

WEST ORANGE BOARD OF EDUCATION
Special Public Meeting - 7:00 p.m. – September 28, 2015
West Orange Board of Education
179 Eagle Rock Avenue

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 September 23, 2015.
- 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. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS

A. PERSONNEL

1. Resignations / Retirements:

- a. Superintendent recommends approval to the Board of Education for the following non-certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Derek Williams	Transportation	Part-time Bus Driver	Resignation	9/16/15

2. Appointments:

- a. Superintendent recommends approval to the Board of Education for the following other additional assignments:

Name	Location	Position	Rate of Pay	Effective Date
Mercedes Asqui-Arroba .85 Redwood / .15 Mt. Pleasant	Washington	Adult Literacy Program for Second Language Instruction	\$48 per hour not to exceed 116 hours	10/1/15 - 6/21/16.6
Kimberly Jackson	Edison	Aftercare Program	\$20 per hour as assigned not to exceed 3.5 hours per day	2015-2016

Kristen O'Connell	Liberty	Morning Breakfast Duty	\$35 per diem as assigned	2015-2016
Veronica Traversari .6 Hazel / .4 Mt. Pleasant	Hazel	Adult Literacy Program for Second Language Instruction	\$48 per hour not to exceed 50 hours	1/4/16 - 6/21/16

3. Leaves of Absence:

- a. Superintendent recommends approval to the Board of Education for the following leaves of absence for certificated staff:

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid /Leave without Benefits	Anticipated Return Date
Adriana Lapolla Family	Redwood Kindergarten	2/22/16 - 4/25/16	4/26/16 - 6/30/16	N/A	9/1/16

- b. Superintendent recommends approval to the Board of Education for the following leaves of absence for non-certificated staff:

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid /Leave without Benefits	Anticipated Return Date
Barbara Chery Medical	Transportation Part-time Monitor	9/21/15 - 9/24/15	N/A	9/25/15 - 10/19/15	10/20/15

4. Recommend approval of Superintendent Merit Goals for the 2015-2016 school year. (Att. #1)

B. CURRICULUM AND INSTRUCTION

1. Recommend approval/acceptance of Applications for School Business requests:

Name	Position	School	Conference	Dates	Amount	Funded
Kevin Alvine	Supervisor P.E./Health	WOHS	NJ Council of Administrators of Health and P.E. Education Monroe, NJ	10/13/15	\$0	
Bruce Arcurio	Principal	Redwood	How to Investigate Harassment, Intimidation and Bullying Claims Monroe, NJ	10/9/15	\$150.00	Local
Aldo Casale	Guidance Counselor	WOHS	The Road to Naval and Marine Officer Commissioning Eatontown, NJ	10/16/15	\$0	
Deborah Daniel	Administrative Assistant	Administration Building	Regional Fall Meeting for Special Ed Medicaid Initiative	10/20/15	\$0	

			Westfield, NJ			
Stephanie Diegmann	District Test Coordinator	Administration Building	MUJC Presentation on PARCC Data	10/13/15	\$0	
Gregory Marchesi	Health & Physical Education Teacher	St. Cloud	NJ Council of Administrators of Health and P.E. Education Monroe, NJ	10/13/15	\$26.15	Local
Filipe Santiago	District Test Coordinator	Administration Building	MUJC Presentation on PARCC Data	10/13/15	\$0	
William Urbanski	Physical Education Teacher	WOHS	NJSIAA/NJSCA 18th Annual Bowling Coaches Clinic Lakewood, NJ	10/2/15	\$120.92	Local
Donna Rando	Assistant Superintendent	Administration Building	NJSBA Annual Workshop	10/27-10/29/15	\$765.50	Local

- IV. **NEXT BOARD MEETING** to be held at 8:00 p.m. on October 19, 2015 at West Orange High School.
- V. **PETITIONS AND HEARINGS OF CITIZENS**
- VI. **ADJOURNMENT**

Public Agenda
Date: 9/28/2015
Attachment # 1

MERIT GOAL SUBMISSION FORM School Year 2015-2016

Name of Individual Jeffrey Rutzky

Title Superintendent of Schools

School District West Orange

Quantitative Goal Percentage

Qualitative Goal Percentage 2.50%

Goal Number Dollar Value

Goal Number 1 Dollar Value \$4,437.50

Description of Goal:

Coordinate and oversee the strategic plan process by involving community/district stakeholders, and developing and communicating the State of the District report.

