

PLAINFIELD BOARD OF EDUCATION  
Plainfield, N.J.

Date: Tuesday, December 5, 2017

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

Place: **PLAINFIELD HIGH SCHOOL  
CONFERENCE ROOM  
950 PARK AVENUE**

Board of Education Members

Mrs. Emily E. Morgan, President  
Mr. Dorien Hurtt, Vice President  
Ms. Lynn B. Anderson  
Mr. Terrence S. Bellamy, Sr.  
Mr. John C. Campbell  
Mrs. Carletta D. Jeffers  
Ms. Carmencita T. Pile  
Mr. David M. Rutherford  
Mr. Richard Wyatt  
Dr. Caryn D. Cooper, Acting 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 29, 2017 to be advertised on Saturday, December 2, 2017 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 <sup>st</sup> Tues. ea. mo.	PHS Conf.	6:30 p.m.
Personnel/Exec. Sess.	1 <sup>st</sup> Tues. ea. mo.	PHS Conf.	6:30 p.m.
Curric. & Instr.	1 <sup>st</sup> Tues. ea. mo.	PHS Conf.	8:00 p.m.
Finance Committee	1 <sup>st</sup> Tues. ea. mo.	PHS Conf.	8:00 p.m.
Bldgs. & Grds. Cmte.	3 <sup>rd</sup> Wed. ea. mo.	Admin. Bldg.	1:30 p.m.
School Community Rel.	1 <sup>st</sup> Tues. ea. mo.	PHS Conf.	8:00 p.m.
Business Meeting	3 <sup>rd</sup> Tues. ea. mo.	Various Locations	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 Acting 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 Acting 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 19, 2017 @ 8:00 p.m., in the Washington Community School, Cafetorium, 427 Darrow Avenue.**

- VII. REMARKS FROM THE BOARD PRESIDENT
  
- VIII. REMARKS FROM THE ACTING SUPERINTENDENT
  
- IX. REPORTS FROM COMMITTEE CHAIRPERSONS
  
- X. REMARKS FROM THE PUBLIC

Members of the public may comment on agenda items only. Members of the public may speak once for each committee report. (Policy 9322)

**XI. REPORT OF THE CURRICULUM & INSTRUCTION COMMITTEE**

**A. Monthly Enrollment Report – November 2017**

The Curriculum and Instruction Committee reports that on November 2017 there were 7864 students enrolled in the Plainfield Public Schools. This compares with 7868 on October 2017 and 7887 on November 2016. The enrollment is as follows:

	<b>Nov-16</b>	<b>Oct-17</b>	<b>Nov-17</b>
<b>BARLOW</b>	396	411	410
<b>CEDARBROOK</b>	619	662	662
<b>CLINTON</b>	389	395	399
<b>COOK</b>	216	204	204
<b>EMERSON</b>	479	472	473
<b>EVERGREEN</b>	578	555	559
<b>JEFFERSON</b>	419	416	419
<b>STILLMAN</b>	315	309	308
<b>WASHINGTON</b>	627	584	582
<b>WOODLAND</b>	240	215	214
<b>ELEMENTARY SCHOOL TOTAL</b>	<b>4278</b>	<b>4223</b>	<b>4230</b>
<b>HUBBARD</b>	637	744	737
<b>MAXSON</b>	747	684	688
<b>MIDDLE SCHOOL TOTAL</b>	<b>1384</b>	<b>1428</b>	<b>1425</b>
<b>PLAINFIELD HIGH SCHOOL</b>			
- GRADE 9	470	391	396
- GRADE 10	459	502	491
- GRADE 11	416	455	453
- GRADE 12	396	403	400
<b>PLAINFIELD HIGH SCHOOL TOTAL</b>	<b>1741</b>	<b>1751</b>	<b>1740</b>
<b>BARACK OBAMA ACADEMY FOR ACADEMIC AND CIVIC DEVELOPMENT</b>			
- GRADE 8	25		
- GRADE 9	0	2	2
- GRADE 10	8	5	6
- GRADE 11	27	28	26
- GRADE 12	24	33	35
<b>BARACK OBAMA ACADEMY TOTAL</b>	<b>84</b>	<b>68</b>	<b>69</b>
<b>PLAINFIELD ACADEMY FOR THE ARTS &amp; ADVANCED STUDIES</b>			
- GRADE 7	58	48	49
- GRADE 8	66	69	69
- GRADE 9	71	92	93
- GRADE 10	66	69	69
- GRADE 11	73	55	55
- GRADE 12	66	65	65
<b>PAAAS TOTAL</b>	<b>400</b>	<b>398</b>	<b>400</b>
<b>GRAND TOTAL – Elem/Mid/PHS/BOAACD/PAAAS</b>	<b>7887</b>	<b>7868</b>	<b>7864</b>
<b>SPECIAL EDUCATION</b>		1456	1452
<b>EARLY CHILDHOOD</b>	1449	1482	1495

**B. Field Trips**

**(1) Lakehouse Music Academy – Asbury Park, NJ (PHS)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

The Plainfield Board of Education is committed to improving the learning and academic performance of all students so they reach their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring all students meet New Jersey Student Learning Standards, and achieve academic behavioral, emotional and long-life success.

**Plainfield High School** students will visit Lakehouse Music Academy in Asbury Park, New Jersey.

Amaker and Porterfield will provide transportation. The breakdown is as follows:

<b>Date</b>	December 6, 2017
<b>Departure / Return Time</b>	8:00 am – 2:00 pm
<b>Grades</b>	9 <sup>th</sup> – 12 <sup>th</sup>
<b># of Students</b>	20
<b># of Staff</b>	2
<b>Admission</b>	\$360.00
<b>Transportation</b>	\$680.00
<b>Total Cost to District</b>	\$1,040.00

Students will participate in a recording studio session workshop with a professional recording engineer. Students will learn and develop the skills necessary for performing musical arrangements in the recording studio. Students will play, perform on instruments, mics, recording equipment, and on the mixing console.

**RESOLVED**, that the Plainfield Board of Education approves Plainfield High School students to attend the Lakehouse Music Academy in Asbury Park, New Jersey – total cost not to exceed \$1,040.00. The availability of funds for this item has been verified and will be charged to account 15-000-270000-512A-25-0000 (PHS Prin Field Trip).

**(2) Tour of Midtown, New York City (PHS)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

The Plainfield Board of Education is committed to improving the learning and academic performance of all students so they reach their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring all students meet New Jersey Student Learning Standards, achieve academic behavioral, emotional, and long-life success.

