

PLAINFIELD BOARD OF EDUCATION
Plainfield, N.J.

Date: Tuesday, December 1, 2015

Time: 6:30 p.m. PUBLIC SESSION
6:35 p.m. MEETING CLOSED FOR
EXECUTIVE SESSION
8:00 p.m. WORK & STUDY MTG.
(ACTION MAY BE TAKEN)

Place: **PLAINFIELD HIGH SCHOOL
CONFERENCE ROOM
950 PARK AVE.**

Board of Education Members

Mrs. Wilma G. Campbell, President
Mr. Frederick D. Moore, Sr., Vice President
Mr. Terrence S. Bellamy, Sr.
Mr. John C. Campbell
Mrs. Deborah Clarke
Mrs. Jackie Coley
Mrs. Carletta D. Jeffers
Mr. David M. Rutherford
Mr. Richard Wyatt
Mrs. Anna Belin-Pyles, Superintendent

- I. CALL MEETING TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. WELCOME

WELCOME to a WORK & STUDY MEETING of the Plainfield Board of Education. Members hope you will find the meeting interesting and informative. We thank you for taking the time to attend. Please be advised this and all meetings of the board are open to the media and public, consistent with the Open Public Meetings Act (Ch. 231 Laws of 1975), and that the advance notice required therein has been provided to the Courier News and Star Ledger on Tuesday, November 24, 2015 for advertisement on Saturday, November 28, 2015 and also provided to the Plainfield Public Schools, the District's website, the Plainfield City Clerk, Police Department, and Plainfield Public Library for posting.

V. EXECUTIVE SESSION

The Open Public Meetings Act, N.J.S.A.10:4-11, permits the Board of Education to meet in closed session to discuss certain matters.

RESOLVED, the Board of Education adjourns to closed session to discuss:

1. matters rendered confidential by federal or state law
2. pending or anticipated litigation or contract negotiations and/or matters of attorney-client privilege
3. specific prospective or current employees unless all who could be adversely affected requested an open session

and be it

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

The Board of Education will recess into its Executive Session.

VI. CONDUCT OF BOARD OF EDUCATION MEETINGS

The Board of Education takes official action at its Business Meetings. Business meetings are regularly scheduled on the third Tuesday of each month, subject to changes that may occur because of holidays. Prior to the board taking action at its business meetings, committee meetings are scheduled where in-depth discussion occurs.

At the Board of Education's committee meetings, no formal action is taken. The typical monthly schedule of meetings is as follows:

<u>Type of Meeting</u>	<u>* Date</u>	<u>Place</u>	<u>Time</u>
Policy Committee	1 st Tues. ea. mo.	PHS Conf.	8:00 p.m.
Personnel/Exec.Ses.	1 st Tues. ea. mo.	PHS Conf.	6:30 p.m.
Curric. & Instr.	1 st Tues. ea. mo.	PHS Conf.	8:00 p.m.
Finance Committee	1 st Tues. ea. mo.	PHS Conf.	8:00 p.m.
Bldgs. & Grds. Cmte.	1 st Tues. ea. mo.	PHS Conf.	8:00 p.m.
School Community Rel.	1 st Tues. ea. mo.	PHS Conf.	8:00 p.m.
Business Meeting	3 rd Tues. ea. mo.	PHS Auditorium	8:00 p.m.

(EACH OF THESE MEETINGS MAY INCLUDE AN EXECUTIVE SESSION FOR DISCUSSION OF MATTERS THAT MAY BE APPROPRIATE FOR EXECUTIVE SESSION)

*Meeting Schedule Subject to Change

At each committee meeting, the Board discusses recommendations of the Superintendent of Schools and other relevant items. Committee approval authorizes resolutions to be placed on the agenda of the next appropriate business meeting and/or possible formal action.

The agendas for all committee and board meetings are available at the Office of the Board of Education, 1200 Myrtle Avenue during business hours.

At the business meetings, privilege of the floor will be provided for sixty minutes for public comment prior to committee reports. A five-minute time limit per person is provided for public comment.

