

MONTCLAIR PUBLIC SCHOOLS



MONTCLAIR, NEW JERSEY

PUBLIC BOARD MEETING HELD ON

**MONDAY, NOVEMBER 17, 2014, AT 6:30 PM
MONTCLAIR HIGH SCHOOL
100 CHESTNUT STREET
MONTCLAIR, NEW JERSEY**

MINUTES OF THE PUBLIC BOARD MEETING
HELD MONDAY, NOVEMBER 17, 2014 AT 6:30 PM
MONTCLAIR HIGH SCHOOL
100 CHESTNUT STREET, MONTCLAIR, NEW JERSEY

- A. RESOLUTION FOR EXECUTIVE SESSION AT 6:33 P.M. 5-0
- B. EXECUTIVE SESSION

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:

- material the disclosure of which constitutes an unwarranted invasion of individual privacy;
- a collective bargaining agreement and/or negotiations related to it;
- pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege;
- specific prospective or current employees unless all who could be adversely affected request an open session; and/or

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

- C. RETURN TO OPEN SESSION AT 7:30 P.M.
- D. STATEMENTS
 - 1. Meeting Notice
- E. THE PLEDGE OF ALLEGIANCE
- F. ROLL CALL

	PRESENT	ABSENT
David Cummings	x	
Jessica de Koninck	x	
David Deutsch	x	
Robin Kulwin	x	
Leslie Larson	x	

Shelly Lombard	x	
Anne Mernin	x	

Staff Members	50
Members of the Public	30
Members of the Press	3

Robin Kulwin requested a Moment of Silence to remember Clement Price.

G. MINUTES

Shelly Lombard moved to approve the following minutes:

1. Public Board Meeting held on October 22, 2014

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

Seconded by Robin Kulwin and approved by a vote of 7-0.

H. SUPERINTENDENT'S REPORT

1. Honoring students from Glenfield
2. Honoring students from Montclair High School
3. Ray Sarinelli presented the 2013-2014 audit report

I. COMMENTS FROM THE PUBLIC

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

J. BOARD OF EDUCATION REPORTS

1. Committee Reports

- a. Community and Engagement – communications to families improved, good to see Dr. MacCormack at each school, not implementing PARCC w/o concerns and frustrations about state level guidance, support and implementation
 - b. Curriculum Committee – met at Northeast re: immersion program
 - c. Finance, Facilities and Technology Committee – Auditors Report
 - d. Policy & Legislative Committee – reviewed Sections 1 & 2 of SE policy manual
 - e. Special Education and HIB Committee – committee met with James Earl re: MHS counseling center
2. Resolution Re: Request to New Jersey Department of Education to Allow Paper Based PARCC Testing

Leslie Larson moved to approve the following resolution:

WHEREAS, as with many communities, Montclair has done extensive work in preparation for the upcoming PARCC exams, including realignment of curriculum, provision of necessary professional development for our teachers and staff, and associated scheduling and planning, and

WHEREAS, the PARCC tests will be a maiden voyage in assessing how students are learning in relation to the new Common Core State Standards. Not only are the standards themselves new, but the test and the proposed online format are also new. This rollout of new standards with an associated new test is a good deal of transitioning for schools and students to absorb. By layering the new technology and an online test environment onto this transition, we are asking a great deal of our students and we are mixing variables in terms of the test results, and

WHEREAS, the online tests will, by definition, reflect the combined results of student CCSS learning, student familiarity and ease with keyboarding, student comfort with their testing device, as well as bandwidth and technical performance itself.

WHEREAS, our children and staff are familiar with paper-based testing, paper test results would reflect student learning aligned with the new standards without additional variations related to new online test-taking skills and those associated with response time and the devices themselves, and

WHEREAS, we want to be clear that we understand there is value in online assessments. However, this current transition raises concerns with the level of change being introduced as well as the usability of results,

WHEREAS, given the significant amount of change represented by the new PARCC tests as described above,

NOW, THEREFORE, BE IT RESOLVED that the Montclair Board of Education respectfully requests that the New Jersey Department of Education grant to all public school districts the option to conduct PARCC testing this year using a paper format, and authorizes the Board Secretary to send a letter as outlined above to Acting Commissioner David C. Hespe requesting paper-based testing for PARCC.

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

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

3. Resolution Re: Analysis of Professional Development for Teachers

Anne Mernin moved to approve the following resolution:

WHEREAS, the Montclair Board of Education seeks an analysis of the district trends and impacts of pulling teachers from the classroom for professional development, including a review of possible alternatives for providing professional development without pulling teachers from the classroom, and the estimated relative cost of providing substitutes for teachers pulled from the classroom versus paying teachers to attend professional development outside of scheduled classroom time,

NOW, THEREFORE, BE IT RESOLVED that the Montclair Board of Education has approved this request and authorized the Superintendent to provide this analysis.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			

Anne Mernin	x			
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Seconded by Anne Mernin and approved by a vote of 7-0.

K. PUPIL SERVICES

1. HIB

Shelly Lombard moved to approve the following resolution:

- a. BE IT RESOLVED that the Board hereby affirms the Superintendent’s decision in HIB Investigation involving SID No. 034152 reported on 10/24/2014 for the reasons 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.
- b. BE IT RESOLVED that the Board hereby affirms the Superintendent’s decision in HIB Investigation involving SID No. 011562 reported on 10/15/2014 for the reasons 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.

Dates Reported Incident	Offender ID #	Race/Gender	GR	SPED	School	Location	Description Statement of Alleged HIB	Police Notified	Substantiated	Actions
R=10/24/14 I=10/23/14	034152	W/M	5	No	Brad	School Property	9	No	Yes	Parent notification Letter of apology written Counseling with SAC Change of seating in classroom Psychological evaluation
R=10/15/14 I=10/14/14	011562	B/M	10	No	MHS	School Property /Off School Grounds	4	No	Yes	One day in-school suspension Anger management/ decision making training Regular check in with SAC

Description Statements

- | | |
|--|--|
| 1. Hitting, kicking, shoving, spitting, hair pulling, or throwing something | 6. Excluding or rejecting the student |
| 2. Getting another person to hit or harm the student | 7. Intimidating (bullying), extorting, or exploiting |
| 3. Teasing, name-calling, making critical remarks, or threatening, in person or by other means | 8. Spreading harmful rumors or gossip |
| 4. Demeaning and making the victim the subject of jokes | 9. Unsolicited or inappropriate physical contact or comments including that of a sexual nature |
| 5. Making rude/sexually inappropriate and/or threatening gestures | 10. Other (specify) |

Total Number of Offenders by School

Bradford – 1	Glenfield –0	Mount Hebron – 0	Renaissance – 0
Bullock – 0	Hillside – 0	Nishuane – 0	Watchung –0
Edgemont – 0	Montclair High - 1	Northeast – 0	

Total Number of Offenders for District = 2

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

Seconded by Robin Kulwin and approved by a vote of 7-0.

