

PLAINFIELD BOARD OF EDUCATION  
Plainfield, N.J.

**ANNUAL ORGANIZATION MEETING  
(ACTION WILL BE TAKEN)**

Date: Wednesday, January 3, 2018

Time: 7:00 p.m.

Place: **PLAINFIELD HIGH SCHOOL  
CAFETERIA  
950 PARK AVENUE**

<u>Board of Education Members</u>	<u>TERM EXPIRES</u>
Ms. Lynn B. Anderson	2019
Mr. Terrence S. Bellamy, Sr.	2017
Mr. John C. Campbell	2018
Mr. Dorien Hurtt	2019
Mrs. Carletta D. Jeffers	2017
Mrs. Emily E. Morgan	2018
Ms. Carmencita T. Pile	2019
Mr. David M. Rutherford	2017
Mr. Richard Wyatt	2018
Dr. Caryn D. Cooper, Acting Superintendent	
Ms. Tyshana Campbell, Student Liaison – Plainfield High School	
Ms. Arianna Diaz, student Liaison – PAAAS	
Mr. Jonathan A. Freire, Student Liaison – Plainfield High School	
Mr. Marvin Hercules, Student Liaison – BOAACD	
Mr. Bryant Yancha-Pazmino, Student Liaison – Plainfield High School	

- I. CALL MEETING TO ORDER**
- II. OATH OF OFFICE – NEWLY ELECTED BOARD MEMBERS**

This evening, the oath of office will be issued to the following newly elected board members:

Three-year term:	1.	Cameron E. Cox	2020
	2.	Terence J. Johnson	2020
	3.	Dr. Avania Richardson-Miller	2020

- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. WELCOME**

WELCOME to the ANNUAL ORGANIZATION MEETING of the Board of Education of the City of Plainfield. Members hope you will find the meeting interesting and informative. We thank you for taking the time to attend. Please be advised that 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 the Star Ledger on Friday, December 22, 2017 to be advertised on Wednesday, December 27, 2017.

**VI. ORGANIZATION MEETING**

- A. Nomination and Election of President.  
(The Acting Board Secretary will chair the meeting until the President is elected).
  
- B. Nominations will be received from board members. No second is required. When nominations are closed, a vote will be taken on the nominees in the order of nomination. The first candidate receiving a majority of the votes of those present will be declared President.
  
- C. President assumes the Chair.
  
- D. Nomination and election of Vice President.

**VII. REMARKS FROM THE BOARD PRESIDENT**

**VIII. REMARKS FROM THE ACTING SUPERINTENDENT**

**IX. PRIVILEGE OF THE FLOOR**

At the business meetings, privilege of the floor will be provided for sixty minutes for public comment prior to committee reports. Members of the public in attendance will have the opportunity to raise concerns during this period of the meeting. Members of the public may speak once for a maximum period of five (5) minutes by the clock; this time is not transferable by one individual to another.

**X. CODE OF ETHICS****A. CODE OF ETHICS**

The following is in order for board adoption:

**RESOLUTION**  
**TO BE READ PUBLICLY BY BOARD MEMBERS**

The Plainfield Board of Education members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C. 6A:30

**RESOLVED**, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Plainfield Board of Education:

- A. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- B. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- C. I will confine my board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- D. I will behave toward my fellow board members with the respect due their office--demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.
- E. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis.
- F. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- G. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the board.
- H. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- I. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- J. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Chief School Administrator.
- K. I will support and protect school personnel in proper performance of their duties.
- L. I will refer all complaints to the Chief School Administrator and will act on such complaints at public meetings only after failure of an administrative solution.

