



City of Burlington Public Schools

518 LOCUST AVENUE, BURLINGTON, NEW JERSEY 08016

Patricia T. Doloughty, ED.D.
SUPERINTENDENT OF SCHOOLS
(609) 387-5870 FAX (609) 386-6971

TO: Members of the City of Burlington Board of Education

FROM: Patricia T. Doloughty, Ed.D.
Superintendent of Schools

RE: Agenda – January 9, 2012

DATE: January 6, 2012

6:00 PM	NJSBA Presentation
7:00 PM	BOE Meeting – WWIS LGIR

PLEDGE OF ALLEGIANCE She' Ron Mason – 2 nd Grade Captain James Lawrence School

ROLL CALL

Darryl S. Thompson, President

Jennifer M. Montone, Vice President	Patricia Dasher-Williams
Maxcine Borden-Hendricks	Melva P. Dawson
David M. Campbell	Arthur Diggs
Kathleen M. Cawley	Frank Storm

Dr. Gerald Gares, Edgewater Park Representative
Dr. Patricia T. Doloughty, Superintendent of Schools
Mr. Craig H. Wilkie, Board Secretary/Business Administrator
Parker/McCay, Attorneys-At-Law

SUNSHINE STATEMENT

ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED IN THE LOCAL NEWS MEDIA, AND IN A PLACE OF PUBLIC NOTICE LOCATED AT 518 LOCUST AVENUE, BURLINGTON, N.J., AS REQUIRED IN THE OPEN PUBLIC MEETING ACT (CHAPTER 231 P.L. 1975)

THREE DAYS NOTICE IS REQUIRED FOR PUBLIC RECORDING OF THIS MEETING

NOTE: An Executive Session may be requested by Board members at any time it is deemed necessary. Where permitted by law, the public may be excluded.

PHILOSOPHY OF EDUCATION/DISTRICT MISSION STATEMENT

The City of Burlington Board of Education is responsible for the education of all children in pre-school through grade twelve in the City of Burlington. Our goal is the education of each child to the maximum limit of individual capacity and talents. We seek to instill in each student a motivation and desire for learning, a sense of personal identity and self-understanding, the capacity to apply knowledge in solving life's problems, the ability to communicate effectively, and the capability to interpret the world and one's relationship to it, the ability to become a responsible and contributing member of society, and appreciation of beauty and creative use of leisure time, and a fundamental respect for other people, for law and regulations, and for social values.

It is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

Our purpose is to provide a solid foundation in the fundamental skills with emphasis on the application of these skills in making sound judgments, in developing rational thought processes and toward self-directed learning. The Board is aware of the critical importance of the home atmosphere and parental attitudes to the success of an educational program and will foster close cooperation and understanding among the school, the parents, and the students in the endeavor to attain our educational goals. The professional staff has the responsibility for the selection of experiences within the framework of the approved curriculum to attain these goals. The Board will provide leadership in interpreting to the community the educational program and will be responsive to the educational needs, aspirations and priorities of our citizens.

2010/2011 Board Goals

1. By April 30, 2011 the City of Burlington Board of Education will develop and implement an evaluation process calendar.
2. By April 30, 2011 the City of Burlington Board of Education will engage in four (4) training hours with at least seven (7) Board members present.
3. By April 30, 2011 the City of Burlington Board of Education will improve board meeting effectiveness as measured by the board meeting effectiveness scale/survey completed after every meeting.
4. The City of Burlington Board of Education will continue the communication plan to promote the educational enterprise within the community.
5. The City of Burlington Board of Education will continue its effort to increase community involvement in the schools in the district by continuing to make contacts with community stakeholders.

