

# **MONTCLAIR PUBLIC SCHOOLS**



## **PUBLIC BOARD MEETING HELD ON**

**MONDAY, JANUARY 22, 2018 AT 6:00 PM  
GEORGE INNESS ANNEX ATRIUM  
141 PARK STREET, MONTCLAIR, NEW JERSEY**

MINUTES OF THE PUBLIC BOARD MEETING  
HELD MONDAY, JANUARY 22, 2018 AT 6:00 PM  
GEORGE INNESS ANNEX ATRIUM  
141 PARK STREET, MONTCLAIR, NEW JERSEY

A. STATEMENTS

1. Meeting Notice

B. ROLL CALL AT 6:10 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

**Franklin Turner moved to approve the following**

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;
- material the disclosure of which constitutes an unwarranted invasion of individual privacy;
- a collective bargaining agreement and/or negotiations related to it;
- protection of public safety and property and/or investigations of possible violations or violations of law;
- 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

- deliberation after a public hearing that could result in a civil penalty or other loss.
- 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 Jessica de Koninck and approved by a vote of**

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

Eve Robinson arrived at 6:15 pm, Joe Kavesh arrived at 6:56 pm

- D. RETURN TO OPEN SESSION at 7:33 pm
- E. THE PLEDGE OF ALLEGIANCE
- F. ROLL CALL

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

- G. SUPERINTENDENT’S OFFICE REPORT AND PRESENTATIONS
  - 1. Buzz Aldrin Middle School, EDU presentation
  - 2. Dr. Dottie Bennett, Director, Sister to Sister
  - 3. Presentation of Action Plan to Review Special Services

- H. BOARD DISCUSSION
- I. SEARCH UPDATE
- J. COMMENTS FROM THE PUBLIC

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

- K. MINUTES

**Franklin Turner moved to approve the following minutes:**

- 1. Public meeting on December 18, 2018

**Seconded by Jevon Caldwell Gross and approved by a vote of 5-0-1**

	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			

**Franklin Turner moved to approve the following minutes:**

- 2. Executive Session held January 3, 2018

**Seconded by Jevon Caldwell Gross and approved by a vote of 5-1**

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

Eve Robinson	<b>x</b>			
Franklin Turner	<b>x</b>			

**Eve Robinson moved to approve the following minutes:**

- Executive Session held January 8, 2018

**Seconded by Jevon Caldwell Gross and approved by a vote of 5-0-1**

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

**Franklin Turner moved to approve the following minutes:**

- Public workshop meeting on January 10, 2018

**Seconded by Jevon Caldwell Gross and approved by a vote of 6-0**

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

1. Resolution: Approval of Conference and Travel Requests

**Joe Kavesh 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:

<b>CONFERENCE AND TRAVEL EXPENSES</b>						
<b>CONFERENCE</b>	<b><u>DATE</u></b>	<b><u>BOARD MEMBER/ EMPLOYEE</u></b>	<b><u>SCHOOL DEPT.</u></b>	<b><u>ESTIMATED COST</u></b>	<b><u>EDUCATIONAL PURPOSE</u></b>	<b><u>LOCATION</u></b>
ENGAGING AND TEACHING DIVERSE LEARNERS/ TEACHING LEARNING SUCCEEDING LLC	<b>2/6/18</b>	ELAINE ROSE	GLENFIELD	<b>\$0</b>	AS A PARTICIPANT IN TURN (TEACHERS UNDOING RACISM NOW) SHE WILL APPLY THIS TRAINING TO THEIR ENDEAVORS TO MAKE A POSITIVE DIFFERENCE IN CLASSROOMS.	BERGEN COUNTY, NJ
LEMKIN SUMMIT TO END GENOCIDE AND MASS ATROCITIES/ ENOUGH PROJECT AND AMERICAN UNIVERSITY	<b>2/10-12/18</b>	REBECCA NOVALIS	MHS	<b>\$0</b>	THIS THREE DAY CONFERENCE WILL ALLOW NETWORKING, ADVOCACY TRAINING AND WORK WITH COMMUNITY MEMBERS AND POLICY MAKERS SPEAKING OUT AGAINST GENOCIDE.	WASHINGTON, DC
ACCESS, AFFORDABILITY AND THE COALITION PLATFORM/ PRINCETON U., RUTGERS, SWARTHMORE COLLEGE	<b>1/24/18</b>	TERESSA L FURR ALLEN REGAR	MHS	<b>\$39.53 EACH</b>	THIS PROGRAM WILL PROVIDE A GREATER UNDERSTANDING OF THE NEW COALITION APPLICATION TO ASSIST STUDENTS APPLYING THROUGH THIS APPLICATION.	PISCATAWAY, NJ
NJAPERD STATE CONVENTION/ NJAPERD	<b>2/26 &amp; 27/18</b>	ERIC EDER MICHAEL RISIMINI BIANCA CAMPBELL FRANCINE BONCZKOWSKI	NISHUANE NISHUANE MHS MHS	<b>\$0</b>	THIS CONFERENCE PROMOTES HEALTH AND DISEASE PREVENTION BEHAVIORS.	LONG BRANCH, NJ

