

MONTCLAIR PUBLIC SCHOOLS



MONTCLAIR, NEW JERSEY

PUBLIC BOARD MEETING HELD ON

**WEDNESDAY, SEPTEMBER 6, 2017 AT 6:30 PM
GEORGE INNESS ANNEX ATRIUM
141 PARK STREET, MONTCLAIR, NEW JERSEY**

MINUTES OF THE PUBLIC BOARD MEETING
HELD WEDNESDAY, SEPTEMBER 6, 2017 AT 6:30 PM
GEORGE INNESS ANNEX ATRIUM
141 PARK STREET, MONTCLAIR, NEW JERSEY

A. STATEMENTS

1. Meeting Notice

B. ROLL CALL at 6:30 pm

	PRESENT	ABSENT
Laura Hertzog	x	
Jevon Caldwell-Gross	x	
Jessica de Koninck	x	
Joseph Kavesh	x	
Anne Mernin	x	
Eve Robinson	x	
Franklin Turner	x	

C. RESOLUTION FOR EXECUTIVE SESSION

Joe Kavesh moved to approve the following resolution:

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-12, permits the Board of Education to meet in closed session to discuss certain matters,

NOW THEREFORE BE IT RESOLVED, the Board of Education adjourns to closed session to discuss:

- a matter rendered confidential by federal or state law;
- a matter in which release of information would impair the right to receive government funds;
- material the disclosure of which constitutes an unwarranted invasion of individual privacy;
- a matter involving the purchase, lease, or acquisition of real property with public funds;
- any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective

public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting

- pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege

AND BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

Seconded by Franklin Turner and approved by a vote of 7- 0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

- D. EXECUTIVE SESSION
- E. RETURN TO OPEN SESSION at 7:50 pm
- F. STATEMENTS
 - 1. Meeting Notice
- G. THE PLEDGE OF ALLEGIANCE
- H. ROLL CALL

	PRESENT	ABSENT
Laura Hertzog	x	
Jevon Caldwell-Gross	x	
Jessica de Koninck	x	
Joseph Kavesh	x	
Anne Mernin	x	
Eve Robinson	Returned at 8:00 pm	
Franklin Turner	x	

- I. COMMITTEE, LIAISON AND CONFERENCE REPORTING
- J. SEARCH UPDATES
- K. SUPERINTENDENT’S OFFICE
- L. ADMINISTRATION PRESENTATION AND BOARD OF EDUCATION DISCUSSION
 - 1. Central Office
 - 2. Review of Regulation 7510 – Use of School Facilities
 - 3. Review of Draft Agenda for Monday, September 18, 2017 meeting
- M. COMMENTS FROM THE PUBLIC

The Board provided time for the public to comment on agenda and non-agenda items.

- N. DEPARTMENT OF CURRICULUM AND INSTRUCTION
 - 1. Resolution Re: Approval and Adoption of Newly Created and/or Revised Curriculum

Jessica de Koninck moved to approve the following resolution:

WHEREAS, the State Department of Education requires Boards of Education to approve and adopt curriculum and scope and sequence documents;

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education approves and adopts the following curriculum and scope and sequence documents:

- K-12 English Language Arts (ELA)
 - Grades K-5 (scope and sequence)
 - Grades 6-8
 - Grades 9 Honors-12 Honors including 10 Academics, and 10-12 Honors Civics and Government Institute (CGI) and 10-12 Honors Center for Social Justice (CSJ)
- K-5 Mathematics (revision only)
- K-5 Science (scope and sequence)
- K-12 Sexuality Education (via Physical Education and Health curriculum)
- K-5 Computer Technology (Learning.com to be used as an integrated instructional resource)

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			

Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

O. BUSINESS OFFICE

1. Resolution Re: Approval of Conference and Travel Requests

Anne Mernin moved to approve the following resolution:

WHEREAS, New Jersey Administrative Code N.J.A.C. 23B and Board of Education policy require approval of the Board of Education prior to expending Board of Education funds for travel and related expenses, and

WHEREAS, the travel must be directly related to the employee's or Board member's current responsibilities,

NOW, THEREFORE, BE IT RESOLVED that the following Board members and employees are approved for travel-related reimbursements for an amount up to the estimated cost indicated:

CONFERENCE AND TRAVEL EXPENSES

<u>CONFERENCE</u>	<u>DATE</u>	<u>BOARD MEMBER/ EMPLOYEE</u>	<u>SCHOOL DEPT.</u>	<u>ESTIMATED COST</u>	<u>EDUCATIONAL PURPOSE</u>	<u>LOCATION</u>
Try Engineering!/ NJIT and IEEE	10/19/17	Jacqueline Bower Dan Taylor Jeff Lawton	Buzz Aldrin	\$0	This seminar will discuss practical applications of engineering concepts and practices that will correspond to the STEM school goals including ideas and materials to use in school wide activities.	Newark, NJ
Art Educators of New Jersey/Beyond Looking 2017	10/2&3/17	Catherine Kondreck	Glenfield	\$0	This conference will provide best practice lectures, hands on workshops, vendors and art education methodologies. As chairperson she needs to attend a planning meeting.	Long Branch, NJ

NJSBA Healthcare Summit/NJSBA	9-29-17	Laura Hertzog	CO	\$75.00	This program will provide information regarding the basics of healthcare plans and the complex regulatory environment.	West Trenton, NJ
NJASBO Workshops	9-14-17, 11-16-17, 1-23-18, 2-13-18, 3-20-18	Emidio D'Andrea	CO	\$1,275.00 Group Registration Fee	NJASBO is sponsoring Professional Development and we have purchased a subscription plan that allows staff attendance at 15 programs for the group rate of \$1275.00	Rockaway, NJ
NJASBO Workshops	1-23-18, 5-10-18	Diane Bertrand	CO	\$25.00	OPRA, minutes and agenda and the efficient operation of the Business Office.	Rockaway, NJ
NJASBO Workshops	12-7-17, 1-25-18	Beth Borowski	CO	\$75.00	Payroll and Pension	Various locations
NJASBO Workshops	1-25-18	Ginger Mulhern	CO	\$25.00	Pension	Robbinsville, NJ
NJASBO Workshops	2-13-18	Christine Harris	CO	\$25.00	Transportation contracts and bidding	Rockaway, NJ
NJASBO Workshops	3-20-18, 4-12-18	Melissa Beattie	CO	\$50.00	Purchasing and Audit Review.	Rockaway, NJ
NJASBO Workshops	5-10-18	Sonya Rold Nina de Rosa	CO	\$25.00 \$25.00	The efficient operation of the office.	Rockaway, NJ
Workshop 2017/ NJASBA	10/25-26/17	Eve Robinson	CO	\$284.00 1 Night	This conference offers both mandated training and professional development in all	AC, NJ

					aspects of the Board of Education.	
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BE IT FINALLY RESOLVED that reimbursement will be made for expenses that are in accordance with Board of Education policy and for which original receipts are submitted to the Business Office.

Seconded by Franklin Turner and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x		Self 9/29/17	
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x		Self 10/25-26/17	
Franklin Turner	x			

2. Resolution Re: Approval of Professional Services Contract With Energy for America For Project – Furlong Field House, Domestic Hot Water Heaters Replacements

Franklin Turner moved to approve the following resolution:

RESOLVED, that the Board approve the Professional Services contract with Energy For America, Engineer, for the Replacements of Domestic Hot Water Heaters at the Furlong Field House project as per the attached.

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

3. Resolution Re: Project Application and Schematic Plans for Furlong Field House –
Domestic Hot Water Heaters Replacements

Franklin Turner moved to approve the following resolution:

BE IT RESOLVED BY **Montclair Board of Education**

for the purpose of **Replacement of heaters over 23 years old.**

approves the following project and authorizes the District's Chief Operating Officer to submit a State Project Application and necessary documents to the New Jersey State Department of Education and other applicable agencies.

