

# **MONTCLAIR PUBLIC SCHOOLS**



**MONTCLAIR, NEW JERSEY**

**PUBLIC BOARD MEETING HELD ON**

**MONDAY, DECEMBER 14, 2015 AT 6:30 PM  
GEORGE INNESS ANNEX ATRIUM  
141 PARK STREET, MONTCLAIR, NEW JERSEY**

MINUTES OF THE PUBLIC BOARD MEETING  
HELD MONDAY, DECEMBER 14, 2015 AT 6:30 PM  
GEORGE INNESS ANNEX ATRIUM  
141 PARK STREET, MONTCLAIR, NEW JERSEY

A. STATEMENTS

1. Meeting Notice

B. RESOLUTION FOR EXECUTIVE SESSION at 6:31 p.m. 6-0

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

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

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

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

C. EXECUTIVE SESSION

D. RETURN TO OPEN SESSION

E. STATEMENTS

1. Meeting Notice at 7:40 p.m.

F. THE PLEDGE OF ALLEGIANCE

G. ROLL CALL

	PRESENT	ABSENT
David Cummings	x	
Jessica de Koninck	x	
David Deutsch	x	
Laura Hertzog	x	
Robin Kulwin	x	
Anne Mernin	x	
Eve Robinson	x	

Staff Members	<b>7</b>
Members of the Public	<b>25</b>
Members of the Press	<b>4</b>

H. MINUTES

**Laura Hertzog moved to approve the following minutes:**

1. Board meeting held on November 16, 2015
2. Workshop meeting held on December 2, 2015

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

	<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>			
Laura Hertzog	<b>x</b>			
Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

I. SUPERINTENDENT'S REPORT

J. COMMENTS FROM THE PUBLIC

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

K. ACADEMIC OFFICE

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

1. Resolution Re: 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 THE FOLLOWING FIELD TRIPS ARE APPROVED:

DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
1/5/2016 Rain date 1/12/2016	Bradford	K	Cahill	Aviation Museum 400 Fred Wehran Drive, Teterboro,NJ	\$15	This trips completes our study of transportation, integrating science, math and literacy skills	Yes 4hrs
1/29/2016 Rain date 2/8/2016	Bradford	K	Cahill	Buehler Challenger 400 Paramus Rd, Paramus, NJ	\$15	This trip will begin our integrated study of space, using experiments and narrative to provide hands on skills	Yes 2hrs
12/3/2015	Bullock	2	Mbayed/Harms/ Torres	Montclair Bread Company 113 Walnut Street Montclair, NJ	\$0	Students will learn more about grains and how businesses operate.	Yes 2hrs
1/19/2016	Bullock	5	Corbosiero/ Hilton	Clary Anderson Arena 41 Chestnut Street Montclair, NJ	\$4	Ice Skating is recreational activity that will help students learn fundamental concepts of fitness components	Yes 2.5hrs
1/26/2016	Bullock	4	Corbosiero/ Hilton	Clary Anderson Arena 41 Chestnut Street Montclair, NJ	\$4	Ice Skating is recreational activity that will help students learn fundamental concepts of fitness components	Yes 2.5hrs
2/24/2016	Bullock	5	Tirador/Coel/ Kaup/Dashiell/ McGrath/Colon	Super Scientific Circus of SOPAC 1 Sopac Way South Orange, NJ	\$15	During our Physical science study of matter, students will watch scientific principles regarding atoms, molecules and magnetism on display in magic	Yes 3hrs.
5/13/2016	Bullock	5	Tirador/Coel/ Kaup/Dashiell/ McGrath/Colon	Story Pirates- Greatest Hits 1 Sopac Way South Orange, NJ	\$15	We will travel to South Orange Performing Arts Theatre to experience how writing is brought to life through a production. Students will be motivated to write from their imaginations too.	Yes 3hrs
5/23- 5/24/2016	Bullock	4	D'Andrea	Fairview Lake YMCA Camp	\$15	To support our Environmental Science magnet, provide opportunities that are shown to "close the gap" & enhance study of NJ	Yes 2 days
<b>2/29/2016</b>	<b>Edgemont</b>	<b>3</b>	<b>O'Connor /Pastorino</b>	<b>Montclair State University Hibben Place, Montclair, NJ</b>	<b>\$13</b>	<b>Students will read and write about Harriet Tubman and the Underground railroad for Black History</b>	<b>Yes 2hrs</b>
5/12- 13/2016	Edgemont	4	Alvarado/ Fagan	Fairview Lake Camp	\$115	Character Education, Science curriculum, Social Studies Curriculum	Yes 2 days
<del>12/18/2015</del>	<del>Glenfield</del>	<del>7</del>	<del>Pruksanrunkal WITHDRAWN</del>	<del>Clary Anderson Arena 41 Chestnut Street</del>	<del>\$12</del>	<del>Socialization activity, end of the calendar year celebration.</del>	<del>Yes 4hrs</del>