JOB COACHING AND SUPPORTING FAMILIES THROUGH THE TRANSITION PROCESS/ BCSS	1/26/18	APRIL CASTALDO	MHS	\$0	THIS WORKSHOP WILL PROVIDE INSIGHT INTO THE PROCESS THAT FAMILIES WILL GO THROUGH WHEN TRANSITIONING.	PARAMUS, NJ
ESSEX COUNTY STUDENT ART EXHIBIT/ ART EDUCATORS OF NEW JERSEY	3/23/18	CATHERINE KONDRECK	GLENFIELD	\$0	THIS IS THE RECEPTION FOR ALL HOSTS OF THE ART EXHIBIT.	NEWARK, NJ
ANXIETY AND SCHOOL REFUSAL/ THE LEARNING CENTER FOR EXCEPTIONAL CHILDREN	1/26/18	ARTHUR SETTEMBRINO	MHS	\$0	THIS WORKSHOP WILL PROVIDE INFORMATION ON SUPPORTING ANXIOUS/SCHOOL REFUSAL OR AVOIDANT STUDENTS.	CLIFTON, NJ
LITERACY LEARNING ACROSS THE GRADES/ NJ INTERNATIONAL DYSLEXIA/NJ SPEECH LANGUAGE	3/9/18	ELLEN HAGGERTY PHYLLIS LOWENTHAL KATHLEEN PILLAR	NISHUANE HILLSIDE	\$180.00	THIS CONFERENCE WILL PROVIDE GOALS AND OBJECTIVES TO ENHANCE A STUDENT'S LANGUAGE ABILITY ACROSS VARIOUS LITERARY LEVELS.	GARWOOD, NJ
EDUCATION FOR HOMELESS CHILDREN & YOUTH PROGRAM STATEMIDE TECHNICAL ASSISTANCE/ ESSEX REGIONAL EDUCATION SERVICES	3/23/18	NICOLE FRASIER DR. FELICE HARRISON CRAWFORD JASMINE MALLOY JANICE RISIMINI LAMONT WASHINGTON	CO	\$0	THIS TRAINING WILL PROVIDE RESOURCES TO ASSIST THE DISTRICT IN ADDRESSING ACHIEVEMENT GAP ISSUES	PRINCETON, NJ

**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 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	<b>x</b>			
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2. Resolution: Approval of Monthly Budget Reports and Bills and Claims

**Joe Kavesh moved to approve the following resolution:**

RESOLVED that pursuant to N.J.A.C. 6A:23-2.11 (c) 3, the Montclair Board of Education certifies that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11 (a), and that pursuant to N.J.A.C. 6A:23-2-11 (c) 4, after review of the board secretary’s monthly financial reports, in the minutes of the Board each month, the Montclair Board of Education certifies that no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 (b), and

BE IT FURTHER RESOLVED that the Montclair Board of Education approves the attached Bills and Claims for the month of January 2018 in the amount of \$4,366,679.32.

BE IT FURTHER RESOLVED that the Montclair Board of Education does hereby approve the request for tax levy from the Township of Montclair in the amount of \$9,068,274.00 for the month of January 2018.

BE IT FINALLY RESOLVED that the Montclair Board of Education acknowledges receipt of the Secretary’s Report for the month of November 2017 and Treasurer’s report for the month of November 2017.

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

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

3. Resolution: Acceptance of In-District, Tuition-Paid DLC Students 2017-2018 School Year

**Joe Kavesh moved to approve the following resolution:**



WHEREAS, the Superintendent recommends that the Board approves the Acceptance of the In-District Students listed below, and

ID #	Details	Annual Cost	Total
986723	Before and After Care Starting 1/1/18	\$300 + \$900 (\$50 and \$150/Month)	\$1,200

WHEREAS, the parent will be required to pay for before and after care,

BE IT RESOLVED that the Board approves the acceptance of the In-District Students.

**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: Acceptance of Donation for Bradford School

**Joe Kavesh moved to approve the following resolution:**

WHEREAS, Thornburg Investment Management has very generously donated \$1,000.00 to Bradford School,

BE IT RESOLVED, that the Montclair Board of Education acknowledges the donation from Thornburg Investment Management and thanks the firm for their generosity.

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

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

5. Resolution: Change in Depository Account for Glenfield Middle School, Montclair High School and Athletics Student Activity Checking Account

**Joe Kavesh moved to approve the following resolution:**

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

WHEREAS, a change in signatories is needed for the Student Activity Accounts at the Glenfield Middle School, Montclair High School and Athletics for the 2017-2018 school year;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the change in the signatories for those that are empowered to execute transactions as follows:

Glenfield Middle School Student Activity Fund:

Depository: VALLEY NATIONAL BANK  
Signatories: Joseph Putrino, Principal  
Erika Pierce, Assistant Principal  
Jasmin Culver, School Secretary  
Patricia Macaluso, School Secretary

Montclair High School & Athletics School Student Activity Funds:

Depository: VALLEY NATIONAL BANK  
Signatories: James Earle, Principal  
Eileen Gilbert, Assistant Principal  
Patrick Scarpello, Athletic Director  
Maryann Wasko, School Secretary  
Susan Varlese, School Secretary  
Kim Covello, Athletic Secretary

BE IT FINALLY RESOLVED that the Board 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.

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

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

6. Resolution: Approval of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials 2017-2018 School Year

**Joe Kavesh moved to approve the following resolution:**

WHEREAS, the Montclair Board of Education approves the submission of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials as required by N.J.A.C. 6A:16-6.2(b) 13 through 15, and

WHEREAS, the Board of Education further agrees to comply with the guidelines pertaining to New Jersey Administrative Code,

NOW THEREFORE BE IT RESOLVED that copies of this agreement be forwarded to the State Department of Education.

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

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

7. Resolution: Award of Contract for Professional Services – Shawn T. Capell 2017-2018 School Year

**Joe Kavesh 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 services for behavioral and educational consulting, and

WHEREAS, Shawn T. Capell will provide these services from September, 2017 through June, 2018 at a rate of \$100.00 per hour for a total cost not to exceed \$4,800.00,

NOW, THEREFORE, BE IT RESOLVED that the Montclair Board of Education approves a contract with Shawn T. Capell.

**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			

8. Resolution: Approval of Submission of the Individuals with Disabilities Education Act (IDEA) Part B Amendment Application for Fiscal Year 2018

**Joe Kavesh moved to approve the following resolution:**

WHEREAS, the State Department of Education requires Boards of Education to approve the submission of Individuals with Disabilities Education Act (IDEA) Part B grant application and any amendments;

NOW THEREFORE BE IT RESOLVED, that the Montclair Board of Education approves the submission of the Individuals with Disabilities Education Act (IDEA) Part B Amendment Application for fiscal year 2018 to include carryover funds from the fiscal year 2017 grant as follows:

IDEA Basic Carryover           \$ 91,907.00  
IDEA Preschool Carryover   \$ 63,572.00

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

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

9. Resolution: School Bus Evacuation Drills

**Joe Kavesh moved to approve the following resolution:**

WHEREAS, School Bus Evacuation Drills are to be conducted and documented each School year; and

WHEREAS, pursuant to the New Jersey Administrative Code (NJAC 6A:27 – 11.2) School Bus Emergency Evacuation Drills must be conducted twice each school year; and

WHEREAS, the Montclair District Schools listed below have completed mandated School Bus Evacuation Drills,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education ratifies the action of the Superintendent in approving the implementation and documenting School Bus Evacuation Drills for the 2017-2018 school year pursuant to the New Jersey Administrative Code (N JAC 6A:27-11.2) where

School Bus Emergency Evacuation Drills must be conducted twice each school year.