**Plainfield High School** U.S. History II Honors students will be given a tour of Midtown, New York City.

Transportation will be provided by Amaker and Porterfield, the breakdown is as follows:

<b>Date</b>	December 20, 2017
<b>Departure / Return Time</b>	8:00 am – 3:30 pm
<b>Grades</b>	11 <sup>th</sup> – 12 <sup>th</sup>
<b># of Students</b>	45
<b># of Staff</b>	3
<b>Admission</b>	\$0.00
<b>Transportation</b>	\$725.00
<b>Total Cost to District</b>	\$725.00

The tour will include a few stops and a historical tour of coverage of historical points of interest in Manhattan. The following venues will be the focus of this tour – Grand Central Station, Rockefeller Center, Union Square, St. Patrick’s Cathedral, Bryant Park, New York Library, Empire State Building, Flatiron Building, Park Avenue, 5<sup>th</sup> Avenue, and the Chrysler Building.

**RESOLVED**, that the Plainfield Board of Education approves Plainfield High School U.S. History II Honors class to visit New York City – total cost not to exceed \$725.00. The availability of funds for this item has been verified and will be charged to account 25-000-270000-512A-25-0000 (PHS Princ Field Trip).

**(3) Branchburg Sports Complex – Branchburg, NJ (Hubbard)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

The Acting 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 Student Learning Standards, achieve academic and life-long success.

**Hubbard Middle School** eighth grade class will visit the Branchburg Sports Complex, in Branchburg, New Jersey.

Parents/students will fund the cost of admission. The breakdown is as follows:

<b>Date</b>	December 20, 2017
<b>Time</b>	8:45 am – 2:00 pm
<b>Grade</b>	8 <sup>th</sup>
<b># Students</b>	200
<b># Staff</b>	13
<b>Transportation</b>	District Organized
<b>Admission</b> (\$35.00 per student)	(\$7,000.00)
<b>Total Cost to District</b>	\$0.00

Branchburg Sports Complex offers an expansive thrilling outdoor learning environment with a variety of physical activities to support health. The real world unique designs will encourage interaction, communication, and critical thinking for students.

This field trip will also provide students with experiences that cannot be experienced in school and supports our goal of providing interdisciplinary curricula.

**RESOLVED**, that the Plainfield Board of Education approves Hubbard Middle School 8<sup>th</sup> grade to visit Branchburg Sports Complex, Branchburg, New Jersey – at **no cost to the District**.

**(4) Gershwin Theatre: *Wicked* – Broadway – Manhattan, NY (Emerson)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

Plainfield Board of Education is committed to improving the learning and academic performance of all students so they achieve their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring all students meet the New Jersey Student Learning Standards, achieve academic, behavioral, emotional and life-long success.

**Emerson Community School's** Theatre Group will visit, Gershwin Theatre to view *Wicked*, in Manhattan, New York. The breakdown is as follows:

<b>Date</b>	May 30, 2018
<b>Depart / Return Time</b>	11:30 am – 7:30 pm
<b>Grades</b>	2 <sup>nd</sup> – 5 <sup>th</sup>
<b># of Students</b>	29
<b># of Staff</b>	4
<b># of Chaperones</b>	2
<b>Admission</b>	\$2,640.00
<b>Transportation</b>	\$1,050.00
<b>Total Cost to District</b>	\$3,690.00

The trip will meet the Literacy Standards for Reading: Informational (RI 4.1, 4.2, 4.4) and Literacy (SL.5.1b, SL.5.1d, SL.5.3) and Visual Performing Arts: 1.2.6 C, 1.3.6 C. Students will have the pleasure of enjoying the freedom to socialize with their classmates and applying it to the Student Learning Standards.

This field trip will also provide Emerson Theatre Group students with experiences that cannot be duplicated in school. The field trip is an integral part of instruction and is an incentive for students to continue to their educational experience beyond high school. Upon returning students will participate in educational activities that will enhance them academically as well as socially and emotionally.

**RESOLVED**, that the Plainfield Board of Education approves Emerson Community School's Theatre Group to visit the Gershwin Theatre in Manhattan, New York – total cost not to exceed \$3,690.00. The availability of funds for this item has been verified and will be charged to accounts 15-190-100000-800A-16-0000 (Emerson Field Trip Admission Fee) and 15-000-270000-512A-16-0000 (Emerson Principal Field Trip).



**C. *Winceyco – African Discovery Through Music Assembly (Emerson)***

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

The Plainfield Board of Education is committed to improving the learning and academic performance of all students so they achieve their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring all students meet the New Jersey Student Learning Standards, achieve academic and life-long success.

Emerson Community School will view a Black History presentation by *Winceyco – African Discovery Through Music*.

The program will explore the migration of African Americans from slavery to today. Winceyco will provide students with live musical performances that will blend educational concepts with historical facts while informing students about African American history. In addition, Winceyco will provide students with Pre/Post Performance activities. The breakdown is as follows:

<b>Date</b>	February 9, 2018
<b>Grades</b>	K-5
<b># of Assemblies</b>	2
<b>Total Cost to District</b>	\$2,200.00

**RESOLVED**, that the Plainfield Board of Education approves payment to Winceyco for the performance of *African Discovery Through Music*, at Emerson Community School – total cost not to exceed \$2,200.00. The availability of funds has been verified and will be charged to account 15-000-240000-500A-16-0000 (Emerson Principal Purchased Service).

**D. Professional Development**

**(1) PAAAS Advisory Professional Learning Session – In-District Workshop**

**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 Acting 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 students. 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 committed to providing opportunities for and ensuring all students meet the New Jersey Student Learning Standards and achieve life-long success.

*Educators for Social Responsibility* of Cambridge, Massachusetts will provide professional development for **PAAAS** administrators and staff during the scheduled Professional Development day.

<b>Date/Time</b>	October 9, 2017
<b>Time</b>	8:00 am – 3:10 pm
<b>Attendees</b>	Entire Staff
<b>Total Cost To District</b>	\$4,832.94

PAAAS Advisory Professional Learning Session is an extensive training workshop designed to empower administrators, teachers, students and families to effectively incorporate advisory routines and rituals that support students' social and emotional learning.

*Educators for Social Responsibility* helps educators more effectively engage students with their teachers, their classmates, and their schoolwork, countering problems and setting students on the path to success in the context of increasing demands, including implementation of the Student Learning Standards and growing expectations for teacher evaluation. The goal is to successfully educate students and remain true to their core ideals — all while improving the satisfaction of both the students and adults in school.

**RESOLVED**, that the Plainfield Board of Education approves payment to *Educators for Social Responsibility / Engaging School Workshop*, October 9, 2017 – total cost not to exceed \$4,832.94. The availability of funds for this item has been verified and will be charged to account 15-000-221000-320A-52-0000 (PAAAS Professional Services Account).

**(2) Professional Development for Para-Professionals / In-District (SPED)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

The Acting 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 students. Therefore, it has provided the Acting Superintendent of Schools the authority to employ non-administrative and administrative staff members in professional development opportunities.