L. ACADEMIC OFFICE

1. Resolution Re: Approval of School Field Trips

Shelly Lombard 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:

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DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
11/19/14	Bradford	K	Cahill	Montclair Art Museum, Montclair NJ	\$5	Students will view artwork relative to Math: shapes & patterns, Social Studies: African American Culture, ELA: Narrative Writing & Informational Text.	Yes 1.5 hrs.
11/19/14	Bradford	K-4	Harty/O'Sullivan/Ehrmann	Nicola's Bakery & Deli, 6 Baldwin Street, Montclair, NJ	\$15	Special education students will work on expressive and receptive language skills, socialization skills and life skills (tolerating novel foods).	Yes 2 hrs.
12/3/14	Bradford	K-4	Harty/O'Sullivan/Ehrmann	Valley Regency, 1129 Valley Road, Clifton, NJ	\$0	Holiday Party--Annual event given by the Lions Club to increase socialization and ability to function in social settings for students with special needs.	Yes 3 hrs.
12/15/14	Bradford	K	Cahill	Valley Road Firehouse Diner	\$10	Culmination of study of light, shadow and reflection	Yes 5 hrs
11/25/14	Bullock	5	Hilton/Corbesiero	Clary Anderson Arena, 41 Chestnut St., Montclair, NJ	\$4	Students will experience physical fitness and cardiovascular fitness through ice skating.	Yes 3 hrs.
12/2/14	Bullock	4	Hilton/Corbesiero	Clary Anderson Arena, 41 Chestnut St., Montclair, NJ	\$4	Students will experience physical fitness and cardiovascular fitness through ice skating.	Yes 3 hrs.
12/3/14	Bullock	K-5	Tirador/Woschinko	Valley Regency, 1129 Valley Road, Clifton, NJ	\$0	Holiday Party--Annual event given by the Lions Club to increase socialization and ability to function in social settings for students with special needs.	Yes 3 hrs.
12/3/14	DLC	PreK	Gomes	Valley Regency, 1129 Valley Road, Clifton, NJ	\$0	Holiday Party--Annual event given by the Lions Club to increase socialization and ability to function in social settings for students with special needs.	Yes 3 hrs.
5/26-27/14	Edgemont	4	Alvarado/Fagan	Fairview Y Camp, 1035 Fairview Lake Rd., Stillwater, NJ	\$90	This trip will provide students with character education and exposure to science and social studies curriculum.	Yes 2 full days 1 overnight
11/20/14	Glenfield	6-8	Cario	Montclair High School	\$5	Students are afforded the opportunity to engage in a simulated democratic process.	Yes 5 hrs.
11/25/14	Glenfield	7-8	Quatorze/Aguero	French Institute Alliance, 55 East 59 th St., New York, NY	\$10.00	French classes will listen and see a live performance in French. This is an entertaining and educational event with connection to French and Francophile cultures	Yes 6 hrs.
12/8/14	Glenfield	6	Pruksarnukul	Clary Anderson Arena, 41 Chestnut St., Montclair, NJ	\$15	This trip will provide students an opportunity for bonding and socialization during a group activity	Yes 5 hrs.
11/13/14	High School	9-12	Blackburn	SOPAC, 1 Sopac Way, South Orange,	\$5	Dance students will perform.	No 3 hrs.

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DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
				NJ			
11/21/14	High School	9-12	Lavosky/Reyes	Montclair State University, 1 Normal Ave., Montclair, NJ	\$18	Spanish students will be exposed to Hispanic culture through history, literature, art, architecture, music and food.	Yes 4 hrs.
11/20 & 21/14	High School	9-12	Wasko	Madison Square Garden, NYC	\$0	MHS Band after school performance at the 2K Sports Classic Wounded Warrior—NCAA Basketball.	No 8 hrs.
12/4-7/14	High School	9-12	Wingren/Manos	Rutgers Model UN Conference, Rutgers University, 2 Albany St., New Brunswick, NJ	\$300	Students in the Model UN club will research and write mock UN resolutions. They will debate and pass/fail resolutions in a large Model UN.	Combination of 1 ½ full school days/ 2 weekend days
12/17/14	High School	12	Bonvini/Novalis/Barroquerio	Museum of Jewish Heritage, 36 Battery Place, NYC	\$12	Students are either in the Holocaust history elective or studying Holocaust literature	Y 6½ hrs.
11/9/14	Hillside	4&5	D'Amico	Barclay Center, 620 Atlantic Ave., Brooklyn, NY	\$0	Drums of Thunder will perform the half-time show for the Brooklyn Nets.	Yes 3 hrs.
12/3/14	Hillside	3&4	Piller/Tiwari	Valley Regency, 1129 Valley Road, Clifton, NJ	\$0	Holiday Party--Annual event given by the Lions Club to increase socialization and ability to function in social settings for students with special needs.	Yes 3 hrs.
12/9/14	Mt. Hebron	6-8	Saraco	Clary Anderson Arena 41 Chestnut St., Montclair, NJ	\$15	Students will experience exercise and physical activity.	Yes 3 hrs.
12/19/14	Mt. Hebron	6-7	Drozd	Clary Anderson Arena, 41 Chestnut St., Montclair, NJ	\$15	Culminating activity for the science and physical education departments. Curriculum "Forces in Motion" where the students are using Newton's Laws of Motion	Yes 4 hrs.
4/16/14	Mt. Hebron	6-8	LaRosa	Montclair High School	\$5	Model UN students will participate in a culminating activity debating world issues with 3 middle schools.	Yes 5 hrs.
12/3/14	Nishuane	K-2	Kolenovic/Wyatt	Valley Regency, 1129 Valley Road, Clifton, NJ	\$0	Holiday Party--Annual event given by the Lions Club to increase socialization and ability to function in social settings for students with special needs.	Yes 3 hrs.
12/3/14	Northeast	2-4	Alday/Villalobos	Valley Regency, 1129 Valley Road, Clifton, NJ	\$0	Holiday Party--Annual event given by the Lions Club to increase socialization and ability to function in social settings for students with special needs.	Yes 3 hrs.
12/19/14	Renaissance	8	Stulbaum	Newark Day Center, 305 Halsey St., Newark, NJ	\$0	Students will participate in a holiday toy drive—community service.	Yes 4 hrs.
12/3/14	Watchung	K-2	Markham	Valley Regency, 1129	\$0	Holiday Party--Annual event	Yes

DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
				Valley Road, Clifton, NJ		given by the Lions Club to increase socialization and ability to function in social settings for students with special needs.	3 hrs.

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

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

Seconded by Robin Kulwin and approved by a vote of 7-0.

M. HUMAN RESOURCES

1. Resolution Re: Approval of Personnel Report

Shelly Lombard moved to approve the following resolution:

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

NOW, THEREFORE, BE IT RESOLVED that the Board approves the Personnel Report of November 17, 2014, including the indicated individuals who have been hired under the Emergent Hiring Procedures as required by law.

