

**GLEN ROCK BOARD OF EDUCATION**

Glen Rock, New Jersey 07452

**DARIO VALCARCEL, JR. MEDIA CENTER**

May 1, 2018

**- COMMITTEE OF THE WHOLE AGENDA -**

**ROLL CALL**

	Dr. Brennan	Ms. Carr	Ms. Findley	Mr. Hayward	Mr. Hirschberg	Ms. McNabola	Mr. Ohri	Ms. Scarpelli	Mr. Torsiello
<b>PRESENT</b>									
<b>ABSENT</b>									

**RECESS TO CLOSED SESSION: 7:00 PM**

**MOTION MADE BY \_\_\_\_\_ SECONDED BY \_\_\_\_\_ to approve  
the following resolution:**

	Dr. Brennan	Ms. Carr	Ms. Findley	Mr. Hayward	Mr. Hirschberg	Ms. McNabola	Mr. Ohri	Ms. Scarpelli	Mr. Torsiello
<b>YES</b>									
<b>NO</b>									
<b>ABSENT</b>									
<b>ABSTAIN</b>									

**BE IT RESOLVED BY THE GLEN ROCK BOARD OF EDUCATION that**

**WHEREAS**, The Board of Education of Glen Rock must discuss personnel and legal matters which includes the Superintendent’s contract and GREA Sidebar; and

**WHEREAS**, The aforesaid subjects are not appropriate subjects to be discussed in a public meeting; and

**WHEREAS**, The aforesaid subjects to be discussed are within the exemptions which are permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231; it is therefore,

**RESOLVED**, That the aforesaid subjects shall be discussed in private session by this Board at the conclusion of the public segment of this meeting, and information pertaining thereto will be made available to the public at the next regularly scheduled meeting, or as soon thereafter as possible but no later than June 26, 2018, if reasons for non-disclosure no longer exist.

**CALL TO ORDER:**

**Immediately following Closed Session – Approximately 8:00 PM**

	Dr. Brennan	Ms. Carr	Ms. Findley	Mr. Hayward	Mr. Hirschberg	Ms. McNabola	Mr. Ohri	Ms. Scarpelli	Mr. Torsiello
<b>PRESENT</b>									
<b>ABSENT</b>									

**FLAG SALUTE**

**ADEQUATE NOTICE OF MEETING**

In accordance with P.L. 1975 Chapter 231, notice of tonight's meeting was mailed to The Record and The Ridgewood News on April 24, 2018. Notice of this meeting was also mailed to the Borough Clerk and was posted on the bulletin board of the Board of Education Office in the Administration Building on the same date. Copies of the procedures in effect for Regular Board Meetings are available for the public at tonight's meeting.

**MISSION STATEMENT**

The Glen Rock School District founded on principles of education, in partnership with a supportive community, provides an exceptional education to all students to cultivate resilient, responsible and engaged global citizens.

**STATEMENT TO THE PUBLIC**

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied and Board of Education President concurs that the matter is ready to be presented to the Board of Education, it is then placed on the agenda at the next Board of Education meeting. The members of the Board work with the administration and the Superintendent of Schools to assure that they fully understand the matter. After the Committee of the Whole approves the matter, it is placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

**RECOMMENDED TIMEFRAME**  
**NO MORE THAN 20 MINUTES PER CONTENT AREA**

**PERSONNEL**

**> Personnel**

- Discussion
- Old Business
- New Business/Regular Public meeting items
- Actionable items

**PERSONNEL RESOLUTIONS**

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_ to approve  
**Resolutions P1 through P11 as listed below.**

	Dr. Brennan	Ms. Carr	Ms. Findley	Mr. Hayward	Mr. Hirschberg	Ms. McNabola	Mr. Ohri	Ms. Scarpelli	Mr. Torsiello
<b>YES</b>									
<b>NO</b>									
<b>ABSENT</b>									
<b>ABSTAIN</b>									

**P1.** Be it resolved that the Board approves the appointment of Bruce Watson as Interim Superintendent of Schools in accord with the employment contract as approved by the Interim Executive County Superintendent effective July 1, 2018 through June 30, 2019.

