

PLAINFIELD BOARD OF EDUCATION
Plainfield, N.J.

Date: Tuesday, December 6, 2011

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

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

Board of Education Members

Mrs. Renata A. Hernandez, President
Mrs. Wilma G. Campbell, Vice President
Mr. Rasheed Abdul-Haqq
Mr. Alex O. Edache
Mrs. Keisha Edwards
Mrs. Brenda L. Gilbert
Mr. Dorien Hurtt
Mrs. Lisa C. Logan-Leach
Ms. Jameelah Surgeon
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, November 30, 2011 for advertisement on Saturday, December 3, 2011 and also provided to the Plainfield Public Schools, the District's website, the Plainfield City Clerk, Police Department, and Plainfield Public Library for posting.

V. EXECUTIVE SESSION

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

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

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

and be it

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

The Board of Education will recess into its Executive Session.

VI. CONDUCT OF BOARD OF EDUCATION MEETINGS

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

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

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

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

*Meeting Schedule Subject to Change

At each committee meeting, the Board discusses recommendations of the 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 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 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 20, 2011, 8:00 pm, in the Plainfield High School Auditorium.

VII. REMARKS FROM THE BOARD PRESIDENT

VIII. REMARKS FROM THE INTERIM SUPERINTENDENT

IX. REMARKS FROM COMMITTEE CHAIRPERSONS

X. PRESENTATIONS

- Lerch, Vinci & Higgins
 - Annual Audit
- Johnson Jones
 - Facilities Overview
 - New Construction
- I&RS Update

XI. REPORT OF THE CURRICULUM & INSTRUCTION COMMITTEE

A. Trips

(1) Build A Bear Workshop, Bridgewater, NJ

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 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.

On December 21, 2011, sixty-five (65) students and eight (8) chaperones in Mrs. Biondi and Mrs. Clark's kindergarten classes from Washington Community School will visit Build A Bear Workshop at the Bridgewater Commons Mall, New Jersey.

On January 11, 2012, fifty-two (52) students and four (4) chaperones from Mrs. Gaffney and Ms. Smith's kindergarten classes will visit Build A Bear Workshop at the Bridgewater Commons Mall, New Jersey.

The focus of the trips is to assist students in understanding personal relationships and responsibilities (character development). The students will create two (2) classroom "friends" for whom they will EACH be responsible for. The students will work cooperatively to choose which bear they want to make and what they will name it and how they will dress it. We will make a boy bear and a girl bear, representing our dual language classroom; one will speak only English and the other only Spanish.

Students will have the opportunity, weekly, to take the bears home and have them interact with their families and home life. They will have to write in the bear's journal about their experiences. The students will report back to the class the following Monday. This trip is a culminating activity for a month long unit on bears.

RESOLVED, that the Plainfield Board of Education approves kindergarten students from Washington Community School visit Build A Bear Workshop at the Bridgewater Commons Mall, New Jersey on December 21, 2011 and January 11, 2012. The classroom teacher will pay for the cost of the bears being made. The cost of this trip is free, excluding Transportation, transportation will be provided through the District.

(2) Junior Statesmen of America, Arlington, VA – PHS Debate Team

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 Debate Team has attended Junior Statesmen of America Winter Model Congress since 1966. At the Junior Statesmen of America Winter Model Congress, students engage in a variety of activities, including debates, student-led thought talks, and mock trials which critically examine the political landscape. Students learn about today's important issues and have the unique opportunity to express their opinions and challenge the opinions of others in a tolerant, supportive atmosphere. Politically engaged and interested students from diverse backgrounds share their perspectives, learn from each other and have fun as they debate and socialize together. The Coordinator of the Junior Statesmen of America Winter Model Congress has invited the high school debate team to attend their winter Congress in Arlington, Virginia.

The Plainfield High School Debate Team, comprised of approximately thirty (30) students, (16 females, 14 males) grades 9-12 and three (3) chaperones (1 female, 2 males), will attend the Junior Statesmen of America Winter Model Congress in Arlington, Virginia in from February 23, 2012 to February 26, 2012. Departure is scheduled from Plainfield High School parking lot on Thursday, February 23, 2012 at 6:00 a.m. The return is scheduled for Sunday, February 26, 2012 at 6:00 p.m. The cost of registration, lodging and transportation is \$245.00 per student (total for students - \$7,350.00) and \$360.00 per chaperone (total for chaperones - \$1,080.00). Students will also visit Capitol Hill and take a tour of the Smithsonian Institute and of points of interest in Washington, DC - tour of Washington DC, with an actual tour of the White House. The Junior Statesmen arrange the transportation, registration and lodging and provide participants with an *all-inclusive* package for the Winter Congress.