Seconded by Robin Kulwin and approved by a vote of 5-1-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	

Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin		x		

- Resolution Re: Approval of the Superintendent’s District Goals and Objectives and the Superintendent’s Merit Goals for 2014-2015

Robin Kulwin moved to approve the following resolution:

WHEREAS, the Superintendent of Schools, Dr. Penny MacCormack, has formulated the District Goals and Objectives for the 2014-2015 school year, and

WHEREAS, Dr. MacCormack has also formulated her Merit Goals for the 2014-2015 school year,

NOW THEREFORE BE IT RESOLVED that the Board of Education hereby approves the attached District Goals and Objectives and Merit Goals for the 2014-2015 school year.

Superintendent’s District Goals & Objectives

Superintendent’s Merit Goals

Penny MacCormack

School Year 2014-2015

The goals below align with the Montclair Board of Education vision, core beliefs and the current district strategic plan. These goals are largely focused on the key strategies and objectives for equitably meeting the academic, social and emotional needs of all students. This includes a focus on curricula and professional development supports to assist teachers, administrators and staff in equitably meeting the needs of ALL students (Annual goals: 1, 2; Merit goals 1, 2, 3). In addition, several goals are focused on school climate ensuring that each school nurtures the whole child, welcomes full parent engagement and offers staff the supports for equitably meeting individual student needs (Annual goal 3 & Merit goal 5). The two remaining goals focus on moving forward including the development of a five year strategic plan (Merit goal 4) as well as the development of a financial model to inform resource needs and limitations.

Annual District Goals & Objectives

Goal 1:

In order to equitably meet the needs of our diverse learners the district will develop a framework for a Response to Intervention (RTI) system as well as a detailed professional learning plan to assist staff in the process of implementing this system to better and more quickly meet student learning needs.

Evidence of the development and implementation of an RTI system will include:

- 1) The RTI framework (A plan to implement interventions in a systematic way)
- 2) Professional Development surveys (Examples will be provided to the BOE for review and input)
- 3) Student data from each school (Data charts indicating student movement both up and down in tiered interventions and examples student progress)

Goal 2:

Following BOE adopted district goals a five-year district strategic plan will be completed by July 2015. (An agreement on quarterly progress will be completed once the Board determines a deadline for goal setting)

Goal 3:

By June 2015 every school will have a highly functioning School Action Team for Partnership that plans for programs and practices to create strong and effective partnerships with families in ways that contribute to student achievement and success in school.

Evidenced by:

- 1) BOE approved SAT regulations
- 2) SATp training, as indicated in the SATp regulation, on parent engagement connected to student achievement and school success, delivered by the District Parent Coordinator.

Goal 4:

In order to better plan for future work a deliberative and advisory three year financial model (2015-2016, 2016-2017 and 2017-2018) that incorporates projections related to the district's finances will be presented to the Finance, Facilities and Technology Committee. The model will set forth major assumptions (such as projected sources of revenues, bond financings, and any major initiatives), and will include the capacity to estimate the sensitivity to changes in the district's major revenue and expenditure line items and incorporate capital and maintenance expenditure projections and estimates. A working draft of this deliberative and advisory financial model would be presented to the Committee in February 2015 to inform budget deliberations and would then be revised and re-presented to the Committee before June 30, 2015.

Superintendent's Merit Goals

Goal 1:

The achievement gap between Non-SES students and Low-SES students will be narrowed by 4 percentage points in grades 1-3 reading as measured by the DRA2.

Goal 2:

80% of grade 3 students will read on grade level by June 2015 as measured by the DRA2.

Goal 3:

All teachers will score at or above the effective range on 80% of the indicators on the Marshall Evaluation Rubric.

Goal 4:

In order to ensure high expectations for all students 90% of teachers will score at or above effective on the five Marshall indicators connected to high expectations (Ba, Ca, Cb, Dg, Eb)

Goal 5:

All schools will use the June 2014 school climate survey results to implement strategies for improving their school climate resulting in materially improved scores on the school identified questions (to be determined and shared with the BOE by December 2014) in the June 2015 climate survey.

Seconded by Leslie Larson and approved by a vote of 7-0.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

N. OPERATIONS OFFICE

1. Resolution Re: Approval of Conference and Travel

Robin Kulwin 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/ SPONSOR</u>	<u>DATE</u>	<u>BOARD MEMBER/ EMPLOYEE</u>	<u>SCHOOL DEPT.</u>	<u>ESTIMATED COST</u>	<u>EDUCATIONAL PURPOSE</u>	<u>LOCATION</u>
Green Expo 2014 – Core Session Using Chemical's Properly/ NJ Turfgrass Association	12/11/14	Edward Durkos	B & G	\$75.00	One day training and test for fertilizer applicators that goes towards landscape license as required.	AC, NJ
Wilson Reading System – Introduction/ Applied Methods/ Newgrange Education Center	12/2,3,4/14	Tanya Bitar	Hillside	\$732.34	This seminar will teach techniques for prevention and intervention to reduce reading and spelling failures in students beyond grade 3 who are reading and spelling below grade level.	Princeton, NJ
NJ Leadership Academy/ FEA	11/19/14 2/11/15 3/18/15	David Harewood	Academic	\$750.00	To learn together and participate in sustained, collaborative and structured professional development throughout the year. Participants will take 3 core courses focused on the major educational reforms, along with 2 electives to help meet individual, school and district goals.	Monroe Township, NJ
Suicide Prevention Conference/ Rutgers University	12/4/14	Jaime Doshi	MHS SAC	\$95.00	The strategies and information gained from this conference will benefit the students who are struggling with the issue of self injury and suicide.	Somerset, NJ

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NJ Leadership Academy/ FEA	11/19/14 2/11/15 3/18/15	Birdean Clinton	Academic	\$750.00	To learn together and participate in sustained, collaborative and structured professional development throughout the year. Participants will take 3 core courses focused on the major educational reforms, along with 2 electives to help meet individual, school and district goals.	Monroe Township, NJ
Strategies for Readers Who Struggle/ TC Columbia U	12/4/14	Kimberly Couden Deborah Maher	NE	\$250.00	This seminar will increase facility with strategies for struggling literacy learners in the 4 th and 5 th grades and with ELAs.	Columbia U. NYC
Puzzle of Self Injury/ Traumatic Loss Coalitions	12/4/14	Andrew Evangelista	Glenfield	\$95.00	The strategies and information gained from this conference will benefit the students who are struggling with the issue of self injury and suicide.	Somerset, NJ
General Meeting/ School Transportation Supervisors of NJ	12/5/14	Gisela Aultmon	Operations	\$17.36	This organization provides the latest updates in legislation, mandates and procedures regarding pupil transportation.	Piscataway, NJ
NJASP Winter Conference 2014/ NJ Association for School Psychologists	12/12/14	Janet Schultz Leon	Ren	\$0	This conference will further the efficient operation of the district by updating knowledge of the next intelligence test WISC-V and evidence based evaluation of ELL's.	Windsor, NJ
Governance 1 – Weekend Orientation/ NJSBA	1/9 - 11/15	Jessica de Koninck	CS	\$0	This conference offers training and information to support new BOE members.	Princeton, NJ
Suicide Prevention Conference/ Traumatic Loss Coalition	12/4/14	Arthur Settembrino	MHS	\$95.00	The strategies and information gained from this conference will benefit the students who are struggling with the issue of self injury and suicide.	Somerset, 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 Shelly Lombard and approved by a vote of 7-0.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x		self	
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

2. Resolution Re: Monthly Budget Reports and Bills and Claims

Robin Kulwin 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 November 2014 in the amount of \$5,154,947.72.

