

MONTCLAIR PUBLIC SCHOOLS



PUBLIC BOARD MEETING HELD ON

**WEDNESDAY, SEPTEMBER 5, 2018 AT 6:00 PM
GEORGE INNESS ANNEX ATRIUM
141 PARK STREET, MONTCLAIR, NEW JERSEY**

AGENDA FOR THE PUBLIC BOARD MEETING
HELD WEDNESDAY, SEPTEMBER 5, 2018 AT 6:00 PM
GEORGE INNESS ANNEX ATRIUM
141 PARK STREET, MONTCLAIR, NEW JERSEY

	<u>Page</u>
A. STATEMENTS	
1. Meeting Notice	
B. ROLL CALL	
C. RESOLUTION FOR EXECUTIVE SESSION	
D. RETURN TO OPEN SESSION	
E. THE PLEDGE OF ALLEGIANCE	
F. ROLL CALL	
G. SUPERINTENDENT'S REPORT	
H. BOARD OF EDUCATION DISCUSSION	
1. 18-19 Proposed Board Goals	
2. Sample Attorney Performance Evaluation Templates	
I. COMMENTS FROM THE PUBLIC	
The Board will allow time for the public to comment on agenda and non-agenda items.	
<u>THE FOLLOWING ITEMS ARE FOR THE BOARD'S CONSIDERATION</u>	
J. BUSINESS OFFICE	
1. Approval of Conference and Travel Requests	3-4
2. NCLB Title 1 Audit – Acceptance and Corrective Action Plan	5-8 (1)
K. DEPARTMENT OF EQUITY, CURRICULUM AND INSTRUCTION	
1. Approval of Field Trips	9
L. PERSONNEL	
1. Approval of Revised Job Description – Mathematics Specialist	10-11
2. Approval of Revised Job Description – Student Equity Advocate	12-14
3. Approval of Appointments of Staff for the 2018-2019 School Year	15
4. Approval of Resignations of Staff for the 2018-2019 School Year	16
5. Approval of Leave of Absence for the 2018-2019 School Year	17
6. Approval of Correction of Salary for Certified Staff for the 2018-2019 School Year	18
7. Approval of Summer School Staff for Summer 2018	19
8. Approval of Salary Advancements for the 2018-2019 School Year	20(1)

9. Approval of Transfers for the 2018-2019 School Year	21
10. Approval of Substitutes for the 2018-2019 School Year	22
11. Approval of Rehires for the 2018-2019 School Year	23

M. PUPIL SERVICES

N. OPERATIONS AND SCHOOL SUPPORT SERVICES

O. BOARD OF EDUCATION

P. BOARD COMMENTS

Q. ANNOUNCEMENT OF FUTURE MEETING DATES

The next public meeting of the Montclair Board of Education will be held on Monday, September 17, 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.

R. ADJOURNMENT

SAMPLE 1

MONTCLAIR PUBLIC SCHOOLS

ATTORNEY PERFORMANCE EVALUATION



September 2018

ATTORNEY PERFORMANCE EVALUATION

Contract No. _____ Description: _____

Vendor Name: _____ Address: _____

Contact Name: _____ Email _____

Check One: **Interim Evaluation** Final Evaluation

Contract Completion Date: _____ Date of Evaluation: _____

Evaluation Criteria (including but not limited to)	Evaluation Assessment		Evaluator Comments
	Rating Category (see chart on this form)	Score out of 10	
Administration: Invoice accuracy Invoice submission timeliness	Exceptional		
	Good		
	Satisfactory		
	Cautionary		
	Not Satisfactory		
	Unacceptable		
Legal Competencies: Knowledge of school law Knowledge of NJ Administrative procedures Knowledge of NJ school administrative practices	Exceptional		
	Good		
	Satisfactory		
	Cautionary		
	Not Satisfactory		
	Unacceptable		
Timelines: Adherence to the work completion timelines presented by district staff	Exceptional		
	Good		
	Satisfactory		
	Cautionary		
	Not Satisfactory		
	Unacceptable		
Cost Control: Cost of Additional Service and/or Work Compliance with Original Contract Price/Billing Criteria	Exceptional		
	Good		
	Satisfactory		
	Cautionary		
	Not Satisfactory		
	Unacceptable		
Customer Service: Communication (Board) Communication (district staff) Communication (public)	Exceptional		
	Good		
	Satisfactory		
	Cautionary		
	Not Satisfactory		
	Unacceptable		
TOTAL SCORE:		/50 = _____ %	

ATTORNEY PERFORMANCE EVALUATION

Overall Comments:

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Staff Acknowledgment:

I declare that I have completed this evaluation in a fair and honest manner. I further confirm that my judgement in completing this evaluation has not been influenced by any actual or potential "Conflict of Interest".

Rating		Description of Rating
10	Exceptional	Performance significantly exceeds Contract requirements to the District's benefit.
8-9	Good	Performance meets contractual requirements and exceeds in some area(s) to the District's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective.
6-7	Satisfactory	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which proposed corrective actions taken by the Contractor appear satisfactory, or completed corrective actions were satisfactory.
5	Cautionary	Performance did not quite meet contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which proposed corrective actions taken by the Contractor appear to be a continued minor concern, or completed corrective actions were slightly below satisfactory.
3-4	Not Satisfactory	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the Contractor has submitted minimal corrective actions, if any. The Contractor's proposed actions appear only marginally effective or were not fully implemented.
0-2	Unacceptable	Performance does not meet contractual requirements and/or recovery is not likely in a timely or cost-effective manner. The contractual performance of the element or sub-element contains serious problem(s) for which the Contractor's corrective actions appear to be or were ineffective.