**\*All original documentation is on file in the Office of Transportation**

SCHOOL	ADDRESS	DATE RECEIVED
Bradford Elementary School	87 Mt. Hebron Road	10/16/17
Buzz Aldrin School Middle	173 Bellevue Ave.	10/23/17
Charles H. Bullock Elementary	55 Washington St.	10/27/17
Edgemont Montessori School	20 Edgemont Road	10/11/17
Glenfield Middle School	25 Maple Avenue	10/13/17
Hillside Elementary School	54 Orange Rd.	10/9/17
Developmental Learning Ctr.	49 Orange Rd.	10/27/17
Montclair High School	100 Chestnut St.	10/15/17
Nishuane Elementary School	32 Cedar Ave.	10/13/17
Northeast Elementary School	603 Grove St.	10/11/17
Renaissance Middle School	176 No. Fullerton Ave.	11/10/17
Watchung Elementary School	14 Garden St.	9/15/17

**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			

10. Resolution: Approval of Out-of-District Placements for Vocational Schools Regular Education

**Joe Kavesh moved to approve the following resolution:**

**WHEREAS**, the Superintendent recommends that the Board approves out-of-district placements for the 2017-2018 school year as follows:

Student ID	School	Tuition
986762	Essex County Vocational-Technical Schools	\$5,911.00

**BE IT RESOLVED** that the Board approves these placements.

**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			

11. Resolution: Award of Contract to Essex County College Gateway Program for the 2017-2018 School Year

**Joe Kavesh moved to approve the following resolution:**

WHEREAS, N.J.S.A. 18A:6-63 states in part "Commissions may enter into contracts with other public and private agencies for the provision of approved services and programs to participating public schools", and

WHEREAS, the Montclair Board of Education is desirous of a college program to serve the educational needs of high school pupils in the district, and

WHEREAS, the Essex County College has a program to provide such service,

WHEREAS, the high school has identified the following students that will participate in this program.

Student ID #

052122

009650

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education does hereby approve a contract for this program for a minimum of 2 students to attend the Essex County College for the 2017-2018 school year in the amount of \$8,500 per student.

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

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

12. Resolution: Participation in Future Ready Schools NJ

**Joe Kavesh moved to approve the following resolution:**

**Whereas**— The Montclair Public Schools Board of Education first seeks to support the identification of a Future Ready Schools – New Jersey district team lead and create a team of FRS-NJ specialists that infuse Digital Learning across multiple disciplines including: math, technology, media, arts, science, language arts, and Career and Technical Education.

**Whereas**— The Montclair Public Schools Board of Education will support and promote the development of individual school Future Ready teams that infuse Digital Learning across multiple disciplines including: math, technology education, media, arts, science, language arts, and Career and Technical Education.

**Therefore, it is resolved** that the Montclair Public Schools Board of Education agrees to participate in the Future Ready Schools – New Jersey.

**We hereby appoint** the Montclair Public Schools Director of Technology to be the district’s liaison to the Future Ready Schools – New Jersey, who will report to the board upon the completion of tasks for the certification program.

**We do hereby recognize** that the Montclair Public Schools Director of Technology will be the responsible agent at the district level to carry out the district’s commitment for its schools to participate in Future Ready Schools – New Jersey.



**We agree to** follow through with the district’s commitment and support our schools achieve certification through the Future Ready Schools – New Jersey Certification Program.

Signature of Board Secretary	Date
_____	_____
Signature of President of the Board of Education	Date
_____	_____
Signature of District Superintendent	Date
_____	_____
Signature of Business Administrator	Date
_____	_____

**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			

13. Resolution: Approval and Submission of 2017-2018 New Jersey Quality Single Accountability Continuum (QSAC) District Performance Review (DPR) Equivalency Application

**Joe Kavesh moved to approve the following resolution:**

WHEREAS, the Montclair Public School’s Board of Education in the County of Essex underwent a District Performance Review under NJ QSAC for the 2014-2015 school year, and

WHEREAS, N.J.A.C 6A:30-3.2 (f) requires participating school districts to approve the submission of the district’s DPR responses, and

WHEREAS, the Montclair Public Schools Board of Education in the County of Essex approved the districts DPR responses on December 15, 2014, and

WHEREAS, although the Montclair School District is required after three years to perform their next DPR, the State has determined that high-performing districts would be exempt for another three years through submittal of an Equivalency Application N.J.A.C. 6A:5,

NOW THEREFORE BE IT RESOLVED, that the Montclair Public Schools Board of Education in the County of Essex approves the attached Equivalency Application N.J.A.C. 6A:5, thereby requiring the district to perform their next DPR in 2020-2021.

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

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

14. Resolution: Award of Contract for Professional Services – Education, Inc., 2017-2018 School Year

**Joe Kavesh 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 services for educational tutoring, and

WHEREAS, Education, Inc. will provide these services from September, 2017 through June, 2018 at a rate of \$49.50 per hour for a total cost not to exceed \$9,900.00,

NOW, THEREFORE, BE IT RESOLVED that the Montclair Board of Education approves a contract with Education, Inc.

**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			

M. PUPIL SERVICES

1. Resolution: Approval of Out-of-District Placements

**Franklin Turner moved to approve the following resolution:**

WHEREAS, the Superintendent recommends that the Board approves the out of –district placements for the students listed below:

Student ID	School	Tuition
034914	Fusion Academy	\$40,365.00
985840	Fusion Academy	\$60,062.50

BE IT RESOLVED that the Board approves the placement of these students.