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 \$9,500,00.00 for the month of November 2014 and

BE IT FINALLY RESOLVED that the Montclair Board of Education acknowledges receipt of the Secretary’s Report for the month of September 2014 and Treasurer’s report for the month of September 2014.

Seconded by Leslie Larson and approved by a vote of 5-1-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard			x	

Anne Mernin		x		
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- Resolution Re: Acceptance of New Jersey Schools Insurance Group (NJSIG) 2014 Safety Grant Program

Leslie Larson moved to approve the following resolution:

WHEREAS, the Montclair Board of Education applied for grant funding for NJSIG 2014 Safety Grant Program, and

WHEREAS, the district was awarded a grant in the amount of \$13,554.00 for the 2013-2014 school year,

NOW THEREFORE BE IT RESOLVED, the Montclair Board of Education accepts the grant funds.

Seconded by Shelly Lombard and approved by a vote of 6-0-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

- Resolution Re: Award of One (1) Temporary Quoted Route to the Below Listed School Bus Company for Unanticipated In-District Transportation for Special Needs Pupil(s) for the 2014-2015 School Year

Leslie Larson moved to approve the following resolution:

Topic: New Jersey Administrative Code 6A:27-9.12 states that quotations may be sought after the opening of school for unanticipated transportation services.

Background Information: In accordance with Public School Contract Law, temporary transportation quotes were solicited for a special needs student attending a half-day schedule at the Montclair High School. Requests for temporary quotes were solicited by a minimum of three bus companies and awarded to the bus company who provided the lowest quote. (*SEE BELOW*)

Superintendent's Recommendations: It is my recommendation that the Montclair Board of Education awards the following temporary contract to the Trans Ed Bus Company. Quote tabulation for the contract period as follows:

ROUTE # E174 – 47.80X153 SCHOOL DAYS = \$7,313.00 (mid-day transportation)

ROUTE – SCHOOL	D&M TOURS	STATION WAGON	TRANS ED
	RTE COST & AIDE COST	RTE COST & AIDE COST	RTE COST & AIDE COST
E174 –Montclair H.S. (mid-day)	NO QUOTE	54.00 PER DIEM	47.80 PER DIEM**
TOTAL PER DIEM COST			47.80 PER DIEM**

**lowest bidder

Seconded by Shelly Lombard and approved by a vote of 6-0-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

5. Resolution Re: Revised Schedule of Meetings for 2014-2015

Leslie Larson moved to approve the following resolution:

WHEREAS, the open public meeting act requires that all board meetings be advertised in advance,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education approves the attached revised schedule of meetings for the 2014-2015 school year, and

BE IT FURTHER RESOLVED that the Montclair Board of Education authorizes the board secretary to advertise these meetings.

All Board Meetings are held at 6:30 p.m. in the High School Auditorium, Montclair, New Jersey, unless noted otherwise. The Board will open in Public Session and go immediately into Executive Session. The public portion of the meetings will begin at approximately 7:30 p.m.

Jul. 14, 2014	Public Meeting/GI Annex
Aug. 25, 2014	Public Meeting
Sep. 22, 2014	Public Meeting
Sep. 27, 2014	Workshop Meeting (Note: No Board Action, meets at CHB at 8:30 am - 3:30 pm)
Oct. 6, 2014	Public Meeting
Oct. 20, 2014	Public Meeting
Nov. 17, 2014	Public Meeting
Dec. 1, 2014*	Public Meeting*
Dec. 15, 2014	Public Meeting
Jan. 14, 2015	Workshop Meeting (Note: No Board Action, meets at GI Annex Atrium 6:00 -10:00 pm)
Jan. 26, 2015	Public Meeting
Feb. 9, 2015	Workshop Meeting (Note: No Board Action, meets at GI Annex Atrium 6:00 -10:00 pm)
Feb. 23, 2015	Public Meeting
Mar. 2, 2015	Public Budget Workshop
Mar. 5, 2015	Public Budget Workshop (NOTE: Tentative Adoption of 2015-16 Budget)
Mar. 16, 2015	Public Meeting (NOTE: Adoption of 2015-16 budget)
Mar. 25, 2015	Workshop Meeting (Note: No Board Action, meets at GI Atrium 6:00 -10:00 pm)
Apr. 13, 2015	Workshop Meeting (Note: No Board Action, meets at GI Atrium 6:00 -10:00 pm)
May 4, 2015	Public Meeting
May 18, 2015	Reorganization Meeting
Jun. 1, 2015	Public Meeting
Jun. 15, 2015	Public Meeting

Note: No meetings are scheduled on holidays, winter and spring vacations, or when schools are closed.

* Denotes cancellation of Meeting Date

Seconded by Shelly Lombard and approved by a vote of 6-0-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

6. Resolution Re: Revised District-Wide Copier Lease/Maintenance Service

Leslie Larson moved to approve the following resolution:

WHEREAS, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, " and

WHEREAS, the Montclair Board of Education sought quotes for copier lease/maintenance service in an effort to streamline and reduce costs, and

WHEREAS, Stewart Business Systems has offered district-wide copier maintenance service for a quoted fee of \$22,507.14/month for leasing and maintenance of copiers,

WHEREAS, the Montclair Board of Education has approved, based on Title 18A:18A-10, the use of Stewart Business Systems, a state-approved copier maintenance service, State Contract #A51145, and

WHEREAS, the Montclair Board of Education authorized Stewart Business Systems to provide the services described above effective July 30, 2013 on August 27, 2013, and

WHEREAS, the George Inness Annex is in need of a new copier and wishes to replace their existing copier at an additional quoted fee of \$181.23/month, and

WHEREAS, the Board approved a resolution on October 20, 2014 for Bradford and Nishuane copiers at an additional quoted fee of \$199.96/month, but the wording should have included **per copier** which increases the total to \$399.92/month,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education does hereby authorize Stewart Business Systems to provide the services described above.

Seconded by Shelly Lombard and approved by a vote of 6-0-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

7. Change of Use Application and Schematic Plans for Alternation to Teachers' Café at the High School

Leslie Larson moved to approve the following resolution:

WHEREAS, the Montclair Board of Education desires to change an existing Teachers' Café into a Driver's Education Room at the High School,

AND WHEREAS, the Montclair Board of Education requests the approval to make this change,

NOW, THEREFORE, BE IT RESOLVED that the Montclair Board of Education approves the request to change an existing Teachers' Café into a Driver's Education Room at the High School. This complies with N.J.A.C. 6A:26, Educational Facilities, and

BE IT FINALLY RESOLVED that the Montclair Board of Education approves the submission of the attached Application for a Change of Use with the Essex County Superintendent of Schools.