Project is "Other Capital" and the Board is not seeking SDA funding as part of the submission. Submission of a Long Range Facilities Plan (LRFP) Amendment Request form is required.

Project Scope

Furlong Field House - Domestic Hot Water Heaters Replacements

Both existing domestic hot water heaters are failing and at the end of their useful life at approximately 24 years old.

Upgrade DHW system by removing and replacing two DHW heaters with one smaller, high-efficiency model. (Capacity may be reduced due to declining use of locker room showers.) In addition, install expansion tank and miscellaneous items as required. New system will be in compliance with NJ Energy Code for efficiency, controls and other requirements. The upgrade will improve system reliability and energy efficiency.

Project Costs

Construction Estimate:	\$35,000
EFA Controls Work	N/A
Professional Engineering Fees	\$ 5,388
Rebate Estimate CEP Smart-Start	\$ 1,500

Engineer Submitting on District's Behalf

ENERGY FOR AMERICA, Inc.

Professional Engineer Certificate# 24GA28009800

Roseland, NJ 07068 | 973-228-4400

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			

Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

4. Resolution Re: Rejection of Bids for Auditorium Stage Lighting Upgrade at Glenfield Middle School

Franklin Turner moved to approve the following resolution:

WHEREAS, supplies, equipment and services anticipated to be in excess of \$40,000 are subject to the bidding requirements of New Jersey Statutes 18A:18A-4 or are to be purchased under a State of New Jersey contract through the provisions of N.J.S. 18A:18A-10, and

WHEREAS, in accordance with Public School Contract Law, specifications were prepared for the Board of Education by Parette Somjen, Architect for the Montclair Board of Education, advertised, and sealed bids received on July 13, 2017 for Auditorium Stage Lighting Upgrade at Glenfield Middle School. Five (5) companies received copies of the bid and two (2) bids were received (see attached),

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education approves the rejection of the bids because one bid did not include a required acknowledgement, and the other bid exceeded the appropriation and the cost estimate for the project for the second time.

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

5. Resolution Re: Revised Approval of Banks as Board Depositories for Student Activity Accounts and Designations of Signatories

Franklin Turner moved to approve the following resolution:

WHEREAS, New Jersey Statutes requires that the Board of Education approve the Board depositories and signatories,

NOW, THEREFORE, BE IT RESOLVED that the Board approves the banks on the attached list as depositories for the School Internal Accounts and that the authorized personnel are empowered to execute transactions as per Attachment A,

BE IT FINALLY RESOLVED that the Secretary be authorized to furnish the necessary signatures, complete and forward the appropriate documentation required by the Board depositories in order to execute transactions with the aforementioned depository, effective immediately and until the next reorganizational meeting of the Board.

Attachment A

Bradford School: TD BANK

Naomi Kirkman
Jackie Dorman
Nadine Heron-Fortune

Glenfield School: VALLEY NATIONAL BANK

Joseph Putrino
Mary Nippes
Patricia Macaluso

Hillside School: VALLEY NATIONAL BANK

Samanthaa Anglin
Patrick Krenn
Stacey Best

Nishuane School: VALLEY NATIONAL BANK

Jill McLaughlin
Joan Ruggiero

Charles H. Bullock School: VALLEY NATIONAL

BANK

Nami Kuwabara
Marty Turlin

Watchung School: VALLEY NATIONAL BANK

Anthony Grosso
Jeanne Heimlich

Edgemont School: VALLEY NATIONAL BANK

Cheryl Hopper
Lori Mascellino

High School & Athletics: VALLEY NATIONAL

BANK

James Earle
John Jeffries
John Jeffries

Maryann Wasko
Eileen Gilbert
Kim Covello

Mt. Hebron: VALLEY NATIONAL BANK

Jill Sack
Major Jennings
Cheryl Cottle

Northeast School: VALLEY NATIONAL BANK

Gail Clarke
Diane Pugliese

Renaissance School: VALLEY NATIONAL

BANK

Edward Wilson
Degra Aulderman

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

6. Resolution Re: Award of Contract for Professional Services – ABA Behavior Consultant 2017-2018
 School Year

Jessica de Koninck moved to approve the following resolution:

WHEREAS, N.J.S.A. 18A:18A-5 states in part "Any purchase, contract or agreement...may be made, negotiated or awarded by the Board of Education by resolution at a public meeting without public advertising for bids...", when the cost does not exceed \$40,000, and
 WHEREAS, the Montclair Board of Education is in need of an ABA Behavior Consultant, and
 WHEREAS, Sudha Ramaswamy, Consultant has offered to provide this service at a rate of \$200/hour for an approximate total of \$15,000.00 for the 2017-2018 school year,
 NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education does hereby appoint Sudha Ramaswamy, Consultant to provide this service.

Seconded by Jevon Caldwell Gross and approved by a vote of 6-1

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh			x	
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

7. Resolution Re: Renewal of Contract for Professional Services – Platt Psychiatric Associates, L.L.C.
2017-2018 School Year

Eve Robinson moved to approve the following resolution:

WHEREAS, N.J.S.A. 18A:18A-5 states in part "Any purchase, contract or agreement...may be made, negotiated or awarded by the Board of Education by resolution at a public meeting without public advertising for bids...", and

WHEREAS, the nature of these contract awards generally relate to the provision of professional services, and

WHEREAS, the Montclair Board of Education is in need of psychiatric consultation services, and

WHEREAS, Platt Psychiatric Associates has offered to provide this service for the 2017-2018 school year based on an offer letter dated April 18, 2017 for an approximate annual fee of \$35,000.00 with a fee schedule as follows:

Basic Student Psychiatric Consultation	\$ 625.00
Risk Assessment Appointment available within two (2) business days Oral report within one (1) business day after assessment	\$ 625.00
Immediate, Urgent, or Emergency Evaluation request with letter, draft report, or written summary, requested by the end of the 5th business day	\$ 750.00
Travel time for on-site evaluations	\$ 125 20 mins., \$ 375.00 hr.
Complex consultations: multiple sessions with student/family; referral paperwork exceeding 50 pages; lengthy, intricate histories; consultation with private health professionals; multilevel psychosocial stressors; special accommodations (e.g., a severely hearing impaired child or the need for an interpreter) – pro rated	\$ 400.00 hr.
Charge (pro-rated) for ancillary services (e.g., completion of forms or In addition to report)	\$ 400.00 hr.
Cancellations with less than 48-hour notice	\$ 300.00
Cancellations with less than 2 hours notice	\$ 625.00
Conference with attorney or other forensic conference	\$ 600.00 hr.
Court appearance	\$ 600.00 hr. + Travel time
School system employee psychiatric consultation	\$ 400.00 hr.

Advance retainer for second opinion evaluations

\$ 1,200.00

For cases that require additional time over the usual amount of time for arranging an appointment, there is an added scheduling fee.

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education does hereby appoint Platt Psychiatric Associates to provide this service.

Seconded by Jevon Caldwell Gross and approved by a vote of 6-1

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin			x	
Eve Robinson	x			
Franklin Turner	x			

8. Resolution Re: Approval of Letter Agreement with Hazard, Young, Attea Executive Search (HYA)

Franklin Turner moved to approve the following resolution:

Approval of the attached letter agreement with Hazard, Young Attea & Associates Executive Search firm dated September 6, 2017.