**Seconded by Eve Robinson and NOT APPROVED by a vote of 5-0-2**

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

Joseph Kavesh			<b>X</b>	
Anne Mernin			<b>X</b>	
Eve Robinson		<b>X</b>		
Franklin Turner		<b>X</b>		

2. H.I.B. Report

**Joe Kavesh moved to approve the following resolution:**

- A. BE IT RESOLVED that the Board hereby affirms the Superintendent’s decision in HIB Investigation Involving bus aide from the 12/12/2017 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.
  - a. Substantiated: NO
  - b. Training for all the bus aides
  - c. The aide was suspended from her position pending results of investigation
  - d. Additional training will occur to provide an enhanced understanding of child development, proper use of language and strategies to address student behaviors while riding the bus.
  
- B. BE IT RESOLVED that the Board hereby affirms the Superintendent’s decision in HIB Investigation Involving SID # 048457 on 1/12/2018 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.
  - a. Substantiated: Yes
  - b. Follow up with school counselor
  - c. Respect and sensitivity training with school social worker

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

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Laura Hertzog	<b>X</b>			
Jevon Caldwell-Gross	<b>X</b>			
Jessica de Koninck	<b>X</b>			
Joseph Kavesh	<b>X</b>			
Anne Mernin	<b>X</b>			
Eve Robinson	<b>X</b>			
Franklin Turner	<b>X</b>			

N. DEPARTMENT OF EQUITY, CURRICULUM AND INSTRUCTION

1. Resolution: Approval of Field Trips

**Jevon Caldwell Gross moved to approve the following resolution:**

**WHEREAS,** THE NEW JERSEY DEPARTMENT OF EDUCATION ACCOUNTABILITY REGULATIONS REQUIRE APPROVAL OF ALL SCHOOL RELATED FIELD TRIPS BY THE BOARD OF EDUCATION AND,

**WHEREAS,** THE FIELD TRIP MUST BE DIRECTLY RELATED TO INSTRUCTION AND CLASS WORK,

**NOW, THEREFORE, BE IT RESOLVED** THAT THE FOLLOWING FIELD TRIPS ARE APPROVED:

DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
4/26/2018	Bradford	PreK-2, ABA	Richardson/ Gismondi/Cahill/ Barroquero/ Metzinger/ Bailey/ Ehrmann/ Sullivan	Jenkinsons Aquarium 300 Ocean Ave. Point Pleasant ,NJ	\$15	Study of Animals sea life and habitats. Sorting & Classifying, reading and writing for information	Yes 5.5hrs.
5/3/2018	Bradford	K	Cahill/Ehrmann	Field Station Dinosaur 40 Fort Lee Road Leonia, NJ	\$15	Science: Animals K-L S1-1, (what animals need to survive) K-ESS2-2 (evidence to show how plants & animals change, ELA Information texts	Yes 5hrs.
5/31/2018	Charles H. Bullock	5	Coe/McGrath/ Colon/Kaup/ Torres	Independence Hall, Liberty Bell and Philadelphia Zoo 525 Arch St. Philadelphia, Pa	\$25	As a culminating field trip to the 5th Grade, we travel to Philadelphia to visit historical places we have studied during pre colonial revolution unit. Our visit to the zoo as a result to our research of endangered species, habitat and their conservation effects.	Yes 10hrs.
2/28/2018	Buzz Aldrin	7 & 8	Scala/Gandhi	Montclair State University 1 Normal Ave Montclair, NJ	\$0	Students will be attending college lecture for a component	Yes 6hrs.

						of ROGATE enrichment	
3/28/2018	Buzz Aldrin	6 & 8	Burrell	Clary Anderson Arena Chestnut St. Montclair, NJ	\$15	Students will participate in a house ice-skating activity that will include and promote movement skill performance teamwork and physical fitness	Yes 2.5hrs.
4/13/2018	Buzz Aldrin	7-8	Hillman	Buehler Challenger Space	\$35	This educational experience provides students with the opportunity to "fly" simulated space missions using STEM & inquiry based learning simulators.	Yes 5.5hrs.
5/21/2018	Buzz Aldrin	7-8	Scala/Gandhi	West Point 2107 New South Post Road West Point, NY	\$25	Enrichment Activity for ROGATE as West Point played a role in the Revolutionary War as well as many important figures being educated there, including Buzz Aldrin.	Yes 6hrs.
5/24/2018	Buzz Aldrin	7	Berger	Buehler Science Ctr. 400 Paramus Rd Paramus, NJ	\$35	While working in teams, students use science, math & technology to complete their spare mission	Yes 5.5hrs.
5/25/2018	Buzz Aldrin	6-8	Strauss	Springhouse Middle School & Dorney Park 1200 Springhouse Rd Allentown, PA	\$50	To attend High Note Music Festival, performing before professional music adjudicators at nationally recognized events. The remainder of the time will be spent at Dorney Park	Yes 10hrs.
2/2/2018	Edgemont	3	O'Connor	Montclair Art Museum 3 South Mountain Ave. Montclair, NJ	\$6	Students will view African Art, including the artwork of Faith Ringgold after reading her books, for history.	Yes 3hrs.
3/7/2018	Glenfield	7	Dominick	Gerald Lynch Theatre 524 West 59th St. NYC, NY	\$15	A play about language	Yes 4.5hrs.
3/16/2018	Montclair H.S.	12	Kalacheva	Neue Galerie Museum 1048 5th Ave NY, NY	\$30	The assignment for this trip is a part of the curriculum where students learn about the German art of the 1930's.	Yes 6hrs

