

PLAINFIELD BOARD OF EDUCATION  
Plainfield, N.J.

Date: Tuesday, December 14, 2010  
Time: 6:30 p.m. PUBLIC SESSION  
6:35 p.m. MEETING CLOSED FOR  
EXECUTIVE SESSION  
8:00 p.m. WORK & STUDY MTG.  
Place: **PLAINFIELD HIGH SCHOOL  
CONFERENCE ROOM**  
950 PARK AVE.

Board of Education Members

Mrs. Lisa C. Logan-Leach, President  
Mr. Rasheed Abdul-Haqq, Vice President  
Ms. Patricia I. Barksdale  
Mrs. Wilma G. Campbell  
Mr. Agurs Linward Cathcart, Jr.  
Mrs. Keisha Edwards  
Mrs. Brenda L. Gilbert  
Mrs. Renata A. Hernandez  
Ms. Katherine Peterson  
Mrs. Anna Belin-Pyles, Interim 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 Wednesday, December 1, 2010 for advertisement on Friday, December 3, 2010 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.Ses.	2 <sup>nd</sup> Tues. ea. mo.	PHS Conf.	6:30 p.m.
Curric. & Instr.	2 <sup>nd</sup> Tues. ea. mo.	PHS Conf.	8:00 p.m.
Finance Committee	2 <sup>nd</sup> Tues. ea. mo.	PHS Conf.	8:00 p.m.
Bldgs. & Grds. Cmte.	2 <sup>nd</sup> Tues. ea. mo.	PHS Conf.	8:00 p.m.
School Community Rel.	2 <sup>nd</sup> Tues. ea. mo.	PHS Conf.	8:00 p.m.
Business Meeting	3 <sup>rd</sup> Tues. ea. mo.	Alternate Schools	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 Interim 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 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 Interim 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 21, 2010, 8:00 pm, in the Emerson Community School cafetorium.**

- VII. REMARKS FROM THE BOARD PRESIDENT
  
- VIII. REMARKS FROM THE INTERIM SUPERINTENDENT
  
- IX. PRESENTATIONS
  - Lerch, Vinci & Higgins
  - Optimum Lightpath
  
- X. REMARKS FROM COMMITTEE CHAIRPERSONS

## XI. REPORT OF THE CURRICULUM & INSTRUCTION COMMITTEE

### A. Trips

#### 1. Class of 2011 Field Trip

##### Strategic Plan Link:

##### Goal 1: Learning Outcomes

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

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

### **RESOLUTION**

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

The Plainfield High School Senior Class has been going on senior field trips since 1993. The Class of 2011 has worked diligently in their fundraising activities to offset cost for their senior trip. The Class of 2011 Senior Field Trip will expand the students' learning beyond the walls of the classroom into the vast community outside. The senior trip will also provide students with experiences that cannot be duplicated in school. The field trip is an integral part of school instruction. The Disney Coordinator of Educational Activities has invited the Class of 2011 to attend their 2011 Disney Graduate Group Activities in Lake Buena, Florida from Friday, May 6, 2011 to Tuesday, May 11, 2011. One hundred ten (110) seniors and eleven (11) chaperones will attend this special event.

One hundred ten (110) seniors and eleven (11) chaperones will attend the Class of 2011 Senior Field Trip from Friday, May 6, 2011 to Tuesday, May 11, 2011. Departure is scheduled from Plainfield High School parking lot on Friday, May 6, 2011 at 11:30 a.m. The return is scheduled for Tuesday, May 11, 2011 at 2:30 p.m. The cost of lodging and transportation for the students and chaperones will be provided by fundraising activities, donations and advertisements. The cost per student and per chaperone for airfare is \$318.00, lodging is \$280.00, and Grad Night is \$152.00, at a total cost of \$750.00 per person. Transportation to Newark Airport will be provided by the district.

**RESOLVED**, that the Plainfield Board of Education approve for one hundred ten (110) seniors and eleven (11) chaperones to attend the 2011 Disney Graduate Group Educational Activities from Friday, May 6, 2011 to Tuesday, May 11, 2011 not exceed \$49,500.00 The availability of funds has been verified. The cost of airfare, lodging and Grad Night will be charged to Plainfield High School Student Activity account.

