

PLAINFIELD BOARD OF EDUCATION  
Plainfield, N.J.

Date: Tuesday, December 8, 2009  
Time: 6:30 p.m. PUBLIC SESSION  
6:35 p.m. MEETING CLOSED FOR  
EXECUTIVE SESSION  
8:00 p.m. WORK & STUDY MTG.  
Place: ADMINISTRATION BUILDING  
AUDITORIUM  
1200 MYRTLE AVE.

Board of Education Members

Mr. Agurs Linward Cathcart, Jr., President  
Mr. Martin P. Cox, Vice President  
Ms. Patricia I. Barksdale  
Mrs. Wilma G. Campbell  
Mr. Christian Estevez  
Mrs. Brenda L. Gilbert  
Mrs. Lisa C. Logan-Leach  
Ms. Katherine Peterson  
Ms. Bridget B. Rivers  
Dr. Steve Gallon III, 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. 23I Laws of 1975), and that the advance notice required therein has been provided to the Courier News and Star Ledger on Wednesday, December 2, 2009 for advertisement on Friday, December 4, 2009 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

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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.	Admin. Building	6:30 p.m.
Personnel/Exec.Ses.	2 <sup>nd</sup> Tues. ea. mo.	Admin. Building	6:30 p.m.
Curric. & Instr.	2 <sup>nd</sup> Tues. ea. mo.	Admin. Building	8:00 p.m.
Finance Committee	2 <sup>nd</sup> Tues. ea. mo.	Admin. Building	8:00 p.m.
Bldgs. & Grds. Cmte.	2 <sup>nd</sup> Tues. ea. mo.	Admin. Building	8:00 p.m.
School Community Rel.	2 <sup>nd</sup> Tues. ea. mo.	Admin. Building	8:00 p.m.
Business Meeting	3 <sup>rd</sup> Tues. ea. mo.	Admin. Building	7:00 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 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 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 15, 2009, 7:00 pm, in the Administration Building auditorium.**

- VII. REMARKS FROM THE BOARD PRESIDENT
- VIII. REMARKS FROM THE SUPERINTENDENT
- IX. REMARKS FROM COMMITTEE CHAIRPERSONS

## X. REPORT OF THE CURRICULUM & INSTRUCTION COMMITTEE

### A. Field Trips

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

#### RESOLUTION

1. Woodland – The Metropolitan Museum of Art

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

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

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.

One (1) grade six class consisting of twenty-six (26) students and two (2) chaperones from Woodland Elementary School will visit the Metropolitan Museum of Art in New York City, NY on January 14, 2010. The purpose of this trip is to expose sixth grade students to the museum's Medieval Art Gallery. As a thematic activity, students completed the creation of medieval banners. As a culminating activity, students will compare and contrast their projects to the art visualize at the field trip site. There is a rich art historical component of the art gallery that would benefit the students. Departure is scheduled for 8:15 a.m. on Thursday, January 14, 2010 and a return at 4:00 p.m.

**RESOLVED**, that the Plainfield Board of Education approves one (1) grade six class consisting of twenty-six (26) students and two (2) chaperones from Woodland Elementary School to visit the Metropolitan Museum of Art in New York City on January 14, 2010. The cost of the trip includes \$378.00 for admission and will be charged to account 15-401-100000-500A-22-00000 and \$650.00 for transportation and will be charged to account 15-000-270000-512A-22-0000. Availability of funds has been verified.

2. NJ Winter Drama Tournament

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

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

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.

Fifteen (15) students in grades 11-12 and one (1) chaperone from Plainfield High School will attend the New Jersey State Winter Drama Tournament in Dumont, New Jersey on Saturday, December 9, 2009. Departure is scheduled for departure from Plainfield High School on Saturday, December 9, 2009 at 7:30 a.m. and a return at 8:00 p.m.

The Plainfield High School Drama Honors Class has been invited and attended theatrical performances since 1994. The students will engage in a variety of educational activities including discussion sessions before and after the performance at the New Jersey Winter Drama Tournament in Dumont, New Jersey. Students will have an opportunity to develop leadership skills, learn about the theater and network with other students. Students are encouraged to collaborate and engage in creative talents and programs offered through the New Jersey State Theater Educational Program.

