

BURLINGTON TOWNSHIP BOARD OF EDUCATION
Burlington, New Jersey

AGENDA

DATE: August 28, 2013

TIME: 7:00 PM

PLACE: Burlington Township High School – Hopkins Building

- I. Call to order by the President
- II. Statement of Conformance to the Open Public Meetings Act
- III. Flag Salute
- IV. Roll Call
- V. Approval of minutes from July 17, 2013 Work Session and July 24, 2013 Executive and Public.
- VI. Communications
- VII. Committee Reports
- VIII. Superintendent's Report
- IX. Open to the Public (Agenda Items Only)
- X. Dr. Manno's Report for Board Action
- 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.

Katie Gaven Occupational Therapist Effective 9/1/13, due to a resignation.

Lauren Bentivegna Occupational Therapist Effective 9/1/13, due to a resignation.

Sara Cox Behavioral Specialist Effective 9/1/13, due to a newly created position.

Jonathan Seligman Math Lab (part-time) Effective 9/1/13, due to a transfer.

Stephanie Werner Spanish (part-time) Effective 9/1/13, due to a resignation.

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

Teachers: Gail Bailey; Julia Baker; Dana Capelli; Christine Carney; Jaclyn Centifonti; Erika Cepurneac; Melissa Cook; Ethan Dilks; Karen Dillon; Karen Donaldson; Heather Donnelly; Elaina Eiser; David Georgeanni; Darci Gresko; Chelsea Hutchings; Tara Johnson; Kristina Joyce; Jessica Keegan; Michelle Klinger; Jody Kruse; Darren Long; Michelle Lubrano; Janetta Morris-Scarlett; Kimberly Peoples; Priyanka Ramesh; Nan Russum; Adrienne Stewart; Sarah Tum Suden; Krista Varanyak; and, Curtis Wright.

Nurse: Christine Meade

Secretary: Kimberly Peoples

3. Accept, with regret, the resignation of **Janet Murtha Blazy** as Instructional Assistant at Burlington Township Middle School @ *Springside*, effective, August 21, 2013. Ms. Murtha Blazy has served the district for 6 years.
- * 4. Recommend approval of a maternity/child-rearing leave of absence for **Katherine Moore**, part-time Academic Achievement teacher at Fountain Woods School, effective November 1, 2013 through June 30, 2014, under the FMLA and NJFMLA Family Leave Acts.
- R.C.V.** 5. Recommend approval of **Katie Gaven** to serve as an Occupational Therapist, pending meeting employment requirements, effective September 1, 2013 through June 30, 2014, step "C", or its equivalent, at the MA level, with Extended Masters of 50-59 credits, salary as negotiated, replacing Ms. Sheridan.
- R.C.V.** 6. Recommend approval of **Lauren Bentivegna** to serve as an Occupational Therapist, pending meeting employment requirements, effective September 1, 2013 through June 30, 2014, step "A", or its equivalent, at the MA level, with Extended Masters of 50-59 credits, salary as negotiated, replacing Ms. Shaw.
- ***R.C.V.** 7. Recommend approval of **Sara Cox** to serve as a Behavioral Specialist, pending meeting employment requirements, effective September 1, 2013 through June 30, 2104, step "A", or its equivalent, at the MA level, salary as negotiated. (New position)

- *R.C.V.** 8. Recommend approval of **Jonathan Seligman** to serve as a Math Lab (part-time) teacher at Burlington Township Middle School @ *Springside*, pending meeting employment requirements, effective September 1, 2013 through June 30, 2014, step “C”, or its equivalent, at the MA level, with Extended Masters of 40-49 credits, salary as negotiated, replacing Mr. Thomason.
- *R.C.V.** 9. Recommend approval of **Stephanie Werner** to serve as a teacher of Spanish (part-time), pending meeting employment requirements, effective September 1, 2013 through June 30, 2014, step “I”, or its equivalent, at the BA level, salary as negotiated, replacing Ms. D. Torres.
- R.C.V.** 10. Recommend approval of **Jessica Keegan** to serve as an interim replacement, pending meeting employment requirements, for a teacher of 3rd grade at Fountain Woods School, effective September 1, 2013 through December 20, 2013, replacing Ms. Marchetty.
- R.C.V.** 11. Recommend approval of **Karen Dillon** 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.** 12. Recommend approval of **Brianne Zack** to serve as an interim replacement for a teacher of Math at Burlington Township High School, effective September 1, 2013 through January 30, 2014, replacing Ms. George.
- R.C.V.** 13. Recommend approval of **Maureen Grabosky** to serve as an interim replacement for a teacher of Special Education, K & Pre K, at B. Bernice Young School, effective September 1, 2013 through November 2013, exact date to be determined, replacing Ms. C. Moore.

