

# **MONTCLAIR PUBLIC SCHOOLS**



**MONTCLAIR, NEW JERSEY**

**PUBLIC BOARD MEETING HELD ON**

**MONDAY, FEBRUARY 9, 2015 AT 5:30 PM  
MONTCLAIR HIGH SCHOOL  
100 CHESTNUT STREET  
MONTCLAIR, NEW JERSEY**

MINUTES FOR THE PUBLIC BOARD MEETING  
HELD MONDAY, FEBRUARY 9, 2015 AT 5:30 PM  
MONTCLAIR HIGH SCHOOL  
100 CHESTNUT STREET, MONTCLAIR, NEW JERSEY

- A. BOARD GOVERNANCE TRAINING
- B. RESOLUTION FOR EXECUTIVE SESSION AT 6:40 PM

**Robin Kulwin moves and Shelly Lombard seconds**

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;
- specific prospective or current employees unless all who could be adversely affected request an open session; and/or
- deliberation after a public hearing that could result in a civil penalty or other loss.

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

- C. EXECUTIVE SESSION
- D. RETURN TO OPEN SESSION
- E. STATEMENTS
  - 1. Meeting Notice
- F. THE PLEDGE OF ALLEGIANCE
- G. 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	<b>40</b>
Members of the Public	<b>60</b>
Members of the Press	<b>3</b>

H. MINUTES

**Robin Kulwin moved to approve the following minutes:**

1. Public Board Meeting held on December 15, 2014
2. Public Board Meeting held on January 14, 2015

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

I. SUPERINTENDENT'S REPORT

1. Resolution Re: Paid Leave of Absence

**Shelly Lombard moved to approve the following resolution:**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves a paid leave of absence with benefits for employee, ID #100678, utilizing voluntarily donated sick days from staff commencing immediately and through the end of the school year June 2015. Thereafter, any paid leave of absence is contingent upon the establishment of a negotiated sick leave bank with the Montclair Education Association.

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

**Seconded by Anne Mernin and approved by a vote of 6-0.**

**Leslie Larson moved to do the following:**

2. Discussion of Public Comment: The Board voted to split the Public Comment into 30 minutes before the Board votes on Resolutions and then have all remaining public comment thereafter.

**Shelly Lombard moved to approve:**

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

**Motion passed by a vote of 6-0.**

- 3. Barry Haines on PARCC infrastructure trials with handout.

J. BOARD OF EDUCATION REPORTS

4. Policies and Regulations

- a. Second Reading of the District Policy 9180 School Volunteers
- b. Second Reading of the District Regulation R9180 School Volunteers  
And the Statement of Assurance
- c. Second Reading of the District Policy 9181 Volunteer Athletic Coaches and  
Co-Curricular Activity Advisors/Assistants
- d. Second Reading of the District Policy P2431.4 Prevention and Treatment of  
Sports Related Concussions and Head Injuries
- e. Second Reading of the District Regulation R2431.4 Prevention and Treatment  
of Sports Related Concussions and Head Injuries
- f. Second Reading of the District Policy on Parental Refusal of Standardized  
Testing

5. Committee Reports

**Robin Kulwin moved to approve the following resolution:**

- 1) Resolution Re: Resolution to Request An Evaluation of the  
Establishment of An Immersion Language Program in the Montclair  
Public Schools

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

**Seconded by Leslie Larson and approved by a vote of 6-0.**

- a. Special Education and HIB Committee

**Robin Kulwin moved to approve the following resolution:**

- 1) Resolution Re: To Define Potential Tier Two and Tier Three Counseling Services for MHS Students

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

**Seconded by Leslie Larson and approved by a vote of 4-1-1.**

**K. COMMENTS FROM THE PUBLIC**

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

**L. 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. 059102 reported on 12/5/2014 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. 059203 reported on 12/22/2014 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.

- c. BE IT RESOLVED that the Board hereby affirms the Superintendent's decision in HIB Investigation involving SID No. 013905 reported on 12/22/2014 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.
- d. BE IT RESOLVED that the Board hereby affirms the Superintendent's decision in HIB Investigation involving SID No. 019752 reported on 12/22/2014 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.
- e. BE IT RESOLVED that the Board hereby affirms the Superintendent's decision in HIB Investigation involving SID No. 982215 reported on 12/17/2014 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.
- f. BE IT RESOLVED that the Board hereby affirms the Superintendent's decision in HIB Investigation involving SID No. 983030 reported on 12/22/2014 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.
- g. BE IT RESOLVED that the Board hereby affirms the Superintendent's decision in HIB Investigation involving SID No. 042478 reported on 12/15/2014 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.
- h. BE IT RESOLVED that the Board hereby affirms the Superintendent's decision in HIB Investigation involving SID No. 042456 reported on 12/15/2014 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.

**Montclair Public Schools  
Report of Alleged Harassment, Intimidation or Bullying (HIB)  
February 9, 2015 Report to Board of Education**

Dates Reported Incident	Offender ID #	Race/Gender	GR	SPE D	School	Location	Description of Alleged HIB	Police Notified	Substantiated	Actions
R=12/5/14 I=12/5/2014	059102	B/M	5	No	Brad	School Property	3,4	No	Yes	Apology letter, parent conference, meeting with SAC Review HIB Policy
R=12/22/14 I=12/5/14	059203 013905 019752	B/M B/M B/M	7 7 7	Yes Yes Yes	Glen Glen Glen	School Property	3,4,8	No	Yes No No	Out of School Suspension-059203 Reviewed HIB Handbook Weekly Check in with SAC ESS for alleged victim
R=12/17/14 I=11/21/14	982215	B/M	7	Yes	Mt Heb	School Property	3,7,8	No	Yes	Student received ISS Letter of Apology Reviewed HIB Policy & Handbook
R=12/21/14 I=12/1/14	983030	W/F	K	No	Nish	School Bus	1	No	No	Counseling, educational sessions focusing on conflict resolution and reading emotional cues.
R=12/15/14 I=12/8/14	042478 042456	B/M H/M	4 4	No	NE	School Property	3,4,5	No	No	Student interviewed, parents contacted, counseling with SAC Training for Paraprofessional