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

P. PUPIL SERVICES

1. Resolution Re: Acceptance of Out-of-District Students

Joe Kavesh moved to approve the following resolution:

WHEREAS, the Superintendent recommends that the Board approves the Acceptance of the Out-of-District Students listed below:

Child of Staff Hillside Elementary School Grade 4 (LLD) \$ 15,970

BE IT RESOLVED that the Board approves the acceptance of the Out-of-District students.

OUT OF DISTRICT PLACEMENTS PRESENTED TO THE BOARD

Note: Tuition amounts listed below are based on full-year costs due to the need to estimate if attendance dates have not yet been determined. Actual costs will be reflected on contract when it is issued.

September 6, 2017

Student ID	School	Amount
011559	Community HS	\$45,939.60
063022	Cornerstone	\$83,001.60
012451	Newmark	\$61,183.98
067164	Chapel Hill	\$65,852.00
020189	Holmstead School	\$53,303.40
010823	Holmstead School	\$53,303.40

011837	Holmstead School	\$53,303.40
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Seconded by Franklin Turner and approved by a vote of 6-0-1

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin			x	
Eve Robinson	x			
Franklin Turner	x			

2. HIB

Joe Kavesh moved to approve the following resolution:

HIB Investigation Resolution for SUPERINTENDENT’S REPORT – September 6th, 2017

- A. BE IT RESOLVED that the Board hereby affirms the Superintendent’s decision in HIB Investigation Involving SID # 055122 on 8/24/2017 for reason set forth in the Superintendent’s Report to the Board and directs the Board Secretary/ School Business Administrator to transmit a copy of the Board’s decision to the affected students’ parents forthwith.
- Substantiated: No
 - School Counselor will meet with students, as a follow up
 - Safety plan for victim will, be established
- B. BE IT RESOLVED that the Board hereby affirms the Superintendent’s decision to accept the Schools Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act (ABR) July 1, 2016 – June 30, 2017 as prepared by the District HIB Coordinator for the NJDOE and all recommendations for future support to students and staff.
- 050-MONTCLAIR HIGH SCHOOL 50
 - School will review HIB programs and initiatives for future programing,**
 - All school employees, volunteers will be provide HIB training, school will provide ongoing age appropriate HIB prevention programs**
 - 060-CHARLES H. BULLOCK SCHOOL 50

- **School will review HIB programs and initiatives for future programing, school will provide training for all volunteers**
- 100-BRADFORD ELEMENTARY SCHOOL75
- 110-EDGEMONT ELEMENTARY SCHOOL70
- 116-GLENFIELD MIDDLE SCHOOL60
- **school will provide ongoing age appropriate HIB prevention programs, All school employees, volunteers will be provide HIB training**
- 123-HILLSIDE ELEMENTARY SCHOOL54
- **school will provide ongoing age appropriate HIB prevention programs , All school employees, volunteers will be provide HIB training**
- 127- BUZZ ALDRIN MIDDLE SCHOOL.....67
- 130-NISHUANE ELEMENTARY SCHOOL61
- **school will provide ongoing age appropriate HIB prevention programs**
- 140-NORTHEAST ELEMENTARY SCHOOL70
- 165-RENAISSANCE MIDDLE SCHOOL..... 52
- **school will provide ongoing age appropriate HIB prevention programs , All school employees, volunteers will be provide HIB training**
- 170-WATCHUNG ELEMENTARY SCHOOL64

Seconded by Franklin Turner and approved by a vote of 6-0-1

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin			x	
Eve Robinson	x			
Franklin Turner	x			

3. Resolution Re: Resolve 011753 Educational Program

Joe Kavesh moved to approve the following resolution:

WHEREAS, the attorney for the Board of Education has forwarded an Agreement regarding the matter of 011753, a copy which is on file in the Office of the Business Administrator, and

WHEREAS, the Superintendent has reviewed the pertinent terms and conditions of the Agreement with the Board,

NOW THEREFORE BE IT RESOLVED that the Board of Education hereby approves the Agreement, and

BE IT FURTHER RESOLVED that the Board President and Board Secretary are authorized to execute this Agreement on behalf of the Board of Education.

