 through October 2, 2025.
- f. Recommend approval of a medical leave of absence for employee #19208909, utilizing sick days, effective October 30, 2024 through November 15, 2024, returning to work on November 18, 2024.
- g. *(Adjustment to start and end dates originally approved April 24, 2024)*
Recommend approval of a medical leave of absence for employee #18812628, utilizing sick days, effective September 16, 2024 through November 27, 2024, returning to work on December 1, 2024.
- h. Recommend approval of a maternity/child-rearing leave of absence for employee #55043632, utilizing sick days, effective April 7, 2025 through January 23, 2026 returning to work on January 26, 2026.
- i. Recommend approval of a maternity/child-rearing leave of absence for employee #15196397, effective February 10, 2025 through June 30, 2025 returning to work on August 25, 2025.
- j. Recommend approval of a paternity/child-rearing leave of absence for employee #36474492, utilizing sick and personal days, effective December 12, 2024 through January 3, 2025, returning to work on January 6, 2025.
- k. *(Correction to include “utilizing sick and personal days” - Prev. approved on*

Sept. 25, 2024 agenda)

Recommend approval of a paternity/child-rearing leave of absence for employee #66547829, utilizing sick and personal days, effective January 6, 2025 through March 30, 2025, returning to work on March 31, 2025.

l. Recommend approval of a paternity/child-rearing leave of absence for employee #37356078, utilizing sick and personal days, effective January 21, 2025 through April 17, 2025, returning to work on April 28, 2025.

m. Recommend approval of a medical leave of absence for employee #55079297, utilizing sick days, effective September 3, 2024 through December 31, 2024 returning to work on January 1, 2025.

n. Recommend approval of a medical leave of absence for employee #81695439, utilizing sick days, effective October 8, 2024 through October 31, 2024 returning to work on November 2, 2024.

* o. Recommend approval to extend the child-rearing leave of absence for employee #19108190 through March 28, 2025, returning to work March 31, 2025.

* p. Recommend approval of a family medical leave of absence for employee #18743047, utilizing sick days, effective October 11, 2024 through December 2, 2024.

* q. *(Adjustment to end date originally approved August 28, 2024)*
Recommend approval of an intermittent family medical leave of absence for employee #18743047, utilizing sick days, effective September 9, 2024 through October 10, 2024.

R.C.V. 5. Recommend approval of the following positions:

a. [Personnel Listing for 2024-2025 as of October 30, 2024](#)

b. [Grant Funded Salaries 2024-2025](#)

c. Recommend approval of **Ashley Kenkelen** as Special Education Teacher at Fountain Woods School, effective October 28, 2024 through June 30, 2025, at the MA level, Step D, salary as

negotiated, prorated, pending meeting employment requirements. Submission has been made to the County. *(Reaffirmed - Item originally approved October 16, 2024)*

R.C.V. 6. Recommend approval of the following **transfers**:

- * a. **Timothy Marshall** from Culinary Teacher/Business Teacher at Burlington Township High School to Technology Education Teacher at Burlington Township High School, effective August 28, 2024.

R.C.V. 7. 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. **none**

R.C.V. 8. Recommend approval of the following individuals for extra-curricular, co-curricular, coaching positions as listed:

- a. [Extra/Co-Curricular & Coaching Stipends for 2024-2025 as of October 30, 2024](#)

- b. Recommend approval of a change of status for **Megan Tropp** from Student Unity Leaders Advisor (0.5 FTE) to Student Unity Leaders Advisor (0.25 FTE) at Burlington Township Middle School, effective for the 2024-2025 school year. This has been updated on the Extra/Co-Curricular & Coaching Stipends spreadsheet.

- c. Recommend approval of a change of status for **Rolando Domingo** from Building Young Men Advisor (1.0 FTE) to Building Young Men Advisor (0.5 FTE) at Burlington Township Middle School, effective for the 2024-2025 school year. This has been updated on the Extra/Co-Curricular & Coaching Stipends spreadsheet.

- * d. Recommend approval of a change of status for **Brittany Campbell** from Softball - Assistant Coach to Softball - Head Coach at Burlington Township High School, effective for the 2024-2025 school year. This has been updated on the Extra/Co-Curricular & Coaching Stipends spreadsheet.