- R.C.V.** 14. Recommend approval of the following transfers for the 2013/14 school year, as listed:
- a. **Sarah Rast** from Teacher of the Deaf at BTMS to Teacher of the Deaf/Literacy Lab at BTMS.
 - b. **Sharon Velzy** from Instructional Assistant at BTHS to Instructional Assistant at BTMS.
- R.C.V.** 15. Recommend approval of **Vernon Pellerin** to serve as an Instructional Assistant at Burlington Township High School, effective September 1, 2013 through June 30, 2014, salary as negotiated, replacing Ms. Murtha Blazy.
- R.C.V.** 16. Recommend approval of the following staff member to be granted Academic Tenure, as listed:
- Patricia Siboczy**, teacher of Language Arts, effective October 29, 2013.
- R.C.V.** 17. Recommend approval of the following staff member, as listed:
- Jacqueline Brownell** – Literacy Coordinator – \$3500 stipend, Title I funded.
- R.C.V.** 18. Recommend approval of the following individuals to complete assessments for incoming kindergarten students, at the rate of \$35/hour, adjusted from \$34/hour as previously approved, funded by the NCLB Grant. Maximum of 39 hours, not to exceed \$1020 per person, as listed:
- a. **Jackie Brownell**
 - b. **Vanessa Chierchio**
 - c. **Cathy Cliver**
 - d. **Donna Gablein**
 - e. **Amy Kerwick**
 - f. **Amy Kuti**
 - g. **Andrea Leibowitz**

- h. **Melissa Muth**
- i. **Marissa Scheels**

- *R.C.V.** 19. Recommend approval of the following Exceptional Aide for the 2013/14 school year, as listed:

Terri Ginterreiter

- R.C.V.** 20. Recommend approval of the following volunteer co-curricular positions and appointments for the 2013/14 school year, as listed:

Volunteer Band Assistants - **Sherri Einhorn**
Madeline Zacharkow

Volunteer Assistant Fall & Winter
Cheerleading Advisors - **Tina Carpenter**
Deborah Jacobs-Barbour
Marcus Jay Smith
Camile Hyatt

Volunteer Prism Club Advisor - **Amy Benedetto**

- R.C.V.** 21. Recommend approval of the following volunteer fall coaching position for the 2013/14 school year, as listed:

Volunteer Asst. Football Coach - **Nick Strom**

- R.C.V.** 22. Recommend approval of the following Cluster Coordinators and Head Teachers for the 2013/14 school year, as listed:

Head Teachers

- | | |
|-------------------------------|--------------------------|
| a. Educational Technologies | Robert Carson |
| b. Visual and Performing Arts | Joseph Farina |
| c. World Language | Margaret Buck |
| d. Special Ed. K-5 (shared) | Kelley Borreggine |
| e. Special Ed. K-5 (shared) | Lisa Barenbaum |
| f. Math – K-5 (shared) | Amy Sullivan |

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|----|------------------------------|----------------------|
| g. | Math – K-5 (shared) | Joann Maybury |
| h. | Health & Physical Ed. – K-12 | Megan Tropp |
| i. | Language Arts – K-5 (shared) | Donna Gablein |
| j. | Language Arts – K-5 (shared) | Asia Michael |
| k. | Science K-5 (shared) | Janet Dilks |
| l. | Social Studies K-5 (shared) | Beth Iannuzzi |