REVIEW AND CONSIDER MINUTES OF REGULAR MEETING 12/5/11

EXHIBIT A*

FINANCIAL STATEMENTS

- 1. Summary of Transactions
- 2. A148 Report/Secretary’s Report
- 3. Report of Treasurer of School Moneys
(Agrees with Board Secretary Report)
- 4. Division of Finance Bulletin #200-11

EXHIBIT B*

EXHIBIT C*

EXHIBIT D*

EXHIBIT E*

PAYMENT OF BILLS

- 1. Bill List

EXHIBIT F*

ROLL CALL VOTE

B/A

TRANSFER RESOLUTION

EXHIBIT G*

SUPPLEMENTAL PAYROLL

EXHIBIT H*

SIGN-IN SHEET

EXHIBIT I*

SPECIAL REPORTS

- 1. Presentation by Mrs. Sandy Barker regarding college visits, financial aid and Guidance Nights.

EXHIBIT J*

- M 2. Acknowledge receipt and acceptance of Superintendent’s Goals and Objectives
- S 2011-2012 Action Plan Progress Report (distributed in 1/6/12 Friday Packet).

B/A

CORRESPONDENCE

- M 1. Acknowledge receipt and review of Burlington City High School’s Official
- S Notification of Accreditation by the Middle States Association of Colleges and Schools with an expiration date of December 1, 2018.

EXHIBIT K*

B/A

SUPERINTENDENT'S REPORT

1. November and December Highlights
2. Parent Support Activities Report for November and December
3. Official Notification of Accreditation from Middle States for BCHS
4. Benchmark Assessment Report
5. Teacher of the Year
6. Information Only
 - a. Elias Boudinot School – Suspension Report #3 November 2011 EXHIBIT L-1*
 - b. Captain James Lawrence School – Suspension Report #3 November 2011 EXHIBIT L-2*
 - c. Samuel Smith School – Suspension #3 November 2011 EXHIBIT L-3*
 - d. Wilbur Watts Intermediate School – Suspension Report #3 November 2011 EXHIBIT L-4*
 - e. Burlington City Junior School – Suspension Report #3 November 2011 EXHIBIT L-5*
 - f. Burlington City High School – Suspension Report #3 November 2011 EXHIBIT L-6*
 - g. Fire/Security Drill Report – November 2011 EXHIBIT L-7*
 - h. Fund Raising Report EXHIBIT L-8*
- M 7. Acknowledge receipt and review of Report #5 Violation of Policy 5512.01 EXHIBIT M*
S Harassment, Intimidation and Bullying (HIB)

B/A

OPPORTUNITY FOR THE PUBLIC TO SPEAK

Members of the public are invited to submit comments pertaining to educational matters during the public comment portion of this meeting. The board, pursuant to the *Open Public Meetings Act*, will not publicly discuss personnel matters and may choose not to 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 initial complaints to the administration for resolution.

Please be aware that all board employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The board shall not be held liable for comments made by members of the public.

BOARD OF EDUCATION MEMBER COMMENTS

Maximum two minutes per Board Member.

OLD BUSINESS

1. Strategic Planning Presentation – Mary Ann Friedman from NJSBA on January 23, 2012 at 6:00 p.m.

NEW BUSINESS

1. Personnel Reviews – Monday, February 6, 2012 – 6:00 p.m.

PROGRAM

ACADEMIC AFFAIRS

M 1. Child Study Team Matters:
S Recommend approval of the following Child Study Team matters per recommendation of Mrs. Suzanne Cote’:

A. Out of District Placement:

1. T. R. DOB: 6/21/95 Hampton Academy

B. Homebound Students:

- 1. J. J. DOB: 9/23/96
- 2. T. P. DOB: 10/14/95
- 3. I. C. DOB: 5/28/97
- 4. S. D. DOB: 11/19/93

C. Homeless Students:

1. T. F. DOB: 8/11/99

D. Other:

1. Katelyn Plasket – Speech Pathology Externship, Stockton College of NJ for the spring semester. Ms. Plasket will be under the supervision of Michelle Kalikas, Speech/Language Pathologist.

B/A

M 2. Policies/Regulations

S Per recommendation from Strauss Esmay, our district policy consultant, and Board of Education, submit for second reading and adoption the following Policy:

A. P0143.2 Student Representatives to the Board of Education

EXHIBIT N*

B/A

M 3. Eligibility of Non-Resident Student

S Recommend approval to allow staff member’s child, L. M., grade K4 Early Childhood Center, Samuel Smith School student, to finish the 2011/2012 school year with payment of tuition @ \$1,143 month, payable the first of each month, effective when no longer resident of Burlington City (anticipated in February) through June 30, 2012.