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

**Total Number of Offenders for District =5**



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

**Seconded by Robin Kulwin and approved by a vote of 6-0.**

2. Resolution Re: Approval of Out-of-District Placements

**Shelly Lombard moved to approve the following resolution:**

**WHEREAS**, the Superintendent recommends that the Board approves the actions contained in the attached Out-of-District Placements for the 2014-2015 school year.

**BE IT RESOLVED** that the Board approves the attached lists.

Note: Tuition amounts listed below are based on full-year costs due to the need to estimate if attendance dates have not yet been determined. Actual costs will be reflected on contract when it is issued. All tuition amounts are as approved by the New Jersey Department of Education.

<b><u>STUDENT ID</u></b>	<b><u>SCHOOL</u></b>	<b><u>AMOUNT</u></b>
071262	Mount St. Joseph's Children Home (DCP&P Placement)	\$58,097
983502	Kearny High School (Move-in)	\$20,000
983516	Union Congregational	\$ 2,778.50

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

**Seconded by Robin Kulwin and approved by a vote of 6-0.**

3. Resolution Re: Resolve #013766 Educational Program

**Shelly Lombard moved to approve the following resolution:**

**WHEREAS**, the attorney for the Board of Education has forwarded Amendment to the Parties' Settlement Agreement regarding the matter of #013766.

**NOW, THEREFORE, BE IT RESOLVED** that the Board Secretary is authorized to execute this Agreement on behalf of the Board of Education.

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

**Seconded by Robin Kulwin and approved by a vote of 6-0.**

4. Resolution Re: Resolve #009656 Educational Program

**Shelly Lombard moved to approve the following resolution:**

**WHEREAS**, the attorney for the Board of Education has forwarded Amendment to the Parties' Settlement Agreement regarding the matter of #009656.

**NOW, THEREFORE, BE IT RESOLVED** that the Board Secretary is authorized to execute this Agreement on behalf of the Board of Education.

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 6-0.**

5. Resolution Re: Resolve #000001 Educational Program

**Shelly Lombard moved to approve the following resolution:**

**WHEREAS**, there exists a settlement agreement approved on January 27, 2014, and

**WHEREAS**, the attorney for the Board of Education has forwarded an Addendum #1 to Settlement Agreement regarding the matter of #000001,

**NOW, THEREFORE, BE IT RESOLVED** that the Board Secretary is authorized to execute this Agreement on behalf of the Board of Education.

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 6-0.**

M. ACADEMIC OFFICE

1. Resolution Re: Approval of School Field Trips

**Anne Mernin moved to approve the following resolution:**

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

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

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

DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
2/14/15	Bradford	3 & K	Macaluso/Cahill	Environmental Education Center, 190 Lord Stirling Rd., Basking Ridge, NJ	\$15	Students will learn and understand the process of photosynthesis and how plants produce their own food in connection with the science unit and Bradford's gardening initiative.	Yes 5 hrs.
6/11/15	Bradford	K	Bailey/Metzinger	Turtle Back Zoo, 560 Northfield Ave., West Orange, NJ	\$15	Students will learn about the lives and habitats of a variety of animals.	Yes 5 hrs.
6/18/15	Bradford	5	DeBello, Spicer, Finnerty	Sandy Hook, Sandy Hook, NJ	\$0	The education program at the NJ Sea Grant Consortium holds a wide variety of programs directed towards understanding and stewardship of our state's marine and coastal resources.	Yes 6 hrs.
2/4/15	Glenfield	6	Gill	Eagle Rock Bowling Lanes, 424 Eagle Rock Ave., West Orange, NJ	\$18	Students will work cooperatively and will apply math and physic skills.	Yes 3 hrs.
4/1/15	Glenfield	6	Pruksarnukul	Paper Mill	\$20	This is a Holocaust	Yes

