

BURLINGTON TOWNSHIP SCHOOLS
Burlington, New Jersey
Office of the Superintendent

Board Report – September 25, 2013

A. PERSONNEL

1. Recommend approval of Employee Hiring NJSA 18A:6-7 et seq (Revised 6/30/98)

WHEREAS N.J.S.A. 18A:6-7.1 et seq has been revised and now requires emergent approval to employ an individual prior to receiving criminal history background clearance.

BE IT RESOLVED that an application be submitted to the County Superintendent of Schools in accordance with the revised statute, requesting emergent approval of employee hiring for the following individuals for the reasons as indicated.

2. Recommend approval of the following substitutes for the 2013/2014 school year, pending meeting employment requirements, as listed:

Teachers: James Castelli, Jr.; Lisa Palmer; Mynik Pizzigoni; Debra Anne Potucek; Barry Riley

Nurses: Sharon Brodzinski; Barbara Gee; Marybeth Jensen; Kimberly Miller; Jennifer Sedlacek; Torre Flemming

Secretary:

3. Accept, with regret, the resignation of **Jennifer Soto**, part-time Academic Achievement teacher at Fountain Woods School, effective August 29, 2013. Ms. Soto has served the district for 4 years.

4. Accept, with regret, the resignation of **Jacqueline Brownell**, District Literacy Coach, effective November 11, 2013, or sooner if a suitable replacement is found. Mrs. Brownell is also requesting payment for all accumulated sick, personal and family illness days, as per the negotiated contract. Mrs. Brownell has served the district for 5 years.
 5. Recommend approval of a maternity/child-rearing leave of absence for **Rachael Newbold**, teacher of Special Education at the Burlington Township Middle School @ *Springside*, effective November 13, 2013 through April 4, 2014, under the FMLA and NJFMLA Family Leave Acts. Mrs. Newbold is also requesting use of her accumulated sick leave as per the negotiated agreement.
 6. Recommend approval of a maternity/child-rearing leave of absence for **Denise Bialous**, teacher of 1st grade at B. Bernice Young School, effective December 2, 2013 through June 30, 2014, under the FMLA and NJFMLA Family Leave Acts. Mrs. Bialous is also requesting use of her accumulated sick leave as per the negotiated agreement.
 7. Recommend approval of a leave of absence for **David Dajnowicz** for the care of his child under the Family Medical Leave Act and the New Jersey Family Medical Leave Act, effective November 14, 2013 through approximately January 13, 2014.
- R.C.V.** 8. Recommend approval of **Karen Dillon** to serve as a part-time Academic Achievement teacher at Fountain Woods School, effective September 1, 2013 through June 30, 2014, step "A", or its equivalent, at the MA level, salary as negotiated, replacing Ms. Soto.
- R.C.V.** 9. Recommend approval of **Taralyn DeLucia** to serve as an interim replacement for a teacher of 4th grade at Fountain Woods School, effective September 1, 2013 through November 13, 2013, replacing Ms. Williams.

- R.C.V.** 10. Recommend approval of the following transfer for the 2013/14 school year, as listed:
- Kirt Thomason** from BTMS Math Teacher to 0.5 Math Teacher/0.5 District Math Coach. 0.5 District Math Coach is funded by NCLB Title II.
- R.C.V.** 11. Recommend approval of the following co-curricular positions for the 2013/14 school year, as listed:
- BTHS
- Webmaster - **Pam Goodman**
- BTMS
- Show Choir Assistant - **Jane DeAngelis**
- R.C.V.** 12. Recommend approval of the following staff for the Middle School Holding Room and Administrative Detention, after school assignments, to be paid by blue voucher, as listed:
- a. **Kelsey Bozarth**
 - b. **Thomas Foreman**
 - c. **Lauren Papp**
 - d. **Elizabeth Phelps**
 - e. **Sharon Velzy**
 - f. **Cheryl Weldon**
- R.C.V.** 13. Recommend approval of the following Cluster Coordinators, for the 2013/14 school year, as listed:
- a. Self-Contained PK-5 - **Rebecca Merz** – NCLB Grant Funded
 - Self-Contained 6-12 - **Dawn Martin** – NCLB Grant Funded
 - BTMS Special Ed - **Paige Boston**
 - b. Google Apps Cluster Coordinators – NCLB Grant

