

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting - 8:00 p.m. – December 17, 2012
Mt. Pleasant Elementary School
9 Manger Road

Final Agenda

- I. ROLL CALL OF THE MEMBERS AND PLEDGE OF ALLEGIANCE
- II. NOTICE OF MEETING:
Please take notice that adequate notice of this meeting has been provided in the following manner:
 - A. That a written notice was sent from the Office of the Secretary of the Board at 4:00 p.m. on May 9, 2012.
 - B. That said notice was sent by regular mail to the West Orange Township Clerk and the Editors of the West Orange Chronicle and the Star-Ledger.
 - C. That said notice was posted in the lobby of the Administration Building of the Board of Education.
- III. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF December 3 and 12, 2012 (Att. #1)
- IV. SUPERINTENDENT’S AND/OR BOARD’S REPORTS
 - A. EVVRS Report: January 1 – June 30, 2012
 - B. Adoption of Marzano Teacher Evaluation Model
 - C. Adoption of Marzano School Leadership Evaluation Model
- V. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS
 - A. PERSONNEL
 - 1. Resignations
 - a.) Superintendent recommends approval of the following resignation(s):

Thomas Bamber, Instructional Aide, WOHS, effective 1/15/13

2. Appointments

- a.) Superintendent recommends approval of the following appointment(s) at the appropriate contractual rates:

Heidi Slurzberg, Kindergarten Teacher, Gregory School, maternity leave replacement, MA-1, \$256.28 per diem, effective 1/2/13-6/21/13 (replacement)

Rosemary Boyle, Instructional Assistant, Autistic, Pleasantdale School, MA-1, \$28,081, effective 12/18/12 (replacement)

Elizabeth Hughes, Executive Assistant to the Superintendent, \$65,000 (prorated), effective 12/17/12-6/30/13 (replacement)

Domenica Alessi, Instructional Aide, to provide 1:1 support for student for Roosevelt School Winter Chorus Concert, 12/6/12, in an amount not to exceed \$46

Geoff Grivalsky and David Dickman, to provide/share 1:1 support for student for Afterschool Screenwriters Club, for the period 12/20/12-6/13/13, for a total amount not to exceed \$552

Staff to provide English Language Instruction to the communities noted below, to be funded through Title I funds:

- Mercedes Asqui, Washington Elementary Community, in an amount not to exceed \$4,524
- Zobeida Lozado-Perez, Hazel Elementary Community, in an amount not to exceed \$1,800
- Veronica Traversari, Hazel Elementary Community, in an amount not to exceed \$1,800

Winter Color Guard Staff Members for the 2012-2013 school year as per attached (Att. #2)

Co-Curricular Recommendations, Liberty School, for the 2012-2013 school year:

- Patty Richardson, Choreographer, Spring Musical, \$2,030 stipend
- Michael Bridge, Grade 8 Team Leader, for the period 1/1/13-6/30/13, \$2,611 stipend
- Anne Tempesta, Yearbook Advisor, \$2,030 stipend

Stacey Vaughan, Benefits Specialist, Business Office, to receive stipend for Bachelor's Degree in the amount of \$1,125, retroactive to 10/29/12

3. Leave(s) of Absence

a.) Superintendent recommends approval of the following leave(s) of absence:

Maria Blanco, Spanish Teacher, WOHS, maternity leave of absence, effective 3/1/13-6/30/13

Michelle Clay, In-Class Resource Kindergarten Teacher, Redwood School, maternity leave of absence, effective 12/4/12-6/30/13 (revised)

Jennifer Imperial, Grade 3 Teacher, Pleasantdale School, extension of maternity leave of absence until 2/4/13

Ruth Holland, Bus Monitor, Transportation Department, extension of unpaid leave of absence through 1/2/13 (original return date 11/12/12)

Kelly McSharry, Business Education Teacher, Roosevelt School, maternity leave of absence, effective 5/3/13-6/30/13

4. Superintendent recommends approval of unaffiliated salaries as stipulated in closed session.

5. Recommend approval of the following title changes:

- Cheryl Butler, Executive Director of Guidance to Director of Guidance**
- Constance Salimbeno, Director of Student Support Services to Director of Special Services**
- Frances Neceskas, from Director of Human Resources to Personnel Director**

B. CURRICULUM AND INSTRUCTION

1. Recommend approval and adoption of Emergency Operations Plan and Crisis Management Manual for the West Orange Public Schools.