## XI. REORGANIZATION AGENDA ITEMS

### A. Appointment of Board Members to Committee & Other Board Assignments

#### Committees

Finance	Policy	School/Community Relations
Human Resources	Buildings & Grounds	Board/Council Liaison
Curriculum & Instruction	Long Range Planning	
PEA Negotiations	PASA Negotiations	

#### Other Board Assignments – (Delegate/Alternate)

NJSBA Delegates Assembly	Union County Educational Services Commission
NJSBA Urban Boards	Union County School Boards Association
Legislative	Shared Service
Information Technology	

### B. Adoption of Policies

The following is in order for board adoption:

#### RESOLUTION

**RESOLVED**, all Board of Education policies presently in effect be, and are hereby, readopted.

### C. Designation of Official Publications

The following is in order for board adoption:

#### RESOLUTION

**RESOLVED**, that the Courier-News, Bridgewater, New Jersey is hereby designated the official publication of the Board of Education during the period beginning January 4, 2018 and ending at the Board's next organization meeting, and be it

**FURTHER RESOLVED**, that the Star Ledger be designated by the Board of Education to receive official notices of board of education meetings as required by law, during the period January 4, 2018 and ending at the Board's next organization meeting.

**D. Courses of Study, Textbook List and Curricula Guides**

The following is in order for board adoption:

**RESOLUTION**

**RESOLVED**, all Plainfield Board of Education courses of study, textbook list and curriculum guides previously approved and in effect be, and are hereby readopted for 2017 – 2018 fiscal year.

**E. Appointment of Representatives Requesting Federal and State Funds**

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

**RESOLUTION**

**RESOLVED**, that Caryn D. Cooper, Acting Superintendent of Schools and Gary L. Ottmann, School Business Administrator for the Plainfield Board of Education or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

**F. Parliamentary Procedures**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education adopts the Roberts Rules of Order as the official procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2017 – 2018 school year.

**G. Travel and Related Expense Reimbursement 2017 – 2018**

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

**RESOLUTION**

**WHEREAS**, pursuant to N.J.A.C. 6A:23A-7.2, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq., now therefore be it

**RESOLVED**, that the Plainfield Board of Education approves establishing a maximum travel expenditure amount of \$132,904.00 for the 2017 – 2018 school year. The maximum travel expenditure amount for the (current school year) is \$110,959.00, of which \$59,404.30 has been spent and \$8,350.48 is encumbered to date.

**H. Designation of Board of Education Depositories**

The following is in order for Board adoption:

**RESOLUTION**

**RESOLVED**, that PNC Bank, City National Bank, and Valley National Bank be hereby designated the official depositories of the Board of Education's funds for the 2017 – 2018 school year.

**I. Affirmative Action Officers for 2017 – 2018 School Year**

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

**RESOLUTION**

The Board of Education is required by the laws of the State of New Jersey to designate Affirmative Action Officer, now therefore be it

**RESOLVED**, that the Plainfield Board of Education appoints Gary L. Ottmann as its Affirmative Action Officer for the 2017 – 2018 school year and may appoint other officers as needed in specific areas.

**J. Open Public Meetings Act**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education, pursuant to chapter 231, PAL (Open Public Meetings Act) does hereby proclaim the public meetings of the board of education will be held in the Plainfield High School Cafetorium, 950 Park Avenue, at 8:00 p.m. as set forth below unless indicated otherwise, be it

**FURTHER RESOLVED**, that the purpose of the Regular Meetings shall be the normal conduct of business of the board of education and any other items brought to the Board's attention by the Board Members, Board Attorney, Acting Superintendent, and Business Administrator/Board Secretary, be it

**FURTHER RESOLVED** that the Plainfield Board of Education does hereby designate the Courier-News and Star Ledger as official newspapers to receive notices of meetings; and be it

**FURTHER RESOLVED**, that notices of meetings of the Board of Education will be posted in the Plainfield Board of Education Administration Office and posted on the District website, be it

**FURTHER RESOLVED**, that the Plainfield Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and, be it

**FURTHER RESOLVED**, that in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board Meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than five (5) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so, and be it,

**FURTHER RESOLVED**, that the Plainfield Board of Education will meet on the following dates:

<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)**

**XII. ADJOURNMENT**

**XIII. EXECUTIVE SESSION**

**The Work and Study Meeting of the Board of Education will be held on Tuesday, January 9, 2018 at 6:30 p.m.. The Public Session of the Work and Study Meeting will begin at 8:00 p.m.**

**The next Business Meeting of the Board of Education will be held on Tuesday, January 23, 2018, 6:30 p.m. Executive Session Maxson Middle School Conference Room; Public Session begins at 8:00 p.m. in the Maxson Middle School, Cafetorium.**

YK/bsc