Cluster Coordinators

- | | | |
|----|--|---------------------------|
| a. | HS English Language Arts,
Media, ESL | Jennifer Pell |
| b. | HS Social Studies | Brock Mislan |
| c. | HS Science | Nicholas Luyber |
| d. | HS Special Education | Ilisa Mosley |
| e. | MS English, Language Arts,
Media, ESL | Laura Stegmuller |
| f. | MS Math | Kandis Astemborski |
| g. | MS Social Studies | Jason Strouse |
| h. | MS Science | Diane Zamensky |
| i. | Title I Funded Self-Contained
Special Ed K-5 | Rebecca Merz |
| j. | Title I Funded Self-Contained
Special Ed 6-12 | Dawn Martin |

- R.C.V.** 23. Recommend approval of the following co-curricular positions for the 2013/14 school year, as listed:

FWS

- | | | | |
|----|------------|---|--------------------------|
| a. | Web Master | - | Shawn Fitzpatrick |
| b. | AVA | - | Fran Guidry |

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BTMS

- | | | | |
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| a. | Yearbook Photographer | - | Joseph Ridgway |
| b. | School Store | - | Marliese Filbert |
| c. | Detention (After school
Friday, Saturday and Holding | - | Amanda Lewis |

Room Duty – blue voucher
hourly rate.)

- R.C.V.** 24. Recommend approval of the following staff for summer hours, as listed:

Barry Riley and **Debbie Brennan** for two days each to set up locks and lockers prior to the start of school at BTMS.

- R.C.V.** 25. Recommend approval of the following Onsite Bus Monitors for BBYS, for the 2013/14 school year, as listed:

- a. **Detta Barron**
- b. **Theresa Deyo**
- c. **Jay Jones**
- d. **Melissa Johnson**
- e. **Melissa Muth**
- f. **Michele Wikiera**

B. STUDENTS

1. Recommend approval of an overnight trip to Norfolk, Virginia, for the high school field hockey team and a few middle school recreation field hockey players currently enrolled in the BTMS, to attend the NCAA final four field hockey tournament, November 22, 2013 – November 24, 2013. Also recommend approval of the field hockey coaching staff as unpaid chaperones, as follows: Stacie Varanyak; Lauren Papp; and, Erika Byrum.

C. MISCELLANEOUS

1. Recommend approval of the following Board Policies, as listed:

- a. First Reading

#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

b. First Reading – Bylaws

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

c. Revised First Reading

#5460	High School Graduation
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d. Reviewed Number Change and/or Title Change

N5131.6	Student Alcohol and other Drug Use Policies and Procedures to 5530 – Substance Abuse.
N5141.5	School Nurse Protocols to 5330.1 – School Nurse Protocols.
N5145.12	Locker Search – Search and Seizure to Regulation R5600.1 – Locker Search – Search and Seizure.
N6114	Procedure for Staff to Report Major Incidents to Central Administration to Regulation 8420.1 – Procedure for Reporting Major Incidents to the Superintendent of Schools.
N1250.1	Civility to 9150.1 – Civility.

N6147.4, 6 & 7	Grading and Reporting Policies for Elementary, Middle School and High School to 2624.1, 2 & 3 Grading System respectively.
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N6147.2 Guidelines for Private Tutoring for Students Who Have Failed A Course to **S2624.4 Guidelines for Private Tutoring for Students who have Failed a Course.**

S2415.04 Review and affirm Policy S2415.04 – Parental Involvement as required by No Child Left Behind.

e. Revised Final Adoption

#2431 Athletic Competition
 #3322 Staff Member’s Use of Cellular Telephones
 #4322 Support Staff Member’s Use of Cellular Telephones
 #5511 Student Dress Code
 #5516 Cell Phone and other Electronic Device Use By Pupils
 #5533 Pupil Smoking
 #7434 Smoking In School Buildings and on School Grounds
 #9150 School Visitors

f. Final Adoption

#0000.01 Introduction to Bylaw and Policy Manual
 #0000.02 Introduction to Bylaw, Policy and Regulation Manual
 #5000 Pupils
 #5120 Assignment of Pupils
 #7000 Property
 #8130 School Organizations
 #8140 Pupil Enrollments
 #8210 School Year
 #8220 School Day
 #8330 Pupil Records
 #8335 Family Educational Rights and Privacy Act
 #8462 Reporting Potentially Missing or Abused Children
 #8465 Hate Crimes and Bias-Related Acts
 #8467 Weapons