<u>Staff Member</u>	<u>Student</u>	<u>Grade</u>	<u>School</u>
a. Amanda Marxer	L. M.	PrK4	Smith

B/A

M 4. Fresh Smart Mentoring Program

S Recommend approval to incorporate the Fresh Smart Mentoring Program at the Burlington City Junior School and/or the Wilbur Watts Intermediate School on Saturdays for eight (8) weeks from 9:00 AM to 12:00 Noon starting February 4, 2012 through March 24, 2012.

EXHIBIT O*

B/A

M 5. Supplemental Educational Services
S Recommend approval to contract with the following providers for supplemental educational services for students attending Wilbur Watts Intermediate School and Burlington City High School @ \$959 per student per recommendation of Mrs. Suzanne Cote’.

- A. Achieve High Points
- B. It Takes a Family

EXHIBIT P-1*
EXHIBIT P-2*

B/A

M 6. Student Golfing Club
S Recommend approval for Mr. David May to volunteer as a club advisor for the Student Golfing Club in the spring of 2012 per recommendation of Mr. Julian Jenkins, Jr.

EXHIBIT Q*

B/A

M 7. Model Curriculum
S Recommend approval to nominate Stacy Saia and Diana LaBrose for participation in the NJDOE model curriculum committee per recommendation of Dr. Patricia T. Doloughty.

B/A

FINANCE AND OPERATIONS

1. Facilities Report (Information Only)

EXHIBIT R

M 2. Recommend approval of Monthly Transfer Report – S1701 Compliance,
S November 2011, per recommendation of Mrs. Ingrid Walsh.

EXHIBIT S*

B/A

PERSONNEL (1/9/12)
The Superintendent recommends the following personnel actions:
M 1A. Resignations/Retirements:

- S Recommend approval to accept the following resignations/retirements with regret
1. AMY BLEACHER – Educational Assistant (ELL), Burlington City High School, resignation effective 12/15/11.
 2. JOAN GARDNER – Educational Assistant (Lunchroom/Playground), resignation effective 1/1/12.
 3. MELANIE LABLANC-MANN – After School Childcare Provider, resignation effective 1/1/12.
 4. GIRARD LIBERTI – Educational Assistant (Special Education), Burlington City High School, effective 1/2/12.

B/A

M 1B. Leaves of Absence:

S Recommend approval to grant leaves of absence to the following employees:

1. KELLY BABULA – Kindergarten Teacher, Elias Boudinot School, maternity leave of absence with pay, effective 3/12/12 through 5/4/12; further child-rearing leave of absence without pay, effective 5/5/12 through 6/30/12 with continuation of medical benefits for the allowable 12-week period under FMLA and NJFLA. Return to duties 9/1/12.
2. ALICIA BOWKER – Teacher of Music and Movement, Samuel Smith School, revised maternity leave of absence with pay effective 10/31/11 through 12/31/11 and a child-rearing leave of absence without pay effective 1/1/12 through 3/26/12 with continuation of medical benefits under FMLA and NJFLA. Further, child-rearing leave of absence without pay effective 3/27/12 through 6/30/12. Return to duties 9/1/12.
3. STEFANI KITZ-WILLITTS – Teacher of Students with Disabilities, Burlington City High School, maternity leave of absence with pay effective 3/5/12 through 4/30/12; further child-rearing leave of absence without pay effective 5/1/12 through 6/30/12 with continuation of medical benefits for the allowable 12-week period under FMLA and NJFLA. Return to duties 9/1/12.