* Attach any data/reports that will be used as the Basis of Measurement: **See Attached**

* Individual(s) Responsible for completion of the goal: **See Attached**

* Action(s) taken to complete the goal in the school year: **See Attached**

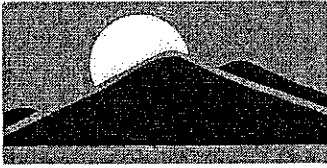
* Timeline(s) to complete the goal in School Year: **See Attached**

Date sent to ECS 9/24/2015

ECS Signature _____

Date Approved by ECS _____

THIS FORM MUST BE SUBMITTED TO THE ECS NO LATER THAN SEPTEMBER 1, 2015.



West Orange Public Schools
179 Eagle Rock Avenue
West Orange, New Jersey 07052
(973) 669-5400 ext. 20512 Fax (973) 669-1432

Superintendent of Schools

Mr. Jeffrey Rutzky

Merit Goal # 1

Coordinate and oversee the strategic plan process by involving community and district stakeholders, and developing and communicating the State of the District report.

Attach any data/reports that will be used as the Basis of Measurement:

1. Sign in sheets
2. Goal statements
3. Survey results
4. Action plans
5. Strategic plan

Individual(s) Responsible for completion of the goal:

1. Community Stakeholders, Confidential Assistants, Business Administrator, Assistant Business Administrator, Administrators and Jeff Rutzky

Timeline(s) to complete the goal in School Year:

1. October 2015-June 2016

Action(s) taken to complete the goal in the school year:

1. Facilitate strategic plan process in conjunction with NJSBA representative(s).
2. Collect pertinent information for the State of the District report.
3. Prepare stakeholder invitation letter.
4. Facilitate collection of stakeholder invitation responses.
5. Create and present the State of the District report to the stakeholders.
6. Post State of the District presentation on district website.
7. Review survey results with NJSBA representative(s).
8. Attend stakeholder meetings as an observer and provide assistance as needed.
9. Follow up with NJSBA representative(s) after each meeting.
10. Review goal statements and collect information pertaining to action plan development.
11. Develop action plans with district administrators.
12. Provide action plans to NJSBA representative(s) for creation of strategic plan
13. Facilitate the completion of the strategic plan process in conjunction with NJSBA representative(s).
14. Provide updates throughout the strategic plan process at board meetings.

MERIT GOAL SUBMISSION FORM
School Year 2015-2016

Name of Individual Jeffrey Rutzky

Title Superintendent of Schools

School District West Orange

Quantitative Goal Percentage
Goal Number Dollar Value

Qualitative Goal Percentage 2.50%
Goal Number 2 Dollar Value \$4,437.50

Description of Goal:

Coordinate and oversee the re-registration process through the development of electronic and paper filing to verify residency in West Orange.

* Attach any data/reports that will be used as the Basis of Measurement: **See Attached**

* Individual(s) Responsible for completion of the goal: **See Attached**

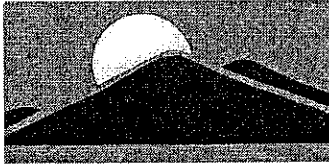
* Action(s) taken to complete the goal in the school year: **See Attached**

* Timeline(s) to complete the goal in School Year: **See Attached**

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Superintendent of Schools

Mr. Jeffrey Rutzky

Merit Goal # 2

Coordinate and oversee the re-registration process through the development of electronic and paper filing to verify residency in West Orange.

Attach any data/reports that will be used as the Basis of Measurement:

1. The required form to verify residency in West Orange includes evidence of birth certificate, identification, and immunization record. Guardians must show paperwork for guardianship.
 - a. For renters: lease, landlord statement, renters form and 2 different utility bills.
 - b. For homeowners: mortgage statement, deed or tax bill and 2 different utility bills.