**P2.** Be it resolved that the Board, upon the recommendation of the Chief School Administrator, approves the appointment of the following administrator for the 2018-2019 school year in the position listed and at the degree, step, and total salary as set forth below:

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>START DATE</b>	<b>DEGREE, STEP, (SALARY)</b>	<b>ACCOUNT NUMBER</b>
Jodie Craft	Byrd	Principal	7/1/2018	MA, Guide 3 \$130,500	11.000.240.103.10.44.213

**P3.** Be it resolved that the Board, upon the recommendation of the Chief School Administrator, accepts with regret, the resignation for personal reasons of the following staff member, in accordance with the provisions of the GRBOE/GREA negotiated agreement:

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Lillian Nichols	Teacher of Science - High School	7/1/2018

**P4.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves a paid military leave of absence, for Brian Luckenbill from May 27, 2018 through June 30, 2018.

**P5.** Be it resolved that the Board, upon the recommendation of the Chief School Administrator, approves the following teaching staff members for an overage for teaching additional high school Physics and Pre-Engineering classes, effective May 27, 2018 through June 21, 2018 at the amounts shown below, based on the negotiated agreement.

<b>Staff Member</b>	<b>Number of Classes Per day</b>	<b>Amount Per Diem for Overage</b>	<b>Account Number</b>
Jennifer Ammirata	1	\$39.06	11.140.100.101.20.14.213
Irene Bickert-Fink	1	\$67.63	11.140.100.101.20.14.213
Heather McDermott	1	\$57.23	11.140.100.101.20.14.213
Stephen McNally	1	\$49.23	11.140.100.101.20.14.213

- P6.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves a leave of absence for Jennifer Ammirata, Science, High School, as follows:

<b>Type of Absence</b>	<b>From</b>	<b>To</b>
Medical Leave of Absence	9/4/2018	10/10/2018
FMLA and/or NJ FLA	10/11/2018	1/4/2019
Child Rearing Leave of Absence	1/7/2019	6/30/2019

- P7.** Be it resolved that the Board, upon the recommendation of the Chief School Administrator, retroactively approves the home instruction for middle school student ID# 208124 as required February 20, 2018 through June 21, 2018 with 5 hours of core subjects per week at the rate of \$40 per hour:

<b>Home Instructor</b>	<b>Subject</b>
Nancy James	English
Nancy James	Math
Nancy James	Science
Nancy James	Social Studies
Nancy James	Writing

- P8.** Be it resolved that the Board, upon the recommendation of the Chief School Administrator, retroactively approves the home instruction for high school student ID# 207231 as required April 23, 2018 through June 21, 2018 with 8 hours of core subjects per week at the rate of \$40 per hour:

<b>Home Instructor</b>	<b>Subject</b>
Anna Maria Creighton	Algebra II
Ashley Yancy	English 11

John Eichmann	US History II
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**P9.** Be it resolved by the Glen Rock Board of Education that the Board, upon recommendation of the Chief School Administrator, approves the appointment of the following volunteer to the high school coaching position, for the Spring season of the 2017-2018 school year:

Name	Coaching Position	Stipend	Account #
Murray Yang	Golf	N/A	Volunteer

**P10.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the appointment of the following lunchroom aide (open position) for the 2017-2018 school year:

School	Name	Step	Salary per Hour	Days per Week	Account #
Byrd	Yevkine "Nadia" Kubofcik	1	\$18.50	5	11.000.262.107.10.44.216

**P11.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the following Travel and Conferences for professional development and training purposes as specified below:

Attendee	School/ Dep't	Program	Location	Date	Est. Cost	Account
I. Pierides	Hamilton	Gravity Goldberg Coaching Co-op	Montvale, NJ	5/18/18	No Cost	N/A
S. Ohri	Board Member	BCSBA Spring Meeting	Hasbrouck Heights, NJ	5/31/18	Travel Only	11.000.230.585.05.40.132
L. Tomaselli	Hamilton	Book Expo	New York, NY	6/1/18	No Cost	N/A
E. Thompson	Coleman	Paramus Summer Institute: Writing	Paramus, NJ	7/23/18 - 7/26/18	\$325.00	11.000.223.580.12.00.000

**GENERAL**

➤ **Governance**

- Discussion
- Old Business
  - Regulation 6145.1/6145.2 - Intramural Competition:  
Interscholastic Competition
  - Board Goals
- New Business/Regular Public meeting items
- Actionable items

➤ **Instruction and Program**

- Discussion
- Old Business
- New Business/Regular Public meeting items
- Actionable items

**GENERAL RESOLUTIONS**

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_ to approve  
 Resolutions G1 through G2 as listed below.