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DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
				Montclair, NJ			
12/23/2015	Glenfield	6-8	Dominick	Clary Anderson 41 Chestnut Street Montclair, NJ	\$10	House bonding experience	Yes 3hrs.
1/8/2016	Glenfield	7	Gill	NY Stock Exchange, 911 Memorial and Chelsea Pier New York, NY	\$70	Reading Incentive Program. Students will be going to the New York Stock Exchange(the first school group allowed since 9/11)	
3/30/2016	Glenfield	6-8	Washington	Claridge Cinema 486 Bloomfield Ave Montclair, NJ Smashburger 989 Bloomfield Ave. Montclair, NJ	\$25	The students built working Chilean miner rescue system models. They researched facts about the rescue system. They want to see the project related film, "The 33 and afterwards have lunch with hopefully Branden Fisher (one of the inventors who saved the miners) He has agreed to meet them in response to their students written letters.	Yes 4.5hrs
6/2-6/3/2016	Glenfield	7	Pruksarnukul	Philadelphia, Pa	\$300	End of the year trip to see historical sites studies during social studies. Also part of an incentive to reward reading, good behavior and academic performance	Yes 2 days
12/6/2015	Hillside	4 & 5	D'Amico	Met –Life Stadium Rt.3 East Rutherford, NJ	\$0	Half-Time Performance for NY Giants VS. Jets	No 3 Hrs
12/19/2015	Hillside	4 & 5	D'Amico	Barclay Center 620 Atlantic Avenue Brooklyn, NY	\$0	Half-Time Performance for the CBS Sports Classic Kentucky vs Ohio	No 4.5hrs
1/16/2016	Hillside	4 & 5	D'Amico	Hagan Arena	\$0	Half-Time Performance for St. Joe's University VS Fordham	No 7.5hrs
12/17/2015	MHS	12	Fox	Museum Natural History New York, NY	\$25	We have been given free admission to the newly renovated Hayden Planetarium	Yes 6.5hrs
12/22/2015	MHS	9	Morrison	Caldwell University	0	Conference will expose students top career opportunities, social services, resources and making positive choices	Yes 6hrs
1/7/2016	MHS	9-12	Schnitzer	Kean University 1000 Morris Avenue Union, NJ 07083	\$0	Deca Regional Conference and Student Competition in Business & Marketing Areas	Yes 6.5hrs
1/11/2016	MHS	10-12	Orso	NJIT 154 Summit Street Newark, NJ 07102	\$0	Competition in regional science olympiad	Yes 7hrs
2/4/2016	MHS	10-12	English/Zepada	J.Crew Headquarters 770 Broadway NYC, NY	0	Meet with marketing and sales to discuss the magnitude of math/statistics that are involved with market products	Yes 6hrs
12/23/2015	Mt. Hebron	6 & 8	Berger	Clary Anderson Arena 41 Chestnut St. Montclair, NJ	\$15	Students will participate in a house ice skating activity that will include & promote movement skill performance teamwork & physical fitness.	Yes 3.5hrs
1/11/2016	Mt. Hebron	6-9	Lawton	NJIT 154 Summit Street Newark, NJ 07102	\$0	Science competition against other schools in our region.	Yes 7.5hrs
03/09/2016	Mt. Hebron	6-8	Pichardo	Repertorio Espanol 138 E. 27 <sup>th</sup> Street, NY, NY	\$25	Hispanic Heritage Cultural Infusion to culminate unit on Hispanic Heritage Month. Many students have also read J.	Yes 5hrs

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DATE OF TRIP	SCHOOL	GRD	TEACHER	DESTINATION	COST	PURPOSE	DURING SCHOOL HRS.
						Alvarez's book.	
4/1/2016	Nishuane	1	Bauer	Montclair State University 1 Normal Avenue Montclair, NJ	\$15	Literature Based Theatre supports magnet.	Yes 3.5hrs
6/6/2016	Nishuane	2	Covello	Veteran's Memorial Park- Native Lands 1839 US Highway 46 Parsippany, NJ	\$15	The students in 2nd Grade at Nishuane will be focusing on learning about different kinds of communities throughout the school year. They will also study non-fiction texts that discuss the significance of Native Americans in our nation's history. Native American traditions and word of mouth story telling will also be discussed in our reading units focused on fables, myths and folk-tales.	Yes 4hrs.
5/11/2016	Northeast	K	Garvey, Garcia and Baskin	Jenkinson Aquarium 300 Ocean Ave Pleasant, NJ	\$8	To culminate a unit on Ocean Life	Yes 5hrs
1/14/2016	Renaissance	6-8	Smith	Camden County College, Blackwood Campus 200 College Drive Blackwood, NJ	\$0	Science Olympiad Competition	No 12hrs
1/15/2016 & 2/19/2016	Renaissance	8	Jackson	Insideout Tours 1 Bowling Green New York, NY	\$20	Students will visit the NYC sites of the Underground Railroad. While others students will be touring important immigration sites	Yes 6hrs
3/22/2016	Renaissance	6-8	Heard	Koch Theatre- Lincoln Center 20 Lincoln Center Plaza NYC, NY	\$25	Dancers Eye: The Field Research Trip is afterschool & open to all parents and students to see the Paul Taylor Dance Company "Esplanade-Snow White.	NO

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

**Seconded by Laura Hertzog and approved by a vote of 7-0**

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Laura Hertzog	x			
Robin Kulwin	x			
Anne Mernin	x			
Eve Robinson	x			

