



City of Burlington Public Schools

518 LOCUST AVENUE, BURLINGTON, NEW JERSEY 08016

Patricia T. Doloughty, ED.D.
SUPERINTENDENT OF SCHOOLS
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TO: Members of the City of Burlington Board of Education

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

RE: Agenda – December 5, 2011

DATE: December 2, 2011

6:30 PM	Smart Lab Presentation
7:00 PM	BOE Meeting – WWIS LGIR

PLEDGE OF ALLEGIANCE
Jasmine Morris, 2nd Grade
Samuel Smith School

1. SWEARING IN OF THE NEWLY-APPOINTED BOARD MEMBER
- a. Melva Dawson

EXHIBIT J*

ROLL CALL

Darryl S. Thompson, President

Jennifer M. Montone, Vice President Patricia Dasher-Williams

Maxcine Borden-Hendricks Melva 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.

<u>REVIEW AND CONSIDER MINUTES OF SPECIAL MEETING 11/7/11</u>		<u>EXHIBIT A-1*</u>
<u>REVIEW AND CONSIDER MINUTES OF SPECIAL MEETING 11/14/11</u>		<u>EXHIBIT A-2*</u>
<u>REVIEW AND CONSIDER MINUTES OF REGULAR MEETING 11/14/11</u>		<u>EXHIBIT A-3*</u>
<u>FINANCIAL STATEMENTS</u>		
1. Summary of Transactions		<u>EXHIBIT B*</u>
2. A148 Report/Secretary’s Report		<u>EXHIBIT C*</u>
3. Report of Treasurer of School Moneys (Agrees with Board Secretary Report)		<u>EXHIBIT D*</u>
4. Division of Finance Bulletin #200-11		<u>EXHIBIT E*</u>
 <u>PAYMENT OF BILLS</u>		
1. Bill List		<u>EXHIBIT F*</u>
 <u>ROLL CALL VOTE</u>	B/A	
 <u>TRANSFER RESOLUTION</u>		<u>EXHIBIT G*</u>
 <u>SUPPLEMENTAL PAYROLL</u>		<u>EXHIBIT H*</u>
 <u>SIGN-IN SHEET</u>		<u>EXHIBIT I*</u>

SPECIAL REPORTS

- 1. Smart Lab Presentation by Cheryl Matthews of Leading Engineering Technologies.
 - M 2. Be it resolved that the Board of Education has received and reviewed during a public meeting the Comprehensive Annual Financial Report (CAFR) and Auditor’s Management Report on Administrative Findings for fiscal year ending June 30, 2011. EXHIBIT K*
 - S
- B/A

CORRESPONDENCE

- M 1. Acknowledge receipt of letter from Peggy McDonald, Interim Director, Office of Special Education, NJDOE, acknowledging that district has demonstrated correction of noncompliance identified in January 27, 2011 report of findings. EXHIBIT L*
 - S
- B/A

SUPERINTENDENT'S REPORT

1. Student Representative for Board of Education
 2. NJQSAC Statement of Assurance
 3. Medical Coverage for Field Trips
 4. Language Arts Literacy Committee
 5. Budget Calendar
- M 6. Acknowledge receipt and review of Report #4 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. Student Uniform/Dress Code Hearing for Grades 9 – 12
 - January 30, 2012 – 6:30 p.m. – WWIS Cafeteria

NEW BUSINESS

1. Strategic Vision Plan

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. M. W. DOB: 10/08/97 BCSSSD/Jr. Sr. High School
2. A. Y. DOB: 7/29/95 Central Region High School, Bayville, NJ (while living @ NJ Mentor Group Home), DYFS placement. BC responsible for tuition and transportation costs.

B. **Homebound Students:**

1. B. O. DOB: 5/28/99 Education Inc. while in Monmouth Medical Center
2. D. C. DOB: 12/14/96

C. **Homeless Students:**

1. J. B. DOB: 10/10/04 State Responsible

D. **Other: Practicum placement for the Spring Semester:**

1. Kimberly Gaynor, Speech/Language Pathologist graduate student, LaSalle University

B/A

M **2. Policies/Regulations**

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

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

EXHIBIT N*

B/A

M **3. NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance**

S Recommend approval of Resolution #2168-11 Authorizing the City of Burlington Board of Education to Submit the NJ QSAC Statement of Assurance – School Year 2011-2012 District Information and Score Summary Page to the NJ DOE per recommendation of Dr. Patricia T. Doloughy.

EXHIBIT O*

B/A

M **4. Medical Coverage for Field Trips**

S Recommend approval of protocol for medical coverage for field trips effective 12/6/11 as developed by the School Nurses and reviewed at Administrative Council on 11/14/11 per recommendation of Dr. Patricia T. Doloughy.

EXHIBIT P*

B/A

5. Burlington County College Use of Facilities

M Recommend approval to allow Burlington County College to offer a college-level
S course at the Wilbur Watts Intermediate School during the Winter 2012 semester in Room 203 on Tuesdays from 5:00 to 6:50 PM from January 20, 2012 through May 14, 2012 per recommendation of Dr. Patricia T. Doloughy.