Seconded by Franklin Turner and approved by a vote of 6-0-1

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin			x	
Eve Robinson	x			
Franklin Turner	x			

Q. HUMAN RESOURCES

1. Resolution Re: Approval of Job Descriptions: Director of Humanities and STEM

Jessica de Koninck moved to approve the following resolution:

WHEREAS the Montclair Board of Education requires a Director of Humanities and Director of STEM support the needs of the district.

BE IT RESOLVED that the Montclair Board of Education approves the attached job description For Director of Humanities and Director of STEM.

JOB DESCRIPTION

Title: Director Humanities

Qualifications:

1. Must hold acceptable NJ Administrative Certification and/or Principal Certification
 2. Secondary Certification and five years secondary teaching experience required
 3. Five years administrative experience preferred
 4. Must possess strong communication, managerial, and leadership skills
 5. Demonstrated knowledge of effective principles of teaching and learning in all levels of school programs

6. Demonstrated ability to function effectively in a diverse school community
 7. Demonstrated aptitude or competence for assigned responsibilities
 8. Demonstrated knowledge of effective public education programs, particularly magnet programs
 9. Ability to follow directions and work as a productive component of a highly functioning administrative team
- I0. Required criminal background check and proof of US citizenship or legal alien status
11. Ability to work on site during the hours required
 12. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable
 13. Bi-lingual preferred

Responsible to: Assistant Superintendent for Equity, Curriculum & Instruction

Job Goal: Responsible for overseeing all aspects of the assigned ELA and Social Studies K-12 programs and curricula, and providing effective leadership in planning implementing, articulating and evaluating the effectiveness of those assigned programs; successfully aligning them to district objectives and state and federal mandates.

Performance Responsibilities:

1. Work with principals and teachers to implement, monitor and improve upon the curricula/programs assigned.
2. Organize the creation and implementation of curricula.
3. Revise procedures and documents as required by changes in state, federal or district mandates.
4. Assist with the preparation and administration of the assigned accounts in the school budget.
5. Identify priorities for program improvement based upon the analysis of data and performance indicators.
6. Oversee and/or assist with the preparation of drafts for Board policies and administrative rules pertaining to the areas assigned.
7. Oversee and/or assist with the selection and use of assessment instruments which align to assigned programs and/or are required by the state.
8. Provide support for ELA/Social Studies teachers and curricula teams.
9. Use data to strategically plan for the continuous improvement of the District's K-12 ELA/Social Studies programs.
10. Ensure all grade levels have the resources and learning supports necessary to fully support the District ad schools' strategic plan for improving student achievement.
11. Maintain a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.
12. Assist in the recruiting, screening, hiring, training, assigning, evaluation, and removal when needed of staff assigned within the district.
13. Keep supervisors and school community informed of program requirements, events and activities.
14. Attend Board meetings and prepare such reports for the Board as the Assistant Superintendent for Equity, Curriculum & Instruction may require.
15. Evaluate the performance of assigned personnel in accordance with law, code and Board policy.
16. Enforce all Board policies, administrative directions and state laws/regulations.
17. Assume other unspecified duties as assigned or as related.

Terms: 12 month, salary and benefits as determined by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Created: June 2016/BOE approved: 7.25.16
Revised: August 2017/BOE approved: 9-6-17

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.