RESOLVED, that the Plainfield Board of Education approves fifteen (15) students in grades 11-12 and one (1) chaperone from Plainfield High School to attend the New Jersey Winter Drama Tournament in Dumont, New Jersey on Saturday, December 9, 2009 at no cost to the District. District transportation will be provided.

3. PHS Debate Team

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

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

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 important issues and have the 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.

The coordinator of the Junior Statesmen of America Winter Model Congress has invited the Plainfield High School Debate Team, comprised of thirty (30) students in grades 9-12 and three (3) chaperones to attend the Junior Statesmen of America Winter Model Congress in Arlington, Virginia from February 26, 2010 to February 28, 2010. Departure is scheduled from Plainfield High School parking lot on Friday, February 26, 2010 at 5:00 a.m. and a return on Sunday, February 28, 2010 at 10:00 p.m.

Curriculum & Instruction  
(Field Trips)

**RESOLVED**, that the Plainfield Board of Education approves the Plainfield High School Debate Team comprised of thirty (30) students in grades 9-12 and three (3) chaperones to attend the Junior Statesmen of America Winter Model Congress in Arlington, Virginia from Friday, February 26, 2010 to Sunday, February 28, 2010. The cost is \$194.00/per person inclusive of registration, lodging and transportation. Transportation will be provided by Junior Statesmen of America. The total cost of the field trip will be \$6,402.00. The availability of funds for this item has been verified and will be charged to account 401-100000-500A-25-0000.

4. PHS Debate Team

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

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

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.

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The coordinator of the Junior Statesmen of America Winter Model Congress has invited the Plainfield High School Debate Team, comprised of thirty (30) students in grades 9-12 and three (3) chaperones to attend the Junior Statesmen of America Debate Conference in Princeton, New Jersey on Saturday, March 20, 2010 and in Parsippany, New Jersey on Saturday and Sunday, April 17-18, 2010. Departure for the Princeton, New Jersey field trip is scheduled from Plainfield High School on Saturday, March 20, 2010 at 8:00 a.m. and a return at 5:00 p.m. Departure for Parsippany, New Jersey field trip is scheduled from Plainfield High School on Saturday, April 17, 2010 at 8:00 a.m. and will return on Sunday, April 18, 2010 at 5:00 p.m. Registration and lodging for students will be covered by fundraising activities and donations. The Junior Statesmen of America will be responsible for the cost of registration and lodging for all students. The cost for chaperones is \$315.00/per person at total of \$945.00. Transportation will be provided by the District.

**RESOLVED**, that the Plainfield Board of Education approves the Plainfield High School Debate Team comprised of thirty (30) students in grades 9-12 and three (3) chaperones to attend the Junior Statesmen Debate Conference in Princeton, New Jersey on Saturday, March 20, 2010 and in Parsippany, New Jersey on Saturday and Sunday, April 17-18, 2010. The Junior Statesmen of

America will be responsible for the cost of registration and lodging for all students.

The cost for chaperones is \$315.00/per person at total of \$945.00. Transportation will be provided by the District. The availability of funds for this item has been verified and will be charged to the Plainfield High School General Fund account.

5. DeVry Institute

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

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

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.

Plainfield High School seniors have been attending the DeVry Institute of Technology College Fair since the 2001-2002 school year. America's colleges and universities are resources that provide a continuing education to students. The director of the DeVry Educational Services has invited forty (40) seniors and three (3) chaperones to attend the DeVry Institute of Technology College Fair in North Brunswick, New Jersey.

The learning environments are characterized by a richness, relevance and diversity that can make a difference in the lives of students. These institutions provide perspectives on Latino history and culture, and a particular attunement to the academic needs of Latino students, officers, and other support personnel who will provide assistance in selecting a college or university. The students will interact with other students as well as outstanding graduates of New Jersey colleges or universities attending the College Fair at DeVry Institute.

Thirty-five (35) students in grades 11-12 and three (3) chaperones will attend the DeVry Institute of Technology Fair on Friday, December 19, 2009. Departure is scheduled for Friday, December 18, 2009 at 8:00 a.m. and return at 1:00 p.m. Transportation is provided by the DeVry Institute of Technology.