APPLICATION FOR CHANGE OF USE OF EDUCATIONAL SPACE
2014 – 2015 SCHOOL YEAR

County: Essex District: Montclair
 School or Building: Montclair High School
 Address of School: 100 Chestnut Street, Montclair NJ 07042
 Original Use: Teacher's Cafeteria Proposed Use: Driver's Education Room

Submit the following with this application:

1. A building floor plan showing the location of the space(s) to be changed.
2. An educational description of the new use.
3. A description of any work to be done.
4. A sketch of the room(s) on an 8 ½" X 11" sheet of paper indicating:
 - location of air supply and exhaust
 - direction of door swing
 - listing of all fixed/moveable furniture/equipment and amount of floor space each occupies.
5. Fill in details for each item listed below

- dimensions, and total gross area in square feet 40'3" x 33' = 1329.90
- ceiling height 9'6"
- type of flooring VCT Flooring
- foot-candles of light >50
- description of door hardware Classroom Function
- number of occupants: students 25 teacher and/or aides 1

Upon receipt of the above information, we will advise you as to whether or not your request can be approved by the County Office or whether formal plans are to be submitted to the Office of School Facilities Financing by a licensed architect or registered engineer.

The Board of Education approved the Change of Use Application for the _____ - _____ school year on _____ (Date).

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____
(Chief School Administrator) (Date)

(School Business Administrator) (Date)

FOR COUNTY SUPERINTENDENT'S USE ONLY

Date of Inspection by County Office: _____ Inspected by: _____

Included in Long-Range Facility Plan: Yes _____ No _____

Beginning with the _____ - _____ school year, approval: is granted _____ is not granted _____

subject to the following conditions: _____
(County Superintendent) (Date)

8. Resolution Re: Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms – Bradford, Nishuane, Northeast, Watchung and Bullock Schools for 2014-2015 School Year

Leslie Larson moved to approve the following resolution:

WHEREAS, N.J.A.C. 6A:26-6.2(h)4i provides that individual toilet rooms shall be provided in each pre-kindergarten and kindergarten classroom, and

WHEREAS, N.J.A.C. 6A:26-6.2(h)4ii provides for an alternate method of compliance by providing toilet rooms adjacent to or outside the classroom,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education, after careful study and due deliberation, approves an alternate method of compliance for Bradford, Nishuane, Northeast and Watchung as per attached applications, and

BE IT FINALLY RESOLVED that the School Business Administrator will forward a copy of this resolution to the County Superintendent of Schools.

**TOILET ROOM FACILITIES FOR EARLY INTERVENTION, PRE- KINDERGARTEN
AND KINDERGARTEN CLASSROOMS
2014 - 2015 SCHOOL YEAR**

A separate form is required for each school building

SCHOOL NAME NISHUANE SCHOOL DISTRICT NAME MONTCLAIR

ROOM NUMBER(S) B-12, 101,104,105, 106,108, 109,110,111,112,212 COUNTY NAME ESSEX

To: Executive County Superintendent:

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3 (h) 4ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Our school children shall be supervised in the following manner:

Teacher and/or Aide will accompany children to lavatory.

Board of Education has approved this alternate method of compliance on _____; a copy of the resolution is attached. I certify that all requirements of N.J.A.C. 6A:26-6.3 (h) 4ii and iii have been met.

Chief School Administrator Date

Approved: _____ Not Approved: _____

County Superintendent Date

**TOILET ROOM FACILITIES FOR EARLY INTERVENTION, PRE- KINDERGARTEN
AND KINDERGARTEN CLASSROOMS
2014 - 2015 SCHOOL YEAR**

A separate form is required for each school building

SCHOOL NAME BRADFORD SCHOOL DISTRICT NAME MONTCLAIR

ROOM NUMBER(S) 5A and 6 COUNTY NAME ESSEX

To: Executive County Superintendent:

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3 (h) 4ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Our school children shall be supervised in the following manner:

Teacher and/or Aide will accompany children to lavatory.

Board of Education has approved this alternate method of compliance on _____; a copy of the resolution is attached. I certify that all requirements of N.J.A.C. 6A:26-6.3 (h) 4ii and iii have been met.

Chief School Administrator Date

Approved: _____ Not Approved: _____

County Superintendent Date

**TOILET ROOM FACILITIES FOR EARLY INTERVENTION, PRE- KINDERGARTEN
AND KINDERGARTEN CLASSROOMS
2014 - 2015 SCHOOL YEAR**

A separate form is required for each school building

SCHOOL NAME NORTHEAST SCHOOL DISTRICT NAME MONTCLAIR

ROOM NUMBER(S) 11 and 19 COUNTY NAME ESSEX

To: Executive County Superintendent:

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3 (h) 4ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Our school children shall be supervised in the following manner:

Teacher and/or Aide will accompany children to lavatory.

Board of Education has approved this alternate method of compliance on _____; a copy of the resolution is attached. I certify that all requirements of N.J.A.C. 6A:26-6.3 (h) 4ii and iii have been met.

Chief School Administrator

Date

Approved: _____

Not Approved: _____

County Superintendent

Date

**TOILET ROOM FACILITIES FOR EARLY INTERVENTION, PRE- KINDERGARTEN
AND KINDERGARTEN CLASSROOMS
2014 - 2015 SCHOOL YEAR**

A separate form is required for each school building

SCHOOL NAME WATCHUNG SCHOOL DISTRICT NAME MONTCLAIR

ROOM NUMBER(S) 20 COUNTY NAME ESSEX

To: Executive County Superintendent:

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3 (h) 4ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Our school children shall be supervised in the following manner:

Teacher and/or Aide will accompany children to lavatory.

Board of Education has approved this alternate method of compliance on _____; a copy of the resolution is attached. I certify that all requirements of N.J.A.C. 6A:26-6.3 (h) 4ii and iii have been met.

Chief School Administrator

Date

Approved: _____

Not Approved: _____

County Superintendent

Date

**TOILET ROOM FACILITIES FOR EARLY INTERVENTION, PRE- KINDERGARTEN
 AND KINDERGARTEN CLASSROOMS
 2014 - 2015 SCHOOL YEAR**

A separate form is required for each school building

SCHOOL NAME CHARLES H BULLOCK DISTRICT NAME MONTCLAIR

ROOM NUMBER(S) 118 COUNTY NAME ESSEX

To: Executive County Superintendent:

Our school district elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3 (h) 4ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Our school children shall be supervised in the following manner:

Teacher and/or Aide will accompany children to lavatory.

Board of Education has approved this alternate method of compliance on _____; a copy of the resolution is attached. I certify that all requirements of N.J.A.C. 6A:26-6.3 (h) 4ii and iii have been met.

