

BURLINGTON TOWNSHIP BOARD OF EDUCATION  
Burlington, New Jersey  
**January 25, 2023**  
**PUBLIC SESSION AGENDA**

**Page 1**

DATE: [January 25, 2023](#)  
TIME: 7:00 PM  
PLACE: [BTHS - Hopkins Building & Virtual Meeting](#)

- I. Call to order by the President
- II. Statement of Conformance to the Open Public Meetings Act
- III. Flag Salute - **Sara Ripish**
- IV. Roll Call
- V. Executive Session
- VI. Approval of minutes from the following meetings:  
**R.C.V.** [December 14, 2022 Work Session](#)  
[December 21, 2022 Executive Meeting](#)  
[December 21, 2022 Public Board Meeting](#)
- VII. Student Liaison Report - None
- VIII. Student and Staff Recognitions
  - **Pride Students of the Month** - [see list](#)
- IX. Communications
- X. Presentations
- XI. RECESS - *Full copies of the agenda will be available after the recess*
- XII. Presentations

XIII. 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

XIV. Superintendent's Monthly Report -

A. Personal Update

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

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.*

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](#)).

XVI. Superintendent 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 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**

- 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 **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. Recommend approval to accept, with regret, the retirement/resignation of **Broddie 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. Recommend approval to accept, with regret, the resignation of **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. Recommend approval to accept, with regret, the retirement/resignation of **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.

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

- a. *(Adjustment to end date originally approved on the November 30, 2022 agenda)*  
Recommend approval of 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.
- b. Recommend approval of a 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. Recommend approval of a 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. Recommend approval to extend the maternity/child-rearing leave of absence for employee #73853889 through June 30, 2023, returning to work September 1, 2023.
  - e. Recommend approval of a medical leave of absence for employee #19136043, utilizing sick days, effective February 17, 2023 through March 17, 2023, returning to work March 20, 2023.
  - \* f. Recommend approval of a 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. Recommend approval of a 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. Recommend approval of a intermittent medical leave of absence for employee #66547803, utilizing sick days, effective December 19, 2022 through September 1, 2023.
  - \* i. Recommend approval of an intermittent medical leave of absence for employee #18682526, utilizing sick days, effective October 13, 2022 through June 30, 2023.
  - \* j. Recommend approval of a 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. Recommend approval of a maternity/child-rearing leave of absence for employee #19248848, effective August 30, 2023 through January 30, 2024, returning to work on January 31, 2024.
- R.C.V. 5. Recommend approval of the following **positions**:**
- a. [Personnel Listing for 2022-2023 as of January 25, 2023](#)
  - b. Recommend approval of **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*).
- R.C.V. 6. Recommend approval of the following **transfers**:**

a. **none**

**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. **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.)

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.)

**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 2022-2023 as of January 25, 2023](#)

\* b. Recommend approval of **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. Recommend approval of **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.

**R.C.V. 9.** 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
- R.C.V. 10. Recommend approval of summer days for the following staff members, as listed:
- a. [2022-2023 Summer Extra Duties as of January 25, 2023](#)
- R.C.V. 11. 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
- R.C.V. 12. Recommend approval of the following student teacher placement, pending meeting student teacher requirements, as listed:
- \* a. **Erica Gillaspay**, 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.
- R.C.V. 13. 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](#)
- B. STUDENTS**
- R.C.V. 1. 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.

**R.C.V. 2.** Recommend approval of the special education or alternative placement, as listed:

\* a. **Student 6450452192** to attend BCSSSD - Lumberton HS 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 - December 2022](#)

b. [Field Trips - December 2022](#)

c. [Student Demographics - December 2022](#)

d. [Suspension Report - December 2022](#)

(Report is considered privileged in nature.)

e. [Residency Flash Report - December 2022](#)

f. **Presenter Approval Forms - December 2022 - none**

**R.C.V. 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**
- f. Rescind Job Description:  
**none**

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

- a. **none**

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 - all affirmed

12749PR	239232	239877	240023	240024	240059
---------	--------	--------	--------	--------	--------

\*

- 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

R.C.V. 5. Recommend approval of the following curricula for the 2022-2023

school year:

- \* a. [BTHS Courses of Study 2023-2024](#)
- \* b. Recommend the approval of the [Approved Curriculum List](#) for the 2022-2023 school year, including any revisions as noted on the list.
- R.C.V. 6. 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](#)
- \* R.C.V. 7. Recommend approval of school calendar:
  - [2022-2023 Calendar](#), *No changes at this time*
  - [2023-2024 Calendar](#), *Initial Adoption*
- \* R.C.V. 8. Recommend acceptance of the [School Family Advisory Council Student Activities Procedure Manual](#), revised January 2023.
- \* R.C.V. 9. 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.

**D. BUSINESS**

- R.C.V. 1. Recommend approval for payment of the [January Bill List](#).
- R.C.V. 2. 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](#)

- 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 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 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.

- R.C.V. 4.** Recommend acceptance of the following reports on Tuition:

- a. Tuition Contracts Billed - None
- b. Tuition Contracts Paid - None

- \* **R.C.V. 5.** 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*).

- \* **R.C.V. 6.** 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](#).

- \* **R.C.V. 7.** 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.

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.*

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](#)).

XVIII. New Business

XIX. Executive Session

XX. Adjourn Meeting

Next Board of Education Business Meeting **February 15, 2023**