**RESOLVED**, that the Plainfield Board of Education approves thirty-five (35) students in grades 11-12 and three (3) chaperones to attend DeVry Institute of Technology Fair on Friday, December 18, 2009 at no cost to the District.



6. Class of 2010 Field Trip

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

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

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 2010 has worked diligently in their fundraising activities to offset costs for their senior trip. The Class of 2010 Senior Field Trip will expand students' learning and experiences beyond the walls of the classroom and school. The senior trip will also provide students with memorable high school experiences. The field trip is an integral part of school instruction. The Coordinator of Educational Activities has invited the Class of 2010 to attend the 2010 Disney Graduate Group Activities in Lake Buena Vista, Florida from Thursday, April 29, 2010 to Monday, May 3, 2010.

Sixty (60) seniors and six (6) chaperones will attend the Class of 2010 Disney Graduate Group Activities in Lake Buena Vista, Florida on Thursday, April 29, 2010 to Monday, May 3, 2010. Departure is scheduled from Plainfield High School on Thursday, April 29, 2010 at 7:00 a.m. and will return on Monday, May 3, 2010 at 2:30 p.m. The cost of lodging and transportation for students and chaperones will be provided by fundraising activities, donations and advertisements. The cost per student and chaperone for airfare is \$318.00, lodging is \$280.00, Grad Night ticket is \$152.00, at a total of \$750.00. The cost of transportation to and from Newark Airport is \$1,000.00 and will be provided by Queen City Bus Company.

**RESOLVED**, that the Plainfield Board of Education approves sixty (60) seniors and six (6) chaperones to attend the 2010 Disney Graduate Group Educational Activities in Lake Buena Vista, Florida from Thursday, April 29, 2010 to Monday, May 3, 2010 at a cost not exceed \$49,500.00. The cost of transportation to and from Newark Airport is \$1,000.00 and will be charged to account 15-000-27-000-25-000. Availability of funds has been verified. The cost of airfare, lodging and Grad Night ticket will be charged to the P.H.S. General Funds account.

## **B. Staff Development**

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

### **RESOLUTION**

1. **“Moving Forward Together” Conference: Northern Regional Training Institute**

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

#### **Goal 2: Human Resources**

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

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 following staff will attend the “Moving Forward Together” Conference at the Northern Regional Training Institute on Wednesday, December 16, 2009, from 7:45 a.m. to 1:00 p.m. at the Meadowlands Sheraton Hotel in East Rutherford, New Jersey: Antoinette Adams, Vice Principal and Elizabeth Filippatos, Coordinator of Special Education, Gifted, and Psychological Services; Joi Bethea, and Yvonne Breauxsaus, Vice Principals of Educational Services; and Resource Teachers Joshua Funk and Miriam Malabanan. The participants will attend various workshops sessions inclusive of Response to Intervention, Podcasting for Professional Development, Working with Rubrics and a view of the NJASK Language.

**RESOLVED**, that the Plainfield Board of Education approves Antoinette Adams, Vice Principal and Elizabeth Filippatos, Coordinator of Special Education, Gifted, and Psychological Services, Joi Bethea, and Yvonne Breauxsaus, Vice Principals of Educational Services; and Resource Teachers Joshua Funk and Miriam Malabanan to attend the “Moving Forward Together” Conference at the Northern Regional Training Institute on Wednesday, December 16, 2009. The registration cost is \$145.00 per person at a total cost of \$870.00. The availability of funds for these items has been verified and will be charged to account 20-250-200000-500 1-32-0000.

2. **SMART Notebook Certification**

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

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

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

#### **Goal 2: Human Resources**

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

The Plainfield Board of Education is committed to ensuring that all students succeed academically and meet the New Jersey Core Curriculum Content Standards in a safe, positive learning environment.

Joshua Funk, Resource Teacher will attend the SMART Notebook Certification in New York, NY on January 12 – 14, 2010. The training course is a three day comprehensive training course which instructs the trainee on how to integrate the capabilities of the product and ensures that the product investment pays off. The certified SMART trainer will be able to provide professional development for all in-district staff as well as partnering districts. SMART technology transforms classrooms into centers of interactive learning, where students are engaged and teachers are inspired. Engaging visuals, intelligent software and media integration capabilities help bring research into the classroom.