 Chief School Administrator Date

Approved: _____ Not Approved: _____

 County Superintendent Date

Seconded by Shelly Lombard and approved by a vote of 6-0-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

9. Resolution Re: Dual Use Application and Schematic Plans for Room 116 at Mt. Hebron School

Leslie Larson moved to approve the following resolution:

WHEREAS, the Montclair Board of Education desires to change an existing Reading Room into a dual classroom consisting of two Reading Rooms at Mt. Hebron School,

AND WHEREAS, the Montclair Board of Education requests the approval to make this change,

NOW, THEREFORE, BE IT RESOLVED that the Montclair Board of Education approves the request to change an existing Reading Room into a dual classroom consisting of two Reading Rooms at Mt. Hebron School. This complies with the N.J.A.C. 6A:26, Educational Facilities, and

BE IT FINALLY RESOLVED that the Montclair Board of Education approves the submission of the attached Application for Dual Use of Educational Space with the Essex County Superintendent of Schools.

**APPLICATION FOR DUAL USE OF EDUCATIONAL SPACE
2014-2015 SCHOOL YEAR**

This form is to be used when educational space is required but limited. Dual use of educational spaces is permitted under limited circumstances wherein two small group classes of similar nature separated by a movable divider are operating simultaneously within the same educational space. Permission to operate a dual use educational space must be obtained from the Executive County Superintendent annually.

County: Essex District: Montclair

School: Mt. Hebron School, 173 Bellevue Avenue, U Montclair NJ 07043

Room Number/Name: Room 116 State Approved Use: Classroom

Requested Use: Reading Room And: Reading Room

Number of students and teachers (total) in each group: 5 And: 10

Description of movable divider used (e.g. height, length, bookshelf, acoustical, etc.): A pre-made aluminum and laminate panel with door, 7'4" high x 20' wide

Submit the following with this application:

A sketch of the space showing room size, location of exit doors, fire detection systems, ventilation systems and divider, must accompany this form.

The Board of Education approved the Dual Use Application for the 2014-2015 school year
on
_____ (Date).

***** A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED *****

Certified by: _____

(Chief School Administrator)

(Date)

(School Business Administrator) (Date)

FOR EXECUTIVE COUNTY SUPERINTENDENT'S USE ONLY:

Date of Inspection by County Office: _____

Inspected by: _____

_____ Approved as is _____ Not approved

_____ Approved subject to the following conditions: _____

(Date) (Executive County Superintendent) _____

Seconded by Shelly Lombard and approved by a vote of 6-0-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

10. Resolution Re: Change of Use Application and Schematic Plans for Alterations to Custodial Room at Watchung School

Leslie Larson moved to approve the following resolution:

WHEREAS, the Montclair Board of Education desires to change an existing Custodian Room into a Dean's Office at Watchung School,

AND WHEREAS, the Montclair Board of Education requests the approval to make this change,

NOW, THEREFORE, BE IT RESOLVED that the Montclair Board of Education approves the request to change an existing Custodian Room into a Dean's Office at Watchung School. This complies with N.J.A.C. 6A:26, Educational Facilities, and

BE IT FINALLY RESOLVED that the Montclair Board of Education approves the submission of the attached Application for a Change of Use with the Essex County Superintendent of Schools.

**APPLICATION FOR CHANGE OF USE OF EDUCATIONAL SPACE
2014 - 2015 SCHOOL YEAR**

County: Essex District: Montclair

School or Building: Watchung School

Address of School: 14 Garden Street, Montclair NJ 07042

Original Use: Custodian Room

Proposed Use: Dean's Office

Submit the following with this application:

1. **A building floor plan showing the location of the space(s) to be changed.**
2. An educational description of the new use.
3. A description of any work to be done.
4. A sketch of the room(s) on an 8 ½" X 11" sheet of paper indicating:
 - location of air supply and exhaust
 - direction of door swing
 - listing of all fixed/moveable furniture/equipment and amount of floor space each occupies.
5. Fill in details for each item listed below
 - dimensions, and total gross area in square feet 7'7" x 26'7" + 16" x 16" = 227 sf
 - ceiling height 9'9"
 - type of flooring Concrete
 - foot-candles of light >50

- description of door hardware Classroom Function
- number of occupants: students 0 teacher and/or aides 1

Upon receipt of the above information, we will advise you as to whether or not your request can be approved by the County Office or whether formal plans are to be submitted to the Office of School Facilities Financing by a licensed architect or registered engineer.

The Board of Education approved the Change of Use Application for the _____ - _____ school year on _____ (Date).

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____

(Chief School Administrator)

(Date)

(School Business Administrator)

(Date)

FOR COUNTY SUPERINTENDENT'S USE ONLY

Date of Inspection by County Office: _____ Inspected by: _____

Included in Long-Range Facility Plan: Yes _____ No _____

Beginning with the _____ - _____ school year, approval: is granted _____ is not granted _____

subject to the following conditions: _____

(County Superintendent) _____ (Date)

Watchung Elementary School
14 Garden Street
Montclair NJ 07042

CLASSROOM CHANGE OF USE – Dean of Students

Description of Instructional Activities:

Custodial office has been changed to the Dean of Students office to accommodate her needs.

Description of Work To Be Done:

- Paint walls.

Seconded by Shelly Lombard and approved by a vote of 6-0-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

11. Resolution Re: Change of Use Application and Schematic Plans for Alterations to Storage Room at Watchung School

Leslie Larson moved to approve the following resolution:

WHEREAS, the Montclair Board of Education desires to change an existing Storage Room into a Custodial Room at Watchung School,

AND WHEREAS, the Montclair Board of Education requests the approval to make this change,

NOW, THEREFORE, BE IT RESOLVED that the Montclair Board of Education approves the request to change an existing Storage Room into a Custodial Room at Watchung School. This complies with N.J.A.C. 6A:26, Educational Facilities, and

BE IT FINALLY RESOLVED that the Montclair Board of Education approves the submission of the attached Application for a Change of Use with the Essex County Superintendent of Schools.

**APPLICATION FOR CHANGE OF USE OF EDUCATIONAL SPACE
 2014 - 2015 SCHOOL YEAR**

County: Essex District: Montclair

School or Building: Watchung School

Address of School: 14 Garden Street, Montclair NJ 07042

Original Use: Storage Room **Proposed Use:** Custodial Room

Submit the following with this application:

1. A building floor plan showing the location of the space(s) to be changed.
2. An educational description of the new use.
3. A description of any work to be done.

4. A sketch of the room(s) on an 8 ½" X 11" sheet of paper indicating:
 - location of air supply and exhaust
 - direction of door swing
 - listing of all fixed/moveable furniture/equipment and amount of floor space each occupies.
5. Fill in details for each item listed below
 - dimensions, and total gross area in square feet 10'6 x 20' = 212 sq ft
 - ceiling height 10'6"
 - type of flooring concrete
 - foot-candles of light >50
 - description of door hardware Classroom Function
 - number of occupants: students 0 teacher and/or aides 1

Upon receipt of the above information, we will advise you as to whether or not your request can be approved by the County Office or whether formal plans are to be submitted to the Office of School Facilities Financing by a licensed architect or registered engineer.