B/A

M 1C. Appointments/Transfers for 2011/2012:

S Recommend approval to appoint/transfer the following persons to positions for the 2011/2012 school year (*Salary to be adjusted pending completion of negotiations):

1. ROBERT ARENA – Educational Assistant (Special Education MD), Wilbur Watts Intermediate School @ *\$11.60/hour x 6 hours/day x 184 days/year = \$12,806.40 prorated, effective 1/11/12 through 6/30/12.
2. JAMES BARNES - Assistant School Monitor Attendance/Investigator, increase from 20 hours to 30 hours per week @ *\$17/hour as needed.
3. SUSAN BENTLEY – Secretary, 12-month, Burlington City Junior School @ *\$32,800 prorated, Step 2, effective 2/13/12 or earlier based on completion of required documentation and release from her present position through 6/30/12
4. AMBER GREWAY – Long-term Substitute Teacher of Music and Movement/Physical Education, Samuel Smith School @ *\$261/day, revised effective date of 11/4/11 through 6/20/12 or the last day of school.
5. SFC ANTHONY ISAAC – JROTC Instructor, revision in salary due to MIP information, from \$52,250 to \$55,996.44 prorated, effective 11/15/11 through 12/31/11.
6. SCOTT MATARESE – Custodian, Burlington City High School (Monday – Thursday & Saturday) @ *\$24,400 prorated, effective 1/16/12 pending completion of paperwork through 6/30/12.
7. ANDREW SCHOBERT – Educational Assistant (Special Education RC), Burlington City High School @ *\$11.60/hour x 6 hours/day x 184 days/year = \$12,806.40 prorated, effective upon completion of paperwork through 6/30/12.

B/A

2. Honorariums/Other Assignments

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A. Appointments:

Recommend approval to appoint the following individuals for 2011/2012 assignments as recommended (*Stipend to be adjusted pending completion of negotiations) :

- 1. Mentor Teachers for Provisional Teacher Program
- 2. Burlington City High School – After School Media Center Appointments

EXHIBIT T
EXHIBIT U

B/A

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B. Payments:

Recommend approval to pay the following individuals who have successfully completed their assignments (*Stipend to be adjusted pending completion of negotiations):

- 1. TANYA BRADLEY-WATSON – Special Education Support Specialist, ½ year
Stipend payment @ \$5,210
- 2. DEMETRIS DUNCAN-CARR – Educational Assistant, tuition reimbursement,
4.5 credits @ \$92/credit = \$414
- 3. CHRISTYLYNN KAULHIOKALANI – Educational Assistant, tuition reimbursement,
4 credits @ \$92/credit = \$368
- 4. Freshman Transition Advisor – ½ Year Payment EXHIBIT V
 - a. KAREN DUGAN @ \$1,252.50
 - b. JAMAL JONES @ \$1,252.50
- 5. Retiree Vaction/Sick Leave Pay Outs (Revised):
 - a. MARGE DICENCIO – retirement effective 1/1/12, 17 vacation days @
*\$258.63/day = \$4,396.71, plus 234 sick days @ *\$65/day = \$15,210
for a total of \$19,606.71.

B/A

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3. Volunteers

Recommend approval to add the following to our list of Volunteers for 2011/2012:

- A. After School Childcare – Mckella Barsky
- B. Wilbur Watts Intermediate School
- C. Burlington City Junior School
 - 1. Dina & Bob Schimchak – chaperone trips
 - 2. Monica Smith – chaperone trips
- D. Burlington City High School
 - 1. Danielle Bernidino – girl’s basketball (approved per Bill DePonte)
 - 2. John Bocci – track (approved per Bill DePonte)
 - 3. George Masters – assist as needed in Music Department
 - 4. Kristina Mytrowitz – chaperone trips

EXHIBIT W*

B/A

4. Substitutes:

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Recommend approval to employ the following persons as substitutes for the 2011/2012 school year:

- A. Substitute Teachers @ \$77.00/day
 - 1. AMY BLEACHER – Elementary and ESL Certification
 - 2. CHRISTY COLLINS – Teacher of Preschool thru Grade 3 Certification
 - 3. LAURA KAELIN – Original Certificate obtained through Florence
 - 4. JAMES WARD – BA, Rutgers
- B. Substitute Custodians @ \$9.87/hour and Field Maintenance @ \$13.23/hour

