

PLAINFIELD BOARD OF EDUCATION  
Plainfield, N.J.

**ANNUAL ORGANIZATION MEETING**

Date: Tuesday, April 29, 2008  
Time: 8:00 p.m.  
Place: Plainfield High School  
LIBRARY  
950 Park Avenue

Board of Education Members

Mr. Rasheed Abdul-Haqq  
Mrs. Patricia I. Barksdale  
Mrs. Wilma G. Campbell  
Mr. Agurs Linward Cathcart, Jr.  
Mr. Martin P. Cox  
Mr. Christian Estevez  
Mrs. Lisa C. Logan-Leach  
Ms. Bridget B. Rivers  
Ms. Vickey Sheppar  
Candace Goode, Student Liaison  
Malcolm Moye, Student Liaison  
Janel Spicer, Student Liaison  
Lateefah Stenbridge, Student Liaison

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

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

- Three-year term:
- 1. **Agurs Linward Cathcart, Jr.**
  - 2. **Bridget B. Rivers**
  - 3. **Vickey Sheppard**

- 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 Lodger on Tuesday, April 22, 2008 to be advertised on Friday, April 25, 2008.

**VI. ORGANIZATION MEETING**

- A. Nomination and Election of President.  
(The 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. 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 Confr. Rm.	6:30 p.m.
Personnel/Exec.Ses.	2 <sup>nd</sup> Tues.ea.mo.	PHS Confr.Rm.	6:30 p.m.
Curric. & Instr.	2 <sup>nd</sup> Tues.ea.mo.	PHS Confr.Rm.	8:00 p.m.
Finance Committee	2 <sup>nd</sup> Tues.ea.mo.	PHS Confr.Rm.	8:00 p.m.
Bldgs. & Grds. Cmte.	2 <sup>nd</sup> Tues.ea.mo.	PHS Confr.Rm.	8:00 p.m.
<b>BUSINESS MEETING</b>	<b>3rd Tues.ea.mo.</b>	<b>Altn.Plfd.Schs.</b>	<b>7:00 p.m.</b>

**(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, 504 Madison 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 three-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, May 6, 2008, 7 p.m., in the Plainfield High School library.**

**VIII. REMARKS FROM THE BOARD PRESIDENT**

**IX. REMARKS FROM THE INTERIM SUPERINTENDENT**

**X. 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 three (3) minutes by the clock; this time is not transferable by one individual to another. An extension of two (2) additional minutes will be granted only upon a majority vote of the board members present.

E. 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	
Negotiations		

Other Board Assignments – (Delegate/Alternate)

NJSBA Delegates Assembly	Union County Educational Services Commission
NJSBA Urban Boards	Union County School Boards Association
Legislative	

F. 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.

G. Designation of Board of Education Depositories

The following is in order for board adoption:

**RESOLUTION**

RESOLVED, the PNC Bank, Bank of America, and National Valley Bank, Plainfield, N.J., and City National Bank, Newark be and are hereby designated the official depositories of the Board of Education’s funds during the period beginning April 30, 2008 and ending at the Board’s next organization meeting.

H. Designation of Official Publication

The following is in order for board adoption:

**RESOLUTION**

RESOLVED, the Courier-News, Bridgewater, New Jersey is hereby designated the official publication of the Board of Education during the period beginning April 30, 2008 and ending at the Board’s next organization meeting, and be it

FURTHER RESOLVED, 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 April 30, 2008 and ending at the Board’s next organization meeting.