The cost of registration and participation is \$1,799.00 and includes the following:

- Pre-certification self-study materials
- SMART Session Training Facilitator Guide, resources, CD-ROM
- Certificate, letter of completion, logos and listing on the SMART website at <http://www.smarttech.com/trainingcenter/masters/certifiedTrainers.asp>
- Expenses incurred by the SMART employed trainer

**RESOLVED**, that the Plainfield Board of Education approves Joshua Funk, Resource Teacher to attend the SMART Notebook Certification training on January 12 – 14, 2010. The registration and participation cost is \$1,799.00 per person. The availability of funds for these items has been verified and will be charged to account 11-000-223000-320P-26-0000.

<b>Funding Source</b>	<b>Program Description</b>	<b>Administrators Responsible</b>	<b>Amount</b>
Plainfield Public School District	SMART Notebook Certification 3-Day Training, New York, NY January 12 – 14, 2010	Joshua A. Funk Social Studies Resource Teacher	\$1,799.00

3. Autisms & Related Conditions Workshop

**Strategic Plan Link**

**Goal 2: Human Resources**

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

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.

Deborah Zakarin, Speech Specialist will attend the Autisms & Related Conditions workshop in Edison, NJ on January 28, 2010. The workshop will increase the awareness of autism as a “multi-systems’ vs. “brain” condition that affects each student differently. The workshop will enhance the skills of the speech specialists so that they can fully serve the complex needs throughout the autistic and related spectrums.

**RESOLVED**, that the Plainfield Board of Education approves Deborah Zakarin, Speech Specialist to attend the Autisms & Related Services Workshop on January 28, 2009 at a total registration cost of \$199.00. The availability of funds for this item has been verified and will be charged to account 20-250-200000-500I-32-0000.

4. NJASK Literature Based Assessment Workshops

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

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

**Goal 2: Human Resources**

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

The 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. 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.

Michael Wojcik and Ernest Ciardi will provide hands-on workshops to Washington Elementary School, Cedarbrook K-8 Center, and Hubbard Middle School teachers. Through series of workshops and modeling sessions, teachers will be trained in areas such as creating practice NJASK writing prompts, poetry prompts, expository prompts, and in getting students to use compositional risks to score higher on open-ended reading and writing sections. Hands-on Activities include:

- Using concrete activities to master abstract/advanced skills
- Using picture books to teach figurative language
- Using everyday objects to teach figurative language

Michael Wojcik's leadership experience includes 39 years in public education and administrative experience including special education, guidance, scheduling child study team support services, state mandated testing training and curriculum and instruction. During his tenure as Assistant Superintendent of Curriculum and instruction for Hackensack Public Schools, he was responsible for implementing major educational reforms with the Hackensack School District resulting in national and state recognition. He successfully eliminated the "achievement gap" resulting in six of seven district schools making AYP with NCLB and three schools being removed from New Jersey DOE "Needs Improvement List."

During Ernest Ciardi's tenure as District Supervisor of Language Arts Literacy for West New York School District, he has presented workshops for grades K-12 demonstrating strategies to teach NJASK, HSPA skills and the Core Curriculum Content Standards using classroom materials. In addition, he has served as a facilitator at the N.J. Federal Programs Administrators Conferences for the past 11 years and a team writer and reviewer for state assessments.

The following full day trainings will take place:

**Washington:**

Dates: January 6 and 11, 2010 (1Grade 2-5)  
February 2, 8, 9 and 16, 2010  
Cost: \$4,000.00  
Account: 15-000-221000-320A-21-0000

**Cedarbrook:**

Dates: January 7, 12, 14 and 20, 2010 (Grade 2-5 teachers)  
February 3, 4, and 10, 2010 (Grade 6-7 teachers)  
Cost: \$4,500.00  
Account: 17-000-223000-320A-13-0000

**Hubbard Middle School:**

Dates: January 26 and 27, 2010 (Grade 6-8 teachers)  
February 11, 23, and 25, 2010  
Cost: \$3,000.00  
Account: 20-239-200000-320H-23-0000

**RESOLVED**, that the Plainfield Board of Education approves payment in the amount of \$10,000.00 to Ernest Ciardi for providing 18 full days of professional development and \$1,500.00 to Michael Wojcik for providing professional development. The availability of funds for this item has been verified and will be charged to individual accounts; 15-000-221000-320A-21-0000, 17-000-223000-320A-13-0000 and 20-239-200000-320H-23-0000.