2. Recommend approval of NJQSAC Statement of Assurance (SOA) for the 2012-13 School Year for submission to the New Jersey Department of Education. (Att. #3)

3. Recommend approval of School Calendar modifications due to Hurricane Sandy:

- 2/14/13 Full Day**
- 2/15/13 Extended Single Session**

4. Recommend approval of field trip to NJIT for Science Olympiad on January 17, 2013, for approximately 25 students.
5. Recommend approval of adoption of the following evaluation models:
 - Marzano Teacher Evaluation Model
 - Marzano School Leadership Evaluation Model
6. Recommend approval of Rotating Block Schedule for WOHS beginning September 2013.

C. FINANCE

1. Recommend approval of the 12/17/12 Bills List: (Att. #4 – summarized)

Payroll/Benefits	\$ 9,026,189.88
Transportation	\$ 333,658.80
Special Ed. Tuition	\$ 352,154.91
Instruction	\$ 112,685.14
Facilities	\$ 145,433.25
Capital Outlay	\$ 145,178.42
Grants	\$ 430,562.32
Food Service	\$ 8,998.08
Debt Service	\$ 2,013,096.88
Textbooks/Supplies/Athletics/Misc.	\$ 63,705.28
	<u>\$ 12,631,662.96</u>

2. Recommend approval of the negotiated contractual settlement with the West Orange Administrators Association (WOAA) for the period 7/1/12-6/30/15 (Att. #5- confidential)
3. Recommend approval of the negotiated contractual settlement with the West Orange Education Association (WOEA) for the 2011-2012 year (Att. #6 - confidential)
4. Recommend approval of tuition for the 2012-2013 School Year Out-of-District placements for the following, effective retroactive to 11/26/12:

Student #	Placement	Amount
65	East Mountain School	\$ 41,014
105	Somerset Hills School	\$ 53,198

5. Recommend approval of the following applications for School Business Requests:
 - Date: June 22-26, 2013
 - Conference: International Society for Technology Education
 - Location: San Antonio, Texas
 - Teachers/Administrators: Mullin/Tindall
 - Travel Amounts: \$2,233/\$1,083 respectively

6. Recommend approval of the following resolution:

Authorize the execution and submission of project applications, prepared by Parette Somjen Architects, to the Department of Education, Office of School Facilities for the following projects:

- **Mount Pleasant Elementary School Electrical Upgrades**
- **Edison Middle School Steam to Hot Water Conversion**
- **Roosevelt Middle School Steam to Hot Water Conversion**
- **West Orange High School Generator**

BE IT FURTHER RESOLVED that the aforementioned applications are being filed as other Capital Projects.

BE IT FURTHER RESOLVED that the West Orange Public School District approves any necessary amendments to the District's Long Range Facility Plan pursuant to the above noted projects.

D. REPORTS

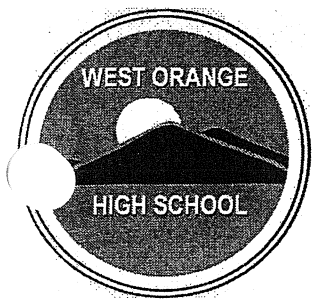
1. **The Board of Education recognizes receipt of the HIB report through 12/14/12**
2. **Disposition of Residency Hearing for R.J. and R.W. as stipulated in the minutes of the closed meeting of December 12, 2012.**