RESOLVED, that the Plainfield Board of Education approve the Plainfield High School Debate Team, consisting of thirty (30) students and three (3) chaperones to attend the Junior Statesmen of America Winter Model Congress from Thursday, February 23, 2012 to Sunday, February 26, 2012 not to exceed \$8,430.00. The availability of funds for this item has been verified and will be charged to 15-190-100018-500A-25-0000 (High School Other Purchase Services).

(3) Cooper Mill, Chester Township, NJ

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 twenty-six (26) bilingual and special needs students and five (5) chaperones (teachers and teacher assistants) from Hubbard School will attend Cooper Mill in Chester Township, New Jersey on April 27, 2012. Students will learn what life was like in Milltown, Morris County approximately 150 years ago, as well as tour the mill with the miller pointing out simple machines used in the mill. Students will also experience how corn and other grains are ground into flour and meal. Departure is scheduled for 8:30 am from Hubbard Middle School and will return at 1:00 pm

RESOLVED, that the Plainfield Board of Education approve twenty-six (26) bilingual and special need students and five (5) chaperones from Hubbard School participate in the field trip to Cooper Mill, Chester Township, New Jersey from 8:30 am to 1:00 pm on Friday, April 27, 2012. The cost of this trip is free, excluding Transportation; transportation will be provided through the District.

B. Professional Development

(1) Structural Integration Course

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 and certificated opportunities.

Veronica Pagel, MS, ATC, CSCS will attend a three part Structural Integration course:

- Part I Structural Vision for 75 hours of class time between Aug. 23 – Sept. 1, 2011 for a cost of \$1900.
- Part II Structural Strategies for 150 hours of class time between Nov. 8 – 17, 2011 for a cost of \$3600.
- Part III Structural Integration for 275 hours of class between March 12 – June 16, 2012 for a cost of \$5400.

The specific focus of these classes is to receive a Structural Integration Certificate, necessary for the treatment of Student-Athletes.

RESOLVED, that the Plainfield Board of Education approves Veronica Pagel, MS, ATC, CSCS will attend and be reimbursed after each part of training. After the successful completion of Part I, 75 hours of training, an amount not to exceed \$1900 should be reimbursed. After the successful completion of Part II, 150 hours of training, an amount not to exceed \$3600 should be reimbursed. After the successful completion of the Part III, 275 hours of training, an amount not to exceed \$5,400 should be reimbursed. The total hours and cost for Parts I, II and III is 500 hours for a cost of \$10,900. The availability of funds for this item has been verified and will be charged to 11-000-221000-500A-26-0000 (Other Purchased Services)

(2) NJAHPERD 2011-12 Workshop - March 5-6, 2012

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 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.

The Frederic W. Cook K-7 Center physical education teacher, James Malkmus, will attend the New Jersey Association for Health, Physical Education, Recreation and Dance Convention (NJAHPERD) from March 5-6, 2012, in Long Branch, New Jersey. The Association fosters excellence in the area of Physical and Health Education by providing physical educators with educational opportunities and information on current programs in the state of New Jersey. The NJAHPERD advocates high standards for physical and health educators in the public schools of New Jersey.

“Ride The Wave of Change” is this year’s theme. Professional development sessions will focus on lifetime sports and activities, fitness education, technology, exergaming, dance, inclusion and many other topics that will provide attendees with resources to students, to effectively educate students of the 21st Century.

RESOLVED, that the Plainfield Board of Education approves Mr. James Malkmus to attend NJAHPERD Conference in Long Branch, NJ, on March 5-6, 2012. The cost of registration for the two-day workshop is \$140.00. Transportation will be paid by staff and reimbursed by the District in accordance with District procedures. The availability of funds has been verified and will be charged to account 15-204-100101-500A-15-0000 (Cook Learning Disability Purchase Service).

(3) Teachers College Reading & Writing Project - Coaching Institute – New York, NY

Strategic Plan Link:

Goal 1: Learning Outcomes:

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

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.