Individual(s) Responsible for completion of the goal:

1. Residency Officers, Legal Counsel, Administrative Assistants, Confidential Assistants, Business Administrator, Assistant Business Administrator, Building Administrators, and Jeff Rutzky

Timeline(s) to complete the goal in School Year:

1. October 2015-June 2016

Action(s) taken to complete the goal in the school year:

1. Facilitate the re-registration process with the district personnel involved.
2. Prepare and send letter to all parents and guardians explaining the re-registration process.
3. Organize the re-registration so grades 10-12 complete the process in November, grades 7-9 in December, 4-6 in January, and 1-3 in February. Kindergarten students do not need to re-register as they just went through the process.
4. Create an email address for parents to send scanned documents that verify residency in West Orange.
5. Hire 2 temporary part time retired law enforcement members to help the current personnel in the registration office organize and verify the required documents from the parents and guardians.
6. Inform anyone who registered for the 2015-2016 school year that they are exempt from the re-registration process.
7. Facilitate the process to remove students from the district who do not reside in West Orange.
8. Facilitate the completion of the re-registration process.
9. Provide updates throughout the re-registration process at board meetings.

MERIT GOAL SUBMISSION FORM
School Year 2015-2016

Name of Individual Jeffrey Rutzky Title Superintendent of Schools

School District West Orange

Quantitative Goal Percentage 3.33
Goal Number 3 Dollar Value \$5,910.75

Qualitative Goal Percentage _____
Goal Number _____ Dollar Value _____

Description of Goal:

By May 2016, 10% of students in grades 1-5 will increase 2.0 reading levels on the Fountas and Pinnell Developmental Benchmark Inventory from the pre-assessment in September/October 2015 to the post-assessment in May 2016.

*Attach any data/reports that will be used as the Basis of Measurement: **See Attached**

*Individual(s) Responsible for completion of the goal: **See Attached**

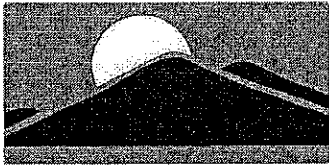
*Action(s) taken to complete the goal in the school year: **See Attached**

*Timeline(s) to complete the goal in School Year: **See Attached**

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ECS Signature _____
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Superintendent of Schools

Mr. Jeffrey Rutzky

Merit Goal # 3

By May 2016, 10% of students in grades 1-5 will increase 3.0 reading levels on the Fountas and Pinnell Developmental Benchmark Inventory from the pre-assessment in September 2015 to the post-assessment in May 2016.

Attach any data/reports that will be used as the Basis of Measurement:

1. Spreadsheet with all pre-assessment scores from the September 2015 Fountas and Pinnell benchmarks will be used as the basis of the pre-assessment measurement for each student in grades 1-5.
2. Spreadsheet with all post-assessment scores from the May 2016 Fountas and Pinnell benchmarks will be used as the basis of the post-assessment measurement for each student in grades 1-5.

Individual(s) Responsible for completion of the goal:

1. Teachers, Administrators, and Jeff Rutzky

Timeline(s) to complete the goal in School Year:

1. October 2015-June 2016

Action(s) taken to complete the goal in the school year:

1. Conduct the pre-assessment by using the Fountas and Pinnell Benchmark Inventory.
2. Coordinate teachers and administrators to analyze pre-assessment data.
3. Train the teachers how to implement a balanced literacy reading program that includes shared reading, interactive read aloud, independent daily reading, small group instruction (guided reading, partner reading, skill groups, book clubs, and conferencing) and word study (phonics, grammar, mechanics, spelling and vocabulary).
4. Record, track and analyze on-going data by assessing reading through written response, running records, reading conferences with individual or small groups of students, and guided reading assessments.
5. Design guided reading groups based on strength and weakness of specific reading skills. Groups are interchangeable based on skills being taught.
6. Conduct post-assessment using Fountas and Pinnell Benchmark Inventory.
7. Analyze the data for individual progress.
8. Meet with respective principals to address academic plans for students who do not show sufficient growth.

MERIT GOAL SUBMISSION FORM
School Year 2015-2016

Name of Individual Jeffrey Rutzky Title Superintendent of Schools

School District West Orange

Quantitative Goal Percentage 3.33
Goal Number 4 Dollar Value \$5,910.75

Qualitative Goal Percentage _____
Goal Number _____ Dollar Value _____

Description of Goal:

By June 2016, 70% of all staff who participate in professional development relative to instructional technology will report increased knowledge in the use of technology devices to improve teaching and learning in their classrooms.