## **2. East Jersey Olde Town Village/Cornelius Lowe House**

### **Strategic Plan Link:**

### **Goal 1: Learning Outcomes:**

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

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

### **RESOLUTION**

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

Approximately twelve (12) special needs students and three (3) chaperones from Hubbard Middle School will attend East Jersey Olde Town Village and the Cornelius Lowe House in Piscataway, NJ on Thursday, January 27, 2011. Students will see first-hand a colonial village and home as represented in New Jersey pre Revolutionary War. Departure is scheduled for 8:45 a.m. from Hubbard Middle School and will return at 12:45 p.m.

**RESOLVED**, that the Plainfield Board of Education approve that twelve (12) special need students and three (3) chaperones from Hubbard School participate in the field trip to East Jersey Olde Town Village and the Cornelius Lowe House in Piscataway, NJ from 8:45 a.m. to 12:45 p.m. on Thursday, January 27, 2011. Transportation will provide by the district, there is no direct cost to the District.

## **B. Professional Development**

### **1. 2011 Council for Exceptional Children Annual Conference**

#### **Strategic Plan Link:**

#### **Goal 1: Learning Outcomes:**

**To improve the learning and academic performance of all students in all Plainfield Public Schools.**

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

### **RESOLUTION**

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

The district has identified a need to strengthen leadership skills. Antoinette Adams, Vice Principal Special Education, Gifted & Psychological Services will attend the Council for Exceptional Children 2011 Conference in Oxon Hill, MD April 25, 2011- April 28, 2011. Attendance at this conference will help provide practical lessons for leaders, and improve teaching and learning. By exposure to the workshops led by nationally recognized researchers/presenters, Mrs. Antoinette Adams, Vice Principal of Special Education, Gifted & Psychological Services will be able to turnkey the information obtained and learned in an effort to support the learning and academic performance of all students in all Plainfield Public Schools. Mrs. Adams will learn about the latest issues in special education, innovative teaching strategies and special education legislation. The special education administrator will also explore new products and services and have an opportunity to network with other professionals who work with children with exceptionalities.

**RESOLVED**, that the Plainfield Board of Education approves for Antoinette Adams, Vice Principal Special Education, Gifted & Psychological Services to attend the CEC Annual Conference from April 25, 2011- April 28, 2011, in Oxon Hill, MD at a cost not to exceed \$1, 733.36 (inclusive of registration - \$287.00; Hotel - \$796.00 (\$199.00 per night); 16% tax - \$127.36 (\$31.84 per night); Hotel fee \$40.00 (\$10.00 per night); Food Allowance \$284.00; Transportation \$123.00, and Parking \$76.00) The availability of funds for this item have been included in the FY'10 IDEA grant and will be charged to account 22-251-200000-500A-32-000.

**2. New Jersey Association of Health, Physical Education, Recreation and Dance. "Leading the Way: Education, Service and Accountability."**

**Strategic Plan Link:**

**Goal 2: Human Resources**

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

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

**RESOLUTION**

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

Hubbard Middle School Dance Teacher, Ellen Schwartz will attend the New Jersey Association of Health, Physical Education, Recreation and Dance (NJAPERD) at Ocean Place Resort in Long Branch NJ, on February 16-18, 2011. This professional development conference consists of workshops hosted by professionals in Physical Education, Health and Dance. Educators, performers and scholars focusing on integrating dance into the public school environment and infusing literacy through dance into the curriculum of students in the public school system. The Association fosters excellence in the areas of Physical Education and Dance by providing dance and physical education teachers with educational opportunities and information on current programs in the state of New Jersey. This year's conference is an Eastern District Convention with educators attending from all over the Eastern U.S.

Professional development sessions will focus on dance curriculum, new implementation techniques and materials that will enhance classroom methodology along with new ways to integrate dance into the core curriculum content areas such as: language arts, mathematics, science and social studies. This conference will also fulfill the requirements of the 2010-2011 Professional Improvement Plan (PIP) as well as earn valuable professional development hours in their field. Teachers will turnkey strategies to other dance, and physical education teachers in the District.

**RESOLVED**, that the Plainfield Board of Education approves Hubbard Middle School Dance teacher Ellen Schwartz, to attend the annual conference of the New Jersey Association of Health, Physical Education, Recreation and Dance at the Ocean Place Resort, Long Branch, New Jersey from February 16-18, 2011 The registration fee is \$115.00 per person for a total not to exceed \$230.00 and will be charged to account 15-190-10018-320A 23 0000. The availability of funds for this item has been verified.