#8468	Crisis Response
#8470	Response to Concerted Job Action
#8810	Religious Holidays
#8820	Opening Exercises
R5000	Pupils

2. Recommend approval for the Burlington Township High School Cheerleaders to attend the Universal Cheerleaders Association (UCA) Pine Forest Cheerleading Camp located in Olyphant, Pennsylvania, August 17 – 20, 2013, with Kim Gaskin, Sorina Haddock and Lisa Clotter as chaperones. Also, recommend payment for one round trip charter bus. The camp includes training in general safety practices and procedures.
3. Recommend approval of the Uniform Memorandum of Agreement between Education and Law Enforcement entered into by the Superintendent of Schools and the Director of Public Safety/Chief Law Enforcement Officer.
4. Recommend approval of the Board of Education Goals for 2013/14, as listed:
 - Expand on ways to recognize staff.
 - Reorganize special education parent advisory committee.
 - Finish initial SEA Policy review and get ELAN online up and running.
- * 5. Recommend approval of the following curricula for adoption:
 - Business
 - Accounting I
 - Accounting II
 - Advertising (2012)
 - Business Law
 - Cooperative Education Marketing
 - Entrepreneurship (2013)
 - Personal Finance
 - Tomorrow's Teachers
 - Educational Technologies
 - Advanced Robotics (2013)

Computer Assisted Design (2012)
Communications and Construction
Communications and Manufacturing
Computer Technology Grades 1-2
Computer Technology Grades 3-4
Computer Technology Grade 5 (2012)
Computer Studies 6
Computer Studies 7 (2012)
Computer Studies 8 (2012)
Desktop Publishing (2012)
Internet and WebPage Design
Introduction to Technology
Power Technology
Simple and Motorized Machines
Technology and Financial Literacy (2012)
Yearbook 8

Family Consumer Sciences

Culinary Arts I
Culinary Arts II
Careers with Children
Community Issues
Early Childhood Practicum
Human Behavior Development
Independent Foods
International Foods
Parenting
Independent Living

Health and Physical Education

Health K-2 (2012)
Health 3-5 (2012)
Health 6-8-BTMS Health (2012)
Health 9-12 BTHS Health (2012)

Physical Education K-2 (2012)
Physical Education 3-5 (2012)
Physical Education 6-8 BTMS (2012)
Physical Education 9-12 BTHS (2012)

Computer Family Life (2012)
Dance and Aerobics (2012)
Recreation and Team Building (2012)
First Aid and CPR (2012)
Teen Pep

World Languages

Spanish K-2 (2012)
 Spanish 3-5 (2012)
 Spanish 6-8 (2012)
 French 6-8*
 German 7-8 (2012)
 Spanish- AP Spanish Language and Culture (2013)
 German I (2012)
 German II (2013)
 German III
 German IV
 AP German
 French I NT (2013)
 French II (2013)
 French III
 French IV
 AP French
 Spanish I (2012)
 Spanish I NT (2013) Spanish for Spanish Speakers I
 Spanish for Spanish Speakers II
 Spanish- Introduction to Spanish
 Spanish II
 Spanish III
 Spanish IV
 Spanish- Current Issues in Spanish

Language Arts

English Language Arts- Grade K (2013)
 English Language Arts- Grade 1 (2013)*
 English Language Arts- Grade 2 (2013)
 English Language Arts- Grade 3 (2013)
 English Language Arts- Grade 4 (2013)
 English Language Arts- Grade 5 (2013)
 Language Arts- 6th (2013)
 Language Arts- 7th (2013)
 Language Arts- 8th (2013)

POR Language Arts 6 (2013)
 POR Language Arts 7 (2013)
 POR Language Arts 8 (2013)
 POR English III

Author Study
 Creative Writing
 Enriched Creative Writing
 Journalism
 Enriched Creative Writing
 Literature Circles

Peer Tutoring
Study Skills

Literacy Lab 6-8*

English I (2013)
English II (2013)
English III (2013)
English IV (2013)
Creative Writing on Web
Young Adult Literature on Film Curriculum

