

PLAINFIELD BOARD OF EDUCATION  
Plainfield, N.J.

Date: Tuesday, December 9, 2008

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

Ms. Bridget B. Rivers, President  
Mr. Martin P. Cox, Vice President  
Mr. Rasheed Abdul-Haqq  
Ms. Patricia I. Barksdale  
Mrs. Wilma G. Campbell  
Mr. Agurs Linward Cathcart, Jr.  
Mr. Christian Estevez  
Mrs. Lisa C. Logan-Leach  
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, November 26, 2008 for advertisement on Saturday, November 29, 2008 and also provided to the Plainfield Public Schools, the District's website, the Plainfield City Clerk, Police Department, Plainfield Public Library and Comcast Cable 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**, that 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**, that 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 16, 2008, 7 pm, in the Administration Building auditorium.**

VII. REMARKS FROM THE BOARD PRESIDENT

VIII. REMARKS FROM THE SUPERINTENDENT

IX. REMARKS FROM COMMITTEE CHAIRPERSONS

X. PRESENTATIONS

- Audit Report
- Bond Refinancing

## XI. REPORT OF THE CURRICULUM & INSTRUCTION COMMITTEE

### A. Field Trip Requests

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

#### RESOLUTION

##### 1. Plainfield High School

##### 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 students enrolled in Plainfield High School Life Skills class have been exploring the importance of voluntarism and philanthropy since 1993. Students will apply their mathematical problem solving skills involving money in real life environments of local stores in order to become productive citizens in the United States. Students will strengthen their character by experiencing philanthropy and community service in the City of Plainfield in order to become responsible community citizens. The management of several local stores, restaurants and community organizers in the city of Plainfield have invited the students in the Life Skills class to practice and develop their personal financial skills through preparing shopping lists, budgets and counting money at their stores. Seven (7) students and four (4) chaperones will participate in these activities.

Seven (7) students will participate in the voluntarism and/or shopping activities at Kmart, A&P, Pathmark Grocery Store, Chinese Buffet, Plainfield Post Office, Plainfield City Hall, Plainfield Public Library, Plainfield Fire Department, and Cedarbrook Park. Transportation will be provided by the district.

**RESOLVED**, that the Plainfield Board of Education approves the seven (7) students from Plainfield High School Life Skills class to participate in voluntarism and/or shopping activities at local stores, restaurants and the City of Plainfield from 8:45 a.m. to 10:45 a.m. on the following dates. There is no cost to the district.

Thursday, January 8, 2009  
Thursday, February 12, 2009  
Thursday, March 26, 2009  
Thursday, May 21, 2009

## 2. Plainfield High School Class of 2009 to Great Wolf Lodge Educational Activities

### **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 attending winter senior trips since 2003. The Class of 2009 has worked diligently in their fundraising activities to offset costs for their 2009 winter senior trip. The Class of 2009 senior winter field trip will expand students' learning beyond the walls of the classroom and into community. The senior trip will also provide students with experiences that can not be experienced in school. The field trip is an integral part of school instruction. The Coordinator of Educational Activities has invited the Class of 2009 to attend their 2009 Great Wolf Lodge Educational Group Activities in Poconos Mountain, Pennsylvania. Sixty students (60) and six (6) chaperones will attend this special event.

Sixty (60) seniors will attend the 2009 Great Wolf Lodge Educational Group Activities from Monday, January 12, 2009 to Wednesday, January 14, 2009. Departure is scheduled for 12:00 p.m. The return is scheduled for 3:00 p.m. on Wednesday, January 14, 2009. The cost of lodging and meals will be paid through fundraising activities, patrons and sponsors.

**RESOLVED**, that the Plainfield Board of Education approves sixty (60) seniors and six (6) chaperones from Plainfield High School Class of 2009 to attend the 2009 Great Wolf Lodge Educational Activities from Monday, January 12, 2009 to Wednesday, January 14, 2009. The cost of transportation is not to exceed \$1,500.00. The availability of funds for this item has been verified and will be charged to 401-100000-500A-25-0000.