I. Bank Account Signatures

The following is in order for board adoption:

**RESOLUTION**

WHEREAS, \_\_\_\_\_ has been elected President of the Board of Education, and

WHEREAS, Gary L. Ottmann holds the position of Board Secretary of the Board of Education and

WHEREAS, Sandra Cummings holds the position of Treasurer of School Monies, now therefore be it

RESOLVED, the PNC Bank, Bank of America, Valley National, and City National Bank be requested, authorized and directed to honor all checks, drafts and other orders for the payment of money drawn in the name of the Plainfield Board of Education when bearing the true and approved facsimile signatures, as follows:

<u>Account</u>	<u>Signature/Facsimile</u>	
General Account	} Gary L. Ottmann Sandra Cummings	Board President
Improvement Fund		Board Secretary
Food Service Account		Treasurer of School Monies
Payroll Account		
<u>Account</u>	<u>Signature/Facsimile</u>	
Payroll Agency Account	Gary L. Ottmann	Board Secretary
	Sandra Cummings	Treasurer of School Monies
Unemployment Trust Fund	Gary L. Ottmann	Board Secretary
	Ronald Eddy	Payroll Supervisor
	Sandra Cummings	Treasurer of School Monies
<u>Account</u>	<u>Signature/Facsimile</u>	
Workers Compensation	Ronald Eddy	Payroll Supervisor
	Sandra Cummings	Treasurer of School Monies
<u>Account</u>	<u>Signature/Facsimile</u>	
PHS Interscholastic Athletic Fund	Gary L. Ottmann	Board Secretary
	Joyce Gerstorfer	Secretary
Plainfield High Adult School	Gary L. Ottmann	Board Secretary
	Ella Hunter	Secretary

J. Investment of Temporarily Idle Funds

The following is in order for board adoption:

**RESOLUTION**

WHEREAS, State law permits board funds not needed to meet immediate board obligations may be invested in interest-bearing positions in official board depositories, the New Jersey State Investment Pool, and other specified investments, and

WHEREAS, each official Board of Education depository has submitted proof of participation in the Governmental Unit Deposit Protection Act, now therefore be it

RESOLVED, the Board of Education of the City of Plainfield designates PNC Bank and Cash Management Fund, as official depositories for the Board of Education for investment purposes, and be it

FURTHER RESOLVED, whenever the Board Secretary shall determine that funds in Board of Education bank accounts exceed amounts needed for immediate Board of Education obligations, he is authorized to transfer funds to investment instruments as prescribed by law to the aforementioned institutions and the New Jersey State Investment Pool, and be it

FURTHER RESOLVED, this authorization shall remain in effect until the next organization meeting of the Board or until it shall be superceded by another resolution.

K. Courses of Study, Textbook List and Curricula Guides

The following is in order for board adoption:

**RESOLUTION**

RESOLVED, all Board of Education courses of study, textbook list and curriculum guides previously approved and in effect be, and are hereby readopted.

**ENCL.**

L. Annual Notice of Meetings for the 2008-2009 School Year

The following is in order for board adoption:

**RESOLUTION**

WHEREAS, pursuant to the Open Public Meetings Act (Ch.231 Laws of 1975), the Board of Education of the City of Plainfield is required to provide adequate notice of meetings to be made available to the public, now therefore be it

RESOLVED, the Board of Education establish the following schedule of meetings for the 2008-2009 school year, and the notice be posted and maintained throughout the year in places reserved for this type of announcement, subject to revisions and modifications which will be provided in accordance with the Open Public Meetings Act:

<u>Type of Meeting</u>	<u>* Date</u>	<u>Place</u>	<u>Time</u>
Policy Committee	1 <sup>st</sup> Tues.ea.mo.	PHS Confr.Rm	6:30 p.m.
Personnel/Exec.Ses.	2 <sup>nd</sup> Tues.ea.mo.	PHS Confr.Rm.	6:30 p.m.
Curric. & Instr.	2 <sup>nd</sup> Tues.ea.mo.	PHS Confr.Rm.	8:00 p.m.
Finance Committee	2 <sup>nd</sup> Tues.ea.mo.	PHS Confr.Rm.	8:00 p.m.
Bldgs. & Grds. Cmte.	2 <sup>nd</sup> Tues.ea.mo.	PHS Confr.Rm.	8:00 p.m.
<b>BUSINESS MEETING</b>	<b>3rd Tues.ea.mo.</b>	<b>Altn.Plfd.Schs.</b>	<b>7:00 p.m.</b>

**(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

and be it

FURTHER RESOLVED, meetings which fall on national or state holidays will be rescheduled with appropriate notice given, and be it

FURTHER RESOLVED, the Board Secretary is directed to develop a comprehensive schedule of meetings in accordance with the aforementioned schedule, to be mailed to the designated official newspaper, and to submit it to the appropriate state, county and municipal offices.