2/23/2018	Montclair H.S.		Freeman	Seton Hall University 400 S. Orange Ave. S. Orange, NJ	\$0	School of Diplomacy and International Relations Student Presentations	Yes 3hrs.
4/26/2018	Montclair H.S.	11	Morrison	NJ NACAC Nat'l College Fair Meadowlands Expo Ctr. 355 Plaza Dr. Seacacus, NJ	\$5	Students have an opportunity to interact with college reps and better prepare themselves for the college admissions process.	Yes 5.5hrs.
5/21/2018	Montclair H.S.	10-12	English/Ippolito	Liberty Science Ctr 222 Jersey City Blvd. Jersey City, NJ	\$0	Students will watch a "live" pod-cast of Robotics surgery while at LSC from Hackensack Hospital	Yes 7hrs.
5/22/2018	Montclair H.S.	10-11	Panchekha	NJIT 161 Warren St. Newark, NJ	\$0	Compete with other schools in chemistry Olympic.	Yes 7hrs.
4/9/2018	Nishuane	1	Staltaro	Meadowlands Environment Ctr. 1700 Valley Brook Ave. Lyndhurst, NJ	\$15	Students will interact w/live animal specimens from the salt marsh and (NJCCCS:5.1,5.3.,5.4) collect and sort them according to observations they make	Yes 5hrs.
6/7/2018	Northeast	5	Maher, McCann, San Martin	Jeff Lake 38 Jefferson Lake Rd Stanhope, NJ	\$0	Social and Academic celebration of culmination of 5th grade activities	Yes 5hrs.
5/18/2018	Renaissance	6	Dunn	Medieval Times 149 Polito Ave, Lyndhurst, NJ	\$40	To give students an opportunity to explore life during the Middle Ages.	Yes 4hrs
3/26/2018	Watchung	5	Wolff/Burrell/Thorp	Buehler Challenger 400 Paramus Rd., Lot C Paramus, NJ	\$41	Students will learn about science and space exploration through hands on experiences. This supports our STEM magnet	Yes 3.5hrs
3/28/2018	Watchung	5	Wolff/Burrell/Thorp	Buehler Challenger 400 Paramus Rd., Lot C Paramus, NJ	\$41	Students will learn about science and space exploration through hands on experiences. This supports our STEM magnet	Yes 3.5hrs

**BE IT FINALLY RESOLVED** THAT THE FIELD TRIPS ARE APPROVED IN ACCORDANCE WITH THE NEW JERSEY DEPARTMENT OF EDUCATION ACCOUNTABILITY REGULATIONS.

**Seconded by Franklin Turner and approved by a vote of 7-0 and 6-0-1**

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Laura Hertzog	<b>x</b>		X Scala/Gandhi on 2/28/18 & 5/21/18 and Strauss on 5/25/18	
Jevon Caldwell-Gross	<b>x</b>			
Jessica de Koninck	<b>x</b>			
Joseph Kavesh	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			
Franklin Turner	<b>x</b>			

O. OPERATIONS AND SCHOOL SUPPORT SERVICES

**Joe Kavesh moved to approve the following resolution:**

1. Resolution: First Reading of the Following Policies:
  - A. Policy 0169.02 – Board Member Use of Social Networks
  - B. Policy 2700 – Services to Nonpublic School Students
  - C. Policy 3437 – Military Leave (Teaching Staff)
  - D. Policy 4437 – Military Leave (Support Staff)
  - E. Policy 5516.01 – Student Tracking Devices - **WITHDRAWN**
  - F. Policy 7100 – Long-Range Facilities Planning
  - G. Policy 7101 – Educational Adequacy of Capital Projects
  - H. Policy 7102 – Site Selection and Acquisition
  - I. Policy 7130 – School Closing
  - J. Policy 7300 – Disposition of Property
  - K. Policy 7425 – Lead Testing of Water in Schools
  - L. Policy 7440 – School District Security
  - M. Policy 7441 – Electronic Surveillance in School Buildings and on School Grounds
  - N. Policy 8630 – Bus Driver/Bus Aide Responsibility



O. Policy 9242 – Use of Electronic Signatures

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

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

P. PERSONNEL

1. Resolution: Approval of Job Description: Data Analyst for Student Achievement

**Jevon Caldwell Gross moved to approve the following resolution:**

**WHEREAS** the Montclair Board of Education requires a **Data Analyst for Student Achievement** to support the needs of the district.

**BE IT RESOLVED** that the Montclair Board of Education approves the attached job description for **Data Analyst for Student Achievement**.

JOB DESCRIPTION

**POSTION TITLE:**                      **Data Analyst for Student Achievement**

**QUALIFICATIONS:**

- Must hold a Bachelor’s degree in instructional technology, mathematics, or related field. Comparable work experience may be considered.
- Must have experience in using academic data to impact instruction and school systems thinking and planning.
- Knowledge of data processing software is invaluable.
- Skill in explaining testing and statistics to administrators, teachers, and parents.

- Ability to communicate, both in writing and orally, technical information in a way that is understandable to people without technical training.
- The ability to create and maintain a climate of respect and fairness for all students.
- Ability to effectively motivate and assess students academically and socially.
- Ability to work as a member of a highly functioning team.
- Understanding of the laws that govern students' state and federal rights.
- Strong understanding of cultural proficiency, equity, opportunity and access required.

**REPORTS TO:**      **Assistant Superintendent of Equity**

**JOB GOAL:**      Responsible for accurately collecting, organizing, analyzing and report student and school improvement data.

**PERFORMANCE RESPONSIBILITIES:**

1. Analyzes and prepare reports from local, state, and national assessment data as it relates to individual student performance and school improvement.
2. Develops and maintain historical student and school data files to monitor and track performance.
3. Interprets and review assessment data with administrators and teachers; support planning of action steps
4. Compiles data from multiple assessments to develop student, subject, grade-level, or school achievement profiles.
5. Works with staff schools, as needed, in one-on-one and group settings to conduct training in the use of data to improve student results.
6. Analyzes data pertaining to individual employees, employee groups and school-level/district-level programming.
7. Creates logic models to inform data analysis and reporting.
8. Ensures the validity of all data presented to staff.
9. Attends, and leads as appropriate, training sessions and site meetings related to assigned responsibilities.
10. Models nondiscriminatory practices in all activities.
11. Performs other related duties as assigned.

**TERMS OF EMPLOYMENT:** 10 months as determined by the Board; salary and benefits as negotiated commensurate with qualifications and experience.

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

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

Established: October 2017  
Revised & Board Approved: \_\_\_\_\_

BOE Approved: November 2017

**Seconded by Jessica de Koninck and approved by a vote of 7-0**

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

2. Resolution: Approval of Job Description: Director of Technology

**Jevon Caldwell Gross moved to approve the following resolution:**

**WHEREAS** the Montclair Board of Education requires a Director of Technology to support the needs of the district.

**BE IT RESOLVED** that the Montclair Board of Education approves the attached job description for Director of Technology.

## **JOB DESCRIPTION**

**Title: Director of Technology**

**Qualifications:**

**Qualifications:**

***Education & Certification***

- University degree required. Master's degree preferred.
- Supervisor Certification preferred.