Funded

BBYS	-	Rana Smith
FWS	-	Shawn Fitzpatrick
BTMS	-	Dianna DeFiore
BTHS	-	Sherri Einhorn

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- c. BTHS Cluster Coordinator Math - **Carol Ley**
- d. District – NCLB Grant Funded - **Kirt Thomason**

14. Recommend approval of additional teaching time for the following staff members for the 2013/14 school year, as listed:

- a. **Ruth Seel, Dawn Martin and Vanessa Meekins** have 1 extra teaching block in Semester 1 and 1 extra teaching block in Semester 2.
- b. **Kristy Grottini and Ron Caponigro** have 1 extra teaching block in Semester 1.
- c. **Gemma Winkler** has 1 extra teaching block in Semester 2.
- d. **Matthew Schlaegel, Douglas Wood, Amy Benedetto, and Brian David** – an extra .25 teaching block in Semester 2.
- e. **Kara Roman** to teach additional 35 minutes every day each semester.
- f. **Debbie Gross** to teach one additional section which amounts to one semester.

- * **R.C.V.** 15. Recommend approval of the change in the job assignment for **Laura Costello** from 12-month Secretary to Administrative Secretary, effective July 1, 2013.

16. Recommend approval of **Sandra Webb** for up to 10 days of building/office support during the summer of 2013, at the contracted rate.
17. Recommend approval of the following staff members to move on the salary guide, effective September 1, 2013, due to the completion of additional college credits, as listed:
 - a. **Vanessa Meekins** from BA+15 to the MA level. (All the necessary documentation has been received from Walden University.)
 - b. **Joseph Bliss** from BA+15 to the BA+30 level. (All the necessary documentation has been received from The University of the Arts.)
 - c. **Miriam Arbelo** from MA to MA+15 level. (All the necessary documentation has been received from Westminster Choir College of Rider University and University of Hartford.
 - * d. **Laura Flynn** from the BA level to the BA+15. (All the necessary documentation has been received from Rutgers University.)
18. Recommend approval of deduct days for the following staff members, as listed:
 - a. **Colleen Merhar**, teacher of Technology at BTMS, one day, November 6, 2013.
 - b. **Deborah Schaeffler**, LDT/C at FWS, five days, October 23 – 29, 2013.
 - c. **Mary Schatz**, teacher of Math at BTHS, 1½ days, December 19 & 20, 2013.

19. Recommend approval of **Debbie Bune**, a student at New Jersey City University, to complete her LDT/C internship, one day per week, being supervised by Sherrie Wexler, pending completion of Board of Education Policy requirements.
20. Recommend approval of the following student placement requests:
 - a. **Kim Zerbe**, a student at Fairleigh Dickinson University, to complete 30 hours of classroom observation at B. Bernice Young School. Ms. Zerbe is an aide at BBYS and would like to complete the observations on her lunch hour.
 - b. **Kristen Irwin**, a student at Ursinus College, to complete observation hours at Burlington Township High School, October 14 & 15, 2013.

B. STUDENTS

1. Recommend approval of bedside instruction for the following students, as listed: one 8-yr. old 3rd gr. boy, 9/17/13 – 10/14/13, physical; and, one 14-yr. old 8th gr. boy, 9/9/13 – 6/23/14, physical.
- * 2. Recommend approval of the following special education placement, as listed: one 17-yr. 10th gr. boy (ED) to Brookfield Academy, effective 9/12/13.