### **C. Rutgers University**

The Superintendent of Schools 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 and encourage students already achieving proficiency to continue their academic success.**

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 Center for Mathematics, Science and Computer Education (CMSCE) at Rutgers University has a long history of working with teachers and their students in offering high quality professional development and educationally-rich programs.

In the efforts to enhance the learning of the students attending Evergreen School through an ongoing partnership with the Center for Mathematics, Science and Computer Education at Rutgers University, the following is a proposal to continue the professional development designed to:

- Enhance the ongoing curriculum.
- Strengthen project-based learning initiatives.
- Integrate the principle of Universal Design for Learning (UDL) – using technology to reach all students allowing them multiple means of learning and expression.
- Increase self-esteem and the desire for learning

The year long professional development will include:

- Training sessions using Elluminate, an online video conferencing vehicle that allows educators to engage students in activities beyond the walls of their school and interact with cultures around the world, content area experts, and offers students an audience for the products of their classroom work. This would take place during the school day for an hour each session.
- On-site CMSCE resource facilitator will assist teachers in finding and conducting appropriate videoconferencing partners as they seek to enhance the curriculum and motivate students as they explore videoconferencing as a tool for learning. (One full day each month for 6 months.)

- Assistance in developing the Evergreen Career Day and bringing in “visitors” via technology to speak with students about career opportunities.

The model for professional development will be a 3-step process for five (5) teachers in grades 5 and 6. First, CMSCE facilitators will conduct a hands-on, standards-based workshop to teach new strategies and tools for a particular skill. The second step will consist of in-class modeling by the facilitator with observation by teacher participants. Reflection and discussion will follow the modeling. The third step in the process will be to apply what teachers and students have learned to real life experiences through development of the Evergreen Career Day, and designing a “visiting” day at Rutgers University for grade five and six students at Evergreen.

**RESOLVED**, that the Plainfield Board of Education approves payment to Rutgers University in the amount of \$5,000.00 to be charged to accounts 17IIDECONS (\$2,000.00) and 17GLPRFSV (\$3,000.00). The availability of funds for this item has been verified.

#### **D. Special Education: Creation of New Preschool Class**

The Superintendent of Schools 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.**

The Plainfield Board of Education is committed to ensuring that all students succeed academically and reach full potential in life. In so doing 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 Individuals with Disabilities Education Act ensures the provision of Special Education and/or Related Services to all students ages 3 through 21.

In accordance with the Individuals with Disabilities Educational Act (IDEA) and the New Jersey Administrative Code 6A: 14-4.1 and 14-4.2, a free and appropriate public education must be provided to students with disabilities. Plainfield Public Schools will create a Preschool Language & Learning Disabilities (LLD) class at Clinton K-8 Center to accommodate students who were classified during the 2009-2010 school year.

**RESOLVED**, that the Plainfield Board of Education approves and adopts the establishment of a Preschool Language & Learning Disabilities (LLD) class at Clinton K-8 Center for the 2009-2010 school year.

**E. Provision of Special Education Services**

The 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 two (2) 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 2009 - 2010 school year:

<u>NAME OF PUPIL</u>	<u>SCHOOL OR INSTITUTION</u>	<u>CLASSIFICATION</u>	<u>APPROX. COST</u>
<u>TUITION AND TRANSPORTATION:</u>			
J.R.	Bright Beginnings Lrng. Ctr.	PSD	\$45,025.20
N.C.	Green Brook Academy	BD	\$14,245.70

**F. Consultants/Providers Services - Special Education**

The 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**, the following individuals will be appointed as Special Services Consultants/Providers for the Department of Special Education, Gifted and Psychological Services for the 2009 – 2010 school year at the respective compensation rates:



<u>CONSULTANT/PROVIDER</u>	<u>SERVICES PROVIDED</u>	<u>RATE OF SERVICE</u>
Pediatric & Adult Rehabilitation Ctr. LLC.	Behavioral Therapy	\$145.00/Hour
Pathways to Communication	Bilingual Speech Assessment	\$500.00 each

**G. Special Education In-Service/Workshop**

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

**RESOLUTION**

**Strategic Plan Link:**

**Goal 2: Human Resources**

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

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.