In an effort to improve learning outcomes for all students, the district will provide a workshop for paraprofessionals to support the expansion of **Special Education** and instructional delivery services to students.

Staff Development Workshops Speakers Bureau will provide training to para-professionals on the topic of "Sensitivity When Working with Students with Special Needs". This workshop will provide paraprofessionals with a variety of strategies required to assist the diverse needs of students with disabilities in the classroom. The breakdown is as follows:

<b>Location</b>	TBD
<b>Date</b>	January 29, 2018
<b>Time</b>	8:00 am - 12:00 pm
<b>Approx. Number of Participants</b>	100
<b>Total Cost to District</b>	\$1,000.00

**RESOLVED** that the Plainfield Board of Education approves payment to Staff Development Workshops Speakers Bureau for para-professional training – total cost not to exceed \$1,000.00. The availability of funds for this item has been verified and will be charged to account 20-252-200000-320A-32-0000 (IDEA Compliance Consultant).

**(3) Title I Leadership Institute – Voorhees, NJ (Grant Administration)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

The Acting 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 students. 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 Student Learning Standards, achieve academic and life-long success.

Acting Superintendent, **Caryn D. Cooper**, and Grants Coordinator, **Jean M. Gordon**, will attend the *Strengthening Your Title I Program Institute* in Voorhees, New Jersey.

Participants are required to turnkey information obtained with designated persons in accordance to District requirements. The breakdown, per the GSA, is as follows:

<b>Dates</b>	January 16-17, 2018
<b>Registration</b> (\$595.00 p/p)	\$1,190.00
<b>Travel</b> (100 miles RT - \$62.00 p/p)	\$124.00
<b>Total Cost to District</b>	\$1,314.00

*Strengthening Your Title I Program Institute* will provide the district with key components of the most exemplary Title I programs that accelerate the success of struggling learners and how we can incorporate these components into our existing Title I Programs. This institute will address:

- A. Organize programs based on tenets of effective instruction and examine the structure that works best to increase student achievement.
- B. Acquire usable strategies, innovative tips and techniques you can use and share with our school and district Title I Teams.

The institute offerings are designed to assist Title I Program leaders to understanding student-centered learning, effectively track and document student progress towards mastery of grade-level state standards, and also provide techniques on guiding Title I schools by grouping and determining strategies for student-centered tasks.

**RESOLVED**, that the Plainfield Board of Education approves Caryn D. Cooper and Jean Gordon to attend the *Strengthening Your Title I Program Institute* – total cost not to exceed \$1,314.00. The availability of funds for this item has been verified and will be charged to Title I account 20-230-200000-500A-39-0000 (Professional Development).

**(4) American Council for School Social Work National Institute – New Orleans, LA (Hubbard)**

**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 Acting 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 students. Therefore, it has provided the Acting Superintendent of Schools the authority to employ non-administrative and administrative staff members to participate in out of district professional development opportunities.

**Hubbard Middle School Social Worker, Patricia King-Gibbs MSW**, will attend the 6<sup>th</sup> National Institute of the American Council for School Social Work (ACSSW) in New Orleans, Louisiana.

The breakdown, per the GSA, is as follows:

<b>Date</b>	January 16-20, 2018
<b>Registration/Membership</b>	\$440.00
<b>Lodging</b> <i>(inc. 18% tax)</i>	\$873.20
<b>Transportation</b>	\$395.37
<b>Meals / Incidentals</b>	\$288.00
<b>Total Cost to District</b>	\$1,996.57

The ACSSW National Institute will feature over 45 interactive presentations designed to help School Social Workers keep pace with innovative and evidence-based practices, effective leadership and applied research. The vast array of interactive workshops will address all aspects of social work practice in the school setting. Topics for discussion are those that are of concern for many school districts today. These workshops will provide invaluable information and resources for addressing a myriad of concerns.

**Outcomes and Benefits**

- Learn new approaches to improving outcomes for students and aligning my services with District and State objectives.
- Train with leading experts on such topics as evidence based practice interventions, immigrant trauma, bullying, attendance issues, creating positive school climates and much more.
- Explore topics such as evaluation rubrics, shortages, funding, training, and emphasis on prevention and problem-solving services.

**RESOLVED**, that the Plainfield Board of Education approves Patricia King-Gibbs MSW to attend the American Council for School Social Work National Institute in New Orleans, LA – total cost not to exceed \$1,996.57. The availability of funds for this item has been verified and will be charged to Title I accounts 20-230-200000-500A-23-0000 (Hubbard Professional Development) and 20-230-200000-580A-23-0000 (Hubbard Travel Hotel & Meals).

**(5) New Jersey Association of School Administrators – TECHSPO 18’ – Atlantic City, NJ**

**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 Acting 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 students. Therefore, they both require and encourage employees to take continuing education courses to improve their professional knowledge, maintain professional credentials, and to operate most effectively and efficiently in the delivery of services to the children of the District.

The **PPS** staff listed below will attend the New Jersey Association of School Administrators (NJASA) TECHSPO 18’, at the Harrah's Resort in Atlantic City, New Jersey.

<b>Staff</b>	<b>Position / Location</b>
Caryn D. Cooper	Acting Superintendent
Chris Payne	Chief Information Officer / IT
Lisa Armstead	Principal / Woodland
Gary Bloom	Sr. Network Administrator / IT
Cory Van Putten	Communication / IT

Participants are required to turnkey information obtained with designated persons in accordance to District requirements. The breakdown, per the GSA, is as follows:

<b>Date</b>	<b>January 25-26, 2018</b>
<b>Registration</b> (\$425.00 x 5)	\$2,125.00
<b>Lodging</b> (approved by DOE Commissioner - \$233.64 p/p)	\$1,168.20
<b>Mileage Reimbursement</b> (218 R/T = \$67.58 p/p)	\$337.90
<b>Meals / Incidentals</b> (\$96.00 p/p)	\$480.00
<b>Total Cost to District</b>	\$4,111.10

The conference will provide updated information regarding the latest technology tools related to TECHSPO for Education. NJASA is a professional organization devoted to delivering current relative curriculum and instructional content to the educational profession in the State of New Jersey.

**RESOLVED**, that the Plainfield Board of Education approves the listed PPS staff to attend the NJASA TECHSPO '18 in Atlantic City, NJ, January 25-26, 2018 – total cost not to exceed \$4,111.10. The availability of funds for this item has been verified and will be charged to accounts 11-000-252000-500T-08-0000 (IT Other Purch Serv Travel), 11-000-221000-500A-26-0000 (Other Purchased Serv), 11-000-221000-500T-26-0000 (Other Purch Serv Travel) and 15-190-100000-500A-22-0000 (Woodland Instruc Oth Pur Service).