VI. REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS

VII. MOTION FOR THE NEXT BOARD MEETING to be held at 6:00 p.m. on January 7, 2013 at West Orange High School.

VIII. PETITIONS AND HEARINGS OF CITIZENS

IX. ADJOURNMENT



West Orange Public Schools

179 Eagle Rock Avenue
West Orange, NJ 07052

Public Agenda
Date: 12/17/12
Attachment # 2

Fine Arts Department
Louis Quagliato, Supervisor
973-669-5400 ext. 20570
Fax: 973-325-7483
lquagliato@woboe.org

Memorandum

To: Kathy Papa
From: Louis Quagliato, Fine Arts Supervisor
Date: December 5, 2012
Re: Winter Color Guard Staff Members

The following staff members and positions should be place on the next board agenda.

Paul Tankard Jr. *	Winter Color Guard Coordinator	\$3188.00
Louis Hellinger *	Winter Color Guard Show Designer	\$3500.00
Jaclyn Milnes *	Winter Color Guard Instructor	\$1000.00
Denea Gresham *	Winter Color Guard Instructor	\$500.00
Carol Martin *	Winter Color Guard Technician	\$3055.00
Miguel Urbino	Fall Play Playbill and Posters	\$150.00
Jennifer Forte	Vocal Director Musical	\$1359.00
Jennifer Forte	Rehearsal Accompanist Musical	\$1359.00

*Funds for these positions will come from the Fine Arts Music Consultants Account.

NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance - School Year 2012-13 District Information and Score Summary Page

District	The West Orange Public Schools
County	Essex
District Superintendent	Mr. Jim O'Neill
District Address	179 Eagle Rock Avenue

SOA Area	Score # of Yes Responses	Score % of Yes Responses
Instruction and Program	5	100%
Fiscal Management	10	100%
Governance	10	100%
Personnel	5	100%
Operations	20	100%

NJQSAC Statement of Assurance
School Year 2012-13

Instruction and Program	Type "1" for Yes or N/A, or "0" for No	Comments
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	1	
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	1	

**NJQSAC Statement of Assurance
School Year 2012-13**

3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Curriculum Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:30-3.1).	Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the Month and Year of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards	Type "1" if all curricula are aligned or type "0" if one or more curricula are <u>not</u> aligned	Comments
English Language Arts: Common Core State Standards (CCSS) for English Language Arts & Literacy (June 2010) Referred to as Language Arts Literacy in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012				
Math: CCSS (June 2010)	September 2011 (K-2); September 2012 (3-5 & high school); September 2013 (6-8); (prior to 2013, Districts are required to implement the 2008 NJCCCS for Mathematics for grades 6-8)				
Science: NJCCCS (June 2009)	September 2011				
Social Studies: NJCCCS (September 2009)	September 2012				
World Languages: NJCCCS (June 2009)	September 2012				
Technology: NJCCCS (June 2009) Referred to as Technology and Career Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012				
21st Century Life and Careers: NJCCCS (June 2009) Referred to as Consumer, Family and Life Skills in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012				
Visual and Performing Arts: NJCCCS (June 2009) Referred to as Arts Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012				
Comprehensive Health and Physical Education: NJCCCS (June 2009) Referred to as Health and Physical Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012				

1

NJSAC Statement of Assurance
School Year 2012-13

Instruction and Program	Type "1" for Yes or N/A, or "0" for No	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (N.J.A.C. 6A:19 <i>et seq.</i>).	1	
5. Has a preschool program plan approved by NJDOE, Division of Early Childhood Education, as per N.J.A.C. 6A:13A-3.1 (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula established in P.L. 2007, c. 260, the preschool Self-Assessment Validation System is complete, as per N.J.A.C. 6A:13A-8.1.	1	
Instruction & Program Subtotal	5	
Fiscal Management		
The district:	Type "1" for Yes or N/A, or "0" for No	Comments
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements	1	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts. If there were no out-of-district placements, this indicator should be checked N/A.	1	
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (N.J.A.C. 6A:26-2.1) and the comprehensive maintenance plan (N.J.A.C. 6A:26-12).	1	
4. Supports other budget lines by a trend analysis of historical expenditures.	1	