## **B. Staff Development**

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

### **RESOLUTION**

#### **1. Florida Educational Technology Conference**

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

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

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

The Plainfield Board of Education recognizes that a highly qualified, competent, skilled, and dedicated workforce is essential in the success of the District and the students. Therefore, it has provided the Superintendent of Schools the authority to employ administrative staff members to participate in out of district professional development. The District has identified a need to improve the learning and academic performance of all students in all PPS. Attendance at this conference will help provide support in technology's transforming role in improving teaching and learning. By exposure to the workshops led by nationally recognized researchers/presenters, this district will then turnkey the information obtained and learned in an effort to support the learning and academic performance of all students in all PPS.

The Plainfield Public School District's Educational Services Department administrative staff member (Angela Bento, District Vice Principal of Arts, Talent and Life Skills) will attend the 2009 Florida Technology Educational Conference (FETC) to collaborate with other taskforces and committees to assess, analyze and propose recommendations on how to positively effect student learning and teaching through technology transformation so that students of Plainfield can remain competitive in a global economy. This conference will strengthen understanding and capacity by collaborating with teachers and administrators in planning and implementing educational strategies using technology.

This forum will address the SEDTA released second paper of the Vision 2020 Action Plan for Education Series "Science, Technology, Engineering, and Mathematics (STEM)" report addressing the need to provide all children with an education that includes a solid foundation of rigorous science, technology, engineering, and mathematics (STEM) instruction. It will provide the many technological workshops in the areas of Podcasting for Administrators, Developing 21<sup>st</sup> Century Learners, Building Global Learning Communities, Visual Learning for the 21<sup>st</sup> Century, movies, Collaborating on line using Adobe Tools, i-Safe Internet Safety Education Professional Development Program and Web Expression, just to name a few.

This forum will also highlight the latest innovations from SMART Technologies in the classroom Discovery Education, GovConnection, The Journal, SMART, BYTESPEED and Qwizdom and will give each participant insight into classroom solutions of the future that are currently being developed. This is a unique opportunity to gain insight into how a market leader envisions the future of technology.

FETC's goal is to improve student achievement through technology. Its mission is to promote national leadership in educational technology to support achievement in lifelong learning, to provide professional development in educational leadership for members and to build partnerships to advance learning. The workshops will also provide resources and relationship building between the Plainfield School District and other educators and leading industry professionals. This conference will also provide workshops in aligning of benchmarking of grade and state level technology requirements to daily instructional activities.

**RESOLVED**, that the Plainfield Board of Education approves Angela Bento to attend the 2009 Florida Technology Educational Conference from January 21, 2009 to January 24, 2009 at the Orange County Convention Center, Orlando, Florida for all aspects of effective teaching and learning. The total cost is not to exceed \$1,700.00. The availability of funds for this item has been verified and will be charged to the account 11-000-221000-580A-26-000.

## 2. The Defensible Differentiation Conference

### Strategic Plan Link:

### Goal 1: Learning Outcomes

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

Members from the District Office and Office of Professional Development & Support Services, Office of Assessment, Data Collection, and School Improvement, and teachers, (Pamela Garcia, Professional Development Resource Teacher, Jennifer Singleton and Ralph Ferrara, Assessment, Data Collection, and School Improvement Resource Teachers, Office of Educational Services Beth Ebler, Director, Sophia VanEss, Wilson Martinez, Deitria Smith, Content Area Vice Principals, and six (6) teachers from the K-8 CAPA schools (Barlow, Stillman, Washington, Jefferson, Hubbard and Maxson) will attend the Defensible Differentiation: What Would It Take to Get It Right Conference in Edison, NJ on January 22, 2009 to build internal capacity in the areas of:

- Understanding the non-negotiable of differentiation
- Analyzing examples of classroom practice for fidelity to principles of differentiation

- Learning to apply essential principles of differentiation to planning practice
- Learning strategies and techniques to use with different student subgroups and learner profiles
- Examining tried and true strategies for differentiation and finding out how low-prep strategies can be taken to the next level of sophistication

Carol Ann Tomlinson is one of the leading authorities on differentiated instruction. She has written several books on this and related topics. She works throughout the United States and abroad with teachers whose goals are to develop more responsive heterogeneous classrooms and address all students' needs.