***Knowledge & Experience***

- Commitment to education and dedication to the Montclair Public Schools' Mission and Vision demonstrating the belief that all children, regardless of circumstances, can achieve at high levels
- Demonstrated passion and belief that all students can achieve success through education
- Capability to work independently, develop strategies, and build alliances to reach stated professional development goals
- Superior understanding of the district's goals and objectives.
- Strong written, oral communication, and public speaking skills
- Excellent inter-personal skills and ability to work cooperatively with different types of personalities
- 3 years experience managing and/or directing an IT operation.
- Experience in strategic planning and execution.
- Working knowledge of a current Student Information System and NJSMART reporting requirements, preferably Genesis.
- Considerable knowledge of business theory, business processes, management, budgeting, and IT office operations.
- Experience in an educational environment required.
- Substantial exposure to data processing, hardware platforms, enterprise software applications, enterprise infrastructure, and networking
- Experience with Cisco network products including switches, routers, and VoIP products.
- Experience with virtual server systems and storage.
- Experience with Windows servers systems.
- Exposure to environments running a mixed platform of Windows and Macintosh preferred.
- Good understanding of computer systems characteristics, features, and integration capabilities.
- Experience with systems design and development from educational and business requirements analysis through to day-to-day management.
- Proven experience in IT planning, organization, and development.
- Excellent understanding of project management principles.

- Demonstrated ability to apply IT in solving educational and business problems.
- In-depth knowledge of applicable laws and regulations as they relate to IT.
- Strong understanding of human resource management principles, practices, and procedures.
- Proven leadership ability.
- Proven ability to manage a team

***Personal Attributes***

- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Strong negotiating skills.
- Ability to present ideas in business-friendly and user-friendly language.
- Exceptionally self-motivated and directed.
- Keen attention to detail.
- Superior analytical, evaluative, and problem-solving abilities.
- Exceptional service orientation.
- Ability to motivate in a team-oriented, collaborative environment.

***Work Conditions***

- On-call availability outside of normal business hours including weekends and evenings
- Sitting for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other computing equipment.
- Physical lifting of up to 40 pounds
- Drivers license and mode of transportation for travel throughout the district on a regular basis

**Responsible to:** Superintendent

**Job Goal:** The Director of Technology's role is to provide vision and leadership for developing and implementing information technology initiatives in a school district environment. Reporting to the Superintendent, the Director of Technology directs the planning and implementation of enterprise IT systems in support of educational and business operations in order to improve cost effectiveness, service level quality, and development. This individual is responsible for all aspects of the organization's information technology and systems.

**Performance Responsibilities:**

***Strategy & Planning***

- Participate in strategic and operational governance processes of the district's organization as a member of the senior staff.
- Lead IT strategic and operational planning to achieve educational and business goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization.
- Develop and maintain an appropriate IT organizational structure that supports the needs of the district.
- Establish IT departmental goals, objectives, and operating procedures as they relate to the district short long term technology plans.
- Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development.
- Assess and communicate risks associated with IT investments and projects.
- Develop, track, and control the information technology annual operating and capital budgets.
- Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
- Direct development and execution of an enterprise-wide disaster recovery and business continuity plan.
- Assess and make recommendations on the improvement or re-engineering of the IT organization.

### ***Acquisition & Deployment***

- Coordinate and facilitate consultation with stakeholders to define educational, business and systems requirements for new technology implementations.
- Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major infrastructure and information systems.
- Review hardware and software acquisition and maintenance contracts and pursue master agreements to capitalize on economies of scale.
- Define and communicate plans, policies and standards for the organization for acquiring, implementing and operating all technology systems.

### ***Operational Management***

- Ensure continuous delivery of technology services through oversight of service level agreements with end users and monitoring of IT systems performance.
- Ensure IT system operation and users adhere to applicable laws and regulations including all FERPA requirements.
- Establish lines of control for current and proposed information systems.
- Keep current with trends and issues in the IT industry, including current technologies and prices. Advise, counsel, and educate district staff, faculty and management on their competitive or financial impact.

- Promote and oversee strategic relationships between internal IT resources and external entities, including local government, vendors, and partner organizations.
- Supervise recruitment, development, retention, and organization of all IT staff in accordance with budgetary objectives and personnel policies.
- Manage team of Network Administrator, Manager of Technical Services, Manager of Data System, other IT support staff and Computer/Technology/Data Analysts.

***School-Level Support***

- Provide leadership and vision around educational technology and the integration of technology for/with instruction.
- Visit classrooms and communicate with instructional staff to identify technology needs to support instruction as well as leveraging technology in the delivery of instruction.
- Provide support to school leaders in decision-making around technology integration.
- Collaborate with Senior Staff Members to support the following school needs:
  - Assistive Technology with the Director of Pupil Services
  - Budget and Operations, Facilities and IT maintenance with the Business Administrator and Supervisor of Buildings & Grounds
  - Instructional Technology with the Director of Curriculum and Instruction
  - Professional Development and Training for instructional technology with the Director of Curriculum and Instruction

**Terms:** 12 month as contracted, salary and benefits; non-affiliated, 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.  
 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

**Established:** \_\_\_\_\_

**Board Approved:** \_\_\_\_\_

**Seconded by Jessica de Koninck and approved by a vote of 7-0**

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Laura Hertzog	<b>x</b>			
Jevon Caldwell-Gross	<b>x</b>			
Jessica de Koninck	<b>x</b>			
Joseph Kavesh	<b>x</b>			
Anne Mernin	<b>x</b>			

Eve Robinson	<b>x</b>			
Franklin Turner	<b>x</b>			

3. Resolution: Approval of Job Description: Computer Technician & Systems Integration Specialist

**Jevon Caldwell Gross moved to approve the following resolution:**

**WHEREAS** the Montclair Board of Education requires a **Computer Technician & Systems Integration Specialist** to support the needs of the district.

**BE IT RESOLVED** that the Montclair Board of Education approves the attached job description For **Computer Technician & Systems Integration Specialist**.