Evaluator Name: _____

Signature: _____

Supervisor Name: _____

Signature: _____

ATTORNEY PERFORMANCE EVALUATION

Contract No. _____ Description: _____
 Vendor Name: _____ Address: _____
 Contact Name: _____ Email _____

Check One: Interim Evaluation **Final Evaluation**
 Contract Completion Date: _____ Date of Evaluation: _____

Evaluation Criteria (including but not limited to)	Evaluation Assessment		Evaluator Comments
	Rating Category (see chart on this form)	Score out of 10	
Administration: Invoice accuracy Invoice submission timeliness	Exceptional		
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	Not Satisfactory		
	Unacceptable		
Legal Competencies: Knowledge of school law Knowledge of NJ Administrative procedures Knowledge of NJ school administrative practices	Exceptional		
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	Not Satisfactory		
	Unacceptable		
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	Good		
	Satisfactory		
	Cautionary		
	Not Satisfactory		
	Unacceptable		
Customer Service: Communication (Board) Communication (district staff) Communication (public)	Exceptional		
	Good		
	Satisfactory		
	Cautionary		
	Not Satisfactory		
	Unacceptable		
TOTAL SCORE:		/50 = _____ %	

ATTORNEY PERFORMANCE EVALUATION

Staff Acknowledgment:

I declare that I have completed this evaluation in a fair and honest manner. I further confirm that my judgement in completing this evaluation has not been influenced by any actual or potential "Conflict of Interest."

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0-2	Unacceptable	Performance does not meet contractual requirements and/or recovery is not likely in a timely or cost-effective manner. The contractual performance of the element or sub-element contains serious problem(s) for which the Contractor's corrective actions appear to be or were ineffective.

Overall Comments:	
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Evaluator Name:

Signature: _____

Supervisor Name:

Signature: _____

ATTORNEY PERFORMANCE EVALUATION



THE LEGAL VENDOR REPLY TO MONTCLAIR PUBLIC SCHOOLS

The Vendor has ten (10) business days to:

1. Accept the evaluation rating by signing and returning this form; or
2. Appeal this evaluation by checking the appropriate box below, signing and returning with an attached written response.

If no response is received within the ten (10) business day timeframe the evaluation will be deemed final and binding.

Please fill out the following form, and return via email to eandrea@montclair.k12.nj.us or before

Business Name:	
Contract No. & Description:	
Address:	
Phone Number:	
Fax Number:	
Contact Name and Title:	
Contact Phone:	
Contact E-mail:	
Vendor/Consultant Comments:	

Check One:

_____ I agree with this evaluation as completed by the Montclair Public Schools

_____ I do not agree and wish to appeal this evaluation, further information is attached.

Signature

Date

SAMPLE 2

CONSULTANTS EVALUATION

CONSULTANT: ATTORNEY

RATINGS: 1-EXCELLENT; 2-MEETS EXPECTATIONS; 3-BELOW EXPECTATIONS; 4-UNSATISFACTORY; 5-NOT APPLICABLE

CRITERIA: RATING: COMMENTS:

- 1 -Practical knowledge of and experience in profession
- 2 - Ability to adapt knowledge and experience to services provided
- 3 - Initiatives
- 4 - Productivity
- 5 - Ability to work with staff/Board
- 6 - Adherence to BOE policies/regulations
- 7 - Quality of work performed
- 8 - Others (specify)

EVALUATOR: Emidio D'Andrea

DATE:

DESCRIPTIONS OF CRITERIA:

- 1 - Did the consultant demonstrate practical knowledge and experience in the areas of expertise. Where there any apparent lack of knowledge or experience in any areas.
- 2 - Did the consultant thoroughly investigate, analyze, understand and report on the aspects of the services provided. Were the staff involved with the consultant confident that the consultant would competently complete the services.
- 3 - Did the consultant provide sound solutions for services provided to enhance the performance of the district or to resolve issues of the district.
- 4 - Did the consultant complete all of the requirements of the proposal. Were reports and presentations completed in a professional manner.
- 5 - Did the consultant maintain positive relations with staff, students and Board. Did the consultant work cooperatively with the district.
- 6 - Did the consultant work with the districts BOE policies/regulations.
- 7 - Were the qualities of the consultants performance fully satisfactory. Were reports, opinions and presentations well organized, clear and in a format easy to understand. Was the consultants conclusions present in a professional manner with adequate support. Was the consultants performance in adherence to the proposal submitted.