**(6) In-District Science and Instructional Technology Learning Seminars**

**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 Acting 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 students. 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 raising the standards, student performance and providing sustained professional development for staff.

The **Department of Science and Instructional Technology** is committed to helping teachers learn the best instructional practices that focuses on practical, classroom-tested strategies that are effective for diverse students with a wide range of needs, strengths, and interests.

**Jacqueline Cox, Tech/Science Resource Teacher** has been identified to provide professional development as part of the Technology and Science Learning Seminars. The Technology and Science Learning Seminars will convene monthly. The breakdown, per the collective bargaining agreement, is as follows:

<b>Dates</b>	January – June 2018
<b>Total Sessions</b>	22
<b>Total Hours</b>	66
<b>Rate Per Hour / Maximum</b>	\$28.00 / \$1,848.00
<b>Total Cost to District</b>	\$1,848.00

**RESOLVED**, that the Plainfield Board of Education approves Jacqueline Cox to provide professional development as part of the Teachers Learning Support Seminars – total cost not to exceed \$1,848.00. The availability of funds for this item has been verified and will be charged to Title II account 20-270-20000-110A-39-0000 (PD Stipends).

**(7) 2018 Beyond School Hours XXI National Education Conference – Orlando, FL (21<sup>st</sup> CCLC)**

**Strategic Plan Link**

**Goal 2: Human Resources:**

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

The Acting 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 students. Therefore, it has provided the Acting Superintendent of Schools the authority to employ non-administrative and administrative staff members to participate in out-of-district professional development opportunities.

**Zelda Spence**, Supervisor of Special Projects/21<sup>st</sup> CCLC Project Director and **Ashley Eddy**, 21<sup>st</sup> CCLC After School ELA Teacher, will attend the 21<sup>st</sup> CCLC *grant-mandated* 2018 Beyond School Hours XXI National Education Conference in Orlando, Florida.

Pre-approved travel arrangements by the NJDOE Office of Student and Support Services are compliant with the GSA and NJ Accountability travel arrangements cost standards. The breakdown, as follows:

<b>Dates</b>	February 20-24, 2018
<b>Registration</b> (\$678.50 p/p)	\$1,357.00
<b>Transportation</b> (\$575.00 p/p)	\$1,150.00
<b>Lodging</b> (conference site - \$895.50 p/p)	\$1,791.00
<b>Food / Incidentals</b> (\$265.50 p/p)	\$531.00
<b>Total Cost to District</b>	\$4,829.00

The conference includes a premier gathering of education practitioners and thought leaders. Also, vital professional development opportunities for educators and leaders working with students of all ages, across the learning day, all across America. There will be hands-on workshops and pre-conferences led by national experts, motivating keynote presentations and panel discussions, powerful networking opportunities, fascinating educational excursions, and premium exhibits unveiling the latest products and solutions.

**RESOLVED**, that the Plainfield Board of Education approves Zelda Spence and Ashley Eddy to attend the 2018 Beyond School Hours XXI National Education Conference in Orlando – total cost not to exceed \$4,829.00. The availability of funds for this item has been verified and will be charged to account 20-450-200000-580A-38-0000 (Travel).



**E. Partnership – PPS, Mills College and Florida State University:  
Research Study *Improvement of Elementary Fractions Instruction***

**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 Acting 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 Student Learning Standards, achieve academic and lifelong success.

**Plainfield Public Schools**, in collaboration with Mills College and Florida State University, will participate in a U.S. Department of Education Institute of Education Sciences grant-funded research study to investigate the impact of lesson study on elementary math educators' collaborative improvement of mathematics lessons to teach fractions. The principal investigators are Dr. Catherine Lewis and Dr. Robert Schoen.

Information related to the district participation is as follows:

<b>Date</b>	Spring 2018
<b>Participating Schools/Teams</b>	Barlow Clinton Cook Emerson
<b>Grade Level</b>	Grades 3 to 5
<b># of Teachers per Team</b>	3 Teachers
<b>Duration of Study</b>	Approx. 15 weeks ( <i>to include 16 hours of professional learning on fractions</i> ).
<b>Incentive</b> ( <i>completion of study</i> )*	(\$16,000 {\$4,000 stipend/school})
<b>Total Cost to District</b>	\$0.00

\*The stipend will be allocated to team members, school, and/or district according to a memorandum of understanding signed by all team members along with a school or district representative, and it should adhere to relevant school or district procedures for provision of funds. Funds typically used to support activities such as gathering resource materials for lesson study, paying substitute teachers, paying stipends for non-salaried time, or other expenses permitted by district policy. The team will also receive a video camera and tripod for gathering classroom and lesson study meeting videos.

**RESOLVED**, that the Plainfield Board of Education approves Plainfield Public Schools to enter into a contractual agreement/partnership with Mills College and Florida State University, to participate in a grant-funded research study to investigate the impact of lesson study on elementary math educators' instructional pedagogy – at **no cost to the District**.

**F. Approval for Submission Application**  
**Plainfield High School – Application for Perkins Grant FY2018**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

The Acting 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 Student Learning Standards, achieve academic and lifelong success.

FY2018 Perkins funds totaling \$60,761.00 will support student development of academic, career and technical skills of secondary students who elect to enroll in the following Career and Technical Education (CTE) programs:

1. Allied Health
2. Carpentry

**RESOLVED**, that the Plainfield Board of Education authorizes the Acting Superintendent of Schools to submit FY2018 Perkins Application for Plainfield High School, for \$60,761.00.

<b>Funding Source</b>	<b>Administrator</b>	<b>Grant Amount</b>
Carl D. Perkins Career and Technical Education Improvement Act of 2006	Dr. Jean Gordon	\$60,761.00

**G. Donation Acceptance –  
Internal Revenue Service – Computer for Learning Program (Woodland)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

The Acting 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 Student Learning Standards, achieve academic and lifelong success.

The Internal Revenue Service (IRS) *Computers for Learning Program* awards select schools who register at [www.computersforlearning.gov](http://www.computersforlearning.gov) an opportunity to receive excess technology equipment.

The IRS has awarded Woodland School tablets and cameras for classroom use.

This tablet and camera donation will help further the mission of Woodland Elementary School in the area of technology, in order to prepare our students for future success. The donation breakdown is as follows:

<b>Quantity</b>	<b>Description</b>
29	Galaxy Tab 3
5	DV 150 F Smart Camera
3	WB 50F Samsung – no mega
6	W830 20 zoom
6	WB 350F 21x
3	W800 20
3	Canon Power Shot
7	Cool pix L830
4	W810 6 x 120
4	D7000
6	D3100 Nikon
4	D3200 Nikon
5	18 – 55 lenses

**RESOLVED**, that the Plainfield Board of Education gives permission for Woodland Elementary School to accept tablets and cameras donated from the Internal Revenue Service – *Computers for Learning Program*.