L. OPERATIONS OFFICE

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

1. Resolution Re: Approval of Conference and Travel Report

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

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

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

<b>CONFERENCE AND TRAVEL EXPENSES</b>						
<u>CONFERENCE</u>	<u>DATE</u>	<u>BOARD MEMBER/ EMPLOYEE</u>	<u>SCHOOL DEPT.</u>	<u>ESTIMATED COST</u>	<u>EDUCATIONAL PURPOSE</u>	<u>LOCATION</u>
MINDFULLNESS AND SELF MANAGEMENT/ WESTBRIDGE ACADEMY	<b>12/4/15</b>	GraceAnn Furnari Alyssa Augustyniak	Bullock	\$0 each	This seminar will teach skills needed to help students with emotional and behavioral challenges to make lasting change.	Bloomfield, NJ
PROFESSIONAL DEVELOPMENT SEMINAR FOR CERTIFIED CLINICAL SUPERVISION/ RUTGERS U.	<b>12/14,15,16/15</b>	Andrew Evangelista	Glenfield	\$0	This course provides a foundation for Supervisor and personnel management and fulfills the requirements of 30 hours of training for certification.	Piscataway, NJ
CONVERSATIONS ABOUT PARCC/ NJDOE	<b>12/11/15</b>	Grace Ko	CO	\$13.14	This seminar will focus on assessment and student achievement within the cycle of teaching and learning.	Morristown, NJ

CONVERSATIONS ABOUT PARCC/ NJDOE	12/15/15	Jennifer Bloch	CO	\$13.14	This seminar will focus on assessment and student achievement within the cycle of teaching and learning.	Morristown, NJ
NORTHEAST CONFERENCE FOR SCHOOL BASED SLP'S /BUREAU OF EDUCATION AND RESEARCH	12/9 &10/15	Ellen Haggerty Phyllis Lowenthal	Nishuane	\$0	This conference will address the best practices for use of speech/language technique with school age clients.	WO, NJ
NORTHEAST CONFERENCE FOR SCHOOL BASED SLP'S /BUREAU OF EDUCATION AND RESEARCH	12/10 &11/15	Jane Sellar	Bradford	\$0	This conference will address the best practices for use of speech/language technique with school age clients.	WO, NJ Newark, NJ
MASTER CLASS IN ANATOMY/ ACADEMY OF TEACHERS	1/8/16	Dawn De Mayo	MHS Science	\$250	As a forensics teacher, hands on experience in a cadaver lab will allow her to better understand autopsy and mechanism of disease.	NYC, NY
NJECC ANNUAL CONFERENCE/ NJDOE AND MSU	1/13/16  1/13/16 – 1/15/16	Traci Cioffi, Alecia Wells, Lou DeBello, Nataly Caceres,  Raven Magrath	Edgemont ,Mt. Hebron,  Bullock, Bradford,  Watchung	\$0	Provide opportunity to see recent advances in Technology	Montclair, NJ

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

**Seconded by Laura Hertzog and approved by a vote of 7-0**

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Laura Hertzog	x			



Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

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

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

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

BE IT FURTHER RESOLVED that the Montclair Board of Education approves the attached Bills and Claims for the month of December 2015 in the amount of \$4,456,822.18.

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 \$10,000,000.00 for the month of December 2015.

BE IT FINALLY RESOLVED that the Montclair Board of Education acknowledges receipt of the Secretary's Report for the month of September 2015 and Treasurer's report for the month of September 2015.

**Seconded by Laura Hertzog and approved by a vote of 7-0**

	<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>			
Laura Hertzog	<b>x</b>			
Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

3. Resolution Re: Approval of Deposit/Withdrawal of Funds To/From Capital Reserve for Support of Capital Projects

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

WHEREAS, the Montclair Public Schools had included in the 2014-2015 budget withdrawals from Capital Reserve to fund capital needs throughout the district.

WHEREAS, the budgets for various projects are in need of revising to reflect the Schools Development Authority (SDA) ROD grants that have been awarded to the district in excess of the original amount budgeted requiring additional local funding for the projects.

WHEREAS, it has been determined that the additional local funding of \$41,901 is needed to fully fund the local share of these SDA funded project costs.

NOW THEREFORE BE IT RESOLVED, that the Montclair Board of Education approves the withdrawal of Capital Reserve funds totaling \$41,901.00 to fully fund the local share of the SDA funded project costs.

**Seconded by Laura Hertzog and approved by a vote of 7-0**

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Laura Hertzog	x			
Robin Kulwin	x			
Anne Mernin	x			
Eve Robinson	x			

4. Resolution Re: Acceptance of Donation From Local Sources

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

WHEREAS, MakerBot has generously promised to donate nine 3D printers to the Montclair Public Schools,

NOW THEREFORE BE IT RESOLVED, that the Montclair Board of Education acknowledges the donation of nine 3D printers worth \$3,000 each for a total donation of \$27,000 from MakerBot and thanks them for their generosity.

**Seconded by Laura Hertzog and approved by a vote of 7-0**

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

Laura Hertzog	x			
Robin Kulwin	x			
Anne Mernin	x			
Eve Robinson	x			

5. Resolution Re: Acceptance of the National School Lunch Program (NSLP) Equipment Assistance Grant for the Fiscal Year 2015

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

WHEREAS, the Montclair Board of Education has submitted a grant application to the New Jersey Department of Agriculture Division of Food and Nutrition for consideration of the 2015 NSLP equipment assistance grant funding for purchasing new food service equipment for use at the district various schools in the amount of \$80,045.36;

WHEREAS, the New Jersey Department of Agriculture Division of Food and Nutrition has reviewed the district's application and awarded the district \$41,732.43 for the purchase of the following:

<u>School</u>	<u>Equipment</u>	<u>Amount</u>
Charles H. Bullock Elementary	Dishwasher	\$ 4,601.50
Edgemont Montessori Elementary	Cold Pan Serving Counter	\$ 4,652.45
Hillside Elementary	Dishwasher	\$ 4,601.50
Nishuane Elementary	Dishwasher	\$ 4,601.50
Northeast Elementary	Worktop Freezer	\$ 3,126.18
Glenfield Middle	Reach-in Dual Temp Cabinet	\$ 5,614.80
Mt. Hebron Middle	Dishwasher	\$ 4,601.50
Montclair High	Convection Oven	\$ 6,142.50
Montclair High	Gas Range	\$ 3,790.50

NOW THEREFORE BE IT RESOLVED, that the Montclair Board of Education accepts the 2015 NSLP equipment assistance grant award in the amount of \$41,732.43 from the New Jersey Department of Agriculture Division of Food and Nutrition.