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DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
				Playhouse, 22 Brookside Drive, Milburn, NJ		Awareness Month activity that will reinforce for students Language Arts and Social Studies curriculum work.	5 hrs.
4/7/15	Glenfield	8	Lofrano	Meadowlands Environmental Center, 2 DeKorte Plaza, Lyndhurst, NJ	\$20	Students will explore a salt marsh estuary and conduct water quality tests for temperature, salinity, pH, and turbidity. In addition, students will collect, identify, and record aquatic organisms.	Yes 5 hrs.
2/18/15	Glenfield	6-8	Ward	Northeast School	\$0	Jazz Band will perform for the students of Northeast.	Yes 3 hrs
2/6/15	High School	11-12	Eckert/Landou	Give Kids a Smile Day Central Presbyterian, 46 Park St., Montclair, NJ	\$0	Walking field trip. Students can earn community service hours as they help with the fair which provides free dental care for uninsured children.	Yes 5 hrs.
2/6/15	High School	10-12	Settembrino/Witter	Teen Summit at Rutgers, 350 Dr. MLK Blvd., Newark, NJ	\$0	The program will empower student leaders to engage their peers in drug and alcohol prevention activities.	Yes
2/22-2/24-15	High School	9-12	Schnitzer/DeMayo	Crowne Plaza, 2349 W. Marlton Pike, Cherry Hill, NJ	\$0	DECA students will compete in situation role plays.	Yes Combination of 2 full school days & 1 weekend
2/24/15	High School	10-12	Delbo/English	American Museum of Natural History, 79 <sup>th</sup> & Central Park West, NY, NY	\$10	Students will learn of earthquakes, volcanoes, tornadoes, hurricanes, and their destructive power.	Yes 5 hrs.
2/15/14	High School	11-12	English/Kalra	Indian Point Nuclear Power, Buchanan, NY	\$0	STEM/AP students will visit the energy center which represents a large portion of electricity provided to NYC; 3 reactors of nuclear energy as alternative energy are being used and studied by the students.	Yes 6 hrs.
2/26/15	High School	12	Totaro/Brown	Rebounderz Edison, 76 Carter Drive, Edison, NJ	\$25	Physical Ed students will have an opportunity to work on their aerobic/anaerobic capacity, motor-skill movements, teamwork, flexibility and gymnastics.	Yes 6 hrs.
3/26-29/15	High School	9-12	Wingren/Manos	Penn Model Congress Conference, 3549 Chestnut St., Philadelphia, PA	\$325	Students will compete in the UPenn Model Congress Conference.	Combination of 1 ½ school days & 2 weekend days
3/31/15	High School	10-12	English, Bugg, Sampson	Food Bank of New Jersey, 31 Evans Terminal, Hillside, NJ	\$0	STEM/NSBE students will have an opportunity for students to generate community service hours for their respective programs.	No 3 hrs.
4/11/15	High School	9-11	English	American Museum of Natural History,	\$0	Weston Students will view the "Naturals Fury" exhibit and	No 5 hrs.

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DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
				Central Park & 79 <sup>th</sup> St., NYC, NY		will also tour the Hall of Planet Earth.	
2/6/15	High School	11-12	Weber	Federal Reserve Bank of New York 33 Liberty Street	\$0	Students will attend a seminar on the implementation of monetary policies and the challenges the central banks faces.	Yes 6 hrs.
2/10/15	High School	9-10	Weber	Rutgers University	\$0	Students will attend a seminar on the ECB/EU and the challenges faced by the users of the common currency.	
1/23/15	Hillside	4&5	D'Amico	Wells Fargo Center, Philadelphia, PA	\$0	Drums of Thunder will perform.	No 5 hrs.
2/5/15	Hillside	4&5	D'Amico	Fordham University, Bronx, NY	\$0	Drums of Thunder will perform.	No 4 hrs.
4/7/15	Mt. Hebron	7	Berger	Buehler Science Center, 400 Paramus Rd., Paramus, NJ	\$25	While working in teams, students use science, math and technology to complete their space mission.	Yes 5 hrs.
5/12/15	Mt. Hebron	8	Berger	NJ Sea Grant	\$25	Students will learn about the salt marsh ecosystem and human impact on barrier beach environment.	Yes 6 hrs.
3/12/15	Nishuane	2	Martire	Hillside School	\$0	The entire 2 <sup>nd</sup> grade class will visit Hillside school to view their school play.	Yes 2 hrs.
2/13/15 & 2/20/15	Renaissance	7	Cullen/Khan/ Garzon/Thomas	African Burial Grounds, Ted Weiss Federal Bldg., NY, NY	\$5	Students will investigate the African-American role in the formation of colonial New York & New Jersey.	Yes 6 hrs. each trip/total 12 hrs.
2/13/15	Renaissance	8	Jackson	9/11 Memorial Museum, 180 Greenwich St., NY, NY	\$20	Students will understand the reasons why the US was attacked and why the US went to war with two countries.	Yes 6 hrs.
1/23/15	Renaissance	7&8	Jackson/Khan	Bellevue Cinema 260 Bellevue Avenue Montclair, NJ	\$6.50	To view the film "Selma" and later discuss the role of students in bringing about social/political change within the US.	Yes 4 hrs.
1/23 & 1/27/15	Watchung	5	Wolff, Thorp, Burrell	Buehler Challenge Center, 400 Paramus Rd., Paramus, NJ	\$0	This is a culminating lesson and activity for the students in regards to our earth and space unit.	Yes 4 hrs. each day

**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	<b>x</b>			
Jessica de Koninck				<b>x</b>

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 6-0.**

N. HUMAN RESOURCES

1. Resolution Re: Approval of Personnel Report

**Leslie Larson 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 February 9, 2015, including the indicated individuals who have been hired under the Emergent Hiring Procedures as required by law.

	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 5-0-1.**

2. Resolution Re: Paid Leave of Absence

**Shelly Lombard moved to approve the following resolution:**

O. 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</u>	<u>DATE</u>	<u>BOARD MEMBER/ EMPLOYEE</u>	<u>SCHOOL DEPT.</u>	<u>ESTIMATE D COST</u>	<u>EDUCATIONAL PURPOSE</u>	<u>LOCATION</u>
Assisting Students With Informational Text Reading/ NJIDA & NJSBA	03/03/15	Barrie Schwartz	Bradford	\$195.00	This workshop will teach instruction for informational text in order to meet benchmark goals on the DRA2.	Garwood, NJ
Leadership Training/ NJSBA	02/07/15	Anne Mernin	MBOE	\$200.00	This training will combine theory and practical skills to enhance her ability to focus on the critical issues faced by the MBOE.	Princeton, NJ
Successfully "Flip" Learning in Your WL/ Institute for Educational Development	2/11/15	Marilyn Pichardo	Mt. Hebron	\$235.00	This conference allows teachers to enhance their teaching methodology and successfully implement flipped learning in the WL classroom.	Newark, NJ