The Teachers College Reading and Writing Project's (TCRWP) 7th Annual Coaching Institute from Sunday, January 22, 2012 through Thursday, January 26, 2012., in New York, NY, will take place both in schools across New York City and at the Teachers College Campus; offering educators; *one (1) teacher from grade levels K-8, two (2) principals, and two (2) literacy supervisors*, the chance to study TCRWP's methods of staff development in reading, focusing especially on the Common Core's call for us to accelerate reading development. Participants may elect to focus on K-3, 3-5, or 6-8 grade-spans. The fee per person is \$750.00

First year participants will work in small groups; side-by-side in classrooms observing/trying methods of staff development in reading while being coached and receiving feedback.

Advanced participants will further their study of building school-wide consistency; the role of coaching, and how to intensify their reading workshops. Participants will work inside/outside classrooms, learning and honing a variety of teaching methods.

RESOLVED, that the Plainfield Board of Education approve the Interim Assistant Superintendent, one (1) teacher in grade levels K-8, two (2) principals and two (2) literacy supervisors (a total of 14 staff members) to attend the Teachers College Reading and Writing Project's 7th Annual Coaching Institute from Sunday, January 22, 2012 through Thursday, January 26, 2012 at a cost of \$750.00 per person, a total cost not to exceed \$10,500.00. The availability of funds for this item has been verified and will be charged to FY 2012 No Child Left Behind Title I 200-300 accounts.

Partnerships

(1) Westfield-Plainfield Connection

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, 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.

This Westfield-Plainfield Connection is a mentoring program in which student mentors from Westfield meet at Stillman to direct team-building and learning activities, supervise crafts and projects or help with homework. The connection aims to mentor Plainfield elementary students, enrich the lives of Westfield high school mentors, and foster better co-community involvement. in grades 3-6.

From mid December 2011 to April 2012, the students will attend one weekly mentoring session on Mondays with Westfield High School Students at Stillman School supervised by Danielle Fletcher, Westfield High School Faculty. This group will also be overseen by Mrs. Hernandez-Padilla, Stillman School Social Worker. All meetings will take place on Mondays from 3:30 p.m. to 5:00 p.m.

RESOLVED, that the Board of Education approve Stillman School students in grades 3-6 to participate in Westfield Plainfield Connection Mentoring Program from December 2011 through April 2012, at no cost to the District or the community.

(2) Girl Scouts – Lead On! Leadership Group

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, 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.

Charles H. Stillman School will host the leadership and social-emotional development group of approximately fifteen (15) for girls in grades 3-6.

From December 2011 to March 2012, the students will attend one weekly workshop facilitated by Girl Scouts Field Executive, Jamillah K. Muhammad and Plainfield High School students who will serve as mentors. This group will also be supervised by Mrs. Hernandez-Padilla, School Social Worker, and social work interns. The focus of this group is to discuss a variety of pre-adolescent development concerns and learn problem-solving skills that support leadership development in academic and social matters.

This group is free to all participants and is provided free by the Girl Scouts of America. Meetings will take place at Stillman School on Thursdays from 2:45 to 4:45 p.m.

RESOLVED, that the Board of Education approve at least fifteen (15) Stillman School girl students in grades 3-6 to participate in the Girl Scouts *Lead On! Leadership Group* from December 2011 through March 2012, at no cost to the District or the community.

(3) Girl Scouts – Tutoring/World Language Enrichment Program

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

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.

In Partnership with Girl Scout Students who attend Mount Saint Mary's High School, Stillman students in grades K through 3 will receive tutoring in academic areas with special emphasis on world language. An innovative program was designed by a Mount Saint Mary's High School student which won the Gold Award in Girl Scouts. This award winning program will be implemented to reinforce basic skills already taught in the classroom to select students (K-3) in need of extra help in addition to teaching students more about the world as they learn about foreign language and cultures. The program will incorporate a tutorial as well as an enrichment aspect.

This program will take place December 2011 through the end of March 2012 on Wednesdays from 3-4 p.m. in Charles H. Stillman School. All program funding will be provided by the Girl Scouts. The program will be supervised by Girl Scout Troop Leaders and facilitated by Mount Saint Mary's High School students. Yvonne Hernandez-Padilla, Stillman School Social Worker, and Sara Argote, Stillman/Barlow School World Language Teacher, will oversee the success of the program.