**Seconded by Laura Hertzog and approved by a vote of 7-0**

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

Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

6. Resolution Re: Appointment of Accounting Services

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

Whereas, NJSA 18A:18A-5 authorizes appointment by a Board of Education for Professional Services without competitive bidding, and

Whereas, a need exists for accounting services to the Business Office to assist with processing of outstanding SDA capital projects,

Now therefore be it resolved that the Board of Education hereby appoints the consulting firm of Summit Management Solutions, LLC, to perform this responsibility at an hourly rate of \$120/hour and total estimated amount of \$60,000, which would be funded from the respective grant-funded project accounts, effective immediately and in accordance with the proposal on file in the office of the Board Secretary.

**Seconded by Laura Hertzog and approved by a vote of 7-0**

	<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>			
Laura Hertzog	<b>x</b>			
Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

7. Resolution Re: Award of Contract for Broker of Record – Employee Health Benefits

**David Deutsch moved to approve the following resolution:**

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

WHEREAS, the district is in need of a Broker of Record for Employee Health Benefits for the 2015-2016 school year, and

WHEREAS, the Montclair Board of Education issued a Request for Proposal and has received proposals from various firms providing this service,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education, after careful study and due deliberation, does hereby award a contract to Doyle Alliance Group at a commission level of 2.5% of premium for the medical, prescription drug and dental programs.

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

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Laura Hertzog	x			
Robin Kulwin	x			
Anne Mernin	x			
Eve Robinson	x			

8. Resolution Re: Authorization of an Investment Provider to Offer Investment Funding Vehicle for 403 (B) Plan

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

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

WHEREAS, the district is in need of a Broker of Record for Employee Health Benefits for the 2015-2016 school year, and

WHEREAS, the Montclair Board of Education issued a Request for Proposal and has received proposals from various firms providing this service,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education, after careful study and due deliberation, does hereby award a contract to Doyle Alliance Group at a commission level of 2.5% of premium for the medical, prescription drug and dental programs.

**Seconded by Laura Hertzog and approved by a vote of 7-0**

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Laura Hertzog	x			

Robin Kulwin	x			
Anne Mernin	x			
Eve Robinson	x			

9. 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-3 provides that a contract may be awarded without public advertising for bids where the total cost of the contract is under \$40,000 in a school district with a certified qualified purchasing agent.

WHEREAS, the Montclair Board of Education requires emergency management support services to update its emergency management plan and to provide an in-service training program for its employees in order to meet the requirements of NJAC 6A:16-5.1,

WHEREAS, the Montclair Board of Education has obtained a proposal from StoneGate Associates (attached) for required emergency management support services that meet the NJAC requirements plus a more intensive additional security training specifically designed for security guards (and also offered to custodians),

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 \$15,875.00 for Consulting Services. The Board reserves the right to solicit proposals from other firms, and

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

StoneGate



Marcus DePontes  
Executive Director

141 Ironwood Court Middletown NJ 07748 Phone (973)214-

Fax (732) 856-9636  
mdaeportes@stonegateassociates.net

Associates

December 1, 2015

Montclair Public Schools  
22 Valley Road  
Montclair, NJ 07042

ATTN: MR. BRIAN FLEISHER, BUSINESS ADMINISTRATOR

RE: PROPOSAL  
EMERGENCY MANAGEMENT CONSULTING SERVICES  
MONTCLAIR PUBLIC SCHOOLS

MONTCLAIR, NEW JERSEY  
SGA PROPOSAL #2015-18

Mr. Fleisher:

**INTRODUCTION**

In accordance with your recent request, StoneGate Associates, LLC (SGA) is pleased to submit the following 2015-2016 school year proposal to support the Montclair Public Schools (MPS) with Emergency Management Consulting Services.

**PROJECT BACKGROUND**

StoneGate Associates, LLC has assisted the MPS with the development of an emergency management plan, staff training and an emergency management exercises.

At the request of senior MPS officials, SGA is pleased to present the following proposal to assist the district with maintaining their existing Emergency Management Program.

**PROPOSED SCOPE OF SERVICE**

**EMERGENCY MANAGEMENT PLAN UPDATE**

SGA will review the written MPS Emergency Management Plan and update the Plan to ensure it reflects current best emergency management practices and current updated appendices that identify updated information to include contacts for both emergency management and school officials. It will be the responsibility of the district to ensure district specific info (e.g. contact, names, etc.) is provided and is accurate before inclusion.

Once the Plan is updated, SGA will provide the district with an updated electronic PDF version of the Plan suitable for the MPS intranet and update the school binders with revised plan sections.

The printing of these documents is the responsibility of the district.

**TRAINING**

Training is required by State regulation and is critical to support the plans that have already been developed for the MPS and their schools. As a result, SGA proposes the following emergency management training services.