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Advocacy Moving Forward/ N.J.A.H.P.E.R	2/23 – 24/15	Eric Eder	Nishuane	\$0	This annual state PE conference teaches fresh ideas for promotion of health and disease prevention concepts, movement concepts and skills that will foster participation in physical activities throughout life.	Long Branch, NJ
Annual FLENJ Conference/ Foreign Language Educator of NJ	2/28/15	Xiuxian Li	Hillside	\$200.00	This is an opportunity to learn the most recent pedagogical methods from other educators to prepare students to become global citizens and to connect with the world.	New Brunswick, NJ
2015 Music EdVentures Conference/ Music EdVentures, Inc.	4/9 – 11/15	Max Mellman	Edgemont	\$305.00	This conference will teach strategies and new ideas in the SongWorks methodology and he will present as an “emerging pioneer”.	Denver, CO
Dr. Martin Luther King Scholarship Fund/ Breakfast Fund	2/19/15	Sylvia Bryant Barry Haines Nami Kuwabara Cheryl Hopper Cenithia Bilal Joe Putrino Samanthaa Lennon Jill Sack Barbara Weller James Earle David Cummings Robin Kulwin George Glass Davida Harewood Major Jennings	CS	\$30.00 each	Community involvement, strengthening our commitment to the values of diversity.	Montclair, NJ
AAHPERD/ Society of Health and Physical Educators	2/22 – 24/15	Bianca Brown	MHS	\$137.17	The convention offers new ideas and teaching strategies that will expand her skillset as an effective Health and PE teacher and allow her to bring in new activities and learning opportunities for her students.	Long Branch, NJ
47 <sup>th</sup> Annual NJ Pupil Transportation Conference and Trade Show/ New Jersey School Transportation Supervisors of NJ	4/30/15 - 5/1/15	Gisela Aultmon	CS	\$572.00	This conference will provide professional development in the area of Pupil Transportation.	Atlantic City, NJ

NEA 2015 National Leadership Summit/ National Education Association	2/27/15 - 3/1/15	Petal Robertson	MHS	\$0	There will be several different conferences pertaining to leadership skills.	Anaheim, CA
Master Schedule Building Workshop/ Pearson	1/28 – 29/15	Willieneil French	MHS	\$1,408.00	This conference will provide tools to build an effective master schedule for the high school. The information provided at this workshop will be used to minimize scheduling errors, to train counselors and administrators during PD days to build an effective school schedule.	Richmond, VA
World Language Spring Conference/ FLENJ	2/28/15	PeiChin Liu Nadine Quatorze Isabel Aquero Karen Rolandelli Fabian Ochoa	Glenfield	\$725.00	This conference will give us new approaches to second language acquisition which will improve the language learning in our district.	New Brunswick, 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.

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

**Seconded by Leslie Larson and approved by a vote of 6-0.**

- Resolution Re: Monthly Budget Reports and Bills and Claims

**Initial Vote:**

**Anne Mernin moved to approve the following resolution:**

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

BE IT FURTHER RESOLVED that the Montclair Board of Education approves the attached Bills and Claims for the month of January 2015 in the amount of \$5,232,304.17.

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 \$ 7,000,000.00 for the month of January 2015

BE IT FINALLY RESOLVED that the Montclair Board of Education acknowledges receipt of the Secretary's Report for the month of November 2014 and Treasurer's report for the month of November 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 not approved by a vote of 2-3-2.**

**Robin Kulwin moved to re-consider the vote on Bills and Claims.**

	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 Shelly Lombard and approved by a vote of 4-0-2.**

3. Resolution Re: Award of Contract for Emergency Management Consulting Services

**Robin Kulwin moved to approve the following resolution:**

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

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

WHEREAS, the Montclair Board of Education has in past years received proposals from various firms providing said professional services, has appointed these firms as the appropriate agents for the Montclair Board of Education, and has been satisfied with the performance of these individual firms during the 2013-2014 fiscal year,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education, after careful study and due deliberation does hereby appoint the firm of StoneGate Associates for Emergency Management Services at a fee of \$15,375.00 for Consulting Services. The Board reserves the right to solicit proposals from other firms, and

BE IT FINALLY RESOLVED that the Chief Operating Officer shall be authorized to sign a contract with StoneGate Associates, 141 Ironwood Court, Middletown, NJ 07748.

	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 Shelly Lombard and approved by a vote of 4-0-1.**

- Resolution Re: Approval of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials 2014-2015 School Year

**Robin Kulwin moved to approve the following resolution:**

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

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

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

	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 Shelly Lombard and approved by a vote of 4-0-1.**

5. Resolution Re: Acceptance of Grants and Donations From Local Sources

**Robin Kulwin moved to approve the following resolution:**

WHEREAS, various local organizations and individuals have generously provided grants and donations for specific projects and/or programs during the 2014-2015 school year;

NOW THEREFORE BE IT RESOLVED, that the Montclair Board of Education acknowledges the grants and donations from the various local organizations and individuals listed on the attached list.