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- * e. Recommend approval to accept, with regret, the resignation of **Taylor Dallmer** as Girls Track (Spring) - Assistant Coach at Burlington Township High School, effective for the 2024-2025 school year. This has been updated on the Extra/Co-Curricular & Coaching Stipends spreadsheet.
- R.C.V. 9. Recommend approval of additional teaching time for the following staff members for the 2024-2025 school year, as listed:
- a. [2024-2025 Extra Duties as of October 30, 2024](#)
- R.C.V. 10. Recommend approval of summer days for the following staff members, as listed:
- a. [2024-2025 Summer Extra Duties as of October 30, 2024](#)
- R.C.V. 11. Recommend approval of deduct days for the following staff members, as listed:
- * a. #83080457 - ½ day - 10/31/2024
- * b. #86156601 - 9 ½ days - 10/18/2024 through 10/31/2024
- R.C.V. 12. Recommend approval of the following student teacher placement, pending meeting student teacher requirements, as listed:
- a. **Christie Bricker**, a student at Kean University, to complete a 90 hour practicum placement from September 26, 2024 through December 13, 2024 at Burlington Township Middle School at Springside, with Donna Coakley as the Cooperating Staff Member
- R.C.V. 13. Recommend approval of the following individuals for Team and Coordinator positions as listed:
- a. [2024-2025 Teams and Coordinators as of October 30, 2024](#)

B. STUDENTS

- R.C.V. 1. Recommend approval of home instruction for the following students, as listed:

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- * a. **Student 2443826082**; effective 10/7/2024 to 10/21/2024.
Student 5972454839; effective 10/7/2024 to 11/29/2024.
Student 8540896847; effective 10/24/2024 to 45 day placement.
Student 8150858577; effective 10/25/2024 to 11/1/2024.
Student 3232859989; effective 10/30/2024 to 3/1/2025.
- R.C.V. 2. Recommend approval of the special education or alternative placement, as listed:
- * a. **Student 9751134352** to attend BCSSSD East Campus per IEP.
Student 8196428032 to attend BCSSSD East Campus per IEP.
Student 7402812714 to attend Mercer County SSSD per IEP.
Student 5972454839 to attend Mercer County SSSD per IEP.
Student 7651242493 to attend BCSSSD South Campus per IEP.
Student 1496491085 to attend BCSSSD South Campus per IEP.
- R.C.V. 3. Recommend approval for the following students, on a tuition basis, per Board of Education Policy, Admission, pending space availability:

a. **none**


C. MISCELLANEOUS

- R.C.V. 1. Request approval of the following reports as submitted to the Board Secretary for inclusion in the minutes pursuant to Board Policy:
- a. [District Facilities Report - September 2024](#)
- b. [Field Trips - September 2024](#)
- c. [Student Demographics - September 2024](#)
- d. [Suspension Report - September 2024](#)
(Report is considered privileged in nature.)
- e. [Residency Flash Report - September 2024](#)
- f. [Presenter Approval Forms - September 2024](#)

R.C.V. 2. Recommend approval of the following Job Descriptions, Policies and Regulations, as listed:

a. First Reading

 Policy 9322R Public and Executive Session Regulation 2024-11-20.pdf

 Board Policy 9326 Minutes of Board of Education Meetings 2024-11-20.pdf

b. Final Adoption:

none

c. Job Descriptions - First Reading:

none

d. Job Descriptions - Second Reading:

none

e. Job Description - Reviewed:

none

f. Rescind Job Description:

none

R.C.V. 3. Recommend approval of overnight trips:

- * a. Recommend approval of an overnight field trip for the ENCORE grade 5 class to YMCA of the Pines, Medford, April 8, 2025 – April 9, 2025. Also, recommend the approval of transportation to and from the camp.