SECURITY & EMERGENCY MANAGEMENT TRAINING FOR STAFF	
Target Audience:	Existing Faculty and Staff
Presentation Format:	Lecture and PowerPoint presentation
Program Length:	1-2 hours
Number of Sessions:	One for each school

<p>Program Summary:</p>	<p><u>Learning Objectives</u></p> <p>Program will serve as a basic introduction, enabling school staff to increase their awareness of emergency management and security related issues. The program intends to empower those with basic emergency management/" security" knowledge, building confidence in the ability to identify both safety needs and threats that may affect the Montclair Public Schools and initiating an appropriate response. It is designed to provide Montclair Public School front office staff with concepts and ideas for responding to emergencies and maintaining a secure and safe environment, improve observation, detection and reporting skills.</p> <p>Topics covered within the training program</p> <ul style="list-style-type: none"> <li>./ Describe the all hazard approach to school safety</li> <li>./ Describe emergency notification procedures</li> <li>./ Describe Lockdown procedures</li> <li>./ Describe new access control procedures</li> <li>./ Describe and recognize suspicious behaviors that should be reported</li> <li>./ Describe their responsibilities during a school emergency i.e. fire, intruder, weapon, hazardous spill, severe weather, medical emergency.</li> </ul>
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SECURITY OFFICER TRAINING PROGRAM

SECURITY & EMERGENCY MANAGEMENT	
Target Audience:	Security Staff (to include Custodians)
Presentation Format:	Lecture and PowerPoint presentation
Program Length:	1.5-2 hours
Number of Sessions:	Security staff and custodians will combined into one group



Learning Expectations:	<p>Security staff/Custodians: Learning Objectives</p> <p>This program will serve as a basic introduction, enabling security officers and custodians to increase their awareness of security related issues, security approaches and techniques, while simultaneously developing the skills needed to improve their performance. The program intends to empower those with basic "security" knowledge, building a practitioner's confidence in the ability to identify both safety needs and threats that may affect the Montclair Public Schools. It is designed to provide Montclair Public School Security Officers and Custodians with concepts and ideas for maintaining a secure and safe environment, improve observation, detection and reporting skills.</p> <p><b>Topics covered within the 2 hour training program</b></p> <p>Security Officer and Custodians will be able to:</p> <ul style="list-style-type: none"><li>• Describe security and safety issues that create potential hazards</li><li>• Describe how to abate these hazards</li><li>• Describe how to report these hazards.</li><li>• Describe basic crime prevention strategies in and around schools</li><li>• Describe suspicious behaviors that should be reported</li><li>• Describe what to do during the following emergencies; fire, weapon, severe weather, hazardous spill, injured person.</li><li>• Describe how to conduct a Safety Tour of a school</li><li>• Describe the Use of Force Continuum as a model that details the progression of the use of force an officer is authorized to use, depending on an individual's behaviors and actions.</li><li>• Understand the impact of public cell phones/video/cameras on crime prevention and emergency response strategies</li></ul> <p><b>The District will coordinate the training session schedule with each group.</b></p>
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RESPONSIBILITIES OF CLIENT

The Client shall provide all information in its possession, custody, or control that may relate to the services to be performed by SGA at the site.

The Client shall be fully responsible for obtaining the necessary authorization to allow SGA, its agents, subcontractors and representatives to have access to the site and structures thereon at reasonable times throughout the term of this agreement, and shall set up interviews with designated appropriate representatives of the site.

The Client shall be responsible for making arrangements to allow its other consultants to be available to SGA for consultation regarding proper coordination of the project.

The Client will be responsible for assuming all mass printing costs associated with this proposal.

## COMPENSATION AND SCHEDULE

Based on the scope of work described above we estimate that our fees will not exceed the following:

II	SERVICES	COST
	<ul style="list-style-type: none"><li>EMERGENCY MANAGEMENT PLAN REVIEW AND UPDATE (DOES NOT INCLUDE PRINTING COSTS)</li></ul>	\$15,875.00
	<ul style="list-style-type: none"><li>SECURITY/EMERGENCY MANAGEMENT TRAINING (AS OUTLINED ABOVE)</li><li>SECURITY OFFICER TRAINING (AS OUTLINED ABOVE)</li></ul>	

Any additional services not specifically included in the Scope of Services would be provided on a time and materials basis. Project management fees are \$90.00 per hour.

The fee is inclusive of reasonable and customary expenses that may be incurred during the course of this project, including travel, phone, fax, meals, FEDEX, etc.

## LIMITATIONS

SGA will rely on the accuracy of any information submitted to us by the Client in the performance of our services, and will not be held responsible for errors or inaccuracies contained in information provided to us. In the event that our activities indicate areas of significant health, safety or environmental concern, the scope of work outlined above may need to be expanded as appropriate. We would notify you as soon as possible if potentially significant areas of concern were encountered.

SGA shall be responsible only for its activities and that of its employees on any site. Neither the professional activities nor the presence of SGA or its employees or subcontractors on a site shall imply that SGA controls the operations of others.

The material developed for this project, including the written Emergency Management Plan, Emergency Management Quick Reference Guide and Training material, are copyright protected for StoneGate Associates, LLC and are not to be copied and duplicated by or for any other business entity, school, etc. without the express written permission of StoneGate Associates.

- The client agrees to indemnify and hold harmless SGA from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to any recommendation or deliverable from said activity, whether caused by negligence or otherwise.

We thank you for the opportunity to submit this proposal, and we look forward to working with you on this project. Should you have any questions or require any additional information, please do not hesitate to contact us. Should you find the terms of this proposal acceptable, please indicate your acceptance by signing below and returning one copy to this office.