- C. Substitute Bus Aide @ \$8.90/hour
- D. Substitute Nurses @ \$200/day
- E. Substitute Custodians @ \$9.87/hour and Field Maintenance @ \$13.23/hour
- F. Substitute After School Childcare Providers @ \$11.85/hour
 - 1. Tania San Martin
 - 2. Deborah Viereck
- G. Substitute Secretary @ \$67.00/day
 - 1. MARGE DICENCIO
- H. Substitute Bus Driver @ \$13.35/hour
- I. Substitute Educational Assistants @ \$10.75/hour
 - 1. CHRISTY COLLINS
 - 2. MONIFA LAGRONE
- J. Substitute Educational Assistants (Lunchroom/Playground) @ \$8.19/hour

B/A

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5. Student Teacher Placements

Please accept the following recommendations for placement for the 2011-2012 school year per recommendation of Mrs. Sherry Knight.

Drexel University

<u>Assigned School</u>	<u>Semester</u>	<u>Student</u>	<u>Assigned Grade</u>	<u>Cooperative Teacher</u>
WWIS	1/10/12 – 5/3/12	Annette Lehman	3	Gina Meltzer

Fairleigh Dickinson University

<u>Assigned School</u>	<u>Semester</u>	<u>Student</u>	<u>Assigned Grade</u>	<u>Cooperative Teacher</u>
Samuel Smith	1/10/12 - 5/3/12	Najla Suluki	4	Dawn McGee
WWIS	1/23/12 – 5/3/12	George Hopkins	4	Jennifer Patriarca

Rider University

<u>Assigned School</u>	<u>Semester</u>	<u>Student</u>	<u>Assigned Grade</u>	<u>Cooperative Teacher</u>
WWIS	1/23/12 – 5/3/12	Ian Hunt	3	Kristin Jason

University of Southern California

<u>Assigned School</u>	<u>Semester</u>	<u>Student</u>	<u>Assigned Grade</u>	<u>Cooperative Teacher</u>
WWIS	1/16/12 – 6/20/12	Hanako Ikeno	6 Language Arts	Cindy Luongo

B/A

TRIPS

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- 1. Recommend approval of 2011-2012 Student Field Trip Report #9.

EXHIBIT X*

B/A

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- 2. Recommend approval of 2011-2012 Professional Trip Report #7A.

EXHIBIT Y*

B/A

BOARD SECRETARY'S REPORT

- M 1. Recommend adoption of Resolution #2174-12 authorizing the Board
S to meet in closed session (Personnel Matters).

EXHIBIT Z*

B/A

SOLICITOR'S REPORT

*Exhibit on file in BOE office.

COMMITTEE REPORTS

1. Buildings and Grounds
 - a. Alumni Foundation
2. Curriculum/Policy
3. Public Relations
4. Negotiations
5. NJ School Boards Association
6. Urban Schools
7. Legislative
8. Burlington County School Boards Association
9. Liaison Committee with City

ADJOURNMENT
DATES TO REMEMBER:

1. Mon. January 9, 2012 – Board of Education Meeting – 7:00 p.m. – NJSBA Training – 6:00 p.m.
2. Mon. January 16, 2012 – Martin Luther King Jr. Day – Schools & Offices Closed
3. Mon. January 23, 2012 – Board of Education Meeting–7:00 p.m.–NJSBA Presentation–6:00 p.m-PRIDE – 6:30 p.m.
4. Mon. January 30, 2012 – Student Uniform/Dress Code Hearing for Grades 9 – 12 – 6:30 p.m. – WWIS Cafeteria - Budget Meeting – immediately following Public Hearing
5. Mon. February 6, 2012 – Personnel Reviews – 6:00 p.m.
6. Mon. February 13, 2012 – Board of Education Meeting – 7:00 p.m.
7. Mon. February 20, 2012 – Presidents Day Weekend – Schools & Offices Closed
8. Mon. February 27, 2012 – Board of Education Meeting – 7:00 p.m. – PRIDE – 6:30 p.m.
9. Mon. March 12, 2012 – Board of Education Meeting – 7:00 p.m.
10. Mon. March 26, 2012 – Board of Education Meeting – 7:00 p.m. – PRIDE – 6:30 p.m.
11. Fri. April 5, 2012 – Beginning of Spring Recess - Early Dismissal Students and Staff
12. Mon. April 6, thru Fri. April 13, 2012 – Spring Recess – Schools & Offices Closed
13. Mon. May 28, 2012 – Memorial Day – Schools & Offices Closed
14. Tues. April 17, 2012 – School Budget & Board Elections – 3 PM – 9 PM
15. Mon. April 30, 2012 – Board of Education Meeting – Reorganization – 6:30 p.m.
16. Mon. May 14, 2012 – Board of Education Meeting – 7:00 p.m.
17. Mon. May 21, 2012 – Celebration of the Arts – 5:30 p.m. – PRIDE – 6:00 p.m. – Staff Recognition – 6:30 p.m.
18. Mon. June 11, 2012 – Board of Education Meeting – 7:00 p.m.