**3. NJ Music Educators Association Annual Conference : *Music Lasts A Lifetime 2011***

**Strategic Plan Link:**

**Goal 2: Human Resources**

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

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

**RESOLUTION**

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

Vocal, Instrumental and Music teachers Jessica LaPine and Christopher Dalton of Hubbard Middle School will attend the New Jersey Music Educators Association Annual Conference *Music Lasts A Lifetime 2011* at the Hilton Hotel in East Brunswick, New Jersey on February 25-26, 2011 with a pre-registration deadline of February 11, 2011. This conference is a professional development consisting of workshops hosted by professional musicians and music educators focusing on classroom music, multicultural music, technology, and integrating music in literacy, mathematics, science, writing, and performing musicals.

The teachers will implement new techniques and materials that will enhance classroom music instruction and technology. This will include the integration of music with other core curriculum content areas such as: language arts, mathematics, science and social studies. This conference will also fulfill the requirements of the 2010-2011 Professional Improvement Plan (PIP) as well as earn valuable professional development hours in their field. Teachers will turnkey strategies to other vocal, instrumental and music teachers in the District.

**RESOLVED**, that the Plainfield Board of Education approves vocal, instrumental and music teachers Jessica LaPine, and Christopher Dalton, Hubbard Middle School to attend the New Jersey Music Educators Association Annual Conference *Music Lasts A Lifetime 2011* at the Hilton Hotel in East Brunswick, New Jersey on February 25-26, 2011 with a pre-registration date of February 11, 2011. The registration fee is \$155.00 per person for a total not to exceed \$310.00 and will be charged to account 15-190-10018-320A 23 0000 The availability of funds for this item has been verified.



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

The Interim 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 2010-11 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 child care 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 proved effective in current practice. We will continue to train both in-district and provider staff 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 2011-12 budget submission is crafted to provide service to a total of 1,543 preschoolers. This will utilize the services of thirteen (13) contracted providers, including Head Start, and classrooms in three (3) in-district schools.

**RESOLVED**, that the Plainfield Board of Education approves the submission of the Five (5) year plan update and the 2011-12 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 2011-12 funding request is \$19,468,413.00.

**D. Rosetta Stone**

**Strategic Plan link:**

**Goal 1: Learning Outcomes**

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

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

**RESOLUTION**

The Plainfield Board of Education is committed to ensuring that all students succeed academically and reach their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring that all students (inclusive of English Language Learners and Special Education Students) meet the New Jersey Core Curriculum Content Standards and achieve academic and life-long success. This need was identified and recommended by the State Collaborative Assessment and Planning for Achievement (CAPA) at Jefferson Elementary School.

There is a need at Jefferson Elementary School to implement a research-based technology program for English Language Learners; to enhance and strengthen second language acquisition. Rosetta Stone is a web-based software program which increases second language developmental skills. Rosetta Stone can be used to complement classroom teaching or to allow K-6 students to work independently, building their basic speaking, listening comprehension, reading, and writing skills. Rosetta Stone advances students to the next level only when they achieve a level of proficiency defined by the teacher. Rosetta Stone allows teachers to make efficient use of their instructional time, concentrating on interactive classroom activities that promote fluency. This program will also be utilized to help our Spanish speaking parents learn conversational English after school hours during our upcoming Parent Academy to build a strong community relationship. Six (6) hours of professional development will be provided and is included in the cost for teachers.

**RESOLVED**, that the Plainfield the Board of Education approves the purchasing of 10 licenses of Rosetta Stone web-based language program - English version. Rosetta Stone will be implemented in bilingual classrooms at Jefferson Elementary School in Grades K-6 at a cost not to exceed \$3,200. 00 Availability of funds for this item has been verified and will be charged to account 15-000-222000-300A-18-0000

**E. Clinton K-8 Center After School Project Y.E.S.**

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

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

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

**RESOLUTION**

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

Project Youth Excelling in School (Y.E.S.) is a grant-based project that targets African American students in grades K-3 who are at risk because of academic and behavioral challenges. Project Y.E.S. will provide opportunities for students to improve academic skills in math and language arts and also to promote social and emotional skills that will improve student behavior. Martial Arts will be integrated into the afterschool program as a means of developing social and emotional skills of the targeted students.

**RESOLVED**, that the Plainfield Board of Education approves compensation for the following vendor to provide services to students in Project Y.E.S., an after school tutorial program for a maximum of 15 weeks from November 17, 2010 to April 21, 2011 not to exceed \$2,926.005. The availability of these funds has been verified and will be charged to IDEA, CEIS funds 20-465-200000-3001-32-0000.