Respectfully submitted,

Marcus DePontes Managing  
Partner

StoneGate Associates ,LLC

ACCEPTED BY CLIENT:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

(FOR CLIENT): \_\_\_\_\_

DATE: \_\_\_\_\_

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

	<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>			
Laura Hertzog	<b>x</b>			
Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

10. Resolution Re: Participation in a Local Government Energy Audit Program

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

Whereas, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assist local government agencies to conduct energy audits and to encourage

implementation of energy conservation measures; and,

Whereas, the Governing Body of the Montclair Board of Education has decided to apply to participate in the Local Government Energy Audit Program; and,

Whereas, the facilities to be audited are in New Jersey, are owned by the Montclair Board of Education, are served by a New Jersey regulated public utility, and that the Montclair Board of Education has not already reserved \$100,000 in the Program this year as of this application; and,

Whereas, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

Whereas, upon acceptance into the Program, the Montclair Board of Education will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Firm Selection Form; and,

Whereas, the Montclair Board of Education understands that energy audit work cannot proceed until an Application Approval Notice is received from the Program; and,

Whereas, the Montclair Board of Education has passed a resolution(s) joining the following state or national organization(s) supporting energy efficiency, greenhouse gas reduction, sustainable/green design or high performance buildings: Sustainable Jersey

**Now, therefore, be it resolved,** by the Governing Body of the Montclair Board of Education, approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities.

**Be it further resolved,** that a copy of resolution(s) injoining the state or national organizations listed above be attached to and made a part of this resolutio

THE PUBLIC SCHOOLS  
Montclair, New Jersey

**RESOLUTION RE: PARTICIPATION IN SUSTAINABLE JERSEY FOR SCHOOLS**

**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.

APPROVED BY ACTION OF THE  
MONTCLAIR BOARD OF EDUCATION  
February 9, 2015

Brian Fleischer, Chief Operating Officer

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

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
David Cummings	x			
Jessica de Koninck	x			
David Deutsch	x			
Laura Hertzog	x			
Robin Kulwin	x			
Anne Mernin	x			
Eve Robinson	x			

11. Resolution Re: Revised Authorization of School Bonds for Capital Purposes

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

WHEREAS, the Montclair Board of Education has reviewed the Long Term Capital Needs Plan 2015-2016 through 2019-2020; and

WHEREAS, on June 15, 2015 the Montclair Board of Education approved raising funds for district-wide HVAC work, site improvements, environmental work, furniture and equipment, technology and building modifications; and

WHEREAS, the total amount estimated to be necessary for said projects for 2015-2016 was \$5,251,000, plus Section 20 costs of \$210,040 related to the issuance of bonds, for a total of \$5,461,040; and

WHEREAS, the Montclair Board of School Estimate on July 9, 2015, approved a subset of those projects for 2015-2016, with estimated project costs of \$2,536,000, plus Section 20 costs of \$101,440, and authorized funding through the issuance of school bonds; and

WHEREAS, the Montclair Board of Education does hereby determine, after careful study and due deliberation, that it is still necessary to raise funds for the balance of the 2015-2016 capital plan projects (attached); and

NOW THEREFORE BE IT RESOLVED that the total amount estimated to be necessary for said projects for 2015-2016 is \$2,598,000, plus Section 20 costs of \$103,920,

BE IT FINALLY RESOLVED that the Business Administrator is hereby directed to forward a certified copy of this resolution to the Montclair Board of School Estimate forthwith.

Capital Budget Requests 2015 - 2016 Budget Request

	Project	budget 15-16	Priority
Bradford	Boiler Room & Pipe Tunnels - Storm piping replace & Asb. Abatement	\$43,000	2
Glenfield	Renovate 1st Floor Toilets (above Girls Locker Rm)	\$72,000	2
Glenfield	Re-key entire building	\$75,000	2

High School	Air conditioning cafeteria	\$230,000	2
High School	Revovate 10 classrooms including furniture - Chestnut Street Wing	\$355,000	2
High School	Repave rear parking area	\$175,000	2
Hillside	VAT/Carpet abate & VCT - Rms 4, 21,24	\$64,000	2
Nishuane	Fence at boiler room exit	\$9,000	2
Nishuane	Site Renovation - rear parking	\$435,000	2
Northeast	Music Room Carpet Replacement	\$28,000	2
Watchung	Front & Frederick Street Step repairs, N Fullerton Entrance railings	\$66,000	2
Glenfield	Insulate Attic & add exhaust	\$148,000	2
High School	Storage Shed - Woodman Field - shed replacement	\$340,000	2
High School	Renovate Locker Room Toilets -	\$70,000	2
High School	Renovate Gym Lobby Toilets	\$135,000	2
Renaissance	Room G5 Renovations - Dance - D	\$210,000	2
George Inness	Ballustrade & Masonry repairs	\$104,000	2
Edgemont	Cornice Repairs	\$39,000	2
<b>Subtotal:</b>		<b>\$2,598,000</b>	

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

	<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>			
Laura Hertzog	<b>x</b>			
Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

12. Resolution Re: Amendment and Submission of Long Range Facilities Plan

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

WHEREAS, Section 4. a. of the Educational Facilities Construction and Financing Act requires every school district to prepare and submit to the Commissioner of Education a long-range facilities plan (LRFP) that details the district’s school facilities needs and the district’s plan to address those needs for the ensuing five years, and

WHEREAS, the LRFP plan shall be amended at least once every five years and may be amended at any time and submitted to the Commissioner for review, and