Concerns of the public regarding the schools or departments should be brought to the attention of the appropriate administrator in charge (principal, director, etc.). If concerns remain unresolved, they are to be directed to the Superintendent of Schools. These procedures should be followed prior to concerns being presented to the Board of Education. This procedure allows administrators to resolve concerns at the most appropriate level of decision making.

The next Business Meeting of the Board of Education is scheduled for Tuesday, December 15, 2015 8:00 p.m., in the Plainfield High School Auditorium.

- VII. REMARKS FROM THE BOARD PRESIDENT
- VIII. REMARKS FROM THE SUPERINTENDENT
- IX. REMARKS FROM COMMITTEE CHAIRPERSONS
- X. BOARD RECOGNITION

Mrs. Jackie Coley

RESOLUTION

WHEREAS, Mrs. Jackie Coley was elected to the Board of Education in 2012 and served as a board member until December 2015, and

WHEREAS, she worked diligently to ensure the students in the Plainfield Public Schools received an exemplary education and served on the NJSBA Urban Boards, Policy Committee, PASA Negotiations and school liaison for Barlow, PHS and PAAAS, and

WHEREAS, Mrs. Coley has served the citizens and children of Plainfield with distinction, now therefore be it

RESOLVED, that the Plainfield Board of Education recognizes Mrs. Coley for her outstanding and dedicated service to the Plainfield community.

X. REPORT OF THE CURRICULUM & INSTRUCTION COMMITTEE

A. Woodland – Safety Net Program

Goal 1: Learning Outcomes

To improve the learning and academic performance of all students in all PPS.

The Superintendent of Schools recommends, and I so move, adoption of the following:

RESOLUTION

The Plainfield Board of Education is committed to ensuring that all students succeed academically and reach their full potential in life. In doing so, it is also committed to providing opportunities for and insuring that all students meet the Common Core Standards and achieve academic and life-long success.

In support of obtaining these goals, the Woodland School Safety Net Program, will provide academic support and enrichment activities for all students in third through fifth grades in Language Arts Literacy and Mathematics based on student needs analysis.

For the 2015-2016 school year, the Woodland Safety Net Program hours of operation will be from 3:05 p.m. to 4:05 p.m. Tuesday through Friday. The program will run from January 5, 2016 thru May 19, 2016.

Compensation will be as follows:

Name	Position/Location	Rate of Pay/Maximum	Total Cost
Antonia Atkins	Elementary Teacher	\$28 per hour/\$1,662	\$8,214.00
JoAllyn Henry	Media Teacher	\$28 per hour/\$1,512	
Marilyn Pisano	Elementary Teacher	\$28 per hour/\$1,512	
Samantha Hunter	Elementary Teacher	\$28 per hour/2,016	
Delores Jackson	IST Teacher	\$28 per hour/1,512	
Kelsey Brown	SPED Teacher	\$28 - Substitute	
Stephanie Prybella	SPED Teacher	\$28 - Substitute	
Loretta Taylor	Elementary Teacher	\$28 - Substitute	

RESOLVED, Plainfield Board of Education approves Woodland’s Extended Day Program at a cost not to exceed \$8,214.00. The availability of funds for this item has been verified and will be charged to account 15-120-100018-101C-22-0000 (Woodland Teacher Stipends).

B. Bilingual Education Coordination

Title III coordination after school resources/materials in preparation and planning

Strategic Plan Link:

Goal 1: Learning Outcomes

To improve the learning and academic performance of all students in all PPS

The Superintendent of Schools recommends, and I so move, the following:

RESOLUTION

The Plainfield Board of Education is committed to ensuring that all students succeed academically and reach their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring that all students meet the New Jersey Common Core Standards and achieve academic and life-long success.

Coordination is vital in the implementation of district Bilingual Education and ESL programs during the school year, including afterschool and evening programs such as the ELL After-School Academy, the ELL Parent Academy, the Bilingual Advisory Council and Professional Development.