## H. Allied Health Academy Supplemental Program (PHS)

### Strategic Plan Link

#### Goal 1: Learning Outcomes:

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

The Acting 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 provide opportunity for and ensuring all students meet the New Jersey Student Learning Standards, achieve academic and life-long success.

In support of obtaining these goals, **Plainfield High School** will implement an Allied Health Academy Supplemental After School Program. To provide academic support and enrichment activities for all students in A.

The breakdown, per the collective bargaining agreement, is as follows:

<b>Dates</b>	January– April 2018
<b>Days/Time</b>	Tuesday - Thursday
<b>Time</b>	3:05 – 4:05 pm
<b>Grade Levels</b>	9 <sup>th</sup> – 12 <sup>th</sup>
<b>Number of Teachers</b>	2
<b>Rate of Pay / Maximum</b>	\$28.00 / \$2,688.00
<b>Total Cost to District</b>	\$5,376.00

Allied Health tutoring for mathematics, language arts, and science curricula will be used to guide the program. In addition, Assessment Career Preparation materials will be used for the required certification assessment.

**RESOLVED**, that the Plainfield Board of Education approves the operation of the Allied Health Academy Supplemental Program at Plainfield High School – total cost not to exceed \$5,376.00. The availability of funds for this item has been verified and will be charged to Perkins Grant accounts 20-361-100000-101S-39-0000, and 20-361-200000-110A-39-0000.

**I. Safety Net Program 2017-18 (Evergreen)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

The Acting 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 Learning Standards, achieve academic and life-long success.

In support of obtaining these goals implemented in our Title I School Wide Plan, the **Evergreen Elementary School** Safety Net Program, will provide academic support and enrichment activities for students in Grades 1-2 in Literacy, Mathematics and Science.

The breakdown is as follows:

<b>Dates</b>	January 9 – April 26, 2018
<b>Days</b>	Tuesday – Thursday
<b>Time</b>	3:05 – 5:05 pm
<b># of Coordinators – Rate of Pay / Maximum</b>	1 - \$28.00 / \$2,320.00
<b># of Teachers – Rate of Pay / Maximum</b>	10 - \$28.00 / \$1,176.00
<b># of Teacher Assistants – Rate of Pay / Maximum</b>	1 - \$10.00 / \$420.00
<b>Total Cost to District</b>	\$14,532.00

**RESOLVED**, that the Plainfield Board of Education approves Evergreen Elementary School's Safety Net Program – total cost not to exceed \$14,532.00. The availability of funds for this item has been verified and will be charged to Title I account 20-230-100000-101S-17-0000 (T1 Evergreen Teacher Stipends).

**J. K-3 Academy (Jefferson)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

The Plainfield Board of Education is committed to improving the learning and academic performance of all students so they achieve their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring all students meet the New Jersey Student Learning Standards and achieve academic, behavioral, emotional and life-long success.

In support of obtaining these goals, the **Jefferson Elementary** K-3 Academy will provide research based tiered interventions for students.

Currently we are identified as a Focus school, based on previous performance of students in two (2) sub-groups: Special Needs and LEP. Students from these sub-groups will be the targeted participants. The implementation of this program is aligned with our district and state approved School Improvement Plan. All instruction will be aligned with the Student Learning Standards and delivered by certificated staff members.

The breakdown is as follows:

<b>Dates</b>	January 2 – May 31, 2018
<b>Days</b>	Tuesday – Thursday
<b>Time</b>	3:05 – 4:05 pm
<b>Grades</b>	Kindergarten - Fifth
<b># of Teachers</b>	8
<b># of Teacher Assistants</b>	1
<b>Teacher Rate Per Hour/ Maximum</b>	\$28.00 / \$1,708.00
<b>Teacher Asst. Rate Per Hour/ Maximum</b>	\$10.50 / \$640.50
<b>Total Cost to the District</b>	\$14,304.50

Orton Gillingham, guided reading, Reading A-Z, Raz Kids and Iready will be used to provide additional support.

**RESOLVED**, that the Plainfield Board of Education approves Jefferson Elementary School K-3 Academy – total cost not to exceed \$14,304.50. The availability of funds has been verified and will be charged to Title I account 20-230-100000-100A-18-0000 (Title 1 Teacher Stipends).

**K. Literacy and Mathematics (Title I) Family Night**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

**Goal 5: Family and Community Engagement:**

To actively engage families and communities in a meaningful, structured and productive manner that promotes learning and cooperation.

The Acting 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 students, families and community members to engage in meaningful and productive activities to ensure all students meet the New Jersey Student Learning Standards, and achieve high academic and life-long success.

The **Language Arts** and **Mathematics Departments** to host an evening event recognizing and promoting Literacy and Mathematics Awareness for grades K-8.

<b>Date</b>	January 19, 2018
<b>Time</b>	6:00 - 8:00 pm
<b>Location</b>	PHS Cafe and Gymnasium
<b>Teachers</b>	8
<b>Keynote Speaker (TBD)</b>	\$1,250.00
<b>Rate of Pay / Maximum</b>	\$28.00 / \$140.00
<b>Total Cost to the District</b>	\$2,370.00

The purpose of the event is to:

- Expose and empower K-8 students and their families to engage in literacy and mathematical practices that can be utilized to promote family based learning activities
- Strengthen community resources available to our students
- Engage and motivate parents in the educational process

**RESOLVED**, that the Plainfield Board of Education approves the 2018 Literacy and Mathematics Family Night – total cost not to exceed \$2,370.00. The availability of funds for this item has been verified and will be charged to account 11-000-223000-320P-26-0000 (Curriculum Purchase Services), and Title I account 20-230-20000-101S-39-0000 (Teacher Stipends).

**L. Engineering (Title I) Family Night**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

**Goal 5: Family and Community Engagement:**

To actively engage families and communities in a meaningful, structured and productive manner that promotes learning and cooperation.

The Acting 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 students, families and community members to engage in meaningful and productive activities to ensure all students meet the New Jersey Student Learning Standards achieve high academic and life-long success.

The **Science Department** to host an evening event recognizing 2018 Engineering Family Night.

<b>Date</b>	February 8, 2018
<b>Time</b>	5:30 – 7:30 pm
<b>Location</b>	Board Office Auditorium
<b>Grades</b>	3 <sup>rd</sup> – 5 <sup>th</sup>
<b>Teachers</b>	4
<b>Rate of Pay / Maximum</b>	\$28.00 / \$140.00
<b>Total Cost to District</b>	\$560.00

The purpose of the event is to:

- Expose and empower all students to our Plainfield Community resident who works in the field of math and science.
- Strengthen community resources available to our students
- Engage and motivate parents in the educational process

**RESOLVED**, that the Plainfield Board of Education approves the 2018 Engineering Family Night – total cost not to exceed \$560.00. The availability of funds for this item has been verified and will be charged to Title I account 20-230-20000-101S-39-0000 (Teacher Stipends).