WHEREAS, Section 4. g. provides that a copy of the districts LRFP shall be forwarded to the planning board of the school districts municipality, and

WHEREAS, the Montclair Board of Education intends to move forward with a Local Government Energy Audit Program in anticipation of implementing an Energy Savings Improvement Plan (ESIP), thereby permitting the removal of anticipated lighting replacement projects from the LRFP, and

WHEREAS, the Montclair Board of Education has identified a need for priority masonry repairs at the George Inness and Edgemont school buildings, as a matter of safety,

NOW THEREFORE BE IT RESOLVED that the Montclair Board of Education, municipality of Montclair does hereby direct the Superintendent and Business Administrator to amend the 2015-2016 portion of the LRFP as attached and re-submit the LRFP of the Montclair School district to the Commissioner of Education of the State of New Jersey, and

BE IT FURTHER RESOLVED that a copy of the LRFP for the Montclair School District shall be forwarded to the planning board of the municipality of Montclair.

**Capital Budget Requests 2015 - 2016 Budget Request**

	Project	budget 15-16	Less potential ESIP projects	Priority
Bradford	Boiler Room & Pipe Tunnels - Storm piping replace & Asb. Abatement	\$43,000	\$43,000	2



Glenfield	Renovate 1st Floor Toilets (above Girls Locker Rm)	\$72,000	\$72,000	2
Glenfield	Re-key entire building	\$75,000	\$75,000	2
High School	Air conditioning cafeteria	\$230,000	\$230,000	2
High School	Revovate 10 classrooms including furniture - Chestnut Street Wing	\$425,000	\$355,000	2
High School	Repave rear parking area	\$175,000	\$175,000	2
Hillside	Auditorium Lighting - Dimmer	\$39,000		2
Hillside	VAT/Carpet abate & VCT - Rms 4, 21,24	\$64,000	\$64,000	2
Nishuane	Fence at boiler room exit	\$9,000	\$9,000	2
Nishuane	Site Renovation - rear parking	\$435,000	\$435,000	2
Northeast	Music Room Carpet Replacement	\$28,000	\$28,000	2
Watchung	Front & Frederick Street Step repairs, N Fullerton Entrance railings	\$66,000	\$66,000	2
Glenfield	Insulate Attic & add exhaust	\$148,000	\$148,000	2
High School	Storage Shed - Woodman Field - shed replacement	\$340,000	\$340,000	2
High School	Renovate Locker Room Toilets -	\$70,000	\$70,000	2
High School	Renovate Gym Lobby Toilets	\$135,000	\$135,000	2
Renaissance	Room G5 Renovations - Dance - D	\$210,000	\$210,000	2
George Inness	Ballustrade & Masonry repairs	-----	\$104,000	
Edgemont	Cornice Repairs	-----	\$39,000	
Subtotal:		\$2,564,000	\$2,598,000	
			(\$34,000)	

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

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

Anne Mernin	x			
Eve Robinson	x			

M. PUPIL SERVICES

1. Resolution Re: Out-of-District Placements

**David Deutsch 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 2015-2016 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.

Student ID	School	Amount
071082	Chapel Hill Academy	\$43,820.00
066226	Banyon School	\$49,519.80

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

	<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>			
Laura Hertzog	<b>x</b>			
Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

2. Resolution Re: Resolve 010733 Educational Program

**David Deutsch moved to approve the following resolution:**

**WHEREAS** , the attorney for the Board of Education has forwarded Amended Agreement regarding the matter of 010733.

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

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

	<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>			
Laura Hertzog	<b>x</b>			
Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

3. Resolution Re: Resolve 011012 Educational Program

**David Deutsch moved to approve the following resolution:**

**WHEREAS**, the attorney for the Board of Education has forwarded Settlement Agreement regarding the matter of 011012.

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

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

	<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>			
Laura Hertzog	<b>x</b>			
Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

4. Resolution Re: Contract With Advantage Educational Consultants

**David Deutsch moved to approve the following resolution:**

**WHEREAS**, N.J.S.A. 18A:18A-3 provides that contracts may be awarded without public advertising for bids where the total annual cost of the contract award is less than the \$40,000 bid threshold for school districts with a certified qualified purchasing agent.

**WHEREAS**, the Montclair Board of Education is in need of professional services for reading consultation, and

**WHEREAS**, Advantage Educational Consultants will provide reading services for 6 hours per week at \$75.00/hr. to be used at the District's discretion at a cost of \$450.00 per week for 28 weeks, from December 2015 through June 2016 for an estimated total cost of \$12,600.00,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education authorizes the Business Administrator to execute a contract with Advantage Educational Consultants to provide this service, to be paid for with IDEA-CEIS funds.

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

	<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>			
Laura Hertzog	<b>x</b>			
Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			
Eve Robinson	<b>x</b>			

5. HIB Report

**David Deutsch moved to approve the following resolution:**

**HIB Investigation Resolution for SUPERINTENDENT’S REPORT –December 14, 2015**

- a. BE IT RESOLVED that the Board hereby affirms the Superintendent’s decision in HIB Investigation involving SID No. 047675,046556 reported on 11/13/15 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. 058002 reported on 11/23/15 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. 036416, 019790 reported on 11/12/15 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. 011570, 127310 reported on 11/13/15 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.