	Dr. Brennan	Ms. Carr	Ms. Findley	Mr. Hayward	Mr. Hirschberg	Ms. McNabola	Mr. Ohri	Ms. Scarpelli	Mr. Torsiello
<b>YES</b>									
<b>NO</b>									
<b>ABSENT</b>									
<b>ABSTAIN</b>									

**G1.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the establishment of the new position of Manager of the Community School in accordance with the job description, effective July 1, 2018. (Attached as Appendix A)

**G2.** Be it resolved that the Board, upon recommendation of the Chief School Administrator, approves the establishment of the new position of Elementary Instructional Math Specialist in accordance with the job description, effective July 1, 2018. (Attached as Appendix B)

**BUSINESS**

➤ **Fiscal Management/Operations**

- Discussion
- Old Business
  - Referendum
- New Business/Regular Public meeting items
- Actionable items

**BUSINESS RESOLUTIONS**

**Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_ to approve Resolutions B1 through B2 as listed below.**

	Dr. Brennan	Ms. Carr	Ms. Findley	Mr. Hayward	Mr. Hirschberg	Ms. McNabola	Mr. Ohri	Ms. Scarpelli	Mr. Torsiello
<b>YES</b>									
<b>NO</b>									
<b>ABSENT</b>									
<b>ABSTAIN</b>									

**B1.** Be it resolved by the Glen Rock Board of Education that the Board, upon recommendation of the School Business Administrator, authorizes the procurement of goods and services through the Western States Contracting Alliances:

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

Whereas, the Glen Rock School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

Whereas, the Glen Rock Board of Education desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

Now, therefore be it resolved that the Glen Rock Board of Education does hereby authorize the district purchasing agent to award the contract for the purchase of hardware and software for EMC SAN Virtual Infrastructure (WSCA Contract A88793) in the amount of \$30,270.68.

**B2.** Whereas, the Glen Rock Board of Education (“the Board”) desires to proceed with a school facilities projects involving the VAT Flooring Replacement in the Glen Rock High School and Middle School Corridors, State Project #1760-050-18-1000 (“Project”); and

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project.

Now, therefore, be it resolved, as follows:

1. In accordance with the requirements of N.J.A.C. 6A:26-3 of the New Jersey Administrative Code, the Board hereby authorizes the submission of the Project to the Executive County Superintendent of Schools and the New Jersey Department of

Education for approval. The Board is not seeking state funding; therefore, this this Project is considered an "Other Capital Project."

2. The Board representatives, including, but not limited to, the Board President, the Superintendent of Schools, the School Business Administrator, the School Principal, the Architect, the Board Attorney are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this Resolution.
3. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project, as this Project is not in the current Long Range Facilities Plan.
4. This resolution shall take effect immediately.

**OTHER**

➤ Liaisons

**PUBLIC COMMENTS - AGENDA ITEMS ONLY**

The rules for public input at board meetings are contained in Glen Rock Regulation 1120 - copies are available at each meeting.

**Meeting opened to public comments at \_\_\_\_\_ PM.**

**Meeting closed to public comments at \_\_\_\_\_ PM.**





# APPENDIX

A

**Title:**                    **Manager of Community School**  
(12 month position)

**Qualifications:**

- Graduate of a four year degree program from an accredited college or university
- Previous experience running a community school, preschool, small business or revenue-generating unit of a larger organization
- Excellent organizational and management skills
- Excellent writing, interpersonal and communications skills
- Knowledge of basic marketing concepts
- Experience in layout and design of printed materials and web pages
- Proficient in current technology for facilities scheduling, registration management, desktop publishing, survey development, database management and social media tools.

**Reports to:**                Business Administrator

**Primary Functions:**

To provide leadership, management and vision for all programs run by the Glen Rock Community School, including but not limited to: courses and trips for adults; Tot's Preschool and the Transitional Kindergarten program; the School Age Child Care (SACC) program; enrichment courses; and summer camps for youth.

**Performance Indicators: Community School**

Performance Standard 1: Mission, Vision, and Goals

The manager:

- 1.1 Assumes overall responsibility for the management of the Community School in accordance with law, administrative code, board policies and regulations and state guidelines.
- 1.2 Explores the use of district and off-site facilities for new and established programs. Negotiates use of space with other administrators or rental fees with off-site property managers.
- 1.3 Supervises scheduling of facilities.
- 1.4 Oversees the registration process of the various Community School programs/courses. Periodically assesses the online registration system for ease of use by clientele and staff, reporting capabilities, communications tools, and all other aspects to determine upgrades or changes necessary. Meets with vendor to ensure objectives are met.

## Performance Standard 2: Planning and Assessment

The manager:

- 2.1 Continuously evaluates new program opportunities with regards to marketability, profitability and facilities usage.
- 2.2 Has a working knowledge of competitors in the marketplace for all services/programs.