**THE PUBLIC SCHOOLS
 Montclair, New Jersey**

APPROVAL OF CONFERENCE AND TRAVEL REQUESTS

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						
CONFERENCE	<u>DATE</u>	<u>BOARD MEMBER/ EMPLOYEE</u>	<u>SCHOOL DEPT.</u>	<u>ESTIMATED COST</u>	<u>EDUCATIONAL PURPOSE</u>	<u>LOCATION</u>
IN-SERVICE PROGRAMS – QPA CREDITS/ NJASBO	VARIOUS – 9/27/18, 11/1/18, 11/29/18, 12/6/18, 1/15/19, 3/21/19, 4/11/19	EMIDIO D'ANDREA	CO	\$700.00	VARIOUS IN-SERVICE PROGRAMS WHICH ARE GEARED TOWARDS MAINTAINING CERTIFICATION AS A QUALIFIED PURCHASING AGENT.	ROCKAWAY, NJ
EDUCATING THE WHOLE CHILD CONFERENCE/ NJASCD	9/28/18	TRACIE MORRISON	MHS	\$0	THIS CONFERENCE WILL FOCUS ON SOCIAL EMOTIONAL LEARNING AD HOW TO BETTER ADDRESS THE NEEDS OF STUDENTS AND FAMILIES.	MONROE, NJ
NJECC ANNUAL STATEWIDE	1/8-10/19	NICHLOAS VENI	TECH	\$0	NJECC PROMOTES AND SUPPORTS TECHNOLOGY	MSU

EDUCATIONAL TECHNOLOGY CONFERENCE/ NJECC					INTEGRATION IN EDUCATION BY PROVIDING WORKSHOPS, MONTHLY MEETINGS AND NETWORKING OPPORTUNITIES.	
NJECC MEETINGS/ NJECC	9/21, 10/19, 11/16, 12/14/18, 2/8, 3/15, 4/12, 5/17, 6/13/19	NICHOLAS VENI	TECH	\$0	NJECC PROMOTES AND SUPPORTS TECHNOLOGY INTEGRATION IN EDUCATION BY PROVIDING WORKSHOPS, MONTHLY MEETINGS AND NETWORKING OPPORTUNITIES.	MSU
NJECC MEETINGS/ NJECC	9/21, 10/19, 11/16/18	ALICE VELEZ	TECH	\$0	NJECC PROMOTES AND SUPPORTS TECHNOLOGY INTEGRATION IN EDUCATION BY PROVIDING WORKSHOPS, MONTHLY MEETINGS AND NETWORKING OPPORTUNITIES.	MSU

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.

THE PUBLIC SCHOOLS

Montclair, New Jersey

NCLB TITLE I AUDIT - ACCEPTANCE AND CORRECTIVE ACTION PLAN

WHEREAS, the Department of Education, Office Of Fiscal Accountability and Compliance, has completed a fiscal audit of federal funds of the Montclair Board of Education's fiscal operations of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 program for the period July 1, 2016 through June 30, 2017, and

WHEREAS, the Department of Education, Office Of Fiscal Accountability and Compliance, has reported findings and recommendations and has instructed the Montclair Board of Education to publicly review and discuss the findings and issue a corrective action plan to address the findings and recommendations,

BE IT RESOLVED that upon the recommendation of the Superintendent, the Board of Education approves that they have publicly reviewed and discussed the findings and that they approve the attached Corrective Action Plan (Attachment A) and instructs the School Business Administrator to submit a copy the Corrective Action Plan, a copy of this resolution along with a certified copy of the minutes to the Office Of Fiscal Accountability and Compliance.

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE**

CORRECTIVE ACTION PLAN

NAME OF THE SCHOOL DISTRICT: MONTCLAIR PUBLIC SCHOOLS

TYPE OF EXAMINATION: NCLB Title I Audit (OFAC Case #SG-0003-17)

DATE OF THE BOARD MEETING: September 5, 2018

CONTACT PERSON: Dr. Lisa Rollins, Supervisor – Title I

TELEPHONE NUMBER: (973) 509-4000

Recommendation Number	Corrective Action Required By the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
1	Ensure all sign-in sheets, agendas, notes and evaluations for each Title I funded event are maintained.	<ul style="list-style-type: none"> The Supervisor, Title I will provide on-site training and support to each school receiving Title I funding. A documentation binder will be maintained at each school. All payroll timesheets will have the appropriate documentation attached prior to processing. 	<ul style="list-style-type: none"> Supervisor – Title I Principal - Title I 	August 2018
2	Ensure all vendor invoices will accurately document programs.	<ul style="list-style-type: none"> The Supervisor, Title I will review all vendor invoices to ensure said invoice accurately reflects grade level programs. 	<ul style="list-style-type: none"> Supervisor – Title I Principal – Title I 	August 2018
3	Ensure all expenses charged to the Title I budget are accurate. Institute an accounting cross reference protocol monthly to identify any potential accounting errors.	<ul style="list-style-type: none"> The Supervisor, Title I will meet monthly with the Accounting Manager to review all expenses charged to the Title I grant. Errors, if any, will be adjusted for posting the following month. 	<ul style="list-style-type: none"> Supervisor – Title I Accounting Manager 	August 2018

Recommendation Number	Corrective Action Required By the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
4	Ensure all sign-in sheets, agendas, notes and evaluations for each Title I funded event are maintained.	<ul style="list-style-type: none"> The Supervisor, Title I will provide on-site training and support to each school receiving Title I funding. A documentation binder will be maintained at each school. All payroll timesheets will have the appropriate documentation attached prior to processing. 	<ul style="list-style-type: none"> Supervisor – Title I Principal - Title I 	August 2018
5	Ensure all positions funded with Title I will be Board approved.	<ul style="list-style-type: none"> The Supervisor, Title I will ensure that all Title I funded positions are expressly noted on a resolution (name, salaries and funding percentages, if applicable). The Personnel Director, Business Administrator and Superintendent will review the Title I budget and ensure there is a clear understanding of positions assigned to the Title I budget. 	<ul style="list-style-type: none"> Supervisor – Title I Personnel Director Business Administrator Superintendent 	April 2018 Note: This recommendation was addressed via a self-correction (see attached Exhibit One).