### **JOB DESCRIPTION**

**Title:** Computer Technician & Systems Integration Specialist

**Qualifications:**

- Bachelor's degree or equivalent technical certification required, computer science degree preferred
- Knowledge of various platforms deployed throughout the organization including Mac, Windows, iOS and Chrome OS
- Possess technical certification and/or technical degree; Microsoft, Apple, and/or Cisco certification(s) preferred
- Ability to troubleshoot, repair and maintain hardware, software, peripheral devices and identify network issues
- Demonstrate knowledge of computer networks, enterprise systems, and system integration
- Ability to resolve issues using remote technologies
- Demonstrates professionalism by being courteous, responsive, and by treating others respectfully and using mature judgment when deciding what and how to communicate
- Willingly acts as a resource to the entire department and cooperates with other departments
- Ability to learn and apply new technologies as required
- Self-motivated with the ability to work independently.
- Demonstrated ability to function effectively in a diverse and dynamic work environment
- Must be able to communicate effectively in person, orally and in writing.



- Experience in an educational setting preferred
- Required criminal background check and proof of US citizenship or legal resident alien status.

**Responsible to:** Director of Technology

**Job Goal:** The Computer Technician & Systems Integration Specialist provides technical solutions to automate tasks and resolve end-user issues and inquiries reported by technicians, district and school technical staff. Responsibilities also include supporting school-based and district technology projects, administration of desktop management tools, and integration of academic, instructional and productivity programs with our current student information system and other platforms. This position requires a working knowledge of relational databases, web and client-server concepts, and the ability to rely on experience and judgment to plan and accomplish goals.

**Performance Responsibilities:**

***Strategy & Planning***

- Research, develop and implement an integration plan for district technology systems based on best practices that ensure safe, confidential and FERPA compliant access to district platforms and information.
- Provide relevant data for IT strategic planning and budget development
- Identify an appropriate implementation schedule for all new integrations and upgrades
- Assess and communicate risks associated with IT investments and projects.
- Prioritize technology support for assigned school with district needs
- Identify opportunities and provide recommendations to user groups that can improve efficiency of processes by leveraging technology.

***Acquisition & Deployment***

- Make recommendations on the acquisition and deployment of new technology hardware and software based on best practices and compatibility with district systems
- Assist in the deployment of new hardware and software district-wide
- Assist in asset management of district hardware and software

***School-Level Support***

- Provide support for educational technology and the integration of technology for/with instruction.
- Visit classrooms and communicate with instructional staff to identify technology needs to support instruction as well as leveraging technology in the delivery of instruction.
- Provide support to school leaders in decision-making around technology integration.
- Collaborate with the Director of Technology and members of the Office of Technology to

ensure enterprise system support of the district technology needs

***Knowledge & Experience***

- Working knowledge of a current Student Information System, preferably Genesis.
- Substantial exposure to data processing, hardware platforms, enterprise software applications, enterprise infrastructure, and networking
- Technical experience with systems networking, database structure, web development, report generation and end-user support.
- Experience with virtual server systems and storage.
- Experience with Windows servers systems.
- Exposure to environments running a mixed platform of Windows and Macintosh preferred.
- Good understanding of computer systems characteristics, features, and integration capabilities.
- Understanding of project management principles.
- Demonstrated ability to apply IT in solving educational and business problems.
- In-depth knowledge of applicable laws and regulations as they relate to IT.
- Proven ability to work in as a member of a team

***Responsibilities***

- Responds to helpdesk tickets as escalated by computer technicians and technology coordinators and makes every attempt to address issues before escalating ticket(s) to network administrator and managers
- Provides on-site support in various locations when needed
- Provides professional development to staff on access to integrated systems
- Maintains technology certifications as needed to support the district's needs
- Performs hardware repairs and software/system upgrades as needed and appropriate
- Communicates with staff regarding upgrades and new initiatives
- Performs projects as assigned by Director of Technology or designated Manager
- Provides administrative support for software and hardware decisions and integrations
- Maintains current system integrations and implements additional as identified and approved; these include but are not limited to Genesis, Clever, MobyMax, EasyBridge, Naviance, Nutrikids, Transfinder, IEPDirect and similar programs
- Manages print servers and software
- Creates and maintains documentation for knowledge base
- Works cooperatively with others and accepts direction from supervisors
- Participates in professional development and technical training as necessary to maintain and upgrade skills
- Performs such other duties that may be assigned

***Personal Attributes***

- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Ability to present ideas in business-friendly and user-friendly language.

- Exceptionally self-motivated and directed.
- Keen attention to detail.
- Results oriented individual who thrives in a fast-paced environment
- Superior analytical, evaluative, and problem-solving abilities.
- Exceptional service orientation.

***Work Conditions***

- Availability outside of normal business hours including weekends and evenings based on the needs of the district
- Sitting for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other computing equipment.
- While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel.
- Frequent and regular repetitive movements required using the wrists, hands, and/or fingers.
- Physical lifting and moving of items up to 40 pounds
- Drivers license and mode of transportation for travel throughout the district as needed

**Terms:** 12 month, salary and benefits; and non-affiliated as determined by the board.

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

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

Established: \_\_\_\_\_

BOE Approved: \_\_\_\_\_

**Seconded by Jessica de Koninck and approved by a vote of 7-0**

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Laura Hertzog	<b>x</b>			
Jevon Caldwell-Gross	<b>x</b>			
Jessica de Koninck	<b>x</b>			
Joseph Kavesh	<b>x</b>			
Anne Mernin	<b>x</b>			

Eve Robinson	<b>x</b>			
Franklin Turner	<b>x</b>			

4. Resolution: Approval of Personnel Report

**Jevon Caldwell Gross 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.

**MONTCLAIR BOARD OF EDUCATION**

**PERSONNEL REPORT- January 22, 2018**

Approval of Leave of Absence for the 2017-2018 School Year

Be it resolved that upon the recommendation of the Superintendent, the Board of Education approves the following:

**Staff**

Hairston-Kitchings, Sheniqua  
Montclair High School  
Security (Operational) Aide  
LOA without pay: 1/28/2018-2/26/2018  
Reason: Medical FMLA  
Salary: \$55,510.00

Powell, Benjamin  
Buzz Aldrin Middle School  
Security (Operational) Aide  
LOA without pay: 1/10/2018-2/26/2018  
Reason: Medical FMLA  
Salary: \$58,397.00