No. of Teachers	Meeting Day/time	Hourly Rate/Maximum Allowed	Program Cost
2	Tuesday, Wed, Thu/ 3:05 -5:30pm	\$28.00/\$3500.00	\$7,000.00

C. Professional Development

1). Professional Training for Mandated Section 504: Keys to Ensuring Your School in in Compliance

Strategic Plan Link:

Goal 1: Learning Outcomes:

To improve the learning and academic performance of all students in PPS

Goal 2: Human Resources:

To improve the recruitment, retention, and development of district staff

The Superintendent of Schools recommends and I so move, adoption of the following:

RESOLUTION

Plainfield Public Schools recognized that a highly qualified, competent, skilled and dedicated workforce is essential to the success of the District and the students. Therefore, it has provided the Superintendent of Schools the authority to employ non-administrative and administrative staff members to participate in out-of-district professional development opportunities.

This workshop will teach the new amendments to the law regarding 504 Plans along with the differences and similarities between I & RS and 504. This workshop will increase our knowledge about how to determine eligibility for reach as well as developing appropriate accommodations and modifications for students.

Two (2) Licensed Social Worker and School Nurse will attend the Professional Training for Mandated Section 504: Keys to Ensuring Your School is in Compliance Training January 6, 2016 at the High Focus Center in Cranford New Jersey.

Total cost for three to attend is \$225.00 and the expense breakdown is as follows:

Name	Registration Cost
1. Tiffany Summerset, LCSW	\$75.00
2. Eufalis Perez, MSW	\$75.00
3. Dayra Torres, RN, MSN	\$75.00

RESOLVED, that the Plainfield Board of Education approves Tiffany Summersett, Eufalis Peres and Dayra Torres to attend the workshop for a total cost not to exceed \$225.00. The availability of funds for this item has been verified and will be charged to account 15-000-221000-320A-21-0000 PURCHASED PROFESSIONAL EDUCATION SERVICES.

2). **Rutgers University-Literacy Network Meetings 2015-2016**

Strategic Plan Link

Goal 1: Learning Outcomes:

To improve the learning and academic performance of all students in all PPS

Goal 2: Human Resources:

To improve the recruitment, retention, and development of District Staff

The Superintendent of Schools recommends, and I so move, adoption of the following:

RESOLUTION

The Plainfield Board of Education recognizes a highly qualified, competent, skilled and dedicated workforce is essential to the success of the District and the students. Therefore, it has provided the Superintendent of Schools the authority to have staff members participate in out of district Professional Development opportunities.

Attendance at the Rutgers University Center for Literacy Development Meetings (series of 4 network meetings), throughout the 2015-2016 school year, at Rutgers University, New Brunswick Campus, will provide practical lesson to improve teaching and learning. The Department of English Language Arts has established a partnership with Rutgers University to support research-based professional development initiatives. Through the literacy network meetings, participants will gain a deeper understanding of instructional practices that help students make meaning of complex text and improve writing skills.

The teacher, named below, will attend the four (4) Rutgers University Network Meetings:

Teacher	Total Cost (Meetings)
Isabella DeSantis	600.00

The series will include the following national presenters:

- Debbie Diller: Growing Independent Learners: From Standards to Stations
- MaryEllen Vogt: Sheltered Instruction (SIOP) for Classroom Teachers and ELL Teachers: Providing Best Practice in Vocabulary and Comprehension Instruction
- Nancy Frey: Rigorous Reading: Five Access Points for Teaching Complex Texts and Other Comprehension Strategies
- Penny Kittle: Focus on Writing Craft

RESOLVED, that the Plainfield Board of Education approves teacher, Isabella DeSantis to attend the four (4) Rutgers University Network Meetings-total cost not to exceed \$600.00. The availability of funds for this item has been verified and will be charged to account 15-000-223000-390A-18-0000 (Jefferson Training Professional & Technical Services)

3). **World Language Workshops**

Strategic Plan Link

Goal 1: Learning Outcomes:

To improve the learning and academic performance of all students in all PPS

The Superintendent of Schools recommends, and I so move, adoption of the following:

RESOLUTION

The Plainfield Board of Education is committed to ensuring all students succeed academically and reach their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring all students meet the New Jersey Core Curriculum Content Standards and achieve academic and life-long success.