Mathematics (revisions only)

Math Grade K (2013)
Math Grade 1(2013)
Math Grade 2(2013)
Math Grade 3(2013)
Math Grade 4(2013)
Math Grade 5(2013)
Math Grade 6(2013)
Math Grade 7(2013)
Math Grade 7 Enriched(2013)
Math Grade 8(2013)

POR Mathematics 6 (2013)
POR Mathematics 7 (2013)
POR Mathematics 8 (2013)
POR Mathematics I (2013)
POR Mathematics II (2013)

Science (revisions only)

*Enriched Wildlife and Fisheries (2013)

Music 6
Intro to Piano Keyboarding
Advanced Tile and Mosaic
Advanced Vocal Technique
American Cinema
Art I
Art II
Art III

Cartooning
Ceramics and Enriched Ceramics 6-8 (2013)
Ceramics I
Ceramics II
Ceramics III*
Computer Technology and Music
Concert Band (Instrumental Music)
Decorative/Functional Crafts

Fashion Illustration
 Digital Photography
 Drawing and Beyond
 Graphic Design I
 Graphic Design II
 Instrumental Music 4-5
 Jazz Band
 Jazz Improvidation
 Music K-5
 Children's Theatre (MS)
 Introduction to Drama (MS)
 Music Appreciation
 Music Composition
 Music Theory I
 Music Therory II
 Musical Theater Workshop
 Rhythm Workshop
 Songwriting Workshop
 String Orchestra
 Technical Theater I
 Technical Theater II
 Theater I
 Theater II
 Theater III
 Theater IV
 Vocal Music 6-8
 Vocal Music I
 Vocal Music II
 Yearbook I
 Yearbook II
 Yearbook III

6. 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.
7. 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 August 2013 Bill List and the July 2013 Supplemental Bill List.
2. Accept the July Treasurer's and Secretary's Reports with Board Secretary Certification.
3. Pursuant to NJAC 6:20-2.13 (e) we certify that as of July 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.
4. Approval of July transfers.
5. Accept donation from YSFA for additional Elmo document cameras for Young School, amount \$2,767.35.
6. Approve Phoenix Advisors as Financial Advisor for the Flat Free of \$12,500.00.
7. Approve the correction to the July 27, 2013 Minutes Right-to-Know and Emergency Preparedness stipends should be \$4080 each.
8. Approve adoption of Refunding Form and Sale Resolution – not to exceed \$14,900,000 Refunding School Bonds.
9. Authorize the Business Administrator to submit for a BCCEIC Insurance Grant for Safety.
10. Approve agreement between **Summit Speech School**, the school district to provide Itinerant Teacher Services for two students at 3 sessions per week each; two students at 4 sessions per week each; and one student at 5 sessions per week. The rate will be \$150 per hour not to exceed \$106,500 for the 2013/14 school year.

11. Approve an agreement with **Sign Language Services** to provide interpreting services for a student #271772867, at a rate of \$345 per day, not to exceed \$62,000.
 12. Approve a contract with The Commission for the Blind for the 2013-2014 school year to provide Level 1 Services to seven visually impaired students, at a cost of \$1,750 per student, not to exceed \$12,250.
 13. Approve an agreement with **Brett DiNovi & Associates** for professional services for student #2717728675 for a home applied behavior analysis program from July 2013 to June 30, 2014. The rate for service will be \$125 per hour for Behavioral Consultant and/or \$70 per hour for a Clinical Associate, not to exceed \$25,000.
 - * 14. Approval to award Transportation Bid 183-2013 to First Student for the following routes: 183HS; 183MS; 183AAMS; 155NPSH, 155YS, 155AAFW. Total annum bid \$102,022.50 with 5% deduction.
 - * 15. Approval to award Transportation Bid 155-2013 to Trans Ed for Route BBFW \$13,875.00 Federally Funded.
 - * 16. Approval to award Transportation Bid 155-2013 to First Student for Route BBMS \$15,937.50 Federally Funded.
- XI. Open to the Public for comments.
- XII. New Business
- XIII. Adjourn Meeting

**Next Board of Education Business Meeting
September 25, 2013**

*** New Items**