September 6, 2018

CHIEF SCHOOL ADMINISTRATOR

DATE

September 6, 2018

BOARD SECRETARY/SCHOOL BOARD ADMINISTRATOR DATE

EXHIBIT ONE
THE MONTCLAIR PUBLIC SCHOOLS
Montclair, New Jersey

Supplemental Instruction (Title I – SIA and Title I)

WHEREAS, the Montclair Board of Education is committed to providing high-quality, supplemental instruction to students;

WHEREAS, the Montclair Board of Education approves the full-time (100% grant funded) supplemental support through Title I - SIA funding as outlined below;

School Name	Employee Name	Employee Group	Supplemental Position Title	Salary (Full-time)	Start Date	End Date
Glenfield Middle School	Lindsay Girdwood	Teacher	Supplemental Push-in/Pull-out Teacher (Special Education - All Content Area)	\$55,025.00	3/2/18	6/22/18

WHEREAS, the Montclair Board of Education approves the hourly supplemental support through Title I funding as outlined below;

School Name	Employee Name	Employee Group	Supplemental Position Title	Salary (Hourly)	Start Date	End Date
Buzz Aldrin Middle School	Atara Bernheim	Teacher	Teacher (ELA)	\$49.00	11/8/17	6/22/18
	Eric Polhill	Teacher	Teacher (ELA)	\$49.00	11/8/17	6/22/18
	Jacqueline Brower	Teacher	Teacher (Math)		11/8/17	6/22/18
	Jeffrey Lambert	Teacher	Teacher (Related Services)	\$49.00	11/8/17	6/22/18
	Joy Valentine	Paraprofessional	Paraprofessional		11/8/17	6/22/18
	Jennifer D'Agostino	Teacher	Teacher (Math)	\$49.00	11/8/17	6/22/18
	Kate Megdanis	Teacher	Substitute Teacher	\$49.00	11/8/17	6/22/18
	Leslie Torres	Paraprofessional	Paraprofessional		11/8/17	6/22/18
	Nisha Gandhi	Teacher	Teacher (Math)/Coordinator	\$49.00	11/8/17	6/22/18
District Office/All Title I Schools/Parent Involvement	Cheryl Cottle	Secretary	Secretary		11/8/17	6/22/18
	Roxanne Smith	Secretary	Clerical	\$37.49	1/2/18	6/22/18
	Monica Smith	Secretary	Clerical	\$32.80	1/2/18	6/22/18
	Eustacia Sweatt	Community Engagement Liaison	Community Engagement Liaison	\$25.00	11/1/18	6/22/18
	Renee Townsend	Community Engagement Liaison	Community Engagement Liaison	\$25.00	11/1/18	6/22/18
	Renee Graham	Teacher	Professional Developer	\$49.00	4/9/18	6/22/18
Nisha Gandhi	Teacher	Professional Developer	\$49.00	4/9/18	6/22/18	