This conference will afford the attendees the necessary support and knowledge to facilitate professional development for teachers. The registration fee for the Defensible Differentiation Conference is \$175.00 per person.

**RESOLVED**, that the Plainfield Board of Education approve for a member from the Office of Professional Development & Support Services to attend the Defensible Differentiation: What Will It Take to Get It Right Conference at PSE & G in Edison, NJ for all aspects of effective professional development in differentiated instruction not to exceed \$2,275.00 and charged to each individual school account and District Department. The availability of funds for this item has been verified and will be charged to 11-000-21000-580A-26-0000.

### 3. The National Teachers of English to Speakers of Other Languages (TESOL) conference

#### **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 district professional development opportunities.

The Plainfield Public School District's Educational Services staff , Mrs. Ilene Weinstein and Mrs. Idelisse Gonzalez, District ESL Resource Teachers will attend The National Teachers of English to Speakers of Other Languages (TESOL) conference on March 25 - 28, 2009 in Denver, Colorado.

TESOL is an all-inclusive professional organization that brings together teachers and administrators at all educational levels with an interest in teaching English to speakers of other languages. This annual convention provides its attendees the opportunity to share research based findings and explore ideas in English language teaching and learning with colleagues worldwide. TESOL's mission and values are to:



- Develop and maintain professional expertise in English language teaching and learning for speakers of other languages worldwide.
- Cultivate professionalism in language education, through accessible high quality education.
- Promote respect for cultural and linguistic diversity and individual language rights
- Collaborate in a global community for the interaction of research and reflective practice for educational improvement in English Language Learners.

**RESOLVED**, that the Board of Education approves (Mrs. Ilene Weinstein, and Mrs. Idelisse Gonzalez, District ESL Resource Teachers) to attend The National Teachers of English to Speakers of Other Languages (TESOL) conference in Denver, Colorado on March 25 - 28, 2009 at a cost of \$2,000.00 per person for a total not to exceed \$4,000.00. The availability of funds for this item has been verified and will be charged to FY 2009 NCLB Title III 200-500 account.

#### 4. Annual Baseball Team Medicine Conference

##### **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 Plainfield Board of Education is committed to ensuring that all students succeed academically and reach their full potential in life and to improve the learning and academic performance of all student in PPS. In doing so, it is also committed to providing opportunities for and ensuring that all student and athletes to meet the New Jersey Core Curriculum Content Standards and achieve academic and life-long success.

The main objective of the Annual Baseball Team Medicine Conference is to provide didactic and hands on sessions that pertain specifically to the prevention and treatment of baseball and softball injuries. This conference is endorsed by the National Athletic Trainers' Association and the Professional Baseball Athletic Trainers Society. Both associations work for and toward the prevention, treatment and betterment of athletes.

**RESOLVED**, that the Board of Education approves Veronica Pagel, Athletic Trainer to attend the Annual Baseball Team Medicine Conference in Washington, DC on January 8 -10, 2009. The method of transportation will be via automobile to and from the workshop. The registration fee is \$385.00 per person and will be charged to account 11-402-100402-890A-27-0000. The hotel accommodations are not to exceed a total of \$318.00 including tax for lodging and charged to the Athletic Travel Account 11-000-24-0000-580A-27-0000. The availability of funds for this item has been verified.

**C. Rosetta Stone**

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 all 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.

A hundred-twenty-five (125) ELL students in grades 6–8 attending Maxson and Hubbard Middle Schools, Cedarbrook and Cook Schools require specialized and individualized support in enhancing and developing second language acquisition skills in the area of listening, speaking, reading and writing. As identified and recommended by Districtwide Site Review Committee members and State Collaborative Assessment and Planning for Achievement (CAPA) representatives, there is a need to implement a research-based technology program for English Language Learners to enhance and strengthen second language acquisition. Rosetta Stone is a web-based software program which increases second language developmental skills. Rosetta Stone can be used to complement classroom teaching or to allow students to work independently, building their basic speaking, listening comprehension, reading, and writing skills. Rosetta Stone advances students to the next level only when they achieve a level of proficiency defined by the teacher. Rosetta Stone allows teachers to make efficient use of their instructional time, concentrating on interactive classroom activities that promote fluency. Six (6) hours of professional development will be provided and is included in the cost.