<u>VENDOR</u>	<u>SERVICES PROVIDED</u>	<u>RATE</u>
Rhythmic Martial Arts Academy	Martial Arts	\$133.00/hr.

## **F. Project HealthLinks**

### **Strategic Plan Link:**

#### **Goal 1: Learning Outcomes**

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

#### **Goal 5: Family & Community Engagement**

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

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

### **RESOLUTION**

Plainfield Public Schools is committed to improve the learning and academic performance of all students (including English Language Learners and Special Education Students) so they achieve their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring that all students meet the NJCCCS and achieve academic, behavioral, emotional, and lifelong success.

Maxson and Hubbard Middle Schools has participated in Project HealthLinks since 2002. Project HealthLinks is a 'mini-internship' sponsored by the Raritan Valley Chapter of the Links. Eighth grade students are provided with an opportunity to enhance their knowledge bank of career options. The students are exposed to traditional and non-traditional healthcare, engineering, and medical careers that have the potential to support their academic preparation for the secondary level.

From November 2010 to June 2011, the students (hereinafter referred to as interns) attend monthly workshops at participating sites in the tri-county area including Liberty Science Center, UMDNJ, Robert Wood Johnson Foundation, and Solaris Whole Health. The focus on health-related services and products representative of the host organization helps to raise the level of awareness with students and stimulate their thinking on life career options.

Careers that support the host endeavors, the issues, and their implications for the community are studied. Each intern is required to listen intently during organization presentations, use the Cornell note taking method, prepare a group presentation (rubric provided), complete a narrative or speculative essay due a week after each monthly workshop, complete a career choice survey, and interact positively with students from Piscataway and Plainfield schools.

The site visits, reports and problem-based learning projects support skill development that is consistent with NJCCCS including writing, speaking, listening, teamwork, critical thinking, and presentation. Field trips are during school hours with Plainfield Public School providing district transportation.

**RESOLVED**, that the Board of Education approve for at least twenty (20) Maxson and Hubbard Middle School interns participate in Project HealthLinks monthly field trips from December 2010 through June 2011. Transportation will be provided by the district, there is no direct cost to the district.

## **G. Maxson Middle School Saturday Academy Ramp Up**

### **Strategic Plan Link**

**Goal 1: Learning Outcomes: To improve the learning and academic performance of all students in all Plainfield Public Schools.**

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

### **RESOLUTION**

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

In support of obtaining these goals, the Maxson Middle School Saturday Ramp Up Academy Program, will provide academic support and enrichment for students in grades 6<sup>th</sup> through 8<sup>th</sup> in Literacy, Mathematics, and Science.

For the 2010-11 school year, the Maxson Middle School Saturday Ramp Up Academy Program will operate from January 22, 2011 to March 26, 2011 from 10:00 a.m. to 1:00 p.m., utilizing three teachers for three hours of instruction, not to exceed 90 hours of instruction.

**RESOLVED**, that the Plainfield Board of Education approves the operation of the Maxson Middle School Saturday Ramp Up Academy Program for the 2010-11 school year. The availability of funds has been verified and will be charged to account 15-130-100000-18-101C-24-0000.

**H. Amended Individuals with Disabilities Education Act (IDEA) Grant –FY 2009/2010**

**Strategic Plan Link:**

**Goal: Learning Outcomes**

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

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

**RESOLUTION**

The Individuals with Disabilities Education Act (IDEA) Grant is an annual resource that is funded by the Federal government through the New Jersey Department of Education allocation of funds. The grant period began September 1, 2009 and ended August 31, 2010.

The IDEA funds are used to improve student achievement and help close the achievement gap through school improvement and reform.

The following item was approved at the Business Meeting on August 12, 2009 and must be amended to include carryover to the FY 2009-2010 Basic and Preschool allocations.

**RESOLVED**, that the Board of Education authorizes the Interim Superintendent of Schools to submit the following Amended application for the Individuals with Disabilities Education Act (IDEA) Grant for FY 2009-2010 to include carryover funds from the previous year.