In order to ensure compliance and effectiveness of the new SPED Expansion Initiative, services were provided by Behavior Therapy Associates, P.A. from Parsippany, NJ via a workshop entitled "Fundamental Behavioral Assessment and Behavioral Intervention" on October 30, 2009 for forty-five (45) Special Education teachers PRIDE Program.

**RESOLVED**, that the Plainfield Board of Education approves payment to Behavior Therapy Associates, P.A. in the amount of \$1,500.00. The In-Service/Workshop occurred on October 30, 2009. The availability of funds for these items has been verified and will be charged to account 20-250-200000-500A-32-0000.

## **H. Consultant Services**

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

### **RESOLUTION**

#### **Strategic Plan link:**

#### **Goal: Business operations**

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

Dr. Arlene Snyder is a retired Plainfield Public Schools Administrator having over (20) years of expertise and familiarity with data collection for Special Education in the Plainfield Public School District. She has an established track record as the major data collector for the Department of Special Education, Gifted and Psychological Services. Dr. Arlene Snyder will be the lead person responsible for coordinating and collecting data needed for the State reports and will assist and train in developing a procedure that will allow the Department of Special Education, Gifted and Psychological Services personnel to coordinate and collect needed data for all future state reports.

**RESOLVED**, that the Plainfield Board of Education approves Dr. Arlene Snyder as an hourly employee at the rate of \$50.00 per hour. Compensation for Dr. Arlene Snyder will not exceed \$15,000 for the period of January 2010 – June 2010. The funding will be charged to account 11-000-219000-390A-0000. The availability of funds for this item has been verified.

## **XI. REPORT OF THE FINANCE COMMITTEE**

### **A. Reports of the Board Secretary and Treasurer – October 2009**

**Strategic Plan Link:**

**Goal 3: Business Operations**

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

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

### **RESOLUTION**

**To be in compliance with N.J.A.C. 6:23-2.2h and N.J.A.C. 6:23-211(c)3**

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 in accordance with N.J.A.C. 6:23-2.11(c)4 that sufficient funds are available to meet the District's financial obligations for the remainder of the year, and be it

**FURTHER RESOLVED**, that the Plainfield Board of Education directs the Superintendent to initiate whatever actions may be determined to be appropriate to comply with N.J.A.C. 6:23-2.11(c)41 and N.J.A.C. 6:23-2.11(b).

**TO BE PRESENTED AT THE DECEMBER 15, 2009 BUSINESS MEETING**

**B. Payment of Bills — November 13 – December 10, 2009**

**Strategic Plan Link:  
Goal 3: Business Operations**

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

The 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 NJAC6:20-2.13(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 15, 2009 BUSINESS MEETING**

**C. 2009-10 Budget Transfers**

**Strategic Plan Link:**  
**Goal 3: Business Practices**

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

The 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, 2009 to November 30, 2009</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		6,000.00
11-2XX-100-XXX 11-000-216,217	Special Education, Basic Skills/Remedial and Bilingual - Instruction and Other Student Related and Extraordinary Support Services	212,993.00	
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		
11-000-221,223	Improvement of Instruction Services and Instructional Staff Training Services		54,930.00
11-000-230-XXX	Support Services - General Administration		
11-000-240-XXX	Support Services - School Administration		
11-000-25X-XXX	Central Svcs & Admin Info Technology		
10-606	Increase in Maintenance Reserve		
11-000-26X-XXX	Operation and Maintenance of Plant Services		186,993.00
11-000-270-XXX	Student Transportation Services	34,930.00	
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		
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>	247,923.00	247,923.00