Teachers will meet each month and will be compensated according to the contractual guidelines; the expense breakdown is as follows:

Staff will be compensated according to the contractual guidelines; the expense breakdown is as follows:

No. of Teachers	Meeting Day / Time	Hourly Rate / Maximum Allowed	Program Cost
20	Tuesday / 3:30 - 5:30 PM	\$28.00 / \$560.00	\$11,200.00

The workshops will address ways for the World Language teachers to develop an understanding of the principles of the Dual Language Model. Furthermore, these workshops will be used as an extended learning opportunity to foster collaborative learning and teaching practices among teachers.

RESOLVED, that the Plainfield board of Education approves the Professional Development Learning Communities –World Language meetings– total cost not to exceed \$11,200.00..The availability of funds for this item has been verified and will be charged to Title 2A.

4). **Bilingual IEducation/ESL**

Strategic Plan Link

Goal 1: Learning Outcomes:

To improve the learning and academic performance of all students in all PPS

The Superintendent of Schools recommends, and I so move, adoption of the following:

RESOLUTION

The Plainfield Board of Education is committed to ensuring all students succeed academically and reach their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring all students meet the New Jersey Core Curriculum Content Standards and achieve academic and life-long success.

Teachers will meet each month and will be compensated according to the contractual guidelines; the expense breakdown is as follows:

No. of Teachers	Meeting Day / Time	Hourly Rate / Maximum Allowed	Program Cost
133	Tuesday / 3:30 - 5:30 PM	\$28.00 / \$560.00	\$74,480.00

The meetings will address ways for the bilingual teachers to develop an understanding of the principles of the Dual Language Model. Furthermore, these meetings will be used as an extended learning opportunity to foster collaborative learning and teaching practices among teachers.

RESOLVED, that the Plainfield Board of Education approve the Professional Development Learning Communities – Bilingual/ESL– total cost not to exceed \$72,800.00. The availability of funds for this item has been verified and will be charged to 20-240-200000-110A-39-0000 (Title III Teacher Stipends).

XI. REPORT OF THE FINANCE COMMITTEE

A. Reports of the Board Secretary and Treasurer – October 2015

Strategic Plan Link:

Goal 3: Business Operations

To improve the overall efficiency and effectiveness of business operations.

The Superintendent of Schools recommends, and I so move, adoption of the following:

RESOLUTION

The Board Secretary has certified that, as of the date of the report, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the District Board of Education.

The Treasurer of School Monies is required by statute to submit a report to the Board of Education on the cash balance in the various Board of Education Bank accounts.

The Board Secretary's Report and the Report of the Treasurer of School Monies for the stated period were in agreement.

RESOLVED, that the Plainfield Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting; and be it

FURTHER RESOLVED that the Plainfield Board of Education certifies that sufficient funds are available to meet the District's financial obligations for the remainder of the year, and be it

FURTHER RESOLVED, that the Plainfield Board of Education directs the Superintendent to initiate whatever actions may be determined to be appropriate.

TO BE PRESENTED AT THE DECEMBER 15, 2015 BUSINESS MEETING

B. Payment of Bills — November 13, 2015 – December 10, 2015

Strategic Plan Link:

Goal 3: Business Operations

To improve the overall efficiency and effectiveness of business operations.

The Superintendent of Schools recommends, and I so move, adoption of the following:

RESOLUTION

The Board of Education has determined that the warrants presented for payment are in order.

The Board Secretary presented certain warrants to the Board of Education with a recommendation they be paid, and pursuant to NJAC 6:20-2.13(d), the Board Secretary certifies that with respect to the payment of bills referenced below no budgetary line item account has been over expended in violation of NJAC 6:20-2.13(a).

RESOLVED, that the following warrants be approved for payment, and that itemized lists of the warrants be filed with the minutes:

On the General Account

in the amount of \$

On the Agency Account

in the amount of \$

On the Food Service Account

in the amount of \$

IN THE GRAND TOTAL AMOUNT OF \$

TO BE PRESENTED AT THE DECEMBER 15, 2015 BUSINESS MEETING

C. 2015 – 16 Budget Transfers

Strategic Plan Link:

Goal 3: Business Practices

To improve the overall efficiency and effectiveness of business operations.