Funding Source	Program Description	Amount	Administrator
Amendment to the FY2009/2010 Individuals with Disabilities Education Act to include carryover funds to the Basic Grant	Basic grant funds are used for services and supplies for special education students.	\$753,427.339 (Basic)	Antoinette Adams
Amendment to the FY2009/2010 Individuals with Disabilities Education Act to include carryover funds to the Preschool Grant	Preschool grant funds are used for services and supplies for preschool special education students.	\$1,587.06 (Preschool)  \$1,107.00 (Preschool Non-Public)	Antoinette Adams

## **I. Provision of Special Education Services**

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

### **RESOLUTION**

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

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

N.J.S.A. 18A:46 requires Boards of Education to identify and provide for students with various disabilities, and certain students in this district have been so identified and require special education and related services.

**RESOLVED**, that the Plainfield Board of Education approves those four (4) Plainfield pupils whose names have been certified by the Interim Superintendent of Schools and are on file with the Secretary of the Board of Education will be provided with special education programs in out-of-district schools for the disabled for the remainder of the 2010-2011 school year:

<b>NAME OF PUPIL</b>	<b>INSTITUTION</b>	<b>CLASSIFICATION</b>	<b>TUITION COST AND TRANSPORTATION</b>
H.H.	Watchung Hills Regional HS	SLD	\$22,960.50
R.J.	The Midland School	MD	\$45,271.00 \$2,251.00 (6/14/10-6/30/10)
T.J.	The Midland School	MD	\$19,808.80 (2/1/10 – 6/30/10)
E.G.	Ewing Public Schools	MD	\$35,725.00

**J. Statement of Assurance**

**Strategic Plan Link:**

**Goal 3: Business Operations**

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

**Goal 2: Human Resources**

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

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

**RESOLUTION**

The N.J.A.C. 6A:7 Managing for Equality and Equity in Education requires that all school districts submit and implement a Comprehensive Equity Plan (CEP).

In March 2010, the New Jersey Department of Education advised that the district submit a completed Statement of Assurance for the next two years and continue to implement the Comprehensive Equity Plan (CEPs) submitted previously by the district for 2007-2010. A new three year CEP for 2010-2013 is not required.

**RESOLVED**, the Plainfield Board of Education approves the submitted Statement of Assurance for 2010 – 2011.



## XII. REPORT OF THE FINANCE COMMITTEE

### A. Reports of the Board Secretary and Treasurer- October 2010

**Strategic Plan Link:**

**Goal 3: Business Operations**

**To improve the overall efficiency and effectiveness of business operations.**

The Interim 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 Interim Superintendent to initiate whatever actions may be determined to be appropriate.

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund			
(11, 16, 17) Current Expense	5,108,128.41	10,369,376.55	10,952,247.73
(12) Capital Outlay		519,241.70	-
(13) Special Schools		-	-
(15) Reform Schools	2,091,943.25	2,214,572.46	-
Capital Reserve			
(20) Special Revenue Fund	2,714,071.27	7,636,916.66	3,518,779.85
(40) Debt Service Fund	521,240.80	590,820.67	640,574.80
(60) Enterprise Fund	302,004.43	194,483.75	673,762.85
<b>TOTAL</b>	10,737,388.16	21,525,411.79	15,785,365.23

**B. Payment of Bills — November 12 – December 16, 2010**

**Strategic Plan Link:**

**Goal 3: Business Operations**

**To improve the overall efficiency and effectiveness of business operations.**

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

**RESOLUTION**

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

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

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

On the General Account

in the amount of \$

On the Agency Account

in the amount of \$

On the Food Service Account

in the amount of \$

IN THE GRAND TOTAL AMOUNT OF \$

**TO BE PRESENTED AT THE DECEMBER 21, 2010 BUSINESS MEETING**

**C. 2010 – 11 Budget Transfers**

**Strategic Plan Link:**

**Goal 3: Business Practices**

**To improve the overall efficiency and effectiveness of business operations.**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education approves the following 2010 budget adjustments which reflect the appropriations sufficient to meet expenditures:

<b>BUDGET TRANSFERS - FUND 11, FUND 12 AND FUND 13</b>			
<b>November 1, 2010 to November 30, 2010</b>			
<b><u>ACCOUNT</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
11-1XX-100-XXX	Regular Programs - Instruction		
11-2XX-100-XXX 11-000-216,217	Special Education, Basic Skills/Remedial and Bilingual - Instruction and Other Student Related and Extraordinary Support Services		
11-3XX-100-XXX	Vocational Programs - Local - Instruction		
11-4XX-100-XXX	School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructional Programs - Instruct		
11-800-330-XXX	Community Services Programs/Operations		
	<b>Undistributed Expenditures</b>		
11-000-100-XXX	Instruction		
11-000-211,213,218,219,222	Student Support Services - Attendance and Social Work, Health, Other Support Svcs-Regular, Other Support Svcs-Special, Education Media Services/School Library	500.00	
11-000-221,223	Improvement of Instruction Services and Instructional Staff Training Services		
11-000-230-XXX	Support Services - General Administration		4,000.00
11-000-240-XXX	Support Services - School Administration		
11-000-25X-XXX	Central Svcs & Admin Info Technology	4,000.00	
10-606	Increase in Maintenance Reserve		
11-000-26X-XXX	Operation and Maintenance of Plant Services		
11-000-270-XXX	Student Transportation Services		
10-605	Increase in Sale/Lease-Back Reserve		
11-000-290-XXX	Other Support Services		
11-XXX-XXX-2XX	Personal Services - Employee Benefits		
11-000-310-XXX	Food Services		

	<b>TOTAL GENERAL CURRENT EXPENSE</b>		
	<b>Capital Outlay</b>		
12-XXX-XXX-73X	Equipment		500.00
12-XXX-4XX-XXX	Facilities Acquisition and Construction Services		
	<b>TOTAL CAPITAL OUTLAY</b>		
13-XXX-XXX-XXX	<b>TOTAL SPECIAL SCHOOLS</b>		
10-000-100-56X	Transfer of Funds to Charter Schools		
10-000-520-930	General Fund Contribution to Whole School Reform		
	<b>GENERAL FUND GRAND TOTAL</b>	4,500.00	4,500.00

<b>BUDGET TRANSFERS - FUND 15</b>			
<b>November 1, 2010 to November 30, 2010</b>			
<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>FROM</b>	<b>TO</b>
15-1XX-100-XXX	Regular Programs - Instruction		19,543.00
15-2XX-100-XXX 15-000-216,217	Special Education, Basic Skills/Remedial and Bilingual - Instruction and Other Student Related and Extraordinary Support Services	24,000.00	
15-3XX-100-XXX	Vocational Programs - Local - Instruction		
15-4XX-100-XXX	School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructional Programs -Instruct		500.00
15-800-330-XXX	Community Services Programs/Operations		
	<b>Undistributed Expenditures</b>		
15-000-100-XXX	Instruction		
15-000-211,213,218,219,222	Student Support Services - Attendance and Social Work, Health, Other Support Svcs-Regular, Other Support Svcs-Special, Education Media Services/School Library	26,600.00	
15-000-221,223	Improvement of Instruction Services and Instructional Staff Training Services	3,743.00	
15-000-230-XXX	Support Services - General Administration		
15-000-240-XXX	Support Services - School Administration		30,000.00
15-000-25X-XXX	Central Svcs & Admin Info Technology		
15-606	Increase in Maintenance Reserve		
15-000-26X-XXX	Operation and Maintenance of Plant Services		
15-000-270-XXX	Student Transportation Services	1,200.00	
15-605	Increase in Sale/Lease-Back Reserve		
15-000-290-XXX	Other Support Services		
15-XXX-XXX-2XX	Personal Services - Employee Benefits		5,500.00

15-000-310-XXX	Food Services		
	<b>TOTAL GENERAL CURRENT EXPENSE</b>		
	<b>Capital Outlay</b>		
15-604	Increase in Capital Reserve		
15-604	Interest Deposit to Capital Reserve		
15-XXX-XXX-73X	Equipment		
15-000-4XX-XXX	Facilities Acquisition and Construction Services		
15-000-4XX-931	Capital Reserve-Transfer to Capital Projects		
15-000-4XX-933	Capital Reserve-Transfer to Debt Service		
15-000-520-930	General Fund Contribution to Whole School Reform		
	<b>WHOLE SCHOOL REFORM GRAND TOTAL</b>	55,543.00	55,543.00

**D. Shared Services – Interlocal Services Agreement with the City of Plainfield**

**Strategic Plan Link:**

**Goal 3: Business Practices**

**To improve the overall efficiency and effectiveness of business operations.**

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

**RESOLUTION**

The Plainfield Board of Education is desirous of entering into an Interlocal Services Agreement with the City of Plainfield for implementation of a shared computer resources program.