N. Appointment of Treasurer of School Monies

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

**RESOLUTION**

RESOLVED, the Board of Education appoint Sandra Cummings as Treasurer of School Monies for the 2008-2009 school year at a fee of \$8,100.

O. Appointment of Investment Officer for School Funds – 2008-2009 School Year

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

**RESOLUTION**

RESOLVED, the Board of Education appoint Gary L. Ottmann as Investment Officer for School Funds for the 2008-2009 school year.

P. Negotiated Employee Agreements and Contracts

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

**RESOLUTION**

RESOLVED, that the Board of Education approve all Negotiated Employee Agreements and Contracts to remain in full force and effect.

Q. State Contracts

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

**RESOLUTION**

RESOLVED, that the Board of Education continue participating with the State of New Jersey in state contracts.

R. Integrated Pest Coordinator

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

**RESOLUTION**

RESOLVED, that the Board of Education approve Harold Gee as the Integrated Pest Coordinator for the 2008-2009 school year.

S. District Purchasing Agent

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

**RESOLUTION**

RESOLVED, that the Board of Education approve the appointment of Gary L. Ottmann, School Business Administrator, as the District Purchasing Agent.

T. Open Public Records Act Officer

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

**RESOLUTION**

RESOLVED, that the Board of Education appoint Gary L. Ottmann, School Business Administrator, as the Open Public Records Act Officer.

U. Petty Cash Fund

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

**RESOLUTION**

RESOLVED, that the Plainfield Board of Education authorize the continued operation of a petty cash fund in the amount of \$500 for the 2008-2009 school year, in accordance with Board Policy #3451.

V. Appointment of Board Attorneys

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

**RESOLUTION**

RESOLVED, that the Board of Education approve the continuation of its Professional Services agreement with Hunt, Hamlin, & Ridley as Counsel for Labor/Personnel and Workers' Compensation matters at no change in terms until a selection is made with regards to the RFP that was previously distributed.

W. Appointment of Auditors

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

**RESOLUTION**

RESOLVED, that the Board of Education approve the continuation of Lerch, Vinci & Higgins as auditors for the 2008-2009 school year.

X. Appointment of Architectural Firm/Design Consultant

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

**RESOLUTION**

RESOLVED, the Board of Education approve the continuation of Johnson Jones as the Architectural/Design Consultant for the 2008-2009 school year.

Y. Appointment of Student Accident Insurance Broker

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

**RESOLUTION**

RESOLVED, that the Board of Education approve the continuation of Julius Alston as the Broker of Record for Student Accident Insurance for the 2008-2009 school year.

Z. Appointment of Insurance Broker

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

**RESOLUTION**

RESOLVED, that the Board of Education approve the continuation of the firm of Nathan Lane as the Broker of Record for Property and Casualty, Errors and Omissions, Liability and Automobile Insurance for the 2008-2009 school year.

Aa. Appointment of Employee Benefits' Broker

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

**RESOLUTION**

RESOLVED, that the Board of Education approve the continuation of the firm of HRH as the Broker of Record for the employee benefits' programs for the 2008-2009 school year.

Bb. Adoption of 2008-2009 District Calendar

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

**RESOLUTION**

WHEREAS, the Board of Education must approve the 2008-2009 district calendar, now therefore be it

RESOLVED, the Board of Education accepts the recommendation and approves the 2008-2009 district calendar.

**ENCL.**

**IX. ADJOURNMENT**

GLO/rpm