EXHIBIT Q*

B/A

6. Burlington County Alternative High School

M Recommend approval for 9th grade student I. C. to attend the Burlington County
S Alternative High School Program beginning December 6, 2011 per recommendation of
Mr. Julian Jenkins, Jr.

B/A

7. Eligibility of Non-Resident Students

M Recommend approval to allow child of non-resident City of Burlington district employee
S to attend our schools for the period 1/1/12 through 6/30/12, in accordance with
Policy No. 5111, as follows:

<u>Staff Member</u>	<u>Student</u>	<u>Grade</u>	<u>School</u>
a. Tanya Bradley-Watson	F. W.	K5	Boudinot

B/A

FINANCE AND OPERATIONS

1. Capital Projects 2012/2013 (Information Only)

EXHIBIT R

PERSONNEL (12/5/11)
The Superintendent recommends the following personnel actions:
M 1A. Resignations/Retirements:

- S Recommend approval to accept the following resignations/retirements with regret
1. MELVA DAWSON – Substitute Teacher, resignation effective 12/5/11.
 2. PENNY HAMMOND – Secretary to the Vice Principal, Burlington City Junior School, resignation request rescinded per employee and revised to retirement, effective 11/25/11.
 3. NICHOLAS RANCANI – Educational Assistant (Special Education), resignation effective 12/24/11.

B/A

M 1B. Leaves of Absence:

- S Recommend approval to grant leaves of absence to the following employees:
1. CANDICE SASAKI – Elementary School Teacher (2nd grade), revised maternity leave of absence effective 11/14/11 through 12/19/11 a.m.; further child-rearing leave of absence without pay effective 12/19/11 p.m. through 5/13/12 with continuation of medical benefits for the allowable 12 week period under the Family Medical Leave Act.. Return to duties 5/14/12.

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. FELICIA ANDORKO – Teacher of Mathematics (CEAS), Burlington City Junior School @ *\$56,840 MA Step 1 prorated, effective upon completion of paperwork through 6/30/12.
 2. CHRISTY COLLINS – Long-Term Substitute Teacher of Preschool (CE) for Michelle Zube, Captain James Lawrence School @ *\$261/day (BA Step 1 per diem), effective 4/16/12 through 5/25/12.
 3. MICHELLE MARMAROU – Long-Term Substitute Teacher of Students with Disabilities (CEAS) for Tara Purdy (3rd grade self-contained), Wilbur Watts Intermediate School @ *\$261/day (BA Step 1 per diem), effective 2/13/12 through 6/30/12 or the last day of school.
 4. MICHAEL MCSHANE – Teacher of Students with Disabilities (CEAS), 3rd grade inclusion, Wilbur Watts Intermediate School @ *\$52,240 BA Step 1, effective upon completion of paperwork through 6/30/12.
 5. ALICE THOMPSON – Acting Principal, Wilbur Watts Intermediate School @ \$400/day, effective 11/30/11 through 1/8/12 or Mr. Flynn's return.
 6. CAITLIN THOMPSON (CEAS) – Long-Term Substitute Teacher of Preschool for Amanda Marxer, **Captain James Lawrence School** @ *\$261/day (BA Step 1 per diem), effective 3/5/12 through 6/30/12 or the last day of school.

B/A

2. Honorariums/Other Assignments

M
S

A. Appointments:

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

1. LARRY ENGLISH – JROTC Color Guard @ *\$3,409 and JROTC Drill Team @ \$4,262, effective 9/1/11 through 6/30/12.
2. ROBERT GURRY – Winter Track Coach, Step 3 @ *\$8,195
3. NAJEE LUNDY – Guidance Counselor/Burlington City High School, Alternative High School substitute @ *\$49.00/hour
4. Mentor Teacher Appointment EXHIBIT S
5. WWIS – Breakfast Book Club (2 staff members, 30 minutes/day @*\$49/hour on rotating basis):
 - a. REBECCA BUTLER
 - b. DANIELLE CARLOTTO
 - c. JOANN DEROSA
 - d. DIANA LABROSE
 - e. DEBBIE LYNCH

B/A

M
S

B. Payments:

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

1. CASSANDRA EATTOCK - Public Relations Coordinator, ½ year @ *\$3,960
2. NANCY PACKARD – Right to Know Coordinator, ½ year @ *\$1,950
3. Mentor Teacher Payment EXHIBIT T
4. Retiree Vaction/Sick Leave Pay Outs:
 - a. MARGE DICENCIO – retirement effective 1/1/12, 17 vacation days @ *\$258.63/day = \$4,396.71, plus 230.5 sick days @ *\$65/day = \$14,982.50 for a total of \$19,379.21 (subject to change).
 - b. PENNY HAMMOND – retirement effective 11/25/11, 6 vacation days @ *\$204.62/day = \$1,227.72, plus 88 sick days @ *\$65/day = \$5,720.00 for a total of \$6,947.72
5. Head Custodian Partial Year Payments:
 - a. GEORGE ECKMAN - BCHS @ *\$2,750
 - b. FRED JANSON – Lawrence @ *\$300 (\$200/month x 1.5 months 11/15/11 – 12/31/11)
 - c. JANE MACALUSO – Smith @ *\$1,200
 - d. TIMOTHY THOMPSON – WWIS @ *\$616.68 (\$308.34/month x 2 months)
 - e. KEVIN REEVES – WWIS @ *\$1,233.36 (\$308.34/month x 4 months)
 - f. KEVIN REEVES – Lawrence @ *\$400 (\$200/month x 2 months – July/August)
6. WWIS Fall Intramurals
 - a. EUGENE CASH – Boys @ *\$870
 - b. JENNIFER RUSSO – Girls @ *\$870
7. *BCHS Honorarium Payments EXHIBIT U
8. *BCHS Fall Athletic Payments EXHIBIT V