School Name	Employee Name	Employee Group	Supplemental Position Title	Salary (Hourly)	Start Date	End Date
District Office/All Title I Schools/Parent Involvement	Carbral Edley	Paraprofessional	Paraprofessional	\$28.45	4/11/18	6/22/18
	Carissa Olivi	Teacher	Professional Developer	\$49.00	4/9/18	6/22/18
	Karja Longmore	Teacher	Professional Developer	449.00	4/9/18	6/22/18
	Janet Villalobos	Teacher	Professional Developer	\$49.00	4/9/18	6/22/18
	Rosaline Marshall Thompson	Teacher	Professional Developer	\$49.00	4/9/18	6/22/18
	Sade Henry	Psychologist	Professional Developer	\$49.00	4/9/18	6/22/18
Charles H. Bullock School	Michelle Mau	Teacher	Teacher	\$49.00	11/1/17	6/22/18
	Beth Albert	Secretary	Secretary	\$29.05	11/1/17	6/22/18
	Marty Turlin	Secretary	Secretary	\$33.00	11/1/17	6/22/18
	Beverly D'Andrea	Teacher	Teacher	\$49.00	11/1/17	6/22/18
	Beverly Weitzman	Teacher	Teacher	\$49.00	11/1/17	6/22/18
	Brenda Coe	Teacher	Teacher	\$49.00	11/1/17	6/22/18
	Evelyn Colon	Teacher	Teacher	\$49.00	11/1/17	6/22/18
	Jenna Nierstedt	Teacher	Teacher	\$49.00	11/1/17	6/22/18
	Kay Whang	Teacher	Teacher	\$49.00	11/1/17	6/22/18
	Mariah Jackson	Teacher	Teacher	\$49.00	11/1/17	6/22/18
	Jackie Mason	Teacher	Teacher	\$49.00	11/1/17	6/22/18
	Janis Vascimini	Teacher	Teacher	\$49.00	11/1/17	6/22/18
Edgemont School	Avril Fagan	Teacher	Teacher (ELA/Math)/Coordinator	\$49.00	11/1/17	6/22/18
	Angelique Kenny	Teacher	Teacher (ELA)	\$49.00	11/1/17	6/22/18
	Kara Mancini	Teacher	Teacher (Math)	\$49.00	11/1/17	6/22/18
	Regina O'Conner	Teacher	Teacher (Math)	\$49.00	11/1/17	6/22/18
	Smita Dharsi	Teacher	Teacher (ELA)	\$49.00	11/1/17	6/22/18
	Kaitlin Doffont	Teacher	Teacher (ELA/Math)	\$49.00	11/1/17	6/22/18
Glenfield Middle School	Emmett Murphy	Teacher	Teacher (Math)	\$49.00	6/22/18	6/22/18
	Rhonda Smith	Teacher	Teacher (ELA)	\$49.00	10/30/17	6/22/18
	Courtney Anderson	Teacher	Teacher (ELA)	\$49.00	10/30/17	6/22/18
	Teri Landau	Teacher	Teacher (ELA)	\$49.00	10/30/17	6/22/18
	Brad Turner	Teacher	Teacher (Math)	\$49.00	10/30/17	6/22/18
	Brianne Kvetkus	Teacher	Coordinator/Teacher (Math)	\$49.00	10/30/17	6/22/18
	Sarah Kornblum	Teacher	Professional Developer	\$49.00	10/30/17	6/22/18
	Vincent Pelli	Teacher	Professional Developer	\$49.00	10/30/17	6/22/18
	Steven Titus	Teacher	Professional Developer	\$49.00	10/30/17	6/22/18
	Scott Berman	Teacher	Professional Developer	\$49.00	10/30/17	6/22/18
	Leigh Ann Fossella	Counselor	Counselor	\$49.00	10/30/17	6/22/18
Hillside School	Stacey Best	Secretary	Clerical	\$32.67	10/16/17	6/22/18
	Pasquale Lino Martire	Teacher	Coordinator/Teacher (Math)	\$49.00	10/16/17	6/22/18
	Alice Hermida-Jordan	Teacher	Teacher (Math)	\$49.00	2/19/18	6/22/18
	Karja Longmore	Teacher	Teacher (ELA)	\$49.00	10/30/17	6/22/18

	Employee Name	Employee Group	Supplemental Position Title	Salary (Hourly)	Start Date	End Date
Hillside	Heather Johnson	Teacher	Teacher (ELA)	\$49.00	2/26/18	6/22/18
	Ashley Bostic	Teacher	Teacher (Math)	\$49.00	10/30/17	6/22/18
	Denis Hill	Teacher	Teacher (ELA)	\$49.00	10/30/17	6/22/18
	Kari Brantner	Teacher	Teacher (ELA)	\$49.00	2/26/18	6/22/18
	Sally Solo	Paraprofessional	Paraprofessional	\$29.35	10/30/17	6/22/18
	Cabral Edley	Paraprofessional	Paraprofessional	\$28.45	10/30/17	6/22/18
	Alexander Solomon	Paraprofessional	Paraprofessional	\$28.99	10/30/17	6/22/18
	Simone Hayes	Paraprofessional	Paraprofessional	\$23.64	10/30/17	6/22/18
Nishuane School	Candace Covello	Teacher	Co-Coordinator/Teacher	\$49.00	10/10/17	6/22/18
	Dan O'Connor	Teacher	Co-Coordinator/Teacher	\$49.00	10/10/17	6/22/18
	Fern Seaman	Teacher	Teacher	\$49.00	10/10/17	6/22/18
	Jenna DePasquale	Teacher	Teacher	\$49.00	1/9/18	6/22/18
	Keara McMahon	Paraprofessional	Paraprofessional		1/9/18	6/22/18
	Janice Downie	Paraprofessional	Paraprofessional		1/9/18	6/22/18
	Lenore Lawshe	Paraprofessional	Paraprofessional		1/9/18	6/22/18
	Tara Wentzell	Teacher	Substitute teacher	\$49.00	1/9/18	6/22/18
Amillah Williamson	Counselor	Professional Developer	\$49.00	5/1/18	6/22/18	
Northeast	Maya Morris	Teacher	Teacher (ELA/Math)	\$49.00	11/7/17	1/10/18
	Judy Alday	Teacher	Teacher (ELA/Math)	\$49.00	11/7/17	1/10/18
	Janet Villalobos	Teacher	Teacher (ELA/Math)	\$49.00	11/7/17	1/10/18
	Simona Portella	Teacher	Teacher (ELA/Math)	\$49.00	11/7/17	1/10/18

NOW THEREFORE BE IT RESOLVED that upon the recommendation of the Superintendent, the Montclair Board of Education approves the supplemental work provided above to Montclair Public Schools operating a targeted-assistance and schoolwide Title I programs:

**THE MONTCLAIR PUBLIC SCHOOLS
MONTCLAIR, NEW JERSEY**

APPROVAL OF SCHOOL FIELD TRIPS

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 UPON THE RECOMMENDATION OF THE SUPERINTENDENT THAT THE BOARD OF EDUCATION APPROVE THE FOLLOWING FIELD TRIPS:

DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
10/19/2018	Montclair H.S.	11 & 12	Howell-Rembert	Dodge Poetry Festival NJPAC 1 Center Street Newark, NJ	\$18	Introduction of poetry to HS Students, giving them an opportunity to meet/hear working poets, helping them see the world from perspectives unlike their own.	Yes 6hr.
10/11/2018	Watchung	1	Donohue/Donovan/ Ernst	Liberty Science Center 222 Jersey City Blvd Jersey City, NJ	\$28	Science exploration/hands on experience.	Yes 5hrs.

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

THE PUBLIC SCHOOLS
MONTCLAIR, NEW JERSEY

APPROVAL OF REVISED JOB DESCRIPTION: Mathematics Specialist

WHEREAS the Montclair Board of Education requires a **Mathematics Specialist** to support the needs of the district.

BE IT RESOLVED that upon the recommendation of the Superintendent, the Montclair Board of Education approves the attached revised job description for **Mathematics Specialist**.

September 5, 2018

Mathematics Specialist

Position Title: Mathematics Specialist

Location: Glenfield Middle School

Qualifications:

1. Graduation from an accredited college or university. Master's degree in Mathematics preferred.
2. Mathematics certification required (grades 6-8).
3. Minimum three years of successful instructional experience in mathematics; demonstrated mastery of mathematics; excellent communication skills; ability to analyze data; experience in consensus building; and ability to motivate and work collaboratively to achieve a common goal.

Responsible to: Principal

Responsibilities:

1. Work closely with teachers to implement high-quality practices to improve mathematics instruction.
2. Ensure the effective implementation of a quality, standards-based curriculum and mathematics interventions.
3. Work collaboratively with internal and external stakeholders, school leaders and staff to collect, analyze and use data to continuously improve the instructional program to better prepare students for college and careers.
4. Provide professional development through coaching and modeling.
5. Other duties as assigned.

Terms: 10-month, salary and benefits as determined by the MEA negotiated agreement. This is an ESEA grant funded position.

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

Established: 6/2018

Board Approved: 6/6/2018

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

THE PUBLIC SCHOOLS
MONTCLAIR, NEW JERSEY

APPROVAL OF REVISED JOB DESCRIPTION: Student Equity Advocate

WHEREAS the Montclair Board of Education requires a **Student Equity Advocate** to support the needs of the district.

BE IT RESOLVED that upon the recommendation of the Superintendent, the Montclair Board of Education approves the attached revised job description for **Student Equity Advocate**.

September 5, 2018

Student Equity Advocate

POSITION: Student Equity Advocate

QUALIFICATIONS:

- A Bachelor's degree required, and a Master's degree in counseling or related field of study preferred.
- A NJ Certification preferred.
- Social services, psychology or guidance experience required.
- The ability to create and maintain a climate of respect and fairness for all students.
- Must possess strong communication, managerial and leadership skills.
- Must possess a strong commitment to equity and be able to communicate this commitment in clear, direct and actionable language.
- 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 power arrangements within systems, cultural proficiency, equity, opportunity and access required.

REPORTS TO: Assistant Superintendent of Equity and/or Superintendent

JOB GOAL: Responsible for providing guidance and advocacy for students and/or parents/guardians to address individual or systematic systems that underserve Black students and other traditionally marginalized groups. Responsibilities include but are not limited to collecting lived experience data, researching and addressing issues of equity, linking students and their families to school and community resources, monitoring attendance and discipline, communicating with administration, counselors, students, and families; presenting concerns to district officials in a hope to address questions, concerns and/or misinformation; making recommendations to district staff that might enhance communications with students and/or families.

PERFORMANCE RESPONSIBILITIES:

1. Collects data relating to inequitable accounts of services, resources and/or treatment.
2. Communicates accurately and timely with students and their families to ensure a continuous school-family partnership exists.
3. Investigates student and parent issues and presents data from findings to the direct report.
4. Assists with evaluating student progress including attendance, academic, and behavioral data.
5. Coordinates with community partners to build resources that directly address the achievement gap (parent communication, early childhood learning, use of assessment data, etc.). Maintain a robust resource portal for students and parents.
6. Makes home visits to obtain information about students, parents and/or families.
7. Maintains accurate records of student, parent, staff, and community contacts.
 - a) The first year will be a baseline year; however, data should be collected and publicly shared.
8. Participates in stakeholder conferences to develop student action plans.
9. Assists with the supervision of students during instructional and non-instructional and non-instructional time.