MONTCLAIR PUBLIC SCHOOLS  
GRANTS AND DONATIONS FROM LOCAL SOURCES  
AS OF JANUARY 2015

MFEE Fall 2014 Staff Grants:

Bradford	\$ 3,806.49
Bullock	3,985.63
Edgemont	3,940.38
Hillside	5,213.00
Nishuane	7,413.45
Northeast	5,211.95
Watchung	3,482.50
Glenfield	8,981.55
Mt. Hebron	6,289.35
Renaissance	3,557.75
High School	21,087.08
Talent Development	1,000.00
Total MFEE Fall 2014 Staff Grants	<u>\$ 73,969.13</u>

Donation of 1 3D Printer from Josh Weston:

Quantity 1 - MakerBot Replicator Desktop 3D Printer (Fifth Generation Model) Product Code #MP05825	\$ 2,899.00
Quantity 1 - MakerCare Protection Plan for MakerBot Replicator (Fifth Generation) - 1 Year Product Code #MAKERCARE2014	350.00
Quantity 1 - MakerBot Digitizer Product Code #MP03955	799.00
Quantity 1 - Large 10 Pack Filament Bundle: Buy 9, Get 10 Product Code #MP06572	430.00
Shipping and Handling	61.65
Tax	317.78
Total Value of Donation of 1 3D Printer from Josh Weston	<u>\$ 4,857.43</u>

TOTAL GRANTS AND DONATIONS \$ 78,826.56

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

**Seconded by Shelly Lombard and approved by a vote of 4-0-1.**

6. Agenda Title: Award of Contracts for Student Transportation Routes for the 2014-2015 School Year

**Robin Kulwin moved to approve the following resolution:**

Topic: New Jersey Statutes 18A:39-3 requires that transportation contracts anticipated to be in excess of \$17,200 be awarded after advertisement and receipt of sealed bids and provides for the annual extension of contracts entered into through competitive bidding when the increase in the original contractual amount does not exceed the rise in the Consumer Price Index (CPI) for that school year.

Background Information: In accordance with Public School Contract Law, specifications were prepared, advertised and sealed bids received on January 7, 2015, for Student Transportation Routes for the 2014-2015 school year. Eight (8) companies were sent bid packages and two (2) bids were received,

The Soliman Transportation LLC (“Soliman”) was the lowest bidder for route No. 173. However the references provided by Soliman all reported that they never did business with Soliman, rather they did business with Mayor Transportation (“Mayor”), which is owned by the same people. One of those listed references, South Bergen Jointure Commission, reported terrible problems with Mayor. A second of the listed reference refused to serve as a reference for Soliman. The Paterson Board of Education also formally disqualified Mayor from bidding on any routes for the next three years for non-performance.

Per N.J.S.A. 18A:18-4, the district has disqualified Soliman Transportation based on the prior negative experience of other boards of education and awarded the route (173) to the next lowest bidder, (see attached bid result)



Superintendent's Recommendations: It is my recommendation that the Montclair Board of Education awards contracts for the contract period from January 15, 2015, through June 30, 2015, as follows:

Bus Co.	Route	Total Cost
Station Wagon	167	\$21,420.00
Station Wagon	173	\$21,420.00
	<b>Total</b>	<b>\$42,840.00</b>

# TABULATION OF PROPOSALS

## TRANSPORTATION TO AND FROM SCHOOL BID NO. 01072015

### Station Wagon

### Soliman Transportation

TRIP ID	VEHICLE	ROUTE COST	AIDE COST	INC/DEC	TOTAL PER Diem	ROUTE COST	AIDE COST	INC/DEC	TOTAL per diem
167	16 psgr.	\$170.00	\$40.00	\$ 0.00	<b>\$ 210.00</b>	\$200.00	\$40.00	\$ 2.00	\$240.00
***173	16 psgr.	\$170.00	\$40.00	\$ 0.00	<b>\$ 210.00</b>	\$150.00	\$40.00	\$ 2.00	\$190.00

\*\*\*18A-18A-4. **Contracts and agreements requiring advertising.** a. Every contract for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the board of education to the lowest responsible bidder after public advertising for bids and bidding therefor, except as is provided otherwise in this chapter or specifically by any other law.

The board of education may, by resolution approved by a majority of the board of education and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the board of education finds that any board or, in the case of a contract for a school facilities project, the New Jersey Economic Development Authority, has had prior negative experience with the bidder within the past 10 years, as reported in a contractor evaluation submitted pursuant to N.J.S. 18A:18A-15 or in a school facilities project performance evaluation submitted pursuant to regulations of the Department of the Treasury or section 62 of P.L.2000, c.72 (C.18A:7G-36), as appropriate."

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

**Seconded by Shelly Lombard and approved by a vote of 4-0-1.**

7. Resolution Re: Adoption of Policy 9180 School Volunteers

**Shelly Lombard moved to approve the following resolution:**

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 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 Policy 9180 School Volunteers (attached).

## **POLICY**

COMMUNITY  
9180/page1of 2  
School Volunteers

### 9180 SCHOOL VOLUNTEERS

The Board of Education recognizes that the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board, therefore, authorizes a program for the utilization of volunteer services in the school(s) of the district.

An unpaid volunteer who has regular contact with students may be required to complete a criminal history record check. A volunteer is not required to be approved by the Board.

The Principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks.

Volunteers must be persons of known character, responsibility, and integrity.

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.

Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;

3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts.
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;

## **POLICY**

COMMUNITY  
9180/page 2 of 2  
School Volunteers

6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
7. Volunteers may consult with the Principal regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: February 9, 2015

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
David Cummings	<b>x</b>			
Jessica de Koninck				<b>x</b>
David Deutsch	<b>x</b>			
Robin Kulwin	<b>x</b>			
Leslie Larson	<b>x</b>			

Shelly Lombard	x			
Anne Mernin			x	

**Seconded by Robin Kulwin and approved by a vote of 5-0-1.**

8. Resolution Re: Adoption of Regulation R9180 School Volunteers and the Statement of Assurance

**Robin Kulwin moved to approve the following resolution:**

WHEREAS, Bylaw 9313 of the Montclair Board of Education provides that the board may adopt administrative regulations when the superintendent recommends board adoption,

WHEREAS, the superintendent recommends board adoption of the below-referenced policy,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education adopts Regulation R9180 School Volunteers and Statement of Assurance (attached)

## REGULATION

COMMUNITY  
R 9180/page 1 of 2  
School Volunteers

### R 9180 SCHOOL VOLUNTEERS

#### A. Assignments

The tasks to which volunteers may be assigned include, but need not be limited to, the following:

1. Duplicating tests and other materials;
2. Helping with classroom housekeeping;
3. Typing class materials, tests, and the like;
4. Setting up audio-visual and other instructional equipment, if qualified to do so;
5. Helping children remove and don outerwear and boots;
6. Supervising the playground;
7. Correcting workbooks, as qualified to do so and as appropriate to the sensitivity of the materials;
8. Reading aloud and telling stories;
9. Assisting with the school library program;
10. Assisting pupils in locating material in reference works;
11. Assisting with the school lunch program;
12. Serving as chaperones on field trips; and
13. Serving as resource persons in a special subject area.

#### B. Rules of Conduct for Volunteers

1. A volunteer may serve only under the direction and supervision of a teaching staff member.
2. A volunteer should perform no duties other than those expressly assigned him/her.

COMMUNITY  
R 9180/page 2 of 2  
School Volunteers

3. A volunteer must respect the individuality, dignity, and worth of each pupil.
4. A volunteer must never punish or rebuke a pupil.
5. A volunteer must not seek access to records about an individual pupil. A volunteer must respect the confidentiality of any information gained about an individual pupil, by whatever means.
6. A volunteer who imparts information to pupils must be mindful of the age, maturity, and sensibility of those pupils and exercise proper care and discretion accordingly.
7. A volunteer must complete a statement of assurance.
8. A volunteer who participates in the following activities must complete a criminal history background check for which fees will be reimbursed by the District:
  - All overnight trips (including those abroad/international)
  - Weekly or more frequent 1:1 tutoring
9. Where there is sustained contact with pupils, a Principal or designee may require that a volunteer complete a criminal history background check, and will ensure that a statement of assurance and a criminal history background check are completed and kept on file.

Issued: February 9, 2015





**Shelly Lombard moved to approve the following resolution:**

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 as necessary so that they conform to changes in state code or law,

WHEREAS, Bylaw 9311 of the Montclair Board of Education provides that policies may be adopted on second reading and the board has completed a first and second reading of the policy,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education adopts Policy 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (attached).

## POLICY

COMMUNITY

9181/page 1 of 2

Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

### 9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes that the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purpose of this Policy, “volunteer athletic coach and co-curricular activity advisor/assistant” is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Athletic Director and/or Assistant Principal will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent, or designee.

These volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The Athletic Director and/or Assistant Principal will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants, and shall provide them with a copy of this Policy.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a head and/or assistant coach or activity advisor or assistant employed by the Board;
2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;

COMMUNITY  
9181/page 2 of 2  
Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to pupils participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each pupil;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to pupil records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing and confidential pupil matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches must consult with the Athletic Director and/or Assistant Principal regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer co-curricular activity advisors/assistants must consult with the co-curricular activity advisor and/or Assistant Principal regarding any matters or questions regarding their duties and responsibilities;
9. Volunteer athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and
10. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

All school volunteer athletic coaches and co-curricular activity advisors/assistants must obtain a criminal history record check to be reimbursed by the Board.

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

**Seconded by Robin Kulwin and approved by a vote of 6-0.**

10. Resolution Re: Adoption of Policy 2431.4, Prevention and Treatment of Sports Related Concussions and Head Injuries

**Robin Kulwin moved to approve the following resolution:**

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 as necessary so that they conform to changes in state code or law,

WHEREAS, Bylaw 9311 of the Montclair Board of Education provides that policies may be adopted on second reading and the board has completed a first and second reading of the policy,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education adopts Policy 2431.4, Prevention and Treatment of Sports-Related Concussions and Head Injuries (attached).

## **POLICY**

### **PROGRAM**

P 2431.4/page 1 of 3  
Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

**M**

#### **P 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES**

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics and cheerleading programs, it is imperative that student-athletes, cheerleaders, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics or cheerleading programs is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes and cheerleaders in accordance with the provision of N.J.S.A. 18A:40-41.1 et. seq. For the purpose of this Policy, “interscholastic athletics” shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. For the purpose of this Policy, “cheerleading program” shall be Kindergarten through twelfth grade school-sponsored cheerleading programs.

Annually, the school district will adopt an Interscholastic Athletic and Cheerleading Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, Athletic Director/AP, and other appropriate school district personnel as designated by the Superintendent. This training Program shall be in accordance with guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete and cheerleader who participates in interscholastic sports and every parent of the student-athlete and cheerleader. The list of student-athletes and cheerleaders, their parents’ names, and the date that the form was distributed, shall be documented and kept on file.

Prevention of a sports-related concussion and head injury is an important component of the school district’s program. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before pupil begins participation in an interscholastic athletic or cheerleading program. A pupil’s individual medical history and condition will also be considered.