The City of Plainfield is in need of experienced informational technology personnel and the Board Plainfield of Education has the necessary personnel to accommodate the City of Plainfield's needs and is willing to provide such shared services; and be it

**RESOLVED**, the Plainfield Board of Education approves the Shared Services – Interlocal Services Agreement with the City of Plainfield.

**E. Hub Stine Field Storage Building**

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

**RESOLUTION**

Hub Stine Field currently has a two bay garage which is over sixty years old and has outlived its useful life. In order to complete a project which includes construction of a new four bay garage, the following architectural services are necessary:

- NJDOE Schematic Approval Phase
- Construction Document Phase
- Bidding and Negotiation Phase
- Construction Administration Phase

Johnson Jones Architects of Princeton, NJ has the experience and expertise to provide such services and therefore be it

**RESOLVED**, that the Plainfield Board of Education approves the appointment of Johnson Jones Architects to manage the Hub Stine Field garage replacement project for a fee of 8% of the actual construction costs which are estimated to be \$103,00.00. The availability of funds for this item has been verified and will be charged to 11-000-262000-300A-31-0000.

**F. Uniform State Memorandum of Agreement**

**Strategic Plan Link:**

**Goal 3 - Business Practices**

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

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education acknowledges that the “Annual Meeting Between Education & Law Enforcement Officials” took place on December 6, 2010 between the Interim Superintendent of Schools and the City of Plainfield Director of Public Affairs and Safety, and be it

**FURTHER RESOLVED**, that the “Uniform State Memorandum of Agreement – 1999 Revisions” remains unchanged, with no additional terms/provisions.

**G. Voice, Data and Internet Services**

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

**RESOLUTION**

**WHEREAS**, the District is in need of upgraded technologies in the areas of voice, data and internet services, and

**WHEREAS**, Optimum Lightpath’s internet/voice bundle as well as their private fiber network best meets the needs of the District, and

**WHEREAS**, Optimum Lightpath has proposed an annual fee of \$480,228.00 vs. our current annual fee of \$600,000.00 now therefore be it

**RESOLVED**, the Plainfield Board of Education approves a five year agreement with Optimum Lightpath with an annual fee of \$480,228.00. The availability of funds for this item has been verified and will be charged to 11-000-230000-530T-31-0000.



H. **Section 125 Plan**

**Strategic Plan Link:**

**Goal 3 - Business Practices**

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

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

**RESOLUTION**

**TO BE PRESENTED AT THE DECEMBER 14, 2010 WORK & STUDY MEETING**

**I. Tentative 2011-12 Budget Calendar**

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

**RESOLUTION**

<u>Date</u>	<u>Activity</u>
November, 2010	FY12 School Allocations distributed to Principals
Tuesday, December 14, 2010	BOE meeting: <ul style="list-style-type: none"><li>• Receive 2009-10 CAFR and MD&amp;A (audit report)</li></ul>
December 24-January 2 – Holiday Recess	
January, 2011	Cabinet review of school and department budgets
Tuesday, February 1, 2011	Superintendent's FY12 Budget released
Tuesday, February 8, 2011	BOE meeting: 2011-12 Budget Discussion
Tuesday, February 15, 2011	BOE meeting: 2011-12 Budget Discussion
February 18-February 21 - Winter Recess	
Thursday, February 24, 2011	Last date to submit Preliminary Budget to Executive County Superintendent if requesting a waiver.
Tuesday, March 8, 2011	BOE meeting: 2011-12 Budget Discussion
Tuesday, March 15, 2011	Governor's State Budget Message (authorized by P.L. 2009, c.269)
Tuesday, March 15, 2011	BOE meeting: Discuss and adopt final 2011-12 Budget to be submitted to the Executive County Superintendent.
Thursday March 17, 2011	State Aid Notices
Monday, March 21, 2011	Last date to submit final 2011-12 Budget to Executive County Superintendent (March 4 <sup>th</sup> each year changed pursuant to 18A:7F-5, 18A:7F-6)
Friday, March 25, 2011	Proposed Budget advertised. (notice published at least 4 days prior to public hearing date)
Tuesday, March 29, 2011	Public Hearing (public hearing must occur between March 28 and April 2; Action required not later than April 7 <sup>th</sup> )

April 25-April 29 - Spring Recess

Wednesday, April 27, 2011

BOE Election (4<sup>th</sup> Wednesday in April: change pursuant to N.J.S.A. 19:60-1)

Tuesday, May 10, 2011

BOE Reorganization (Any day of the first or second week following the annual school election)

\*\* All dates following the introduction of the preliminary budget are estimates and depend upon NJDOE guidance and requirements. Historically, issuance of state aid figures and CAP calculations follow the Governor's budget address and thus budget submission and approval deadlines may be extended.