Chaperones: Stephanie Caracci, Tina Dietrich, Bert Jordan, and Melinda Potter

R.C.V. 4. Recommend 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

268509	269652	270282	270469	
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R.C.V. 5. Recommend approval of the following curricula for the 2024-2025 school year:

a. **none**

R.C.V. 6. Recommend approval and acceptance of items required by the NJDOE as listed:

a.  Nursing Plan 2024-2025

b. [School Safety and Security Plan Annual Review Statement of Assurance 2024-2025](#)

* c.  DPR 24-25 *(Note: County will complete the district's score for the Instruction & Program section. The District has awarded the maximum score that the District can award.)*

R.C.V. 7. Recommend approval of school calendar:

- [2024-2025 Calendar](#), no changes at this time

R.C.V. 8. Recommend approval of the [Memorandum of Understanding](#) between the Burlington Township High School and Rowan College at Burlington County (RCBC) for the College Acceleration Program (CAP) for the 2024-2025 school year.

R.C.V. 9. Recommend approval of a [data use and security agreement](#) between Burlington Township School District and the Higher Education Student Assistance Authority (HESAA).

* **R.C.V.** 10. Recommend approval of proposed clubs and activities as noted:

a. Voluntary - Precision Drill Team Club for Burlington Township High School.

Club Volunteer Advisors: **Joel Martin and Robert Jones**

b. Voluntary - Raider Team Club for Burlington Township High School.

Club Volunteer Advisors: **Joel Martin and Robert Jones**

D.

BUSINESS

- R.C.V.** 1. Recommend approval for payment of the [October Bill List](#). *(Check numbers 87276-87284 reaffirmed - Originally approved October 16, 2024)*
- R.C.V.** 2. Recommend approval of the following business reports:
- a. [Treasurer's Report - September 2024](#)
 - b. [Board Secretary's Report - September 2024](#)
 - c. [Cafeteria Report - September 2024](#)
 - d. [Transfer Report - September 2024](#)
- R.C.V.** 3. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, Nicholas Bice, School Business Administrator, certifies that, as of September 30, 2024, 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 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 September 30, 2024, and that sufficient funds should be available to meet the district's financial obligations for the remainder of the fiscal year.
- R.C.V.** 4. Recommend acceptance of the following reports on Tuition:
- a. [Tuition Contracts Billed](#)
 - b. [Tuition Contracts Paid](#)
- R.C.V.** 5. Recommend approval of the appointment of the following designated institutions for physical and medical examinations for employment:
- Concentra Occupational Health (formerly WORKNET Occupational Medicine)

- School Physician
- Virtua Occupational Health

R.C.V. 6. Recommend approval of the district's annual [M-1](#) and [Comprehensive Maintenance Plan](#).

R.C.V. 7. Recommend approval of a [resolution](#) authorizing the Burlington Township Board of Education to enter into a cooperative pricing agreement with the Educational Services Commission of Morris County (NJ State Approved Cooperative Pricing System #26EDCP).

R.C.V. 8. Recommend approval of the transfer of funds from the district's Capital Reserve account in the amount up to \$1,541,843.02 for the purchase of property located at 1609 Mount Holly Road, Burlington, NJ 08016 (known as Mattson's Market) from Yousif, LLC. This transfer includes \$1,500,000.00 for the purchase of property and \$41,843.02 for fees and expenses associated with the purchase (*Note: The balance of the Capital Reserve account prior to this withdrawal is approximately \$7.7 million*). (*Note: Item originally approved October 16, 2024 with an estimated amount of \$1,600,000.00. Revised to final amount based on property closing on October 21, 2024.*)

R.C.V. 9. Recommend approval to authorize the Qualified Purchasing Agent to solicit bids for the demolition of structures on the property located at 1609 Mount Holly Road, Burlington, NJ 08016 (known as Mattson's Market).

* R.C.V. 10. Recommend approval to accept a donation of two buddy benches to the playgrounds at Fountain Woods Elementary School from **BBU Foundation** in the amount of \$2,100.00 as valued by the donor.

* R.C.V. 11. Recommend approval of a Joint Transportation Agreement with **Cherry Hill Public Schools**, effective September 1, 2024 to January 14, 2025, to transport one student to Y.A.L.E. School (Cherry Hill) at a cost of \$3,527.35.

XVII. 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 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.

XVIII. New Business

XIX. Executive Session

XX. Adjourn Meeting

Next Board of Education Business Meeting **November 20, 2024**