RESOLVED, that the Board of Education approve Stillman School students in grades K-3 will participate in the Girl Scouts Tutoring/World Language Enrichment Program from December 2011 through March 2012. No fees are to be incurred by Plainfield Public Schools or the community for this tutoring and enrichment activity.

C. Career Cruising Guidance System

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 all students succeed academically and reach their full potential in life. In doing so, it 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.

Career Cruising is a web-based comprehensive guidance system (in English and Spanish) designed to help students navigate their pathway for college and careers. Career Cruising enables counselors, students and families to create personalized academic and career portfolios, engage in multimedia interviews, generate post-secondary planning, assess learning styles and participate in career inventory assessments. In addition, Career Cruising provides job searching, resume skills writing, career matching and aggregated reports to monitor the progress of students.

Career Cruising Guidance System will provide services to all Plainfield district schools. Training and Support will include professional staff development, on-going technical and instructional maintenance, newsletters, classroom activities and administrative reports.

RESOLVED, that the Plainfield Board of Education approves payment to Career Cruising in the amount of \$ 7,210.00. The availability of funds has been verified through 11-000-221000-500A-26-0000 (Other Purchased Service).

D. MyLearning Plan

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 in the success of the District, schools, and students. The district has tracked Professional Development since 2002. The use of *MyLearning Plan* has been a critical tool in tracking of district staff professional development.

MyLearning Plan provides a web-based professional development solution designed specifically for K-12 school districts that facilitates and streamlines planning, managing, tracking, and evaluating the effectiveness of all of professional learning opportunities. The district utilizes *MyLearning Plan* to track all district and preschool provider instructional and non-instructional staff. *MyLearning Plan* provides their services at a yearly cost of \$10.00 per license per individual; term beginning 07/01/2011 and ending 06/30/2012.

RESOLVED, that the Plainfield Board of Education approves payment to *MyLearning Plan* not to exceed \$16,500.00 (\$10.00 per license – total licenses 1,650); beginning July 1, 2011 and ending June 30, 2012. The availability of funds for this item has been verified and will be charged to the following account 11-000-221000-500A-26-0000 (Other Purchased Services)

E. Provision of Student Intervention & Family Support Services (SIFSS)

Strategic Plan Link:

Goal 1: Learning Outcomes:

To improve the learning and academic performance of all students in PPS by increasing percentage of students demonstrating academic progress; improving attendance rate; decreasing suspension rate through the provision of comprehensive support services.

The Interim Superintendent of School 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 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 lifelong success.

The New Jersey Department of Education mandates that all district boards of education establish and implement a coordinated system in each school building for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavioral or health concerns and to assist staff who have difficulties in addressing students learning, behavioral or health needs. District boards of education shall choose the appropriate multidisciplinary team approach for planning and delivering the services required under this subchapter with standards for the delivery of intervention and referral services (N.J.A.C. 6A:16-7, Intervention and Referral Services).

After extensive training, research and reviews the SIFSS Steering Committee, who was charged with the task of modifying and revising the current I&RS policy and procedures, has completed their assignment and have found that the following areas were in need of modification and revisions: SIFSS referral and implementation process; revised documentation and reporting process; and implementation of annual review and recommendations process.

RESOLVED, the Plainfield Board of Education has approved the revised 2011-2012 Intervention and Referral Services Manual for immediate implementation as well as the changing of the name from Student Intervention & Family Support Services to Intervention & Referral Services, (I&RS).

F. Provision of Special Education Services

Strategic Plan Link:

Goal 1: 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

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, the following individuals be appointed as Special Education Consultants and Service Providers for the Office of Special Education, Gifted and Psychological Services for the 2011 – 2012 school year at the respective compensation rates:

CONSULTANT/PROVIDER	SERVICES PROVIDED	RATE OF SERVICE
Summit Speech School	Itinerant Teacher Services/Specialized Testing/In-Services	\$145.00/hour

G. Provision of Special Education Services

Strategic Plan Link:

Goal 1: 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

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, those three (3) Plainfield pupils whose names have been certified by the 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 during the 2011 - 2012 school year:

PUPIL	SCHOOL OR PRIMARY INSTITUTION	CLASSIFICATION	APPROXIMATE COST TUITION AND TRANSPORTATION
A.B.	Devereux- Kanner Center	MD	\$45,000.00
M.B.	New Roads-Upper	State Responsible*	\$33,302.34*
A.B.	Shepard Preparatory HS	State Responsible*	\$38,273.36*
TOTAL:			<u>\$116,575.70</u>

*State has classification and reimburses district for cost.