**NJQSAC Statement of Assurance
School Year 2012-13**

Fiscal Management	Type "1" for Yes or N/A, or "0" for No	Comments
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes.	1	
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1	
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget	1	
8. Expends federal funds consistent with the approved indirect cost rate.	1	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	1	
Fiscal Management Subtotal	10	
Governance		
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et seq).	1	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	

NJQSAC Statement of Assurance
School Year 2012-13

Governance	Type "1" for Yes or N/A, or "0" for No	Comments
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	1	
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	1	
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	1	
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).	1	
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-4.1, N.J.A.C. 6A:32-4.1 and 4.7).	1	

NJQSAC Statement of Assurance
School Year 2012-13

Governance	Type "1" for Yes or N/A, or "0" for No	Comments
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (<i>N.J.A.C. 6A:23A-16.10</i>).	1	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (<i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i>).	1	
Governance Subtotal	10	
Personnel		
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i>).	1	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (<i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i>).	1	
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2 and 6.3</i>).	1	

NJQSAC Statement of Assurance
School Year 2012-13

Personnel	Type "1" for Yes or N/A, or "0" for No	Comments
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (N.J.A.C. 6A:32-4.4 and 4.5).	1	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (N.J.A.C. 6A:9-15 et.seq. and N.J.A.C. 6A:32-4.3 and 4.4).	1	
Personnel Subtotal	5	
Operations		
The district:		Comments
1. Conducts all required trainings for school district employees (N.J.S.A. 18A and N.J.A.C. 6A).	1	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	1	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (N.J.A.C. 6A:16-7.1).	1	
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVRVS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (N.J.A.C. 6A:16-5.3 and N.J.A.C. 6A:16-7).	1	

NJQSAC Statement of Assurance
School Year 2012-13

Operations	Type "1" for Yes or N/A, or "0" for No	Comments
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.1(a)4 and (c)7 and N.J.A.C. 6A:16-7.9).	1	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB (N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5).	1	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement (N.J.A.C. 6A:16-6.1)	1	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (N.J.A.C. 6A:27-11 and 12.1(g)).	1	
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (N.J.A.C. 6A:16-11).	1	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (N.J.A.C. 6A:16-2.1 et seq).	1	
11. Implements the NJDOE-approved school health nursing services plan (N.J.A.C. 6A:16-2.1(b)).	1	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (N.J.A.C. 6A:8-3.2).	1	

NJQSAC Statement of Assurance
School Year 2012-13

Operations	Type "1" for Yes or N/A, or "0" for No	Comments
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (N.J.A.C. 6A:14-3.7(e)11-13).	1	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee), as part of its coordinated system for the planning and delivery of intervention and referral services (N.J.A.C. 6A:16-8).	1	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (N.J.A.C. 6A:16-7.2; 7.3 and 10). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	1	
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10).	1	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq.) and Chapter 193 Remedial Services for the Handicapped (N.J.S.A. 18A:46-19.1 et seq. and N.J.A.C. 6A:14-6.1 et seq.).	1	

**NJQSAC State Department of Assurance
School Year 2012-13**

Operations	Type "1" for Yes or N/A, or "0" for No	Comments
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care (N.J.S.A. 18A:40A-B et seq and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3 and 6A:16-4).	1	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents (N.J.A.C. 6A:16-5.1 et seq).	1	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national original, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood (N.J.A.C. 6A:7-1.9).	1	
Operations Subtotal	20	

**NJ QUALITY SINGLE ACCOUNTABILITY CONTINUUM (NJQSAC)
STATEMENT OF ASSURANCE - SCHOOL YEAR 2012-13**

DECLARATION PAGE

By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.

POSITION	NAME	SIGNATURE
Chief School Administrator		
Board of Education President		
Board Resolution Date:		

District _____

County _____