<b>BUDGET TRANSFERS - FUND 15</b>			
<b>November 1, 2009 to November 30, 2009</b>			
<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
15-1XX-100-XXX	Regular Programs - Instruction		8,000.00
15-2XX-100-XXX 15-000-216,217	Special Education, Basic Skills/Remedial and Bilingual - Instruction and Other Student Related and Extraordinary Support Services	40,000.00	
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		
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	30,000.00	
15-000-221,223	Improvement of Instruction Services and Instructional Staff Training Services		
15-000-230-XXX	Support Services - General Administration		
15-000-240-XXX	Support Services - School Administration		62,000.00
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		

15-605	Increase in Sale/Lease-Back Reserve		
15-000-290-XXX	Other Support Services		
15-XXX-XXX-2XX	Personal Services - Employee Benefits		
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>	70,000.00	70,000.00

**D. E-Rate Professional Services Agreement**

**Strategic Plan Link:  
Goal 3: Business Operations**

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

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

**RESOLUTION**

This agreement is for consulting services to be provided by BTU Consultants, LLC (BTU) to assist **Plainfield Public Schools** (the Client) with the tasks required for defining and submitting an application to the Federal Communications Commission (FCC), Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD) for the Priority One (Telecommunications and Internet Access) and Priority Two as part of the E-rate program for the **2010 – 2011 School Year**. This will include all work completed from July 1, 2009 through June 30, 2010 or until SLD funding payments are received.

**Phase I – Form 470:** Based on the Client's input, BTU shall prepare a FCC Form 470 for the Client's signature and shall review the form with the Client to answer any questions. This form notifies the SLD of the Client's intention to file specific requests within the upcoming funding year. The current estimated date for filing of the Form 470 is October - December 2009.

**Phase II – Form 471:** BTU shall work with the Client to gather all required information on current local, long distance, cellular and other eligible Telecommunications and Internet costs. BTU shall prepare a FCC Form 471 for the Client's signature and shall review the form with the client to answer any questions. This form represents the Client's specific funding requests for the upcoming funding year. The current estimated date for filing of the Form 471 is December 2009 - February 2010.

**Phase III – Form 486:** Once the SLD notifies Client of funding approvals, BTU shall prepare an FCC Form 486 for the Client's signature and shall review the form with the Client to answer any questions. This form notifies the SLD that the Client's services have started and of the Client's intention to accept the funds. The current estimated date for filing of the Form 486 is June - September 2010.

**Phase IV – Receipt of discounts and Form 472 Billed Entity Applicant Reimbursement (BEAR):** BTU shall monitor the Client's awarded funds and assist in recouping all eligible discount amounts. BTU shall prepare all necessary BEAR forms or apply for discounts with all service providers for the current funding year.

**RESOLVED**, that the Plainfield Board of Education approves a professional services agreement with BTU Consultants, LLC in the amount of \$19,920.00 for the 2009-10 school year, for assistance with the preparation and filing of the district's annual E-Rate application to the Federal government. The account to be charged is 11-000-252000-340A-08-0000.



**E. Transportation Routes**

**Strategic Plan Link:  
Goal 3: Business Practices**

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

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

**RESOLUTION**

**RESOLVED**, that upon the recommendation of the Superintendent of Schools and the Business Administrator/Board Secretary, the Plainfield Board of Education approves the transportation routes as follows:

**2009/2010 Special Education Jointure**

<u>Route</u>	<u>Carrier</u>	<u>School</u>	<u>Effective</u>	<u>Amount Per Diem</u>
MS-1	So. Plfd	Midland	09/01/09 - 06/30/10	\$110.00
PHS	So.Plfd	Piscataway High School	11/09/09 - 06/30/10	\$ 45.00

**F. Payment of Bonus Funds to Students from the Workforce Investment Board who Successfully Started a Savings Account**

**Strategic Plan Link:  
Goal 1: Learning Outcomes**

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

The 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 Department of Student Intervention and Family Support Services has applied for and received funding from the Union County Workforce Investment Board (WIB).

The Union County WIB is charged with helping economically disadvantaged youth aged 14 through 21 to improve academic performance in school, access job training and higher education opportunities, gain the skills needed to progress in career goals and obtain employment.