C. MISCELLANEOUS

1. Recommend approval of the following Board Policies, as listed:
 - a. First Reading

#3144.12	Certification of Tenure Charges – Inefficiency
#3144.3	Suspension Upon Certification of Tenure Charge
#3372	Teaching Staff Member Tenure Acquisition
#3373	Tenure Upon Transfer or Promotion

- #3374 Tenure Upon Transfer to an Underperforming School
- #4124 Employment Contract
- #5512 Harassment, Intimidation, and Bullying (M)
- R5512 Harassment, Intimidation, or Bullying Investigation Procedure

b. First Reading - Bylaws

- #0131 Bylaws and Policies
- #0142 Board Member Qualifications, Prohibited Acts and Code of Ethics
- #0142.1 Nepotism
- #0143 Board Member Election and Appointment
- #0143.2 Pupil Representatives to the Board of Education
- #0144 Board Member Orientation and Training
- #0145 Board Member Resignation and Removal

c. Final Adoption

- #1140 Affirmative Action Program
- #3439 Jury Duty – Teaching Staff Members
- #4438 Jury Duty – Support Staff Members
- #5338 Diabetes Management
- #5535 Passive Breath Alcohol Sensor Device
- #7510 Use of School Facilities
- #7510.1 Performing Arts Center Use
- #9560 Administration of School Surveys
- R9324 Sex Offender Registration and Notification

d. Final Adoption – Bylaws

- #0110 Identification
- #0120 Authority and Powers
- #0132 Executive Authority
- #0134 Board Self Evaluation
- #0141 Board Member Number and Term

e. Reviewed Number Change

#N6147.1 Changing of Pupil Grades to **2624.5**

2. Accept a \$500 donation from Pyramid Ice & Goods, LLC (Rita's) Willingboro, NJ, to be used to purchase Leveled Literacy Kits for use with elementary students. This contribution is in compliance with Policy #7230 and has been reviewed by the School Business Administration.
3. Recommend approval of the following Category III Fund-Raising projects for Semester One, 2013/14, per Policy #5830 – Pupil Fund-Raising.
 - a. Kids Walk Program at FWS and BBYS to benefit the Juvenile Diabetes Research Foundation, coordinated by Principal John Johnson in collaboration with the JDRF.
 - b. Various fund-raising events during Breast Cancer Awareness Month, including, dedicating athletic events to the cause, a pink-out event, tee shirt sales, and collections to support the Susan G. Komen for the Cure Organization, coordinated by BTHS teacher Stacy Varanyak.
4. Recommend acceptance of the monthly Harassment, Intimidation and Bullying Report of Incidents per Board of Education Policy #S5512.01 and the New Jersey Anti-Bullying Bill of Rights Act of 2011.
5. Request approval of the following reports as submitted to the Board Secretary for inclusion in the minutes pursuant to Board Policy: (a) Building Use; (b) Student Accidents; (c) Pupil Suspensions; (d) Professional Meetings; (e) Class Trips; and, (f) Enrollment.

D. BUSINESS

1. Approve payment of the September 2013 Bill List and the August 2013 Supplemental Bill List.

2. Accept the August Treasurer's and Secretary's Reports with Board Secretary Certification.
3. Accept the Cafeteria Report for July and August which includes the bill list.
4. Pursuant to NJAC 6:20-2.13 (e) we certify that as of August 31, 2013, after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been overexpended in violation of NJAC 6A:23-2.11 (a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
5. Approval of August transfers.
6. Approve the Memorandum of Understanding between the State of New Jersey FEMA and the Burlington Township Board of Education.
7. Authorize the Business Administrator to seek banking RFPs.
8. Authorize the Business Administrator to hold an auction for surplus items.
- * 9. Approval of fees for Pre-K for 2014/15, as listed:
 - \$1,275.00 for full pay
 - \$ 510.00 for reduced lunch qualified
 - \$ 0.00 for free lunch qualified

Respectfully submitted,

Dr. Christopher M. Manno
Superintendent of Schools

*** New Items**