The Superintendent of Schools recommends, and I so move, adoption of the following:

RESOLUTION

RESOLVED, that the Plainfield Board of Education approves the following budget adjustments, which reflect the appropriations sufficient to meet expenditures:

TO BE PRESENTED AT THE DECEMBER 15, 2015 BUSINESS MEETING

D. Employee Health Benefits Plan – Benecard

The Superintendent of Schools recommends, and I so move, adoption of the following;

RESOLUTION

WHEREAS, the Plainfield Board of Education annually is required to provide a prescription plan for Plainfield School District employees, and

WHEREAS, the existing contract, which covers the period January 1, 2016 through December 31, 2016 expires on this date, now therefore be it

RESOLVED, that the Plainfield Board of Education accepts the recommendation of the Superintendent and enters into an agreement with Benecard to renew the existing prescription plan for the period January 1, 2016 to December 31, 2016.

Admin.

PEA

Retirees

TO BE PRESENTED AT THE DECEMBER 15, 2015 BUSINESS MEETING

E. 2014 – 2015 Comprehensive Annual Financial Report/Corrective Action Plan

Strategic Plan Link:

Goal 3: Business Practices

To improve the overall efficiency and effectiveness of business operations.

The Superintendent of Schools recommends, and I so move, adoption of the following:

RESOLUTION

The Board of Education is required to annually complete a Comprehensive Annual Financial Report and an Auditors' Management Report on Administrative Findings – Financial Compliances and Performance.

District staff and the auditing firm of Lerch, Vinci, Higgins, LLC have completed said reports and submitted them to the Board of Education, and the Board has publicly reviewed the audit synopsis and the Findings and Recommendations of the Management Report at a meeting held on December 15, 2015 in concert with the Corrective Action Plan submitted by the Business Administrator/Board Secretary.

RESOLVED, that the Plainfield Board of Education accepts the Comprehensive Annual Financial Report and the Auditors' Management Report on Administrative Findings – Financial Compliances and Performance for the period ending June 30, 2015 and be it

FURTHER RESOLVED, that the Board approves the Corrective Action Plan submitted by the Business Administrator/Board Secretary, and be it

FURTHER RESOLVED, that a copy of the Audit Synopsis and Corrective Action Plan shall be made a part of the minutes of this meeting.

TO BE PRESENTED AT THE DECEMBER 15, 2015 BUSINESS MEETING

F. Change Order

The Superintendent of Schools recommends, and I so move, adoption of the following:

RESOLUTION

1) Cook School – Fascia & Soffit Reconstruction

WHEREAS, Spartan Construction, Inc., was previously awarded Bid # 2015-37 on May 19, 2015 in the amount of \$260,000.00 for Cook School Fascia & Soffit Reconstruction, and

WHEREAS, subsequent to the award, it was determined that there would be an increase due to the majority of angled support wood blocking supporting the existing gutter system is loose and not securely fastened on the south, west, and north facades. Additionally, there was deterioration of wood above the two (2) bay windows on the south façade, and now therefore be it

RESOLVED, that the Plainfield Board of Education approves an increased change order in the amount of \$28,834.002 with a contract amount of \$288,834.00.

G. Approval of Harassment/Intimidation/Bullying (HIB) Investigation Decisions

Strategic Plan Link:

Goal 4: Safe Learning Environment

To provide a safe, secure, professional, and clean environment for students, staff, and members of the community.

The Superintendent of Schools recommends, and I so move, adoption of the following:

RESOLUTION

The Superintendent is required to report all alleged Harassment/ Intimidation/Bullying (HIB) incidents to the Board of Education pursuant to N.J.S.A. 18A:37-15c, and

The Superintendent has provided the Board of Education with the results of the investigations of all alleged HIB incidents reported to the Superintendent as of November 25, 2015; and

The Board of Education has had an opportunity to review and ask questions relative to the HIB incident reports submitted; therefore,

RESOLVED, that the Plainfield Board of Education hereby accepts and affirms the determinations made by the Superintendent, Building Principals, District's Bullying Coordinator, and School Anti-Bullying Specialists on the incident reports submitted regarding the HIB investigations #2015-14 through #2015-20.

XII. ADJOURNMENT