TO:       Members of the City of Burlington Board of Education
FROM:    Patricia T. Doloughty, Ed.D.
         Superintendent of Schools
RE:      Agenda – June 10, 2013
DATE:    June 7, 2013

7:00 PM   Board of Education Meeting
           WWIS Large Group Instruction Room

PLEDGE OF ALLEGIANCE
Karil Vega
2nd Grade, Samuel Smith School

ROLL CALL
Darryl S. Thompson, Sr., President
Jennifer M. Montone, Vice President
Maxcine Borden-Hendricks
Patricia Buehrig
David M. Campbell
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
Student Representatives to the Board of Education
Nicole Cavalier
Caleah Kitchens

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)

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.
DISTRICT MISSION STATEMENT

We inspire, nurture, support, prepare, and challenge all to achieve personal and academic excellence, to become life-long learners, and to be responsible, respectful, and engaged partners in the global community.

VISION STATEMENT

City of Burlington Public School District
We are

Partners Responsible Outstanding United Dedicated

2012-2013 DISTRICT GOALS AND OBJECTIVES

GOAL#1: To improve student achievement in English Language Arts/Literacy (ELA/Literacy) through evaluation of the instructional program and curriculum at the City of Burlington Public Schools K-12.

GOAL#2: To improve student achievement in Mathematics through evaluation of the instructional program and curriculum at the City of Burlington Public Schools K-12.

GOAL#3: To increase parent/community support of the City of Burlington Public Schools.

GOAL#4: To develop a strategic plan for the City of Burlington Public Schools.

GOAL#5: To develop or select a staff evaluation system to improve staff performance to support student achievement.

REVIEW AND CONSIDER MINUTES OF REGULAR MEETING 5/13/13 EXHIBIT A*
REVIEW AND CONSIDER MINUTES OF SPECIAL MEETING 6/3/13 EXHIBIT A-1*

PAYMENT OF BILLS
Bill List EXHIBIT F*

SUPPLEMENTAL PAYROLL EXHIBIT H*

SIGN-IN SHEET EXHIBIT I*

SPECIAL REPORTS

1. Harassment, Intimidation and Bullying (HIB) Bi-Annual Report for the period January 1, 2013 through June 30, 2013 – submitted by Michael Scapellato, District Anti-Bullying Coordinator. EXHIBIT J*

CORRESPONDENCE
SUPERINTENDENT’S REPORT

1. Achieve NJ
   b. Achieve NJ – Types and Examples of SGO’s
   c. Achieve NJ – Student Growth Objective Examples
   d. City of Burlington Public Schools SGO Step 3, Form 1 Student Growth Objective Form (Simple and Tiered)

2. 2013 HSPA Data Cycle I May 2013

3. Parent Support Activity Reports

4. School Highlights

5. Agenda Items

6. General Information

7. Information Only
   a. Elias Boudinot School – Suspension Report #9 May 2013
   b. Captain James Lawrence School – Suspension Report #9 May 2013
   c. Samuel Smith School – Suspension Report #9 May 2013
   e. Burlington City High School – Suspension Report #9 May 2013
   g. Fund Raising Report – May 2013
   h. Student Dress Code Violation Report – May 2013

8. Acknowledge receipt and review of Report #14 Violation of Policy 5512.01

M 8. Acknowledge receipt and review of Report #14 Violation of Policy 5512.01
S  Harassment, Intimidation and Bullying (HIB)

EXHIBIT K-1*
EXHIBIT K-2*
EXHIBIT K-3*
EXHIBIT K-4*
EXHIBIT K-5*
EXHIBIT K-6*
EXHIBIT K-7*
EXHIBIT K-8*

EXHIBIT L*

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

NEW BUSINESS

1. Discussion of request to plant a tree at Burlington City High School in memory of Mrs. Valerie O’Farrow as per Caleah Kitchens and Nicole Cavalier.

PROGRAM

ACADEMIC AFFAIRS

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

B/A

M 2. Policies/Regulations
S Per recommendation from Superintendent of Schools, submit for first reading the following Policy:
   A. P5111 Eligibility of Resident/Nonresident Pupils

B/A

M 3. Recommend approval of the City of Burlington Public Schools 2013-2014 School Dress Code as presented with no changes from the 2012-2013 School Dress Code for all students as per Dr. Patricia T. Doloughty.