**M. Science Fair 2018**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

**Goal 5: Family and Community Engagement:**

To actively engage families and communities in a meaningful, structured and productive manner that promotes learning and cooperation.

The Acting 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 students, families and community members to engage in meaningful and productive activities to ensure all students meet the New Jersey Student Learning Standards achieve high academic and life-long success.

The **Science Department** to host an evening event recognizing 2018 Science Fair Participants.

<b>Date</b>	March 1, 2018
<b>Time</b>	5:30 – 8:30 pm
<b>Location</b>	Clinton School
<b>Guest Speaker (TBD)</b>	\$500.00
<b>Total Cost to the District</b>	\$500.00

The purpose of the event is to:

- Expose and empower all students to our Plainfield Community resident who works in the field of math and science.
- Strengthen community resources available to our students
- Engage and motivate parents in the educational process

**RESOLVED**, that the Plainfield Board of Education approves the 2018 Science Fair – total cost not to exceed \$500.00. Availability of funds for this item has been verified and will be charged to account 11-000-223000-320P-26-0000 (Curriculum Purchase Services).

**N. Coding (Title I) Family Night**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

**Goal 5: Family and Community Engagement:**

To actively engage families and communities in a meaningful, structured and productive manner that promotes learning and cooperation.

The Acting 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 students, families and community members to engage in meaningful and productive activities to ensure all students meet the New Jersey Student Learning Standards achieve high academic and life-long success.

The **Science Department** to host an evening event recognizing 2018 Coding Family Night.

<b>Date</b>	March 15, 2018
<b>Time</b>	5:30 – 7:30 pm
<b>Location</b>	Board Office Auditorium
<b>Grades</b>	3 <sup>rd</sup> – 5 <sup>th</sup>
<b>Teachers</b>	4
<b>Rate of Pay / Maximum</b>	\$28.00 / \$140.00
<b>Total Cost to District</b>	\$560.00

The purpose of the event is to:

- Expose and empower all students to our Plainfield Community resident who works in the field of math and science.
- Strengthen community resources available to our students
- Engage and motivate parents in the educational process

**RESOLVED**, that the Plainfield Board of Education approves the 2018 Coding Family Night – total cost not to exceed \$560.00. The availability of funds for this item has been verified and will be charged to Title I account 20-230-20000-101S-39-0000 (Teacher Stipends).

**O. Istation (Barlow)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

The Acting 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 Student Learning Standards, achieve academic and life-long success.

**Barlow Elementary School** will utilize Istation Math and Reading – an online interactive curriculum for the 3-5 grade student population – English and Spanish version.

Istation Reading personalizes learning to maximize students' growth. This online interactive curriculum focuses on research-based skills tailored for many levels of reading development: Phonemic Awareness; Phonics/Word Analysis; Vocabulary; Comprehension and Fluency in English and Spanish.

The breakdown is as follows:

<b>Targeted Population</b>	Grades 3-5
<b>Cost for English and Math</b>	\$ 3,360.00
<b>Cost for Spanish</b>	\$1,540.00
<b>Total Cost to District</b>	\$4,900.00

**RESOLVED**, that the Plainfield Board of Education approves Barlow School to purchase Istation for the 2017-2018 academic year – total cost not to exceed \$4,900.00. The availability of funds for this item has been verified and will be charged to Title I account 20-230-100000-600A-11-0000 (Barlow T1 Instructional Supplies).

**P. Istation (Clinton)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

The Acting Superintendent of Schools recommends and I so move, the 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 insuring all students meet the New Jersey Student Learning Standards, achieve academic and life-long success.

**Clinton Elementary School** will utilize Istation Reading – an online interactive curriculum for the entire student population – English and Limited Spanish versions.

The breakdown is as follows:

<b>Targeted Population</b>	Grades K-5
<b>Cost for English K-5</b>	\$5,700.00
<b>Cost for Spanish K-5</b>	\$675.00
<b>Total Cost to District</b>	\$6,375.00

**RESOLVED**, that the Plainfield Board of Education approves Clinton Elementary School to purchase Istation for the 2017-2018 academic year – total cost not to exceed \$6,375.00. The availability of funds for this item has been verified and will be charged to Title I account 20-230-100000-600A-14-0000 (T1 Clinton School Instructional Supplies).

**Q. Istation (Evergreen)**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

The Acting 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 Student Learning Standards, achieve academic and life-long success.

**Evergreen Elementary School** will utilize Istation Reading – an online interactive curriculum for the entire student population – English and Spanish version.

Istation Reading personalizes learning to maximize students' growth. This online interactive curriculum focuses on research-based skills tailored for many levels of reading development: Phonemic Awareness; Phonics/Word Analysis; Vocabulary; Comprehension and Fluency in English and Spanish.

The breakdown is as follows:

<b>Targeted Population</b>	Grades K-5
<b>Istation Math (Student)</b>	\$900.00
<b>Cost for English – K-5</b>	\$8,050.00
<b>Cost for Spanish – K-5</b>	\$675.00
<b>Total Cost to District</b>	\$9,625.00

**RESOLVED**, that the Plainfield Board of Education approves Evergreen Elementary School to purchase Istation for the 2017-2018 academic year – total cost not to exceed \$9,625.00. The availability of funds for this item has been verified and will be charged to account 15-190-100018-610A-17-0000 (Evergreen General Supply).

**R. Early Childhood Five (5) Year Plan Update Submission**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

**Goal 5: Community and Family Engagement:**

To actively engage families and communities in a meaningful, structured, and productive manner that promotes learning and cooperation.

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

**RESOLUTION**

The Plainfield Public Schools is required to submit a five (5) year programmatic plan update, along with a budget for the 2018-2019 school year, to the New Jersey Department of Early Childhood Education. This plan outlines the operation of the Plainfield preschool program to meet the needs of its preschool population over the next few years.

The plan continues to incorporate the use of contracted community childcare providers as well as in-district classrooms to provide universal preschool to Plainfield residents. The plan describes the continued use of approved curriculum and evaluation methods that have proved effective in current practice. We will continue to train both district staff, and the staff of contracted preschool providers, in order to maintain the highest possible level of appropriate classroom instruction. The plan also outlines strategies for outreach to the community and support for families of preschoolers.

The 2018-2019 budget submission is crafted to provide service to 1,530 preschoolers (1,489 general education and 41 classified). This will utilize the services of ten (10) contracted providers, including Head Start, and classroom in one (1) in-district school.