**PROGRAM**

2431.4/page 2 of 3

**Prevention and Treatment of Sports-Related  
Concussions and Head Injuries**

Any student-athlete or cheerleader who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness occurs, direct neck pain is associated with the injury occurs, or any other sign the supervising school staff member determines emergency medical attention. When the student-athlete or cheerleader is exhibiting signs or symptoms, the pupil will be evaluated by the school or team physician, ambulance/medic personnel, or athletic trainers if they are available. The Principal or designee shall contact the pupil's parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete or cheerleader to: coaches, licensed athletic trainers, the school or team physician; the school nurses; and /or parent. The Principal or designee shall provide the student-athlete or cheerleader with Board of Education approved suggestions for management/medical checklist to provide to his/her parent and physician or other licensed health care professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete or cheerleader who participates in interscholastic athletics or a cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by his/her physician or licensed health care provider. The pupil's physician or licensed health care provider shall be trained in the evaluation and management of concussions to determine the presence or absence of a sports-related concussion or head injury.

The pupil's physician or licensed health care provider must provide to the school district a written medical release/clearance for the pupil indicating when the pupil is able to return to the activity. The medical release/clearance must indicate that the student-athlete or cheerleader is asymptomatic at rest and either may return to the interscholastic athletic activity or cheerleading program because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 231.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

The pupil's parent must also provide to the school district a written statement indicating that the parent gives permission for the pupil to return to the activity.

The Athletic Director will ensure that the designated nurse and each athletic trainer has a copy of both documents: the medical release/clearance and the parent's written permission.

**PROGRAM**  
2431.4/page 3 of 3  
Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:30-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the district's Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purposes of this Policy a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted: February 9, 2015

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
David Cummings	<b>x</b>			
Jessica de Koninck				<b>x</b>
David Deutsch	<b>x</b>			
Robin Kulwin	<b>x</b>			
Leslie Larson	<b>x</b>			



Shelly Lombard	x			
Anne Mernin	x			

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

11. Resolution Re: Adoption of Regulation 2431.4, Prevention and Treatment of Sports Related Concussions and Head Injuries

**Shelly Lombard moved to approve the following resolution:**

WHEREAS, Bylaw 9313 of the Montclair Board of Education provides that the board may adopt administrative regulations when the superintendent recommends board adoption,

WHEREAS, the superintendent recommends board adoption of the below-referenced policy,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education adopts Regulation 2431.4, Prevention and Treatment of Sports-Related Concussions and Head Injuries (attached).

## REGULATION

### PROGRAM

R2431.4/page 1 of 7  
Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

M

#### R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

##### A. Interscholastic Athletic/Cheerleading Program Head Injury Training Program

1. Annually, the school district will adopt an Interscholastic Athletic/Cheerleading Program Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, the Athletic Director/AP, and other appropriate school district personnel as designated by the Superintendent.
2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.1 et seq.

##### B. Prevention

1. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before pupils begin participation in an interscholastic athletic program or activity or cheerleading program. The baseline testing program shall be annually reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information on the prevention of sports-related concussions and head injury with the student-athletes and cheerleaders.

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3. All school staff members, student-athletes, cheerleaders, and parents of student-athletes and cheerleaders shall be informed through the distribution of the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal, his/her designee, and coaches on the importance of early identification and treatment of concussions to improve recovery.
- C. Signs or Symptoms of Concussion or Other Head Injury
1. Possible signs of concussions or other head injuries can be observed by coaches, licensed athletic trainers, the school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to the following symptoms.  
The student-athlete or cheerleader:
    - a. Appears dazed, stunned or disoriented;
    - b. Forgets plays, or demonstrates short-term memory difficulty;
    - c. Exhibits difficulties with balance and coordination;
    - d. Answers questions slowly or inaccurately; and/or
    - e. Loses consciousness.
  2. Possible symptoms of concussions or other head injuries shall be reported by the student-athlete or cheerleader to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:
    - a. Headache,
    - b. Nausea/vomiting,
    - c. Balance problems or dizziness,
    - d. Double vision or changes in vision,
    - e. Sensitivity to light or sound/noise,
    - f. Feeling sluggish or foggy,

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- g. Difficulty with concentration and short-term memory,
- h. Sleep disturbance, or
- i. Irritability.

D. Emergency Medical Attention for Concussion or Other Head Injury

1. Any student-athlete or cheerleader who is exhibiting the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall immediately be removed from play and activities and may not return to the practice or competition that day.
2. The school staff member supervising the student-athlete or cheerleader when the pupil is exhibiting signs or symptoms of a sports-related concussion or other head injury shall immediately contact emergency medical assistance when symptoms get worse, loss of consciousness occurs, direct neck pain associated with the injury occurs, or any other sign the supervising school staff member determines requires emergency medical attention.
  - a. In the event the school or team physician is available when the student-athlete or cheerleader is exhibiting signs or symptoms of a sports-related concussion or other head injury, the physician may make the determination to call emergency medical assistance.
3. The school staff member supervising the student-athlete or cheerleader when the pupil is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the pupil's parent and inform the parent of the suspected sports-related concussion or other head injury. The Principal or designee shall document that contact was made to the parent.

E. Sustained Concussion or Other Head Injury

1. A student-athlete or cheerleader who participates in interscholastic athletics or cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and shall be required to have a medical examination conducted by their physician or licensed health care provider. The pupil's physician or licensed health care provider

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- shall be trained in the evaluation and management of concussions to determine the presence or absence of a sports-related concussion or head injury.
2. The student-athlete or cheerleader suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.
  3. The student-athlete or cheerleader's physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the pupil is able to return to the activity. The release/clearance must indicate:
    - a. The medical examination determined the injury was not a concussion or other head injury, the pupil is asymptomatic at rest, and the pupil may return to the interscholastic athletic or cheerleading activity; or
    - b. The medical examination determined the injury was a concussion or other head injury, the pupil is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in section F.

A medical release/clearance must be in compliance with this requirement or it will not be accepted. The student-athlete or cheerleader may not return to the activity or begin in the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.