B/A

M 4. Recommend approval to submit the results of Self-Assessment for determining Harassment, Intimidation and Bullying Grades to the New Jersey Department of Education as follows:
   A. Samuel Smith School
   B. Burlington City High School

B/A

M 5. Recommend approval of Monthly Nursing Report for Burlington City High School as per Mr. Julian Jenkins, Jr.

B/A

M 6. Recommend approval of revised AYP Teacher/Facilitator Data Team Leader/Data Analysis Job Description as per Dr. Patricia T. Doloughty.

B/A
7. Recommend approval of National Society of Black Engineers (N.S.B.E.) Junior Chapter at Burlington City High School as per Dr. Patricia T. Doloughty.

8. Recommend approval of Resolution #2330-13 Supporting the City of Burlington Grant Application to Burlington County for the Replacement of the Bandstand at the Riverfront Promenade as per Mr. Craig Wilkie.

9. Anti-Bullying Coordinator (ABC)
Per law requirements for Harassment, Intimidation and Bullying (HIB) and Policy 5512.01, recommend Michael Scapellato as the 2013-2014 Anti-Bullying District Coordinator (ABC) as recommended by Dr. Patricia T. Doloughty, Ed.D. The ABC coordinates and strengthens the district HIB policy to prevent, identify and address HIB.

10. Anti-Bullying Specialist (ABS)
Per law requirements for Harassment, Intimidation and Bullying (HIB) and Policy 5512.01, recommend the following 2013-2014 Anti-Bullying Specialists (ABS) as recommended by building principals and Dr. Patricia T. Doloughty, Ed.D. The ABS is responsible for conducting an HIB report investigation.
   A. Elias Boudinot School – Kryssa Calderone
   B. Captain James Lawrence School – Carol Kiedaisch
   C. Samuel Smith School – Jennifer Schneeman
   D. Wilbur Watts Intermediate School – Joann DeRosa
   E. Burlington City High School – Stacey Wilson and Megan DeMaise

11. Consulting Agreement
Recommend approval to enter into a professional services agreement with Moxie Educational Services for software management, NWEA management, Odyssey management and NJ SMART submissions in the amount of $50,000 payable on a monthly basis, effective 8/1/13 through 7/31/14 as per Dr. Patricia T. Doloughty.
**FINANCE AND OPERATIONS**

1. Facilities Report (Information Only)  
   EXHIBIT V

2. Food Management Report (Information Only) – April 2013  
   EXHIBIT W*

3. Recommend approval to increase school lunch prices effective September 1, 2013 in accordance with federal mandates as per Mr. Craig H. Wilkie.  
   EXHIBIT X*

4. Recommend approval to award a contract for unarmed security guard services to the Davis Group for the period 7/1/13 through 6/30/14 in accordance with the Educational Data Services, Inc. Package #43-Security Services, Bid #5214 at a rate of $13.78/hour as per Mr. Craig H. Wilkie. The assessed rate for the 2012/2013 school year was $12.94/hour.  
   EXHIBIT Y*

5. Recommend approval of the bid award for Bus Repairs/Inspection Services and Vehicles Repairs/Services to Lenny’s Towing & Truck Service effective 7/1/13 through 6/30/14 based on the hourly wage bid of 5/31/13 as per Mr. Craig Wilkie.  
   EXHIBIT Z*

6. Motion to acknowledge the refinancing of the 2004 school bonds as outlined in Mr. Wilkie’s memo dated May 31, 2013.  
   EXHIBIT AA*

7. Recommend approval of the 2013/2014 pay date schedule as per Mr. Craig Wilkie.  
   EXHIBIT BB*

8. Recommend approval of 2013/2014 health coverage and rates as secured via quote by Cherry Hill Benefits as per Mr. Craig Wilkie.  
   EXHIBIT CC*

9. Recommend approval of Resolution #2331-13 Opposing the Proposed FY 2014 SDA Assessments as per NJSBA.  
   EXHIBIT DD*

10. Recommend approval of Resolution #2332-13 Opposing Use of Average Daily Attendance in the Determination of State Aid to Education as per NJSBA.  
    EXHIBIT EE*
M 11. Recommend approval of Resolution #2333-13 Directing the Distribution of the Burlington City Board of Education’s Net Returned Surplus Funds Held in Trust by the Burlington County Insurance Pool Joint Insurance Fund as per Mr. Craig Wilkie.

B/A

M 12. Recommend approval of Resolution #2334-13 Transfer of Current Year Surplus to Capital Reserve as per Mr. Craig Wilkie.