The Department of Student Intervention and Family Support Services, through the School Based Youth Services Program, implemented a summer work program that provided academic and work related experience for students. The program gave the students the opportunity to develop appropriate skills necessary to be successful in the workplace. The Union County Workforce Investment Board is providing up to \$300.00 for any participant of the program who started a bank account. The funding is to help teach students the value of saving by rewarding them for starting a bank account.

Two students from the program have met all the qualifications. Hashim Adams will receive an additional \$300.00 and Hassan Hill will receive \$200.00 for their commitment in savings a portion of their wages this summer.

**RESOLVED**, that the Plainfield Board of Education approves the payment through Workforce Investment board funds to pay Hashim Adams \$300.00 and Hassan Hill \$200.00 for starting a bank account with wages that they earned during the summer work program.

**G. 2008-2009 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 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 8, 2009 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, 2009 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>Finding</b>	<b>Corrective Action</b>	<b>Person Responsible</b>	<b>Completion</b>
Ensure only active employees are receiving health benefits.	Review health benefit bills on a monthly basis.	R. Eddy	09/30/09
Payments to 3 <sup>rd</sup> party agencies be in agreement with actual liabilities.	Verify payments with payroll deductions.	Y. Henry	10/31/09
All payrolls be approved.	Superintendent and Board President approve and certify payrolls.	G. Ottmann	07/15/09
Greater care be exercised in processing payroll.	Salary payments be verified with agenda prior to processing	R. Eddy	09/30/09
Year end closing procedures be reviewed and enhanced.	Perform analyses to ensure open purchase orders are valid and are properly classified.	G. Ottmann	06/30/10

Treasurer review and clear of record all old outstanding checks.	Review on a regular basis outstanding checks and cancel old ones.	S. Cummings	09/30/09
Enhance internal controls over preschool education aid.	Review appropriations on a regular basis to ensure that they are correctly classified.	N. McBean	09/30/09
TPAF social security requests be in agreement with actual amounts incurred.	Verify reimbursement requests with payrolls.	R. Eddy	09/30/09
Publish a notice stating the nature of professional service contracts.	Place notices in newspaper.	Y. Henry	10/31/09
Submit purchases exceeding the bid threshold to the Board for approval.	Monitor vendor purchases and submit any exceeding the bid threshold to the Board.	G. Ottmann	10/31/09
Deposit compositions should be on pre-numbered receipt forms.	Re-train building administrators in student activity account management.	B. Banner	10;/31/09
All checks from Washington School include 2 signatures.	The building principal ensure that all checks have 2 signatures.	K. Assante	10/3/109

**H. Board Member Resignation**

**RESOLVED**, that the Plainfield Board of Education accepts the resignation of Board Member Bridget B. Rivers, effective December 16, 2009.

**I. Reimbursement to the Sayreville BOE for Student Transportation**

**Strategic Plan Link:**

**Goal 1: Learning Outcomes**

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

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

**RESOLUTION**

Pursuant to N.J.S.A 18A:7B-12 and N.J.A.C. 6A:17-2.3., requires Boards of Education to identify and provide education for students who resides outside of the district due to reasons beyond their control and a lack of appropriate housing.

**RESOLVED**, that the Plainfield Board of Education approves reimbursement to the Sayreville Board of Education's Transportation Office for a maximum of \$6,200.00 for providing transportation services for a Plainfield pupil whose name has been certified by the Superintendent of Schools and is on file with the Secretary of the Board of Education who will be provided education in an out-of-district school until such time as a permanent home has been identified.

## XII. REPORT OF THE POLICY COMMITTEE

### A. Adoption of Policy – Second Reading

The Board of Education finds it necessary that this policy 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 this policy be implemented, now therefore be it

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

<u>Policy Number</u>	<u>Title</u>
2240	Research, Evaluation and Planning
3000/3010	Concepts and Roles in Business and Non-Instructional Operations: Goals and Objectives
3451	Petty Cash Funds
3510	Operation and Maintenance of Plant
3541.31	Privately Owned Vehicles
3600	Evaluation of Business and Non-Instructional Operations
5113	Attendance, Absences and Excuses
5118	Non-Residents
5131	Conduct/Discipline
5131.6	Drugs, Alcohol, Tobacco (Substance Abuse)
5145.12	Search and Seizure
6142.13	HIV Prevention Education

## XIII. ADJOURNMENT