H. 2011 – 2012 Content Area Curriculum Guides

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 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 accordance with 6A:13-2.1 Standards-based instruction, “All school districts shall implement a coherent curriculum for all students, including English language learners (ELLs), gifted and talented students and students with disabilities, that is content-rich and aligned to the most recent revision of the Core Curriculum Content Standards (CCCS). The curriculum shall guide instruction to ensure that every student masters the CCCS. Instruction shall be designed to engage all students and modified based on student performance.

RESOLVED, that the Plainfield Board of Education approves and adopts the 2011-2012 Curriculum Guides in the content areas of: Language Arts, Mathematics, Visual and Performing Arts, Social Studies, Physical Education, and Technology.

XII. REPORT OF THE FINANCE COMMITTEE

A. Reports of the Board Secretary and Treasurer – October 2011

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 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, 17,18) Current Expense	12,331,628.83	9,394,417.63	34,498,479.17
(12) Capital Outlay		1,015,630.00	-
(13) Special Schools		-	-
(15) Reform Schools	428,381.71	4,838,413.36	-
Capital Reserve			
(20) Special Revenue Fund	401,886.75	5,561,390.17	683,777.52
(30) Capital Projects Fund	-	-	-
(40) Debt Service Fund	295,658.01	577,611.09	383,619.17
(60) Enterprise Fund	237,948.19	317,561.22	821,835.07
TOTAL	13,695,503.49	21,705,023.47	36,387,710.93

B. Payment of Bills — November 14, 2011 – December 15, 2011

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 20, 2011 BUSINESS MEETING

C. 2011 – 12 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 budget adjustments which reflect the appropriations sufficient to meet expenditures:

TO BE PRESENTED AT THE DECEMBER 20, 2011 BUSINESS MEETING

D. Appointment of Architect

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 High School currently has two (2) Cleaver Brooks gas boilers and four (4) existing heating hot water circulation pumps that are original to the build and have operated beyond their life expectancy and are in need of replacement. In order to complete this \$850,000.00 project during the summer of 2012, the following architectural engineering 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 Plainfield High School boiler replacement project for a fee of 10% of the actual construction cost but not less than \$65,000.00. The availability of funds for this item has been verified and will be charged to 12-000-400000-450A-31-0000 (Capital Outlay).

E. Bid # 2012-16 Accessibility Lift To Pool Level (PHS)

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

RESOLUTION

WHEREAS, the Board of Education pursuant to N.J.S.A. 18A: 18A-1 (et seq) advertised for sealed bids for 2012-16 Accessibility Lift to Pool Level (PHS) on October 11, 2011, and

WHEREAS, in accordance with that advertisement bids will be received, publicly opened and read aloud at the Board of Education Office on October 27, 2011 at 10:00 a.m.

WHEREAS, in accordance with that advertisement bids were received, publicly opened and read aloud at the Board of Education Office on October 27, 2011 at 10:00 a.m.

VENDOR

PRICE

McCann Acoustics & Construction, Inc.
Bloomfield, NJ

\$183,622.00

Stoneridge, Inc.
Feasterville, PA

\$174,800.00

**HAHR Construction
No. Plainfield, NJ**

\$137,000.00

RESOLVED, that the Plainfield Board of Education accepts the lowest responsible and responsive bid of HAHR Construction, Inc. North Plainfield, NJ in the amount of \$137,000.00. The availability of funds for this item has been verified and will be charged to account 12-000-400000-450A-31-0000 (Capital Outlay).

F. 2010 – 2011 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 20, 2011 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, 2011 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.

<u>Finding</u>	<u>Corrective Action</u>	<u>Person Responsible</u>	<u>Completion</u>
Complete the payroll check distribution verification.	Meet with employees to verify identification.	G. Ottmann	11/30/2011
Review health benefit bills monthly.	Verify billing with active employees.	R. Eddy	12/31/2011
Update detailed capital asset records.	Reconcile on behalf SDA transactions with district records.	P. Wu	03/31/2012

G. Revised 2011 – 2012 Budget

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

WHEREAS, the District has received an additional \$22,011,388 in state aid for FY12, and

WHEREAS, the District must adopt a revised spending plan and submit to the New Jersey Department of Education for approval, and

WHEREAS, based on District needs, the following plan has been developed:

Construction Services	12-000-400-450	\$11,600,000
General Fund Contribution To Schools Based Budgets	10-000-520-930	5,611,388
Carry-over to FY13	XX-XXX-XXX-XXX	2,000,000
Transfer of Funds To Charter Schools	10-000-100-56X	1,500,000
Architectural/Engineering Services	12-000-400-334	900,000
Purchased Professional Educational Services	11-230-100-320	400,000

RESOLVED, that the Plainfield Board of Education approves the additional state aid spending plan and authorizes its submission to the NJDOE.