B/A

EXHIBIT FF*

EXHIBIT GG*
The Superintendent recommends the following personnel actions:

1A. Resignations/Retirements:
   Recommend approval to accept the following resignations/retirements with regret:
   1. 1st SGT LARRY ENGLISH – JROTC Teacher of Military Science, retirement effective September 1, 2013.

1B. LeAVes of Absence
   Recommend approval to grant leaves of absence to the following employees:
   1. MICHELLE JANSON – Teacher of Preschool, Samuel Smith School, maternity leave of absence with pay effective 5/31/13 through ½ day on 6/17/13; further child-rearing leave of absence without pay effective ½ day on 6/17/13 through 6/30/13 with continuation of medical benefits under FMLA. Return to duties 8/29/13.
   2. SCOTT MATARESE – Custodian, Burlington City High School, medical leave of absence with pay effective 6/10/13 through 7/11/13 (using 5 vacation days); further medical leave of absence without pay effective 7/12/13 through 9/9/13 with continuation of medical benefits under FMLA.
   3. LINDA STILTS – Educational Assistant, Samuel Smith School, leave of absence without pay September 6, 9 and 10, 2013.

2A. Salaries for Staff 2013/2014:
   Recommend approval of salaries for the following staff members for the 2013/2014 School year:
   1. ROBERT ZAVADA – Computer Support Technician, 12 month, @ $46,100

2B. Appointments/Transfers for 2013/2014:
   Recommend approval to appoint the following persons to positions for the 2013/2014 school year:
   1. SUSANNE DISIPIO – Facilities Secretary (12 months) @ $32,303, Step 1, effective 7/1/13 through 6/30/14.
   2. SASHA GIBSON – AYP Teacher/Facilitator-Data Analysis, transfer to AYP Teacher/Facilitator at Boudinot, Lawrence and Samuel Smith School @ $60,390 MA+30 Step 2, effective 8/29/13 through 6/30/14, payable through Title 1 of the NCLB Grant.
   3. DANIELLE GRDINICH – Transfer from AYP Facilitator to Teacher of Students with Disabilities (CE) and Teacher of Preschool Through Grade 3 (Standard), MD Class, Samuel Smith School @ $53,740 BA Step 2, effective 8/29/13 through 6/30/14.
A. Summer Appointments:
Recommend approval to appoint the following individuals for 2013 Summer Assignments as follows:

1. **LISA DILLABOUGH** – 60 hours @ $32.15/hour to prepare for After School Extended Care

2. Curriculum Workshops

3. **Samuel Smith School:**
   a. **YVONNE BUTLER** – 40 hours @ $50/hour for preschool professional development and program planning.
   b. **REGINA GENOVESI** – 40 hours @ $50/hour for preschool registration, recruitment, etc.

4. **Wilbur Watts Intermediate School:**
   a. **KRYSSA CALDERONE** – third grade orientation, 13 hours @ $50/hour
   b. **JOANN DEROSA** – third grade orientation, 13 hours @ $50/hour
   c. **JOANN DEROSA** – guidance hours, 6 hours/day x 15 days @ $50/hour
   d. **DEBORAH MAUGERI** – bus driver, 2 hours/day @ $18.22/hour, WWIS T-1 Extended School Year

5. **Burlington City High School:**
   a. **CASSANDRA EATTOCK** – NJ SMART, 25 hours maximum @ $50/hour
   b. **ELIZA LUNDY** – Summer weight room, 80 hours maximum @ $50/hour

6. **Child Study Team and State/Federal Programs:**
   a. Child Study Team summer hours for CST evaluations
   b. AYP Facilitators (Elementary, Wilbur Watts and BCHS)
   c. AYP Facilitators

7. Attendance Officers (25 hours between two employees) – Attendance Investigations, etc.
   a. **JAMES BARNES** @ $18.34/hour
   b. **ALBERT DEMPSTER** @ $15.36/hour

8. Bus driver summer routes for the period July 1, 2013 through August 31, 2013 as necessary for the following staff members:
   a. **CHERYL HAAS** @ $21.21/hour
   b. **FREDERICK HATCH** @ $22.61/hour
   c. **DEBORAH MAUGERI** @ $18.22/hour
   d. **JOANNE ZAPOLSKI** @ $24.59/hour

B. Recommend approval to appoint the following individuals for 2013/2014 Assignments as follows:

1. **Wilbur Watts Intermediate School Honorariums**

C. Payments:

Recommend approval to pay the following individuals who have successfully completed their 2012/2013 assignments