BOARD PLANNING CALENDAR 2011-2012	
September 12, 2011	BOE Meeting – 7:00 p.m.
September 26, 2011	BOE Meeting – 7:00 p.m.; Training – 6:00 p.m.
October 17, 2011	BOE Meeting – 6:30 p.m. – NCLB & Violence/Vandalism Yearly Report & Review of Achievement Data; Nursing Services Plan
October 24, 25 & 26, 2011	NJSBA Convention, Atlantic City, NJ.
November 14, 2011	BOE Meeting – 7:00 p.m. – Board Interviews – 5:30 p.m. - PRIDE – 6:30 P.M. School Building Checklists; Early Childhood Plan; Presentation of Maintenance Plan and M1
December 5, 2011	BOE Meeting – 6:30 p.m.. – Smart Lab presentation by Cheryl Matthews of Leading Engineering Technologies - CAFRA presentation (Audit)
January 9, 2012	BOE Meeting – 7:00 p.m. Discuss Budget Process: Priorities/Procedures – 6:00 p.m. – Training NJSBA
January 23, 2012	BOE Meeting – 7:00 p.m. – NJSBA Presentation – 6:00 p.m. PRIDE – 6:30 p.m. Distribute Evaluation Forms for BOE Self-Evaluation, CSA Evaluation & Board Secretary Evaluation; Update on District and Board Goals; CSA Portion of Evaluation to BOE.
January 30, 2012	Student Uniform/Dress Code hearing for grades 9 – 12 – 6:30 p.m. – WWIS Cafeteria – Budget Meeting following Public Hearing
February 6, 2012	Mid-Year Staff Review – 6:00 p.m. (Non-Tenured)
February 13, 2012	Budget Presentation to Board of Education – 6:00 p.m.
February 27, 2012	BOE Budget Meeting – 7:00 p.m. – PRIDE – 6:30 p.m.
March	BOE Candidate Petitions Due – 4:00 p.m.
March 12, 2012	BOE Meeting – 7:00 p.m.
March 26, 2012	BOE Meeting – 7:00 p.m. – PRIDE – 6:30 p.m., Compilation by NJSBA of Evaluations; Public Hearing on the Budget; Adoption of Budget, Executive Session Discussion of CSA Evaluation.
April 17, 2012	School Budget & Board Elections 3 p.m. to 9 p.m.
April 30, 2012	BOE Meeting – Reorganization – 6:30 p.m. Presentation of Professional Development Plan.
May	End of Year Staff Review – 6:00 p.m. (All staff: Non-tenured, Tenured, & Administration) and Summary Conferences with CSA & Board Secretary.
May 14, 2012	BOE Meeting – 7:00 p.m. - 5 Year Curriculum Plan; Approve staff for 2012/2013.
May 14, 2012	Notification for non-tenured staff
May 21, 2012	Celebration of the Arts Opening – 5:30 p.m. PRIDE – 6:00 p.m. – 6:30 p.m. Staff Recognition - Burr Gymnasium
June 11, 2012	BOE Meeting – 7:00 p.m.