**RESOLVED**, that the Plainfield the Board of Education approves the purchasing of 40 licenses and training of the English version of the Rosetta Stone web-based language program for the amount of \$20,860.00. Availability of funds for this has been verified and charged to account 20-242-100000-600A-39-0000.

**D. Early Childhood Five (5) Year Plan Submission**

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

**RESOLUTION**

**Strategic Plan Link:**

The Plainfield Public Schools is required to submit a five (5) year programmatic plan, along with a budget for the 2009-10 school year, to the New Jersey Department of Early Childhood Education. This plan outlines the operation of the Plainfield preschool program to meet the needs of its preschool population over the next few years.

The plan continues to incorporate the use of contracted community child care providers as well as in-district classrooms to provide universal preschool to Plainfield residents. The plan describes the continued use of approved curriculum and evaluation methods proved effective in current practice. We will continue to train both in-district and provider staff to maintain the highest possible level of appropriate classroom instruction. The plan also outlines strategies for outreach to the community and support for families of preschoolers.

The 2009-10 budget submission is crafted to provide service to a total of 1,383 preschoolers. This will utilize the services of thirteen (13) contracted providers, including Head Start, and classrooms in three (3) in-district schools.

**RESOLVED**, that the Plainfield Board of Education approves the submission of the Five (5) year plan and the 2009-10 Budget for Early Childhood Education. This is annual funding from the New Jersey Department of Education for preschool services to three (3) and four (4) year olds. The FY 2009-10 funding request is \$16,889,541.00 to service 1,383 students.

**E. Project CRISS (Creating Independence through Student-owned Strategies)**

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 in the success of the District, schools, and students. Therefore, it has provided the Superintendent of Schools the authority to employ a consultant in order to professionally develop teachers enabling them to ascertain best practices for integration in their daily instructional practices.

The conclusion of the District Instructional Program Reviews identified a district wide need to improve and strengthen best practices in daily instruction. Project CRISS is an organization of consultants who have developed research-based proprietary best practices that are nationally recognized and proven to work in the classroom. Their strategies help students learn more effectively throughout the curriculum. The focus of these strategies is on teaching students how to learn through reading, writing, talking, and listening. From there, students learn to apply CRISS principles and philosophies in all subject areas.

The CRISS program begins with a three-day workshop in which participants experience the philosophy and instructional strategies through a series of CRISS Strategic Learning Plans. They provide processing and reflection time so that teachers can adapt CRISS to their own teaching situations. After understanding the CRISS principles and philosophy, participants will learn activities to address the following:

- Identifying the Author's Craft and Design
- Understanding Patterns and Structures
- Active Strategies for Learning
- Organizing for Learning
- Informal Writing to Learn
- Formal Writing to Learn
- Vocabulary
- Assessment

The initial workshop must be supported by follow-up sessions in which participants have opportunities to talk about how they are implementing the project. The next phase includes 13 participants becoming Certified CRISS District Trainers who will be responsible for continuing to provide training and support, and ensure the implementation of CRISS within the Plainfield Public Schools District.