1. **KAREN DUGAN** – 8 TO 9 Freshman Transition Advisor, half year payment @ $1,252.50
2. **CASSANDRA EATTOCK** – Public Relations Coordinator, half year payment @ $3,960.00
3. **JAMAL JONES** - 8 TO 9 Freshman Transition Advisor, half year payment @ $1,252.50
4. **PATRICIA KENNEDY** – Intervention & Referral Services Facilitator @ $10,680.50
5. **NANCY PACKARD** – Right to Know Coordinator, half year payment @ $1,950.00
6. **MICHAEL SCAPELLATO** – Special Education Support Specialist (IEP Facilitator), half year payment @ $5,340.25
7. **DANIEL TAYLOR** – Intervention & Referral Specialist, WWIS @ $2,524.56 (prorated amount)
8. Head Custodian ½ Year Payments
   a. GEORGE ECKMAN, BCHS @ $2,750
   b. FRED JANSON, Lawrence @ $1,200
   c. JANE MACALUSO, Smith @ $1,200
   d. KEVIN REEVES, WWIS @ $1,850

9. Mentor Teacher Payments

10. Tuition Reimbursement

11. WWIS Payments

12. 2013 Spring Athletic Payments

13. BCHS Honorariums

4. Vacation/Sick Day Payouts

Recommend approval to pay the following staff members who have retired or were terminated sick leave and/or vacation payouts as per Agreement with CBEA and/or Administrators’ Association (subject to change):

A. RENEE CALDERON – 8.5 + 15 accrued vacation days @ $147.31/day = $3,461.79
B. DIANA CHIEMINGO – 131 sick days @ $70/day = $9,170
C. JULIAN JENKINS, JR. – 5 + 20 accrued vacation days @ $638.98/day = $15,974.50 plus 148.5 sick days @ $60/day = $8,910 for a total of $24,884.50.

5. Volunteers

Recommend approval to add the following to our list of Volunteers for 2012/2013:

A. Wilbur Watts Intermediate School

6. Student Teacher Practicum Placements

Please accept the following recommendation for placements for the 2013-2014 school year per recommendation of Mrs. Sherry Knight.

7. Substitutes:

Recommend approval to employ the following persons as substitutes for the 2012/2013 school year:

A. Substitute Teachers @ $77.00/day
B. Substitute Custodians @ $9.87/hour and Field Maintenance @ $13.23/hour
C. Substitute Bus Aides @ $8.90/hour
D. Substitute Nurses @ $200/day
E. Substitute After School Childcare Providers @ $12.10/hour
   1. Suzeith Mancini
F. Substitute Secretaries @ $67.00/day
G. Substitute Bus Drivers @ $13.35/hour
H. Substitute Educational Assistants @ $10.75/hour
I. Substitute Educational Assistants (Lunchroom/Playground) @ $8.20/hour
TRIPS

M   1. Recommend approval of 2012-2013 Student Field Trip Report #15.  EXHIBIT TT-1
S

B/A

S

B/A

ATHLETICS

BOARD SECRETARY’S REPORT

M   1. Recommend adoption of Resolution #2335-13 authorizing the Board  EXHIBIT UU*
S to meet in closed session (Personnel Matters).