## Performance Standard 3: Operational Leadership

The manager:

- 3.1 Directs staff in the day-to-day operation of the district's adult programming; SACC program; Transitional Kindergarten program; the Tots Preschool; and summer camp programs.
- 3.2 Meets with parents as needed to resolve student issues.
- 3.3 Provides support to staff as needed for early-morning and evening programs.
- 3.4 Recommends all newly hired staff to Business Administrator for Board approval.
- 3.5 Consults with district legal counsel in legal matters related to clients and staff.
- 3.6 Develops a strong knowledge of the community and regularly assesses its needs in order to better provide programs and services of interest.
- 3.7 Routinely prepares and circulates press materials to various local and regional media contacts to promote the programs of the Community School.
- 3.8 Follows state established guidelines for soliciting bids and awarding contracts for design and printing functions.
- 3.9 Establishes and maintains social media outlets in support of Community School activities, including but not limited to Facebook and Twitter.
- 3.10 Maintains and regularly posts to the Community School website.

## Performance Standard 4: Organizational Management

The manager:

- 4.1 Provides consultation to Child Study Team for placement of students with special needs in appropriate Community School programs.
- 4.2 Responsible for all personnel administrative functions, (hiring, firing, training, supervising, and observing) all community school personnel, including coordinators, administrative assistants, registrars, teachers, aides, caregivers, student assistants, camp directors, camp counselors and substitutes. Negotiates annual contracts for all GRCS staff members within BOE approved Salary Guide.
- 4.3 Ensures that all personnel records, student records and instructor contracts are maintained in the Community School office.
- 4.4 Prepares or oversees the preparation of administrative reports and forms required by the Board of Education, DCP&P and other agencies.
- 4.5 Prepares the annual budget as it pertains to program expenses, staff compensation and benefits, and related administrative overhead for all programs of the Community School.
- 4.6 Establishes rates for all new programs/courses as well as changes in rates for existing programs based on financial goals, market trends, competitive analyses, and historical data.

4.7 Reviews and approves all staff timesheets on a monthly basis. Oversees preparation of and approves monthly payroll.

4.8 Monitors financial viability of all programs on a monthly basis; prepares P & L based on bookkeeping records provided by Community School office staff and district Alio system to assess progress in meeting the financial goals set by the board of education for the Community School.

4.9 Participates in annual audit conducted by outside firm under the direction of the Business Office, utilizing established financial model.

4.10 The district leader's leadership results in acceptable, measurable progress, as indicated by the results of an annual audit, which indicates the successful operation of all programs at or above "break even."

#### Performance Standard 6: Professionalism

The manager:

6.1 Models professional, moral, and ethical standards as well as personal integrity in all interaction.

6.2 Respects and maintains confidentiality and assumes responsibility for personal actions and responds appropriately to actions of others.

6.3 Works in a collegial and collaborative manner with other administrators, school personnel, and other stakeholders to promote and support the vision, mission, and goals of the school district.

Performs other such duties as requested by the Business Administrator to advance district goals and initiatives.

# APPENDIX

## B

## JOB DESCRIPTION

TITLE: ELEMENTARY INSTRUCTIONAL MATH SPECIALIST

### QUALIFICATIONS:

1. Elementary certification with a special love for teaching math
2. Glen Rock tenured teacher with successful experience teaching Everyday Math
3. Strong interpersonal, instructional technology and organizational skills

JOB GOAL: To coach elementary teachers in the use of instructional strategies, skills and technologies that will enable each student to master the math skills appropriate to age, grade level, and individual capacity.

REPORTS TO: The Director of Curriculum and Instruction

### PERFORMANCE RESPONSIBILITIES:

1. Provides leadership by analyzing data, diagnosing math problems and prescribing strategies teachers can implement to improve math achievement for all elementary students.
2. Leads and participates in ongoing job-embedded professional development (e.g. meetings, workshops, trainings and seminars) for the purpose of conveying and/or gathering information related to math content knowledge, pedagogy, coaching and instructional technology.
3. Coaches and assists teachers to analyze student needs and to effectively utilize mathematics strategies and instructional technology to meet student needs.
7. Models and demonstrates effective use of mathematics strategies and instructional technology.
8. Assists with the development of special instructional programs for students identified as below proficient in math.
9. Coordinates and provides evening workshops for parents/guardians to increase family involvement in math.
10. Surveys needs of teachers and assesses needs of students for the purpose of determining the kinds of professional development and strategies needed to bring about student achievement and gains.
11. Assists with the development of elementary math curriculum.
12. Attends county/regional meetings on the adopted math program and turn keys information to teachers and administration.