**RESOLVED**, that the Plainfield Board of Education approves the submission of the Five (5) Year Plan update and the 2018-2019 Budget for Early Childhood Education. This is annual funding from the New Jersey Department of Education for preschool services to three (3) and four (4) year olds. The FY 2018-2019 budget submission is \$21,712,162.

**S. Instrumental / Vocal Music Curriculum – K-12**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

The Acting 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 doing so, it is also committed to providing opportunities for and ensuring all students meet the New Jersey Student Learning Standards, achieve academic, and life-long success.

In order to design coherent instruction for students in instrumental and vocal music, a comprehensive curriculum has been developed.

The standards covered during each instructional unit of the instrumental and vocal music curriculum are reflective of the New Jersey Student Learning Standards outlined in the New Jersey Curriculum Framework. Each music standard has been unpacked to illustrate the critical knowledge and skills students need in order to master the standard.

Music teachers may use the appropriate objective to build lessons for students reflecting what is covered in the music program for all grade levels (K-12).

**RESOLVED**, that the Plainfield Board of Education approves the Instrumental / Vocal Music curricula to reflect increased rigor and to align more closely with current State or provincial standards, or to the new Student Learning Standards.

## XII. REPORT OF THE FINANCE COMMITTEE

### A. Reports of the Board Secretary and Treasurer – October 2017

**Strategic Plan Link:**

**Goal 3: Business Operations**

To improve the overall efficiency and effectiveness of business operations.

The Acting 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 19, 2017 BUSINESS MEETING**



**B. Payment of Bills — November 17, 2017 – December 14, 2017**

**Strategic Plan Link:**

**Goal 3: Business Operations**

To improve the overall efficiency and effectiveness of business operations.

The Acting 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	\$-0-
On the Agency Account in the amount of	\$-0-
On the Food Service Account in the amount of	\$-0-
On the Workers Compensation Account in the amount of	\$-0-
On the NJ Unemployment Compensation Account in the amount of	\$-0-
<b>IN THE GRAND TOTAL AMOUNT OF</b>	<b>\$-0-</b>

**TO BE PRESENTED AT THE DECEMBER 19, 2017 BUSINESS MEETING**

**C. 2017 – 18 Budget Transfers**

**Strategic Plan Link:**

**Goal 3: Business Practices**

To improve the overall efficiency and effectiveness of business operations.

The Acting 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 19, 2017 BUSINESS MEETING**

**D. Request For Proposal**

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

**RESOLUTION**

**RFP: 2018:02 – Renewable Energy Program (Solar)**

**WHEREAS**, the Board of Education advertised for Request For Proposal for the following on Friday, October 20, 2017, and

**TO BE PRESENTED AT THE DECEMBER 19, 2017 BUSINESS MEETING**

**E. Employee Health Benefits Plan – Benecard**

The Acting 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, 2017 through December 31, 2017 expires on this date, now therefore be it

**RESOLVED**, that the Plainfield Board of Education renews the existing prescription plan for the period January 1, 2018 to December 31, 2018 with the following rates:

	<b><u>Admin.</u></b>	<b><u>PEA</u></b>	<b><u>Retirees</u></b>
Single	\$197.17	\$224.88	\$1,194.36
Parent/Children	\$325.27	\$371.04	\$1,970.70
Husband/Wife	\$413.98	\$472.23	\$2,508.15
Family	\$473.13	\$539.70	\$2,866.47

**F. 2016 – 2017 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 Acting 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 5, 2017 in concert with the Corrective Action Plan submitted by the Business Administrator/Board Secretary, now therefore be it,

**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, 2017 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.

<b><u>Finding</u></b>	<b><u>Corrective Action</u></b>	<b><u>Person Responsible</u></b>	<b><u>Completion</u></b>
The audit of certain vendors paid in excess of the bid threshold indicated that two vendors were not publicly advertised for bids; one professional services contract for asbestos removal approved by resolution of the Board was not advertised in the District's official newspaper and the required notification to the Executive County Superintendent for one emergency contract awarded by the Board for emergency roof repairs was not made.	Ensure that all contract awards are made in accordance with the requirements of Public Contracts Law by reviewing and enhancing purchasing procedures.	Gary Ottmann Yolanda Koon	01/31/2018
Certain goods and/or services were ordered or received by the District prior to the issuance of an approved purchase order.	Ensure that properly executed purchase orders are prepared and recorded prior to goods being ordered or services being rendered.	All District Administrators	01/31/2018
The food service fund net cash resources exceeded the maximum amount permitted by the New Jersey Department of Education.	Reduce net cash resources via cafeteria upgrade expenditures	Gary Ottmann	12/31/2017
The audit of the food service fund revealed certain amounts on the point of sale reports were not in agreement with the actual bank deposits.	Point of sale reports be reviewed and reconciled on a daily basis.	Antoinia Lyons	12/31/2017
The audit of the student activity funds revealed that pre numbered receipts were not utilized at the Cedarbrook Elementary School. Deposit slips were not available for audit at Cedarbrook School, Plainfield High School and Athletics. Game summary forms relating to the athletic account were not retained for audit. Documentation to support certain withdrawal authorizations at Stillman and Cedarbrook Schools were not available for audit.	Administrators receive additional training in the management of student activity funds.	Gwynetta Joe Philip Williamson John Quinn Mark Williams Cynthia Lam	01/31/2018
The audit of the DRTRS revealed that 1 charter school student's application was not available to verify enrollment; 7 students reported as receiving transportation services were not eligible and 11 special education students with special needs did not indicate transportation as a related service in their IEPs.	Review and enhance internal controls over DRTRS reporting.	Tom Lauton Beth Filippatos, Antoinette Adams	12/31/2017

**G. 2017 – 2018 Parental Contract for Student Transportation**

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

**RESOLUTION**

**WHEREAS**, NJ Administrative Code 6A:27-7.7 permits a Board of Education to enter into a negotiated contract with a parent to transport his or her own child, now therefore be it

**RESOLVED**, that the Plainfield Board of Education approves the following parental contract for the 2017 – 2018 school year:

<b><u>Company</u></b>	<b><u>Route</u></b>	<b><u>School</u></b>	<b><u>Per Diem</u></b>	<b><u>Total</u></b>
Parent-Ruiz	PC 1	DLC-Warren, NJ	\$64.00	\$13,440.00

**H. In-School Nursing Services – Bayada Home Health Care, Inc.**

**Strategic Plan Link:**

**Goal 1: Learning Outcomes:**

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

**Goal 3: Business Practices:**

To improve the overall efficiency and effectiveness of district and school operations.