EEO/AA/Vet/Disability Employer

JOB DESCRIPTION

Title: Director: STEM

Qualifications:

1. Must hold acceptable NJ Administrative Certification and/or Principal Certification
2. Secondary Certification and five years secondary teaching experience in the area of math/science required
3. Five years administrative experience preferred
4. Must possess strong communication, managerial, and leadership skills
5. Strong written, oral communication, and public speaking skills
6. Demonstrated knowledge of effective principles of teaching and learning for all levels of school programs
7. Demonstrated ability to function effectively in a diverse school community
8. Previous experience organizing, designing and implementing professional development opportunities aligned to varying math/science content.
9. Demonstrated knowledge of effective public education programs, particularly magnet programs
10. Strong command of New Jersey Student Learning Standards for K-12 math/science (content and practice standards)
11. Ability to follow directions and work as a productive component of a highly functioning administrative team
12. Required criminal background check and proof of US citizenship or legal alien status
13. Ability to work on site during the hours required
14. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

Responsible to: Assistant Superintendent for Equity, Curriculum & Instruction

Job Goal: Responsible for overseeing all aspects of the assigned Mathematics and Science curricula, and providing effective leadership in planning, implementing, articulating and evaluating the effectiveness of those assigned programs; successfully aligning them to district objectives and state and federal mandates.

Performance Responsibilities:

Terms: 12 month, salary and benefits as determined by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Essential Duties and Responsibilities:

1. Develop exemplary curricula that align with the *New Jersey Student Learning Standards* and that demonstrate vertical and horizontal articulation of skills and content sequence.
2. Develop and share a vision for helping all students achieve at high levels in math/science.
3. Provide support and feedback for teacher curricula teams.

4. Synthesize data on student achievement and translate conclusions into school and teacher level interventions.
5. Use data to plan goals, measurable objectives, and strategies for the continuous improvement of the district's K-12 Math/Science programs.
6. Support principals and teacher teams to effectively use mathematical data for sharing best practices and improving student learning.
7. Ensure that all grade levels and math/science subject areas have the resources and learning supports necessary to fully support the district and schools' strategic plans for improving academic achievement.
8. Formally supervise, observe and evaluate staff using the Marshall Teacher Evaluation Model.
9. Coordinate and deliver ongoing professional development opportunities to support the vision for the implementation of the curricula, and growth of math/science skills, practices, and knowledge.
10. Cultivate positive relationships with principals, teachers, parents and the local community.
11. Offer support to principals as they interview and select effective teachers for math/science positions.
12. Exhibit strong work ethic, take initiative within the academic team, and focus on high achievement for all students.
13. Complete, in a timely fashion, all grant applications, records, and reports as required by law and regulation or requested by the Assistant Superintendent for Equity, Curriculum & Instruction.
14. Conduct meetings as necessary for the proper functioning of the instructional programs. Keep the staff informed about current educational research, technology and materials for the improvement of instruction.
15. Work cooperatively and collectively with principals, supervisors, and teachers to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
16. Recommend budget line items and coordinate the purchasing of instructional materials and equipment following established Board policies and as aligned with the district's mathematics and science curricula.
17. Assume all other duties as assigned by the Assistant Superintendent for Equity, Curriculum & Instruction.

Created: June 2016/BOE approved: 7.25.16

Revised: August 2017/BOE approved: _9-6-17

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.

EEO/AA/Vet/Disability Employer

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			

Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

2. Resolution Re: Approval of the Personnel Report

Jessica de Koninck moved to approve the following resolution:

WHEREAS, the Superintendent has recommended that the Board approve the actions contained in the attached Personnel Report.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the attached Personnel Report including the indicated individuals who have been hired under the Emergent Hiring Procedures as required by law.

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

3. Resolution Re: Approval of Job Description: Community Engagement Liaison

Jessica de Koninck moved to approve the following resolution:

WHEREAS the Montclair Board of Education requires a Community Engagement Liaison to support the needs of the district.

BE IT RESOLVED that the Montclair Board of Education approves the attached job description for Community Engagement Liaison.

JOB DESCRIPTION

Title: Community Engagement Liaison

Qualifications:

2. Must hold a high school diploma.
3. Ability to maintain complete and accurate records and statistics and to develop meaningful

reports from that information.