Pastorino, Katherine  
Edgemont Elementary School  
Elementary Teacher  
LOA with/without pay: 12/15/2018-6/30/2018  
(Not to exceed 60 days)  
Reason: Intermittent FMLA  
Salary: \$63,705.00

Starr, Cheryl  
Office of Special Education  
Speech Language Specialist  
LOA with Pay: 2/13/2018-3/29/2018  
Reason: FMLA  
Salary: \$102,848.00

**PERSONNEL REPORT - January 22, 2018**

Approval of Appointment of Staff for the 2017-2018 School Year

Be it resolved that upon the recommendation of the Superintendent, the Board of Education approves the following pending receipt of passing medical exam, fingerprinting qualifications, and HR clearance:

McCrone, Kaitlyn  
Paraprofessional  
Hillside Elementary School  
Salary: \$23.95 per Hour State Step 1  
Effective: January 29, 2018  
Replacing: New Position

Aumack, Meghan  
Special Education Teacher  
Hillside Elementary School  
Salary: \$67,099.00 Step 7 MA 20  
Effective: February 20, 2018  
Replacing: New Position

Reed, Amber  
Data Analyst for Student Achievement  
Central Office  
Salary: \$80,000.00  
Effective: TBD  
Replacing: New Position

Aubrey Lewis  
Paraprofessional  
Charles H. Bullock Elementary School  
Salary: \$23.64 per Hour BA Step 1  
Effective: January 29, 2018  
Replacing: Lauren Butterfield

Jones, Tyler  
Paraprofessional  
Glenfield Middle School  
Salary: \$23.64 per Hour BA Step 1  
Effective: TBD  
Replacing: Tyler Jones

DeCaito, Steve  
LTS Paraprofessional  
Glenfield Middle School  
Salary: \$23.64 per Hour BA Step 1  
Effective: TBD  
Replacing: Karen Wingfield (LOA)

Hamblin, Donna  
LTS Secretary  
Office of Pupil Services  
Salary: 45,740.00 Step 1  
Effective: January 17, 2018  
Replacing: Brian Malloy

Dabney, Bruce  
Consultant  
Central Office  
Salary: \$600.00 per day  
Effective: TBD

**PERSONNEL REPORT- January 22, 2018**

Approval to Rescind Offer of Appointment of Staff for the 2017-2018 School Year

Be it resolved that upon the recommendation of the Superintendent, the Board of Education approves the following:

**Staff**

Alford, Carolyn  
Special Education Teacher  
Renaissance Middle School  
Salary: TBD  
Effective: TBD  
Replacing: James Janakat

**PERSONNEL REPORT- January 22, 2018**

Approval of Stipends & Coaches for the 2017-2018 School Year

Be it resolved that upon the recommendation of the Superintendent, the Board of Education approves the following pending receipt of fingerprinting qualifications, background check, and HR clearance:

<b>Name</b>	<b>Position</b>	<b>Amount</b>	<b>Location</b>
Marcketta, Daniel	Shift Differential Stipend	\$1,553.00 (1/2/2018)	Buildings & Grounds
Jones, Ronald	Shift Differential Stipend	\$1,553.0 0 (1/2/2018 )	Buildings & Grounds
Alsina, Mirta	Key Club	\$2,484.0 0 (2/1/2018 )	MHS
Anderson, Courtney*	6 <sup>th</sup> Period	\$13,568. 00 (1/23/201 8)	GMS
Anderson, Vanessa *	6 <sup>th</sup> Period	\$14,644. 00 (1/23/201 8)	GMS
Wolfson, Tracey*	6 <sup>th</sup> Period	\$20,090. 00 (1/23/201 8)	GMS

\*Being paid out of Title I Funds.

**PERSONNEL REPORT- - January 22, 2018**

Approval of Resignation of Staff for the 2017-2018 School Year

Be it resolved that upon the recommendation of the Superintendent, the Board of Education approves the following Staff Resignation:

**Staff**

Greco, Andrew  
Paraprofessional  
Charles H. Bullock Elementary School  
Effective: January 31, 2018  
Salary: \$32,587.20

Punjabi, Pooja  
Paraprofessional  
Nishuane Elementary School  
Effective: February 2, 2018  
Salary: \$26,728.20

Orozco, Ruth  
School Psychologist  
Northeast Elementary School  
Effective: February 4, 2018  
Salary: \$69,140.00

Brick, Jeffrey  
Paraprofessional  
Edgemont Elementary School  
Effective: January 31, 2018  
Salary: \$32,587.00

**PERSONNEL REPORT- - January 22, 2018**

Approval of Veteran Sick Days for the 2017-2018 School Year

Be it resolved that upon the recommendation of the Superintendent, the Board of Education approves the following:

**Staff**

Sheji, Marisa  
DLC  
**School Psychologist**  
**Salary:** \$75,937.00  
**Total Days: 39 Sick Days**  
**Effective:** November 22, 2017

\*Pursuant to Article 13.1 (5).

**PERSONNEL REPORT- January 22, 2018**

Approval of Transfer of Staff for the 2017-2018 School Year.

Be it resolved that upon the recommendation of the Superintendent, the Board of Education approves the following:

Hall, Thelma  
Paraprofessional  
**From Location:** Charles H. Bullock Elementary School  
**To Location:** Montclair High School  
**Salary:** \$32,353.00  
**Effective:** January 22, 2018



**PERSONNEL REPORT- January 22, 2018**

Approval of Substitutes for the 2017-2018 School Year

Be it resolved that upon the recommendation of the Superintendent, the Board of Education approves the following:

**COUNTY SUBSTITUTES**

Petrou, Jonelle

**Seconded by Jessica de Koninck and approved by a vote of 7-0**

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

Q. BOARD COMMENTS

R. ANNOUNCEMENT OF FUTURE MEETING DATES

The next public meeting of the Montclair Board of Education will be held on Wednesday, February 7, 2018 at 6:00 pm in the George Inness Annex Atrium at 141 Park Street. The meeting will go into closed session until approximately 7:30 pm when it will re-open to the public.

S. ADJOURNMENT AT 8:59 PM

**Jessica de Koninck moved to adjourn**

**Seconded by Jevon Caldwell Gross and approved by a vote of 6-0**

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

**Joe Kavesh left at 8:54 pm**