H. NJ School Boards Association Insurance Group ByLaws

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

WHEREAS, The New Jersey School Boards Association Insurance Group (NJSBAIG) Board of trustees approved proposed amendments to its Bylaws at a public meeting on October 19, 2011 in accordance with Article IX (C) of the current NJSBAIG Bylaws; and

WHEREAS, the current NJSBAIG Bylaws require for the proposed amendments to be approved by member school districts; and

WHEREAS, seventy-five percent (3/4) of the member school districts must approve the proposed amendments within one hundred eighty (180) days of the hearing on the amendments, now therefore be it

RESOLVED, that at a regular meeting of the Plainfield Board of Education held on the 20th day of December, 2011, the Board hereby approves the proposed amendments to the NJSBAIG Bylaws.

I. Legal Settlements

The following is recommended for adoption:

RESOLUTION

RESOLVED, that the Plainfield Board of Education approves the following settlements:

General Legal Settlement

1. P.W. v Plainfield Board of Education, AR-2012-202 for \$10,000.00

Workers Compensation Settlements

1. A.T. v Plainfield Board of Education, CP 2008-17999 for \$24,750.00
2. W.R. v Plainfield Board of Education, CP 2009-30179 and CP 2011-1918 for \$45,798.00
3. B.L. v Plainfield Board of Education, CP 2009-28044 for \$29,523.00

J. Approval of Barlow School Educational Specifications

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

RESOLUTION

WHEREAS, the Plainfield Board of Education proposes to construct an addition which will encompass a cafetorium with stage and support areas, kitchen server area and secondary entry, and

WHEREAS, the existing multi-purpose room will be renovated into a larger gymnasium, and

WHEREAS, in accordance with N.J.A.C. 5:22-1.1 (a) educational specifications must be developed, approved by the Board of Education and submitted to the New Jersey Department of Education for approval, and

WHEREAS, such specifications have been developed and are on file in the Board Secretary's office, now therefore be it,

RESOLVED, that the Plainfield Board of Education approves educational specifications for Barlow School and authorizes their submission to NJDOE.

K. Approval of Woodland School Educational Specifications

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

RESOLUTION

WHEREAS, the Plainfield Board of Education proposes to construct an addition which will encompass a cafetorium with stage and support areas, kitchen server area and secondary entry, and

WHEREAS, in accordance with N.J.A.C. 5:22-1.1 (a) educational specifications must be developed, approved by the Board of Education and submitted to the New Jersey Department of Education for approval, and

WHEREAS, such specifications have been developed and are on file in the Board Secretary's office, now therefore be it,

RESOLVED, that the Plainfield Board of Education approves educational specifications for Woodland School and authorizes their submission to NJDOE.

XIII. REPORT OF THE POLICY COMMITTEE

A. Adoption of Policy – Second Reading

The following is recommended for adoption:

RESOLUTION

The Board of Education finds it necessary that these policies be implemented for the management and operation of the Plainfield Public Schools; therefore the following is recommended for adoption:

The Board of Education has reviewed the policy listed below and finds it acceptable for the management and operation of the Plainfield Public Schools, and

The 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>	
3541.1	Transportation Routes and Services	Amended
9010.1	Board Member Attendance	New
9325	Meeting Procedures	New

DISCUSSION

<u>Policy #</u>	<u>Title</u>	
3260	Sale and Disposal of Books, Equipment and Supplies; Sale, Licensing and Rental of Property	Amended
3327	Relations with Vendors	Amended
3514	Equipment	Amended

XIV. ACTION ITEM

A. Approval of HIB Case Disposition

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

RESOLUTION

TO BE PRESENTED AT THE DECEMBER 6, 2011 WORK & STUDY MEETING

XV. ADJOURNMENT

GLO/bsc