4. In addition, a pupil's parent must provide to the school district a written statement indicating that the parent gives permission for the pupil to return to the activity.
5. Complete physical, cognitive, emotional, and social rest is advised while the pupil is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)
6. The Athletic Director/AP will provide the designated nurse, and the athletic trainers with a copy of the medical release/clearance, and the parent's written permission.

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F. Graduated Return to Competition and Practice Protocol

1. Upon the school physician's acceptance of the written medical release/clearance, the student-athlete or cheerleader may begin a graduated return to competition and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. A checklist of each of the steps will be used for each student who has suffered a concussion or head injury. Parent notification will occur during each one of the steps, and will be logged on the checklist. The following steps shall be followed:

Step 1 – Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student-athlete or cheerleader may advance to Step 2 below on the following day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall be required to have a re-evaluation by his/her physician or licensed health care provider. The pupil shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above is provided and approved by the school or team physician. Parent notification will occur and will be logged on the checklist under Step 1.

Step 2 – Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of Step 2 is increased heart rate. If there is no return of any signs or symptoms of a concussion, the student-athlete or cheerleader may advance to Step 3 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 1. Parent notification will occur and will be logged on the checklist under Step 2.

Step 3 – Sport-specific exercise including skating and/or running. There shall be no head impact activities. The objective of Step 3 is to add movement and continue to increase the student-athlete or cheerleader's heart rate. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 4 below on the following day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 2. Parent notification will occur and will be logged on the checklist under Step 3.

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Step 4 – Non-contact training drills such as passing drills, agility drills, throwing, catching, etc. The student-athlete or cheerleader may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 5 below on the following day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 3. Parent notification will occur and will be logged on the checklist under Step 4.

Step 5 – The pupil’s medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion shall be evaluated for medical clearance based upon consultation between the school district’s licensed athletic trainers, school or team physician, designated school nurse, and the pupil’s physician. After this consultation and upon obtaining written medical release/clearance from the school or team physician, the pupil may participate in normal training activities. The objective of Step 5 is to restore the pupil’s confidence and for the coaching staff to assess the pupil’s functional skills. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 6 below on the following day. If a re-emergence of any signs or symptoms of a concussion occur or if the pupil does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the pupil’s physician, shall determine the pupil’s return to competition and practice protocol. Parent notification will occur and will be logged on the checklist under Step 5.

Step 6 – Return to play involving normal exertion or game activity. If the pupil exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5. Parent notification will occur and will be logged on the checklist under Step 6.

G. Temporary Accommodations for Student-Athletes and Cheerleaders with Sports-Related Head Injuries

1. Rest is the best “medicine” for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed pupil to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.

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2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies, if a pupil is sensitive to light/sound, can slow a pupil's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the pupil's cognitive needs in the following ways.

Pupils who return to school after a concussion may need to:

- a. Take rest breaks as needed;
  - b. Spend fewer hours at school;
  - c. Be given more time to take tests or complete assignments (all courses should be considered);
  - d. Receive help with schoolwork;
  - e. Reduce time spent on the computer, reading, and writing; and/or
  - f. Be granted early dismissal from class to avoid crowded hallways;
  - g. Receive temporary academic accommodations;
  - h. If accommodations are required in excess of 10 days, an emergency 504 plan may be implemented.
3. All documents will be coordinated and monitored through the Athletic Director's office. All appropriate staff will be notified of the student's condition by the Athletic Director or designee.

Adopted: February 9, 2015



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

**Seconded by Leslie Larson and approved by a vote of 6-0.**

12. Resolution Re: Adoption of Policy on Parental Refusal of Standardized Testing

**Robin Kulwin moved to approve the following resolution:**

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 as necessary so that they conform to changes in state code or law,

WHEREAS, Bylaw 9311 of the Montclair Board of Education provides that policies may be adopted on second reading and the board has completed a first and second reading of the policy,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education adopts Policy on Parental Refusal of Standardized Testing (attached).

**POLICY**

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Parental Refusal of Standardized Testing

**PARENTAL REFUSAL OF STANDARDIZED TESTING**

The Montclair Board of Education is mandated by the State of New Jersey to administer certain statewide assessments, including the Partnership for Assessment of Readiness for College and Careers (PARCC) assessment, to students in the district; and

The Montclair Board of Education recognizes that some parents may choose to have their children decline to take one or more of such standardized tests.

It is the policy of the Montclair Board of Education that the parental decision to decline testing should be met at the district level with educationally appropriate and non-punitive responses.

The Superintendent is directed to establish a procedure in accordance with this Policy.

Adopted: February 9, 2015

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

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

P. TALENT OFFICE

1. Resolution Re: Participation in Sustainable Jersey For Schools

**Robin Kulwin moved to approve the following resolution:**

**Whereas,** the Montclair Public Schools Board of Education is committed to a healthy and sustainable environment, and

**Whereas,** Charles H. Bullock Elementary School, the Environmental Magnet is dedicated to providing our students with a “green” school, and

**Whereas,** Sustainable Jersey for Schools recognizes and promotes best practices that result in a healthier school climate, improve the educational program, and conserve our schools’ limited physical and financial resources,

**Now Therefore Be It Resolved,** that the Montclair Public Schools Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board’s intention to pursue certification for schools in the district.

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

**Seconded by Shelly Lombard and approved by a vote of 5-0.**

Q. ANNOUNCEMENT OF FUTURE MEETING DATES

The next regular public meeting of the Montclair Board of Education will be held on Monday, February 23, 2015 at 6:30 p.m. This meeting will be held in the auditorium of the Montclair High School, 100 Chestnut Street.

R. ADJOURNMENT AT 10:10 PM.