10. Supports a positive school climate while interacting with students, families, staff and community members.
11. Maintains confidentiality when dealing with students, families, staff, and community members.
12. Through professional development with parents/guardians and/or direct contact with students, facilitates social and emotional growth with students, facilitates social and emotional growth with student
13. Identifies additional "gap closing" services and programming based on the experience of Black students and other traditionally marginalized groups. Gap closing services include but are not limited to tutorial services, programming support, scheduling and supporting parents/students in teacher and/or administrator conferences, etc.
14. Conducts regular community conversations with traditionally marginalized groups regarding how students can best access resources within the school district.
15. Participates in staff meetings at both site and district levels.
16. Participates frequently in trainings, workshops and/or conferences relating to Black oppression, cultural diversity, equity and access, systems of privilege, and anti-racist efforts.
17. Creates and delivers high-quality trainings, workshops and professional development relating to Black oppression, cultural diversity, equity and access, systems of privilege and anti-racists efforts.
18. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: 12 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 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: July 2016

BOE Approved: November 20, 2017; Revised & Board Approved: February 7 2018

Updated: 9/5/2018

MONTCLAIR BOARD OF EDUCATION

PERSONNEL REPORT – September 5, 2018

Approval of Appointment of Staff for the 2018-2019 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:

Foley, Erin
Art Teacher
Montclair High School
Salary: \$66,665.00 Step 10 MA
Effective: September 4, 2018
Replacing: Krista Voorhis

Isola, Tonja
Paraprofessional
Watchung Elementary School
Salary: TBD
Effective: September 4, 2018
Replacing: Jacqueline McPherson

Kaufman, Samantha
LT School Psychologist
Office of Pupil Services
Salary: \$67,125.00 Step 1 DR
Effective: TBD
Replacing: A. Augustyniak (LOA)

MONTCLAIR BOARD OF EDUCATION

PERSONNEL REPORT- September 5, 2018

Approval of Resignations of Staff for the 2018-2019 School Year

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

Staff

McIver, LaMonica
Director of Personnel
Central Office
Effective: October 24, 2018
Salary: \$143,640.00
Resignation

Ferguson, Lilian
Paraprofessional
Charles H. Bullock Elementary School
Effective: September 7, 2018
Salary: \$29,898.00
Resignation

Grossman, Matthew
Job Coach
Montclair High School
Effective: September 4, 2018
Salary: \$32,967.00
Resignation

MONTCLAIR BOARD OF EDUCATION

PERSONNEL REPORT- September 5, 2018

Approval of Leave of Absence for the 2018-2019 School Year

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

Staff

Furr, Teressa
Guidance Counselor
Montclair High School
LOA without Pay: 9/1/2018-12/1/2018
Reason: FMLA
Salary: \$62,725.00

Lentini, Peter
Special Education Teacher
Buzz Aldrin Middle School
LOA with pay: 9/10/2018-10/12/2018
Reason: FMLA
Salary: \$63,705.00

Anglin, Samantha
Principal
Hillside Elementary School
LOA with pay: 11/12/2018-3/15/19
Reason: FMLA
Salary: \$142,583.00

MONTCLAIR BOARD OF EDUCATION

PERSONNEL REPORT- September 5, 2018

Approval of Correction of Salary for Certificated Staff for the 2018-2019 School Year

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

Cohen-Santiago, Stefanie
Elementary Teacher
Nishuane Elementary School
Salary From: \$59,800 MA Step 1
Salary To: \$63,345 MA+20 Step 1
Effective: September 1, 2018

MONTCLAIR BOARD OF EDUCATION

PERSONNEL REPORT- September 5, 2018

Approval of Summer School Staff for Summer 2018

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 if *external* candidates:

Summer Work

First Name	Last Name	Employee's Role	Hourly Rate	Work Performed
Leigh Ann	Fossella	Social Worker	\$49.00	Summer Planning
Tamara	Villagram	Social Worker	\$49.00	Summer Planning
Shasanda	Beadle-Jones	Secretary	Contract Hourly Rate	Summer Work
Kersy	Corporan	Teacher	\$49.00	ESL Testing
Kay	Cox	Paraprofessional	\$21.00	Summer Help
Raissa	Maynard	Guidance Counselor	\$49..00	Scheduling
Allen	Regar	Guidance Counselor	\$49..00	Scheduling
Hugh	Witter	Guidance Counselor	\$49..00	Scheduling

MONTCLAIR BOARD OF EDUCATION

PERSONNEL REPORT- September 5, 2018

Approval of Salary Advancements for the 2018-2019 School Year.