4. Must possess strong communication, managerial and leadership skills.
 5. Ability to make oral presentations before large/small groups of people.
 6. Ability to exercise considerable tact and courtesy in frequent contact with the public.
 7. Ability to establish and maintain effective working relationships as necessitated by work assignments.
 8. Demonstrated ability to function effectively in a diverse school community.
 9. Ability to work in the community during evening hours as required.
 10. Demonstrated aptitude or competence for assigned responsibilities
 11. Demonstrated knowledge of public education particularly magnet programs in Montclair, NJ.
 12. Ability to follow directions and work as a productive component of a highly functioning team.
13. Required criminal background check and proof of US citizenship or legal Alien status.
14. Bi-lingual preferred.

Responsible to: Assistant Superintendent for Equity, Curriculum and Instruction

Job Goal: Responsible for assisting in the implementation of Board and district goals; advising the Assistant Superintendent of Equity regarding communication/customer service issues as perceived by stakeholders; serving as a liaison at community events, organizations, committees and facilitating proactive relationships between Montclair Public Schools and the broader community. The Community Engagement Liaison coordinates meaningful home-school communications.

Performance Responsibilities:

1. Attends district community meetings and community organizations for the purpose of developing a district presence in the community and serves as a liaison between external stakeholders and Montclair Public Schools.
2. Collaborates with internal (Assistant Superintendent) and external stakeholders for the purpose of building effective communication, enhancing relationships, and ensuring a high quality of family service to achieve district goals and objectives.
3. Recommends responses and action plans as a result of interacting with the external families and citizens ensuring effective communication practices to meet district strategic goals and objectives and in that regard provides Montclair Public Schools visibility.
4. Develops, plans, and/or coordinates various system-wide district activities (e.g. community outreach, media/public relations functions, etc.) for the purpose of enhancing district/community relationships, improves customer services/programs, and promotes a positive public image.
5. Designs, in conjunction with the Assistant Superintendent, the implementation and solicitation of feedback from external stakeholders for the purpose of improving services and programs provided and forecasts future needs of the district and community.
6. Contributes to the promotion of various district and school programs and events (e.g. public relations program, community relations, Back-to-School Extravaganza, Student Academic Achievement Awards, school and district recognition, etc.) for the purpose of communicating and implementing district vision and culture with internal and external stakeholders.
7. Prepares and delivers written and oral communication to a variety of stakeholders for the purpose of identifying issues and recommendations and serves as a district

- representative.
8. Recommends a variety of communication mechanisms for district communication to stakeholders for the purpose of providing a creative and innovative venue to clearly and accurately convey district activity in alignment with district vision, goals, and objectives.
 9. Other unspecified duties as assigned.

Terms: 10 month, hourly. This position is temporary and grant funded.
Evaluation: Performance of this job will be evaluated annually in employment law standards for hourly, contractual staff.

Created: September 2017/BOE approved: _____

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EEO/AA/Vet/Disability Employer

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			
Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

4. Resolution Re: Approval of Settlement Agreement with Employee Number 102193

Jessica de Koninck moved to approve the following resolution:

RESOVED, that the Montclair Board of Education approves the settlement agreement with the Montclair Education Association, resolving the grievance on behalf of employee number 102193.

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Laura Hertzog	x			
Jevon Caldwell-Gross	x			

Jessica de Koninck	x			
Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			

R. BOARD COMMENTS

S. ANNOUNCEMENT OF FUTURE MEETING DATES

The next public meeting of the Montclair Board of Education will be held on Monday, September 18, 2017 at 6:30 p.m. in the George Inness Annex Atrium. The meeting will open in public and immediately go into closed session until approximately 7:30 pm.

T. ADJOURNMENT at 8:35 pm

Joe Kavesh moved to adjourn

Seconded by Jevon Caldwell Gross and approved by a vote of 7-0

	AYE	NAY	ABSTAIN	ABSENT
Jessica de Koninck	x			
Jevon Caldwell-Gross	x			
Laura Hertzog	x			
Joseph Kavesh	x			
Anne Mernin	x			
Eve Robinson	x			
Franklin Turner	x			