*Attach any data/reports that will be used as the Basis of Measurement: **See Attached**

*Individual(s) Responsible for completion of the goal: **See Attached**

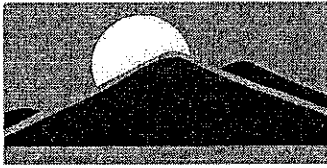
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*Timeline(s) to complete the goal in School Year: **See Attached**

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Superintendent of Schools

Mr. Jeffrey Rutzky

Merit Goal # 4

By June 2016, 70% of all staff who participate in professional development relative to instructional technology will report increased knowledge and comfort in the use of technology devices to improve teaching and learning in the classroom.

Attach any data/reports that will be used as the Basis of Measurement:

1. A pre and post survey will be provided to the staff. The pre-survey will be provided in October to identify the staff needs relevant to specific technology skills that will increase knowledge of devices on the infusion of technology to improve teaching and learning in the classrooms.
2. The post survey questions will provide data as to whether or not the staff increased their overall technological knowledge and the ability to effectively infuse technology to improve teaching and learning.
3. The survey results will be used as the basis of the post-assessment measurement.

Individual(s) Responsible for completion of the goal:

1. Teachers, Administrators, Director of Technology, Technology Integration Specialists, and Jeff Rutzky

Timeline(s) to complete the goal in School Year:

1. October 2015-June 2016

Action(s) taken to complete the goal in the school year:

1. Conduct pre-survey to determine technological needs of staff and current level of knowledge.
2. Coordinate an analysis of the pre-survey data with the Director of Technology, Technology Integration Specialists, and Administrators.
3. Plan and conduct trainings on technology devices, programs and effective integration of technology into daily lessons with the Director of Technology, Technology Integration Specialists, and technology turn-key trainers. As well, other specific topics of need identified from the survey will be incorporated into the trainings.
4. Facilitate teacher record keeping by tracking the use of technology in the classroom.
5. Facilitate administrator record keeping by tracking when teachers effectively infuse technology in the lesson.
6. Conduct a post-survey and analyze data for individual progress.

MERIT GOAL SUBMISSION FORM
School Year 2015-2016

Name of Individual Jeffrey Rutzky Title Superintendent of Schools

School District West Orange

Quantitative Goal Percentage 3.33 Qualitative Goal Percentage _____
Goal Number 5 Dollar Value \$5,910.75 Goal Number _____ Dollar Value _____

Description of Goal:

By June 30, 2016, at least 25 high school students will be enrolled in an online college course at Essex County Community College or other colleges such as Seton Hall University, NJIT, Rutgers, or any other institutions of higher learning that will afford them with the opportunity to earn college credits while attending high school.

*Attach any data/reports that will be used as the Basis of Measurement: **See Attached**

*Individual(s) Responsible for completion of the goal: **See Attached**

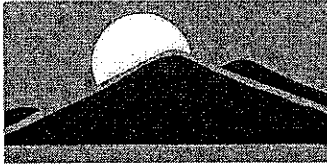
*Action(s) taken to complete the goal in the school year: **See Attached**

*Timeline(s) to complete the goal in School Year: **See Attached**

Date sent to ECS 9/29/2015 ECS Signature _____

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Superintendent of Schools

Mr. Jeffrey Rutzky

Merit Goal # 5

By June 2016, at least 25 high school students will be enrolled in an online college course at Essex County Community College or other colleges such as Seton Hall University, NJIT, Rutgers or any other institutions of higher learning that will afford them with the opportunity to earn college credits.

Attach any data/reports that will be used as the Basis of Measurement:

1. Number of students who sign up for an online course.
2. Number of students who successfully complete an online course.

Individual(s) Responsible for completion of the goal:

1. Administrators, Counselors, and Jeff Rutzky

Timeline(s) to complete the goal in School Year:

1. October 2015-June 2016

Action(s) taken to complete the goal in the school year:

1. Communicate with colleges offering online programs for high school students.
2. Facilitate process in conjunction with colleges and high school guidance department.
3. Prepare and distribute online program/course information.
4. Conduct student and parent information session.
5. Assist with the registration process and class scheduling.
6. Provide support and guidance for students participating in online college courses.
7. Conduct student and parent survey to determine effectiveness of process and online programs.
8. Review survey results to determine needed changes.
9. Provide updates throughout the process at board meetings.