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

~SEE ATTACHMENT~

FIRST	LAST	POSITION	TOTAL		BASE		BASE		LONGEVITY STIPEND	TOTAL
			2017-18	2017-18	2017-18	2018-19	2018-19	2018-19		
LINDA	ALVES	EXECUTIVE SECRETARY	\$ 88,371	\$ 5,200	\$ 82,671	\$ 84,324	\$ 5,200	\$ 500	TBD	
DUSTIN	BAYER	SCHOOL COUNSELING SERVICES DIRE	\$ 121,068		\$ 121,068	\$ 123,489		\$ 500	TBD	
MELISSA	BEATTIE	ACCOUNTING SUPERVISOR	\$ 89,072		\$ 89,072	\$ 90,853			TBD	
BETH	BOROWSKI	PAYROLL SUPERVISOR	\$ 81,156	\$ 1,000	\$ 80,156	\$ 81,759	\$ -	\$ 1,000	TBD	
NINA	DE ROSA	EXECUTIVE SECRETARY	\$ 110,816	\$ 3,300	\$ 106,516	\$ 108,646	\$ 3,300	\$ 1,000	TBD	
ANDREA	DEL GUERCO	TREASURER OF SCHOOL MONIES	\$ 15,000		\$ 15,000	\$ 15,300			TBD	
JOHN	ESCHMANN	FACILITIES DIRECTOR	\$ 118,000		\$ 118,000	\$ 120,360			TBD	
ANDREW	EVANGELISTA	MENTAL HEALTH/BULLYING COORDIF	\$ 149,440	\$ 5,800	\$ 143,640	\$ 146,513	\$ 5,800		TBD	
JENNIFER	FINNERTY	SPECIAL EDUCATION SUPERVISOR	\$ 128,067		\$ 128,067	\$ 130,628			TBD	
NICOLE	FRASIER	EXECUTIVE SECRETARY	\$ 72,300		\$ 72,300	\$ 73,746			TBD	
JENNIFER	GOFORTH	STEM DIRECTOR	\$ 148,770		\$ 148,770	\$ 151,745		\$ 8,000	TBD	
JOSEPH	GRAHAM JR	STUDENT EQUITY ADVOCATE	\$ 85,000		\$ 85,000	\$ 86,700			TBD	
CHRISTINE	HARRIS	TRANSPORTATION SUPERVISOR	\$ 76,888		\$ 76,888	\$ 78,426			TBD	
LAMONIC	McIVER	PERSONNEL DIRECTOR	\$ 143,640		\$ 143,640	\$ 146,513			TBD	
JOSEPH	PELLEGRINO	INFORMATION SERVICES MANAGER	\$ 102,000		\$ 102,000	\$ 104,040			TBD	
JONATHAN	PEIFFER	DISTRICT NETWORK ADMINISTRATOR	\$ 97,489		\$ 97,489	\$ 99,439			TBD	
AMBER	REED	DATA ANALYST	\$ 80,000		\$ 80,000	\$ 81,600			TBD	
SONYA	ROLD	EXECUTIVE SECRETARY	\$ 76,070	\$ 500	\$ 75,570	\$ 77,081		\$ 500	TBD	
THOMAS	SANTAGATO	SPECIAL EDUCATION DIRECTOR	\$ 160,000		\$ 160,000	\$ 163,200			TBD	
PATRICK	SCARPELLO	ATHLETICS DIRECTOR	\$ 135,000		\$ 135,000	\$ 137,700			TBD	
JUSTINA	SCHUMACHER	EXECUTIVE SECRETARY	\$ 81,885	\$ 5,700	\$ 75,685	\$ 77,199	\$ 5,700	\$ 500	TBD	
FRANK	SEDLITA III	WORLD LANGUAGE/ESL SUPERVISOR	\$ 100,000		\$ 100,000	\$ 102,000		\$ 5,000	TBD	
BETTY	STRAUSS	NURSING SUPERVISOR	\$ 138,680	\$ 2,900	\$ 133,380	\$ 136,048	\$ 2,900	\$ 2,400	TBD	
SHIVOYNE	TRIM	SPECIAL EDUCATION SUPERVISOR	\$ 120,000		\$ 120,000	\$ 122,400		\$ 5,000	TBD	
MARCOS	VARGAS	HUMANITIES DIRECTOR	\$ 140,000		\$ 140,000	\$ 142,800		\$ 5,000	TBD	
NICHOLAS	VENI	TECHNOLOGY SUPPORT MANAGER	\$ 75,000		\$ 75,000	\$ 76,500			TBD	
EDWARD	WILSON	SUPERVISOR, SPECIAL EDUCATION			\$ -	\$ 130,000			TBD	
JOHN	POSTAS	BUILDINGS & GROUNDS SUPERVISOR				\$ 75,000			TBD	

(after 60 days from 7/12)

MONTCLAIR BOARD OF EDUCATION

PERSONNEL REPORT- September 5, 2018

Approval of Transfers for the 2018-2019 School Year

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

Staff

Leon, Helberth

Custodian

From: Hillside Elementary School, 9am to 6pm

To: Bradford Elementary School. AB Shift 11am to 8pm

Effective: September 17, 2018

Morales, Maria

Custodian

From: Bradford Elementary School. AB Shift 11am to 8pm

To: Montclair High School, AB Shift 11am to 8pm

Effective: September 17, 2018

Gibbs, Kevin

Custodian

To: Montclair High School, AB Shift 11am to 8pm

From: Hillside Elementary School, 9am to 6pm

Effective: September 17, 2018

MONTCLAIR BOARD OF EDUCATION

PERSONNEL REPORT- September 5, 2018

Approval of Substitutes for the 2018-2019 School Year

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

Secretary Substitute

Bland, Betty

MONTCLAIR BOARD OF EDUCATION

PERSONNEL REPORT- September 5, 2018

Approval of Rehires for the 2018-2019 School Year

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

Frascati, Robert
Paraprofessional
Location: TBD
Effective: September 4, 2018
Salary: \$26,382.00

Medy, Axelle
Paraprofessional
Location: TBD
Effective: September 4, 2018
Salary: \$25,724.00

Robinson, Zadasia
Paraprofessional
Location: TBD
Effective: September 4, 2018
Salary: \$25,724.00