The Acting 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 have access to in school nursing services, and

**WHEREAS**, as a result of both retirements and resignations of school nurses, there are a number of vacancies which the District has been unable to fill, and

**WHEREAS**, Bayada Home Health Care, Inc. is engaged in the business of providing nursing services and has the skills and qualifications to provide these services in Plainfield, now therefore be it

**RESOLVED**, that the Plainfield Board of Education approves a contract with Bayada Home Health Care, Inc. to provide in district nursing services at an hourly rate of \$60.00 for the period September 1, 2017 – June 30, 2018.

**I. Delta-T Group**

**Strategic Plan Link:**

**Goal 3: Business Practices:**

To improve the overall efficiency and effectiveness of district and school operations.

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

**RESOLUTION**

The District recognizes the need to provide planned or last minute substitutes for difficult to fill but critical need positions such as school nurses. Delta-T Group provides services, staffing and workforce solutions for small and large human services organizations, state and government agencies, and public schools.

**RESOLVED**, that the Plainfield Board of Education approves a contract with Delta-T Group to refer interim professionals to Plainfield Public Schools at the hourly bill rate as designated per professional for the 2017-2018 school year as noted below:

<b><u>Professional</u></b>	<b><u>Hourly Bill Rate</u></b>
RN	\$37.50
LPN	\$29.70
Special Education Teachers	\$38.00
ESL Teachers	\$38.00
School Psychologist	\$57.50
LDTG	\$52.00

**J. Out-of-District Travel**

The following is recommended for adoption:

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education approves Emily Morgan to attend the Title I Leadership Institute, from January 16 – 17, 2018 in Voorhees, NJ at a cost not to exceed \$700.00. The availability of funds for this item has been verified and will be charged to account 11-000-230000-580A-01-0000 (Board Travel).

**K. Union County Education Services Commission**

**Strategic Plan Link:**

**Goal 3: Business Practices**

To improve the overall efficiency and effectiveness of business operations.

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

**RESOLUTION**

**Contract for Nonpublic School Security Aid Program Agreement for the 2017 – 2018 School Year**

**WHEREAS**, A-2689/5754, requires the State and local community purchase nonpublic security aid program upon individual request to all students enrolled in grades kindergarten through 12 in nonpublic schools located within the local school district. From the amount appropriated for Nonpublic Security Aid, the Commissioner of Education shall provide State aid to each school district in an amount to equal \$75.00 multiplied by the number of nonpublic school students within the District identified by the District on or before November 5<sup>th</sup> for security services, equipment or technology to ensure a safe and secure school environment for nonpublic school students.

**WHEREAS**, the Union County Educational Services Commission has agreed to handle the purchasing and processing of nonpublic school security aid program, security services, equipment or technology for local public school districts for the purpose of greater cost effectiveness through joint purchasing and centralized administration, now therefore be it

**RESOLVED**, that the Plainfield Board of Education enter into an agreement with the Union County Educational Services Commission whereby the Commission will administer a nonpublic security aid program for those eligible students attending nonpublic schools located with Plainfield for the 2017 – 2018 school year, in accordance with A-2687/5754; and be it

**FURTHER RESOLVED**, that the Plainfield Board of Education pay a surcharge of \$2,601.00 - equal to 12% of the \$21,675.00 allocation for nonpublic school security to cover the Commission's costs for administering the program. The Commission will bill the District for services rendered throughout the 2017 – 2018 school year.



**L. Emergency Contracts – Maxson School**

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

**RESOLUTION**

**WHEREAS**, the Plainfield Board of Education previously awarded a contract to Northeastern Interiors on June 27, 2017 in the amount of \$638,000.00 for the renovation of the Maxson School Cafeteria, and

**WHEREAS**, Northeastern was not responsive and they were replaced in September 2017, and

**WHEREAS**, NJSA 18A:18A-7 allows a school district to award emergency contracts when the health or safety of occupants of school property requires the immediate delivery of goods or the performance of services, now therefore be it

**RESOLVED**, the Plainfield Board of Education approves the award of emergency contracts to the following vendors for the completion of the Maxson School Cafeteria.

D & K Electric	TBD	Lighting, electrical panel connections
Dumont Mechanical	\$100,870.20	RTU material, RTU control
JAS Construction	\$3,500.00	Structural beam columns
Northeast Roof Maintenance	\$5,700.00	Emergency waterproofing to preserve existing warranty
RIS	TBD	Painting

**M. 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 Acting Superintendent of Schools recommends, and I so move, adoption of the following:

**RESOLUTION**

The Acting 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 Acting Superintendent has provided the Board of Education with the results of the investigations of all alleged HIB incidents reported to the Superintendent as of December 1, 2017; and

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

**RESOLVED**, that the Plainfield Board of Education hereby accepts and affirms the determinations made by the Acting Superintendent, Building Principals, District's Anti-Bullying Coordinator, and School Anti-Bullying Specialists on the incident report submitted regarding the HIB investigations #2017-2018-11 through #2017-2018-15.

**XIII. REPORT OF THE POLICY COMMITTEE**

**A. Adoption of Policies – First Reading**

The following is recommended for adoption:

**RESOLUTION**

**WHEREAS**, the Plainfield Board of Education has reviewed the policies listed below and finds them acceptable for the management and operation of the Plainfield Public Schools, and

**WHEREAS**, the Plainfield Board of Education now finds it necessary that these policies be implemented, now therefore be it

**RESOLVED**, that the Plainfield Board of Education approves, on **first reading**, the following policies that will be available for public inspection and comment, with final Board adoption anticipated at next month’s scheduled business meeting:

<u>Policy Number</u>	<u>Title</u>	
3541.33	Transportation Safety	<b>Amended</b>
6114	Emergency & Disaster Preparedness	<b>Amended</b>

**B. Adoption of Policies – Second Reading**

The following is recommended for adoption:

**RESOLUTION**

**WHEREAS**, the Plainfield Board of Education has reviewed the policies listed below and finds them acceptable for the management and operation of the Plainfield Public Schools, and

**WHEREAS**, the Plainfield Board of Education now finds it necessary that these policies be implemented, now therefore be it

**RESOLVED**, that the Plainfield Board of Education approves, on **second reading**, the following policies:

<u>Policy Number</u>	<u>Title</u>	
3250.1	Outstanding food Service Charges	<b>New</b>
3542.2	School Meal Program Arrears	<b>New</b>
3510	Operation and Maintenance of Plant	<b>Amended</b>
3516	Safety	<b>Amended</b>
6145	Extracurricular Activities	<b>Amended</b>
6145.1/6145.2	Intramural Competition;	<b>Amended</b>
6146	Graduation Requirements	<b>Amended</b>
6162.5	Research	<b>Amended</b>
6163.1	Media Center/Library	<b>Amended</b>
6171	Special Instructional Programs	<b>Amended</b>
6173	Home Instruction	<b>Amended</b>
6200	Adult/Community Education	<b>Amended</b>

**XIV. ADJOURNMENT**