The Board of Education approved the Change of Use Application for the _____ - _____ school year on _____ (Date).

*****A COPY OF RESOLUTION FROM MINUTES MUST BE ATTACHED*****

Certified by: _____

(Chief School Administrator)

(Date)

(School Business Administrator)

(Date)

FOR COUNTY SUPERINTENDENT'S USE ONLY

Date of Inspection by County Office: _____ Inspected by: _____

Included in Long-Range Facility Plan: Yes _____ No _____

Beginning with the _____ - _____ school year, approval: is granted _____ is not granted _____

subject to the following conditions: _____

(County Superintendent) _____ (Date)

Watchung Elementary School
14 Garden Street
Montclair NJ 07042

CLASSROOM CHANGE OF USE – Custodian Room

Description of Instructional Activities:

Custodial Office has been moved to a storage room to accommodate his needs.

Description of Work To Be Done:

- Paint Walls
- Computer Line
- Telephone Line

Seconded by Shelly Lombard and approved by a vote of 6-0-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

12. Resolution Re: Submission of Comprehensive Maintenance Plan

Robin Kulwin moved to approve the following resolution:

WHEREAS, the Department of Education, pursuant to N.J.A.C. 6A:26A-3.1, requires New Jersey School Districts to submit three-year maintenance plans documenting “required maintenance activities” for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Montclair Board of Education are consistent with the requirements of N.J.A.C. 6A:26A-1.1 et seq., and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education hereby authorizes the Chief Operating Officer to submit the attached Comprehensive Maintenance

Plan for the Montclair Board of Education in compliance with Department of Education requirements.

Seconded by Leslie Larson and approved by a vote of 7-0.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

13. Resolution Re: Auditor's Report for Fiscal Year 2013-2014

Robin Kulwin moved to approve the following resolution:

Whereas, New Jersey Statutes 18A:23-5 states that "Within 30 days following the receipt of the report of the annual audit the board of education of the district shall, at a regularly scheduled public meeting, cause the recommendations of the auditor to be read and to be discussed and the discussion duly noted on the minutes of said board", and

Whereas, the firm of Nisivoccia, LLP has forwarded the annual Audit Report for the school fiscal year, July 1, 2013, to June 30, 2014, to the Board of Education and administration and has forwarded the Comprehensive Annual Financial Report to the Department of Education,

Now therefore be it resolved, the Board of Education acknowledges receipt of the Audit Report for the School Fiscal Year July 1, 2013, to June 30, 2014, and directs the Administration to implement the recommendations of the Auditor as shown in the Corrective Action Plan (Attachment A).

Seconded by Leslie Larson and approved by a vote of 7-0.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			

Shelly Lombard	x			
Anne Mernin	x			

14. Resolution Re: Award of Contract for Architect

Robin Kulwin moved to approve the following resolution:

WHEREAS, N.J.S.A. 18A:18A-5 states in part "Any contract, the amount of which exceeds the bid threshold, shall be negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids and bidding therefore if the subject matter thereof consists of Professional Services...", and

WHEREAS, the district is in need of architectural services for the 2014-2015 school year, and

WHEREAS, the Montclair Board of Education has received proposals from various firms providing this service,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education, after careful study and due deliberation, does hereby award a contract to Parrete Somjen Architects at the following rates:

Job Description	Rate	
Principal	\$160	/per hour
Project Manager/Coordinator	\$99	/per hour
Associate	\$139	/per hour
Project Architect	\$119	/per hour
Designer / Consultant	\$77	/per hour
Productions / Draftsman	\$60	/per hour
Administrative Support	\$50	/per hour
Contract Administrator	\$104	/per hour
Additional Reports / Prints Requested	\$0	No charge

Seconded by Anne Mernin and approved by a vote of 7-0.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			

Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

15. Resolution Re: Award of Contract for Legal Counsel

Robin Kulwin moved to approve the following resolution:

WHEREAS, N.J.S.A. 18A:18A-5 states in part "Any contract, the amount of which exceeds the bid threshold, shall be negotiated and awarded by the Board of Education by resolution at a public meeting without public advertising for bids and bidding therefore if the subject matter thereof consists of Professional Services...", and

WHEREAS, the district is in need of legal services for the 2014-2015 school year, and

WHEREAS, the Montclair Board of Education has received proposals from various firms providing this service,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education, after careful study and due deliberation, does hereby award contracts to the following firms:

Machado Law Group for General Counsel and Labor/Negotiations Counsel, \$160/hr.

Schenck Price Smith & King, LLP for Special Education Counsel, \$160/hr.

Seconded by Jessica de Koninck and approved by a vote of 6-0-1.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

O. TALENT OFFICE

1. Resolution Re: Adoption of School Action Team for Partnerships Regulation

Robin Kulwin moved to approve the following resolution:

PARTNERSHIPS REGULATION

WHEREAS, the board of education must determine and approve the policies necessary to guide the decision-making process governing all activities of the schools, and

WHEREAS, it must revise its policies and corresponding regulations as necessary so that they conform to changes in state code or law,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education adopts the School Action Team for Partnerships Regulation (attached).



MONTCLAIR BOARD OF EDUCATION SCHOOL ACTION TEAM FOR PARTNERSHIPS REGULATION



Purpose

The Montclair Board of Education believes that the success of the school and the students it serves is the shared responsibility of school administrators, teachers, families, and community partners. Consistent with its commitment to create and maintain a system of high-performing magnet schools, the Montclair Board of Education will authorize the implementation of a School Action Team for Partnerships (SATP) at each school driven by the diverse voices of its members to review and inform the School Improvement Plan (SIP).

School Improvement Plan – Alignment to Family and Community Partnerships

As a comprehensive approach to school, family, and community partnerships, the Board requires that the School Action Team for Partnerships review school progress and determine how the School Improvement Plan should address parent engagement using the following defined areas:

1. Supporting the whole child through academic achievement and social and emotional learning;
2. Effective family advocacy, communication, and engagement;
3. Ensuring a welcoming school environment;
4. Offering volunteer opportunities for family and community engagement;
5. Educating families to support learning at home; and
6. Collaborating with Montclair Community Partners.

Definitions

The School Action Team for Partnerships (SATP) is a local school body devoted to supporting each school's mission by reviewing and informing the school improvement planning process. The SATP shall consist of families, teachers, community partners, and students who will review and inform the School Improvement Plan. The SATP is independent of other parent organizations such as the Parent-Teacher Association. SATP meetings are open to all members of the school community.

The School Improvement Plan is a living document that outlines the goals and objectives for individual school communities across the district. Each school will work with their School Action Team for Partnerships to develop strategies identified in the School Improvement Plan.

Scope of Authority

The primary focus of the SATP is to serve in an advisory capacity to the Principal with respect to the development of the School Improvement Plan and review of school progress in its implementation of the School Improvement Plan. Accordingly, the SATP acts through recommendations made to the Principal.

