MONTCLAIR PUBLIC SCHOOLS

BOARD RETREAT MEETING HELD ON

MONDAY, JULY 23, 2018 AT 9:00 AM
CHARLES H. BULLOCK SCHOOL, LIBRARY
55 WASHINGTON STREET MONTCLAIR, NEW JERSEY
AGENDA FOR THE BOARD RETREAT MEETING  
HELD MONDAY, JULY 23, 2018 AT 9 AM  
CHARLES H. BULLOCK SCHOOL  
55 WASHINGTON STREET, MONTCLAIR, NEW JERSEY

A. CALL TO ORDER

B. STATEMENTS
   1. Meeting Notice

C. ROLL CALL

D. RESOLUTION FOR EXECUTIVE SESSION

E. RETURN TO OPEN SESSION (Anticipated between 10 AM-11 AM)

F. THE PLEDGE OF ALLEGIANCE

G. ROLL CALL

H. BUSINESS OFFICE
   1. Approval of Conference and Travel

I. PERSONNEL
   1. Approval of Job Description – Grant Writer

J. BOARD RETREAT
   1. 17-18 Board Mission, Vision, Core Beliefs and Goal Setting Reflections
      a. Board Evaluation Self Reflection Review
      b. Understanding Our Influences
   2. 18-19 Board Mission, Vision, Core Beliefs and Goal Setting Planning

K. COMMENTS FROM THE PUBLIC

L. ANNOUNCEMENT OF FUTURE MEETING DATES
   The next public meeting of the Montclair Board of Education will be held on Monday, August 20, 2018 at 6:00 pm in the George Inness Annex Atrium at 141 Park Street. The meeting will go into closed session until approximately 7:30 pm when it will re-open to the public.

M. ADJOURNMENT
THE PUBLIC SCHOOLS
Montclair, New Jersey

APPROVAL OF CONFERENCE AND TRAVEL

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 upon the recommendation of the Superintendent, the following Board members and employees are approved for travel-related reimbursements for an amount up to the estimated cost indicated:

<table>
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<th>CONFERENCE AND TRAVEL EXPENSES</th>
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<tr>
<td><strong>CONFERENCE</strong></td>
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<td>Advanced Placement Summer Institute in English</td>
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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.
APPROVAL OF JOB DESCRIPTION – GRANT MANAGER

WHEREAS the Montclair Board of Education requires a Grant Manager to support the needs of the district

BE IT RESOLVED that upon the recommendation of the Superintendent, the Montclair Board of Education approves the attached job description for Grant Manager.
MONTCLAIR PUBLIC SCHOOLS
Montclair, New Jersey
PERSONNEL DEPARTMENT

JOB DESCRIPTION

Position Title: Grants Manager

Qualifications:

1. Degree from an accredited college or university with a Bachelor's (Master's preferred) in education, business administration, communications, or a related field;
2. Minimum of four (4) years of successful experience in educational research or proposal development;
3. Demonstrated experience and expertise in writing competitive grant proposals or research and/or evaluation reports;
4. Grants Professional Certification (GPC) - or similar credential is preferred;
5. Knowledge of federal and state granting agency requirements and grant criteria;
6. Knowledge of evaluation and research methodology;
7. Knowledge of trends in federal, state, local, and foundation funding;
8. Familiarity with relevant state legislation;
9. Ability to effectively analyze a variety of school system data and correctly determine the implications of such data on system operations;
10. Working knowledge of standard Microsoft Office applications (especially MS Word, Excel, and PowerPoint);
11. Excellent written and oral communication skills;
12. Excellent interpersonal and group communication skills;
13. Ability to work effectively with limited supervision and oversight.

Responsible to: Superintendent/Business Administrator

Job Goal: Under the leadership of the Superintendent/Business Administrator, the Grants Manager seeks grant opportunities (federal, state, local, and other) to support district priorities and initiatives; develops, reviews and edits content for the district's Master/Strategic Plan; supports systemic grant development activities, and supports other strategic planning efforts of the district. In addition to developing and submitting competitive grant proposals, the Grants Manager provides guidance and consultation to district grant development teams and other staff; provides leadership, training; performs accurate data analyses and effectively develops intuitive, robust content in support of strategic planning; supports grant development and applications for grants exceeding $20,000.

Performance Responsibilities:

1. Conducts grant searches to identify competitive local, state, federal, and private funding sources;
2. Develops grant applications according to Request for Proposal and funder requirements;
3. Collaborates with outside agencies or community groups that may participate in partnership grant applications;
4. Provides technical assistance to district personnel in seeking funding opportunities and proposal development;
5. Plans, develops, and delivers training in grant-seeking for district personnel;
6. Leads and manages work groups in the development of grant proposals;
7. Researches best practices and evidence-based programs to support development of grant program designs;
8. Reviews grant proposals developed by internal or external stakeholders and provides feedback, as appropriate;
9. Provides ongoing technical assistance and training to district personnel in preparation for Strategic plan development;
10. Performs comprehensive content edits of Strategic plan submissions;
11. Collaborates with program staff to develop comprehensive responses to Master Plan questions;
12. Develops program design documents for the district’s Portfolio of Initiatives; and
13. Performs other duties as assigned.

Terms: 10 month, salary and benefits as determined by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board’s policy on evaluation of non-certified staff.

Established: July 2018
BOE approved: _______

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.

EEQ/AA/Vet/Disability Employer