B/A

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3. Volunteers

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

A. Captain James Lawrence School

1. Davita Forman – chaperone
2. Pam McKenna – Literacy volunteer for K to 1 students
3. Allison Tucker – chaperone
4. Ashley Welden - chaperone

B/A

4. Substitutes:M
S

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

- A. Substitute Teachers @ \$77.00/day
 1. REVA HALL – 64 credits, BCC
 2. BARBARA NEWMAN – original certificate through Burlington Township
 3. LISA SMITH – 126 credits, Kean University
- B. Substitute Custodians @ \$9.87/hour and Field Maintenance @ \$13.23/hour
- C. Substitute Bus Aide @ \$8.90/hour
 1. CYNTHIA KING
 2. DEBORAH WILLIAMS
- 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
- G. Substitute Secretary @ \$67.00/day
- H. Substitute Bus Driver @ \$13.35/hour
- I. Substitute Educational Assistants @ \$10.75/hour
 1. DANIELLE DENGLER
 2. REVA HALL
 3. BARBARA NEWMAN
- J. Substitute Educational Assistants (Lunchroom/Playground) @ \$8.19/hour

B/A

5. Student Teacher PlacementsM
S

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

Rowan

<u>Assigned School</u>	<u>Semester</u>	<u>Student</u>	<u>Assigned Grade</u>	<u>Cooperative Teacher</u>
BCHS	1/10/12 – 3/2/12	Joe Pica	7 th /8 th	Sue Andris

Rutgers

<u>Assigned School</u>	<u>Semester</u>	<u>Student</u>	<u>Assigned Grade</u>	<u>Cooperative Teacher</u>
WWIS	01/18/12 – 05/14/12	Nicholas Rancani	Grade 3	Rebecca Butler Danielle Carlotto

William Patterson University

<u>Assigned School</u>	<u>Semester</u>	<u>Student</u>	<u>Assigned Grade</u>	<u>Cooperative Teacher</u>
Smith	2/6/12 – 5/7/12	Mary Allen	Pre K	Bambi Bruno
Smith	2/6/12 – 5/7/12	Phylcia Brown	Pre K	Traci Bakely
Smith	2/6/12 – 5/7/12	Ashley Nyul	Pre K	Alexis Kennedy
Smith	2/6/12 – 5/7/12	Robert Copeland	Pre K	Debbie Reissmann

B/A

TRIPS

- M 1. Recommend approval of 2011-2012 Student Field Trip Report #8.
S

EXHIBIT W

B/A

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

EXHIBIT X

B/A

BOARD SECRETARY'S REPORT

- M 1. Recommend adoption of Resolution #2169-11 authorizing the Board
S to meet in closed session (Personnel Matters).

EXHIBIT Y*

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

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. – 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
February	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.

DATES TO REMEMBER:

1. Mon. December 12, 2011 – Boudinot Holiday Concert – 2:00p.m.
2. Tues. December 13, 2011 – Lawrence Holiday Concert – 2:00 p.m.
3. Wed. December 14, 2011 – Smith PreK Holiday Concert – 9:00 a.m.; Smith Elementary Concert – 2:00 p.m.
4. Thurs. December 15, 2011 – Senior Citizen Holiday Dinner at BCHS – 5:30 p.m. – Concert – 7:00 p.m.
5. Mon. December 19, 2011 – WWIS Holiday Concert – 6:30 p.m.
6. Wed. December 21, 2011 – BCHS Holiday Show – 7:00 p.m. (Admission Charged)
7. Mon. January 9, 2012 – Board of Education Meeting – 7:00 p.m.
8. Mon. January 23, 2012 – Board of Education Meeting – 7:00 p.m. – PRIDE – 6:30 p.m.
9. Mon. January 30, 2012 – Student Uniform/Dress Code Hearing for Grades 9 – 12 – 6:30 p.m. – WWIS Cafeteria
10. Mon. February 13, 2012 – Board of Education Meeting – 7:00 p.m.
11. Mon. February 27, 2012 – Board of Education Meeting – 7:00 p.m. – PRIDE – 6:30 p.m.
12. Mon. March 12, 2012 – Board of Education Meeting – 7:00 p.m.
13. Mon. March 26, 2012 – Board of Education Meeting – 7:00 p.m. – PRIDE – 6:30 p.m.
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.