**RESOLVED**, that the Plainfield Board of Education approves the 2011-12 Budget Calendar.

**J. 2009-2010 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 Interim 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 14, 2010 in concert with the Corrective Action Plan submitted by the Business Administrator/Board Secretary.

**RESOLVED**, that the Plainfield Board of Education accepts the Comprehensive Annual Financial Report and the Auditors' Management Report on Administrative Findings – Financial Compliances and Performance for the period ending June 30, 2010 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 June, 2010 bank reconciliations indicated prior year outstanding checks.	The treasurer review and clear of record all old outstanding checks.	S. Cummings	12/31/10
Only 1 signature was obtained on certain checks issued at PHS.	Two signatures be included on all checks issued at PHS.	B. Bilal	09/30/10
Two professional service contracts were not advertised.	A notice be published stating the nature of each professional service contract.	Y. Henry	09/30/10
Certain state contract vendors and 1 cooperative purchasing vendor were paid in excess of the bid threshold and were not presented to the Board.	Purchases entered into thru state contracts or cooperative purchasing which exceed the bid threshold must be submitted to the Board for approval.	G. Ottmann	09/30/10
Financial transactions related to SDA projects were improperly recorded in the special rev. fund.	SDA projects will be recorded in the capitals projects fund.	G. Ottmann	12/31/10

**K. Cancellation of Checks**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education authorizes the cancellation and voiding of 15 "stale dated" and/or outstanding checks totaling \$39,875.81 dated prior to July 1, 2010 and which are on file with the Board Secretary's Office.

**L. The Teen Parenting Program Infant Toddler Center Program**

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

**To improve the learning and academic performance of all students in all Plainfield Public Schools.**

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

**RESOLUTION**

The Plainfield Board of Education is committed to ensuring that all students succeed academically and reach their full potential as productive citizens. To this end, the Plainfield Teen Parenting Program Infant Toddler Center provides comprehensive educational and support services for adolescent parents enrolled at PHS and their infant children. The goal of the program is to decrease dropout rate and increase graduation rates for parenting adolescents. In addition, the program provides developmentally appropriate early childhood education for infants and toddlers.

The Plainfield Board of Education will be awarded \$6,741.00 by The Teen Parenting Program Infant Toddler Center's advisory board. The advisory board is made up of community volunteers dedicated to support the center and help the students and their children have academic and social success. To this end the \$6,741.00 will be used to purchase and install the flooring of the new outdoor climbers that will be added to the Infant and toddler playground equipment. The material that will be purchased has been reviewed and is appropriate material for the flooring of said climbers. The center has already received a grant for the purchase of the climbers and that resolution was submitted in the February 16, 2010 board agenda (pg.59-D).

**RESOLVED**, the Plainfield Board of Education approves the Teen Parenting Program Infant Toddler Center's advisory board, to donate funds for the protective ground cover of the new playground equipment. All costs associated with the ground cover purchase and installation will be the responsibility of the Advisory board.

**M. Quality Single Accountability Continuum (QSAC)**

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

**RESOLUTION**

The Quality Single Accountability Continuum (QSAC) is a statutorily – mandated system of school district performance assessment and is New Jersey’s system of education accountability.

QSAC was created in accordance with the Quality Single Accountability Continuum Act, adopted by the New Jersey Legislature in September 2005. Administrative regulations to implement QSAC were adopted by the Commissioner of Education, effective February 22, 2007.

QSAC requires that in every public school district in New Jersey, members of the board of education, administrators, teachers and other staff members convene every three years to assess their district’s performance in five key areas:

- Instructional and Program
- Personnel
- Fiscal Management
- Operations Management
- Governance

QSAC involves a performance assessment by a district committee, a statement of assurance signed by the chief school administrator and approved by the board of education, verification by the executive county superintendent, review by the Commissioner of Education and placement at the appropriate point on the performance continuum.

**RESOLVED**, that the Plainfield Board of Education hereby approves for submission to the NJDOE via the Executive County Superintendent of Schools the New Jersey Quality Single Accountability Continuum (QSAC) – District Performance Reviews (DPRs) and Statement of Assurance.

**XIII. ADJOURNMENT**