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:
2. Thurs. June 20, 2013 – Early Dismissal Students – Last day for Prk – 11th grade students
3. Fri. June 21, 2013 – Early Dismissal 12th Grade Students – Staff In-Service
4. Fri. June 21, 2013 – Last day for 12th Grade and Staff - Graduation – 6:00 p.m.
6. Mon. July 8, 2013 - Board of Education Meeting – 6:00 p.m.
7. Mon. August 26, 2013 - Board of Education Meeting – 6:30 p.m.
8. Mon. September 9, 2013 - Board of Education Meeting – 7:00 p.m.
9. Mon. September 23, 2013 - Board of Education Meeting – 7:00 p.m.
10. Mon. October 21, 2013 - Board of Education Meeting – 6:30 p.m.
11. Mon. November 11, 2013 - Board of Education Meeting – 7:00 p.m. – PRIDE – 6:30 p.m.
12. Mon. December 9, 2013 - Board of Education Meeting – 7:00 p.m.
13. Mon. January 6, 2014 – Board of Education Meeting – 6:30 p.m. Reorganization
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>January 7, 2013</td>
<td>BOE Meeting – 6:30 p.m. Reorganization, Discuss Budget Process: Priorities/Procedures</td>
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<tr>
<td>January 11 &amp; 12, 2013</td>
<td>January 11, 2013 – 6:00 – 9:30 p.m. Strategic Planning Council Conference January 12, 2013 – 8:30 a.m. – 3:00 p.m. – WWIS Cafeteria</td>
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<td>January 28, 2013</td>
<td>End of Year Staff Review – 6:00 p.m. - BOE Meeting – 7:00 p.m. – HIB/EVVRS Mid-Year Report; Distribute Evaluation Forms for BOE Self-Evaluation</td>
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<td>February 11, 2013</td>
<td>BOE Meeting – 7:00 p.m. – Student Attendance Policy – 6:00 p.m. – Budget Review - 5:00 p.m.</td>
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<tr>
<td>February 25, 2013</td>
<td>BOE Meeting – 7:00 p.m. – CBEA Pride – 6:30 p.m.- BOE Budget Review – 5:00 p.m.</td>
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<tr>
<td>March 4, 2013</td>
<td>BOE Special Meeting – 6:00 p.m. – Budget Submission</td>
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<td>March 11, 2013</td>
<td>BOE Budget Review – 6:00 p.m. – Board of Education Meeting – 7:00 p.m.</td>
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<tr>
<td>March 14, 2013</td>
<td>Budget Review – 9:00 a.m. – 12:00 noon</td>
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<tr>
<td>March 25, 2013</td>
<td>BOE Meeting – 7:00 p.m. – PRIDE – 6:30 p.m., Public Hearing on the Budget (Auditorium); Adoption of Budget,</td>
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<tr>
<td>April 15, 2013</td>
<td>BOE Meeting – 6:00 p.m. NJSBA Training – BOE Self Evaluation &amp; CSA Evaluation; 2013-2016 Local Technology Plan</td>
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<tr>
<td>April 29, 2013</td>
<td>BOE MEETING – 5:30 p.m. End of Year Staff Review (All staff: Non-tenured, Tenured &amp; Administration) - 7:00 p.m. Regular Meeting; Yearly Appointment Resolutions</td>
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<tr>
<td>May 6, 2013</td>
<td>BOE Meeting – 5:30 p.m. Strategic Planning Presentation and Board of Education Goals - NJSBA</td>
</tr>
<tr>
<td>May 13, 2013</td>
<td>BOE MEETING – 6:00 p.m. – 5 Year Curriculum Plan, Approve staff for 2012/2013, presentation of Professional Development Plan</td>
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<td>May 14, 2013</td>
<td>Notification for non-tenured staff</td>
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<tr>
<td>May 20, 2013</td>
<td>Celebration of the Arts Opening – 5:30 p.m. PRIDE – 6:00 p.m. – 6:30 p.m. Staff Recognition - Burr Gymnasium</td>
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<tr>
<td>June 4, 2013</td>
<td>BOE Candidate Petitions Due – 4:00 p.m. – County Clerk’s Office</td>
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<tr>
<td>June 10, 2013</td>
<td>BOE Meeting – 7:00 p.m. – HIB Year-End Report</td>
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<tr>
<td>June 21, 2013</td>
<td>Graduation</td>
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<tr>
<td>July 8, 2013</td>
<td>BOE Meeting 6:00 p.m., Anti-Bullying Bill of Rights Statement of Assurance</td>
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<tr>
<td>August 26, 2013</td>
<td>BOE Meeting 6:30 p.m.</td>
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<tr>
<td>September 9, 2013</td>
<td>BOE Meeting – 7:00 p.m.</td>
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<tr>
<td>September 23, 2013</td>
<td>BOE Meeting – 7:00 p.m.; Nursing Services Plan</td>
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<tr>
<td>October 21, 2013</td>
<td>BOE Meeting – 6:30 p.m. – NCLB &amp; Violence/Vandalism Yearly Report &amp; Review of Achievement Data; QSA SOA; Security Plan SOA</td>
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<td>October 22 to 24, 2013</td>
<td>NJSBA Convention, Atlantic City, NJ</td>
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<tr>
<td>November 5, 2013</td>
<td>General Election to Include School Board Member Election</td>
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<tr>
<td>November 11, 2013</td>
<td>BOE Meeting – 7:00 p.m. – CBEA Pride – 6:30 p.m. - School Building Checklists; Early Childhood Plan; Presentation of Maintenance Plan and M1</td>
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<tr>
<td>December 9, 2013</td>
<td>BOE Meeting – 7:00 p.m. - CAFRA presentation (Audit)</td>
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<tr>
<td>January 6, 2014</td>
<td>BOE Meeting – 6:30 p.m. Reorganization</td>
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