**Report of Alleged Harassment, Intimidation or Bullying (HIB)**

**December 14, 2015 Report to Board of Education**

Dates Reported Incident	Offender ID #	Race/Gender	GR	SPED	School	Location	Description Statement of Alleged HIB	Police Notified	Substantiated	Actions
R=11/13/15 I=11/12/15	047675 046556	WF WF	5 5	No No	NE	School Property	1.3	No	No	Parents contacted Counseling with SAC Reviewed HIB handbook
R=11/23/15 I=11/19/15	058002	BM	4	No	Hillside	School Property	3,4	No	Yes	Principal and SAC met with parents and students Ongoing monitoring with SAC Review HIB handbook
R=11/12/15 I=11/2/15	036416 019790	BF AF	8 8	No No	REN	Cyber	10 (Snap Chat)	No	No	Peer Education Group 1:1 Counseling with SAC Reviewed HIB handbook
R=11/13/15 I=11/10/15	011570 127310	WM WM	8 8	No No	Mt. HEB	School Property	3	No	No	Parents Notified 1:1 Counseling with SAC Reviewed HIB handbook

**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 – 0	Glenfield – 0	Mount Hebron – 2	Renaissance – 1
Bullock – 0	Hillside – 2	Nishuane – 0	Watchung – 0
Edgemont – 0	Montclair High - 0	Northeast – 2	

**Total Number of Offenders for District = 7**

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

	AYE	NAY	ABSTAIN	ABSENT
David Cummings	x			
Jessica de Koninck	x			

David Deutsch	x			
Laura Hertzog	x			
Robin Kulwin	x			
Anne Mernin	x			
Eve Robinson	x			

N. HUMAN RESOURCES

1. Resolution Re: Revised Approval of Job Description: District Mental Health Coordinator/Anti-Bullying Coordinator

**David Deutsch moved to approve the following resolution:**

WHEREAS the Montclair Board of Education requires a District Mental Health Coordinator/Anti Bullying Coordinator to coordinate a School Based Youth Counseling Program at Montclair High School and to provide supervision and support for District Student Assistance Counselors and the District’s anti-bullying programs and procedures,

BE IT RESOLVED that the Montclair Board of Education approves the attached job description for District Mental Health Coordinator/Anti Bullying Coordinator pursuant to Board Policy P-2130.

**MONTCLAIR PUBLIC SCHOOLS  
JOB DESCRIPTION**

**Position Title:** District Mental Health Coordinator/Anti- Bullying Coordinator

- Qualifications:**
- Masters in Social Work - LCSW
  - N.J. certified as Substance Awareness Coordinator or School Social Worker and or DRCC Disaster Response Crisis Counselor
  - Prior successful experience in HIB, substance abuse prevention and/or treatment in the Mental Health Field
  - Successful experience in diverse environments preferred
  - Ability to work effectively with students, staff and community groups

**Reports to:** Superintendent of Schools; Director of Pupil Services

**Job Goal:** Program Coordinator for School Based Youth Counseling Program at MHS  
 Provide clinical supervision and support for district Student Assistance Counselors

District Anti Bullying Coordinator (ABC)

Counsel individual students as needed

Run parent and student groups as needed

**Performance Responsibilities:**

- Provide oversight and development for MHS School Based Youth Counseling Program
- Coordinate trainings for staff related to HIB;
- Assist with investigations of incidents of harassment, intimidation or bullying in the school district.
- Assist ABS specialist and school safety teams with resources and updated state trends and information;
- Assist in student counseling
- Assist in coordinating groups for students and parents
- Set up current community resources manual with agencies and therapist: community resources
- Meet as needed with SAC's and anti-bullying specialist to ensure consistency within programming
- Assist SAC'S with student services and case management
- Assist SAC's with utilizing evidenced based programs to satisfy grants and district funding sources
- Consult with student services coordinator, principals, guidance counselors and teachers on school programs and policies as they affect the psychological well being of the students;
- Maintain contact with all community and state level social agencies concerned with school-age children or their parents, where appropriate;
- Attend state wide and current training trends and turnkey information to SAC's
- Assist with in-service training programs for school personnel (administrators, teachers, guidance, etc.)

**Terms of**

**Employment:** 10/ 12 months or as determined by the Board; salary and benefits as negotiated by the Superintendent.

**Evaluation:** Performance on this job will be evaluated annually in accordance with the Board's policy.

**ESTABLISHED:** 12/14/15

**Seconded by Robin Kulwin and approved by a vote of 6-0-1**

	<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>			
Laura Hertzog	<b>x</b>			
Robin Kulwin	<b>x</b>			
Anne Mernin	<b>x</b>			



Eve Robinson	x			
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2. Resolution Re: Approval of Personnel Report

**David Deutsch 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 December 14, 2015, including the indicated individuals who have been hired under the Emergent Hiring Procedures as required by law.

**Seconded by Robin Kulwin and approved by a vote of 6-0-1**

	AYE	NAY	ABSTAIN	ABSENT
David Cummings			x	
Jessica de Koninck	x			
David Deutsch	x			
Laura Hertzog	x			
Robin Kulwin	x			
Anne Mernin	x			
Eve Robinson	x			

O. ANNOUNCEMENT OF FUTURE MEETING DATES

The next public meeting of the Montclair Board of Education will be held on Wednesday, January 13, 2016 at 6:30 p.m. in the George Inness Annex Atrium.

P. RESOLUTION FOR EXECUTIVE SESSION at 8:20 p.m. 7-0

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

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

- material the disclosure of which constitutes an unwarranted invasion of individual privacy;

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

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

Q. RETURN TO CLOSED SESSION

R. ADJOURNMENT at 9:30 p.m.