Meeting Requirements

Each School Action Team for Partnerships must meet once per month (with the exception of December and January where a December/January meeting may be held). The Co-Chairs of each SATP will report their progress on developing, implementing, and monitoring the School Improvement Plan to the District Advisory Team for Partnerships (DATP) two times during each school year. The DATP will be responsible for sharing progress on developing, implementing, and monitoring the School Improvement Plan with the District Parent Coordinator.

Membership Requirements

The Montclair Public Schools believe that families (regardless of race, ethnicity, gender, socio-economic status, religion, sexual orientation, or disability) are partners with teachers and other staff in the education of their children. Members will be invited to participate in the SATP through the use of an interest form which allows them to identify the area of the School Improvement Planning process to which they would like to contribute. The Principal will work with the District Parent Coordinator in identifying members who reflect the diversity of the school community. The final selection of Co-Chairs of the SATP shall be determined by the Principal. The Principal should provide a list of SATP members by the August Administrative Council Meeting of the school year in which the SATP members will serve.

Each Principal shall select from their School Action Team for Partnerships a core leadership team comprised of no less than 9 members inclusive of all chairs and co-chairs – the number of core leadership team members should reflect the size of the school and should be equitably balanced between school personnel and families. The following tables describe the categories of membership and the minimum number of members depending on the type of school involved.

SATP representatives must be teachers in active service at the school and must be family representatives of children currently attending the school. SATP meetings are open. Families, teachers, students, and community members are welcomed to attend and actively participate in meetings and in the planning of activities for their school.

Adult Core Leadership Team Members:

Member	Minimum Number	Qualifications
Family representatives of students at the school	4	Ensure that members equitably represent the diversity (e.g. race, ethnicity, gender, special education, student needs, socio-economic status, and varied grade levels) of the school community.
Teachers at the school	3	
Community Partners within Montclair	1	Engage at least one community partner who works with low-income families.
School Principal	1	

Student Core Leadership Team Members:

Member	Minimum Number	Qualifications
Student members, Middle School and High School students	1	Ensure that members equitably represent the diversity (e.g. race, ethnicity, gender, special education, student needs, socio-economic status, and varied grade levels) of the school community.

Training Requirements

In order to have a strong and effective SATP, members must attend the required beginning of the year orientation. The orientation will provide SATP members with the necessary skills and tools that allow them to be active members. Members who cannot meet training requirements should collaborate with the Principal and the District Parent Coordinator to provide alternative training. Specific training will be provided for Principals during the annual Administrative Council or Principal meetings during the school year.

Terms of Membership

The term of membership for chairs and co-chairs shall be one year for schools with three grade levels and two years for schools with more than three grade levels. No member can serve more than two terms on a SATP in the same capacity. In order to develop a continuum of institutional knowledge, SATPs should allow for overlap of terms.

Student members serve a one-year term. The District Parent Coordinator in collaboration with Principals shall start the application and selection process after April 1st and before May 1st of any school year. If vacancies occur throughout the school year, the Principal should endeavor to find replacements during the school year to continue the team’s work. The year of each term shall be from September through June. At the discretion of the Principal, terms of membership for teachers may be extended but the Principal should make every effort to ensure that new teacher leadership is encouraged.

Goals, Roles and Responsibilities

All members of the SATP will perform their duties with integrity, discretion, and loyalty.

A. Principal

The Superintendent holds Principals accountable for the implementation of the SATP Regulation. Principals are expected to collaborate with the District Parent Coordinator to form, develop, and maintain an effective and cohesive School Action Team for Partnerships.

The Principal shall:

1. Serve as the leader for the SATP.
2. Work closely with the Co-Chairs in preparation for meeting agendas.
3. Inform and provide school related information to the SATP in order to inform the School Improvement Planning process.
4. Invite parents whose students receive Title I funding to a Parent Meeting at the beginning of the school year and intentionally involve Parents of Title I students in the SATP.

5. Submit meeting dates and times as well as a complete list of the SATP committee members by the August Administrative Council Meeting of each school year to the District Parent Coordinator.
6. Attend District Advisory Team for Partnerships meetings with all SATP Co-Chairs and District leadership.

B. Co-Chairpersons

Each school will have as their Co-Chairs a parent and a teacher, with the exception of Montclair High School which will have two Parent Chairs and one Teacher Chair. The Parent Co-Chair of each School Action Team for Partnerships shall be selected bi-annually by the Principal.

The Co-Chairs shall:

1. Work with the Principal in developing the agenda and meeting norms.
2. Provide announcements of meeting agendas and dates to the school community.
3. Ensure that family and community outreach occurs in order to invite all school community members to the SATP meetings.
4. Conduct meetings along with the Principal.
5. Select a member to take attendance and notes at each meeting.
6. Submit SATP meeting notes and maintain regular communication with the District Parent Coordinator so that support can be provided when needed.
7. Attend District Advisory Team for Partnerships meetings with all SATP Co-Chairs and District leadership.
8. SATP Co-Chairs will support the development of a District-wide school parent involvement policy in conjunction with the Title I Family Advisory Board as per federal regulation.
 - a) The development of a School-Parent Compact will be included in the School Improvement Plan.
 - i. Training for the development of a School Parent Compact will be provided during orientation each year.
9. Invite a community partner who is committed to working with low-income families to participate on the SATP.

C. Committee Members

The Committee Members are accountable to the Principal and responsible for actively participating on the School Action Team for Partnerships.

SATP Committee Members shall:

1. Serve in an advisory role to review and inform the School Improvement Planning process with the Principal before the SIP is submitted to the Superintendent of Schools.
2. Attend annual orientation sessions for SATP members.
3. Attend monthly SATP meetings.

D. District Advisory Team for Partnerships Members

The District will have a DATP consisting of all School Action Team for Partnerships Co-Chairs, the District Parent Coordinator, Principal or designee and the Superintendent or designee. The DATP members shall meet as a collaborative body at least three times per year to share progress on developing, implementing, and monitoring School Improvement Plans.

1. Attend DATP meetings.
2. The District Parent Coordinator will schedule all meetings, prepare agendas, and will assure that meeting notes are maintained and disseminated to all SATPs.

Reporting and Oversight

All schools are expected to adhere to all provisions of this regulation. Co-Chairs from each School Action Team for Partnerships shall report to the District Advisory Team for Partnerships on the progress of each SATP.

The Superintendent will report annually to the Board of Education on the effectiveness of the implementation of the School Action Team for Partnerships across the District.

Legal Reference:

Regulation Accepted: November 2014

MONTCLAIR PUBLIC SCHOOLS

Regulation Revised:

Montclair, New Jersey

Seconded by David Cummings and approved by a vote of 7-0.

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Robin Kulwin	x			
Leslie Larson	x			
Shelly Lombard	x			
Anne Mernin	x			

P. ANNOUNCEMENT OF FUTURE MEETING DATES

The next regular public meeting of the Montclair Board of Education will be held on Monday, December 15, 2014 and will open at 6:30 p.m. This meeting will be held in the auditorium of the Montclair High School, 100 Chestnut Street.

Q. ADJOURNMENT