**Level 1 Training – 30 staff members**

Trainer's Fee \$1,400 x 5* days =	7,000.00
Books 70 at \$65 each =	4,550.00
Hourly rate \$35 x 6 hours - \$210 x 4 days = \$840 No. of Staff 30 x 840 = \$25,200	25,200.00
<b><i>*Fifth training day is on a Friday, no need for staff stipend.</i></b>	<b>36,750.00</b>

**Level 2 Training – 13 staff members**

Trainer's Fee \$2500 x 4 days =	10,000.00
Materials \$250 x 13 staff =	3,250.00
	<b>13,250.00</b>
<i>CRISS Training would take place on 4 consecutive school days. Hence, there would be no need to pay for staff stipend.</i>	<b>\$50,000.00</b>

**RESOLVED**, that the Plainfield Board of Education approves a cohort of thirty (30) teachers included in a level one and thirteen (13) teachers (from that cohort of thirty (30)) for the Plainfield School District to partner with Project CRISS for the 2008-2009 school year for training and development in best instructional practices, as well as supplies, and participant stipends for Saturday participation from January 2009 through August 2009 in the amount not to exceed \$50,000.00. The availability of funds for this item has been verified and will be charged to 20-273-221000-320A-35-0000 account.

#### **F. Author Visit Request**

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 all 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 Jefferson School student population (250) will be provided an opportunity to participate in an Anti-gang Workshop and an Author's Visit Assembly Program provided by Ralph Burgess author of Cool Calvin's No Bandanas for Me. On December 19, 2008 from 8:30 a.m.-11:30 a.m. in the Media Center. Jefferson's students will learn about: anti-bullying, conflict resolution, peer pressure, citizenship, The Six Pillars of Character Education and The Five Essential Components of Reading Instruction. Cool Calvin's No Bandanas for Me is an anti-gang book about staying gang free. It is the only illustrated children's picture book about gangs that has been published. Cool Calvin's No Bandanas for Me was featured on NBC's Today Show. The book is available in English and Spanish in addition, Cool Calvin's No Bandanas for Me will be "The Principal's Book of the Month" for December 2008. Each student and teacher in Jefferson School will receive an autographed copy of the book as a part of the visit in English or in Spanish.

**RESOLVED**, that the Plainfield Board of Education approves payment to Ralph Burgess, author of Cool Calvin's No Bandanas for Me, in the amount not to exceed \$1,000.00 and charged to account 18 POOTHEXP. The availability of funds for this item has been verified.

**G. New Jersey Statewide Systemic Initiative Grant**

**Strategic Plan Link:**

**Goal 2: Human Resources:**

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

The NJSSI is a matching grant that provides professional development to staff. The goal is to enable all district teachers of grades 5 through 10 to implement the mathematics curriculum as a cohesive program of instruction and assessment that effectively meets the needs of each student and leads to significant gains in achievement and confidence in mathematics.

The NJSSI Grant was held during the 2007-2008 school year to implement lesson study in mathematics. Conducted by two consultants Alice Alston and Louis Pedrick, one Videographer, Cecilia C. Arias as follows and individuals were not compensated to date. This payment will fulfill this past due obligation.

**Consultants:**

<b><u>Name</u></b>	<b><u>Dates Conducted</u></b>	<b><u>Amount</u></b>
Alice Alston	03/17, 04/07, 05/12 05/14, 05/15, 05/30 and 06/02 of the 2008 calendar year.	\$3,675.00
Louis Pedrick	03/17, 04/07, 05/12 05/14, 05/15, 05/30 and 06/02 of the 2008 calendar year.	\$3,675.00

**Videographer:**

Cecilia Arias	May 14, 2008 May 15, 2008	\$200.00
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**RESOLVED**, that the Board of Education approves the payment in the amount of \$7,550.00 to the consultants listed for services provided through the New Jersey Statewide Systemic Initiative grant rendered during the 2007-2008 school year. The consultant fees should be charged to account 20-441-218000-320A-38-0000.

## XII. REPORT OF THE FINANCE COMMITTEE

### A. Reports of the Board Secretary and Treasurer – October 2008

#### **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**

To comply 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 dates of the reports, 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 16, 2008 BUSINESS MEETING**

**B. Payment of Bills – November 14, 2008 – December 11, 2008**

**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 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 Plainfield Board of Education approves the following warrants for payment, and that itemized lists of the warrants be filed with the minutes:

On the General Account

in the amount of \$

On the Capital Projects 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 16, 2008 BUSINESS MEETING**



**C. 2008-09 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 2009 budget adjustments which reflect the appropriations sufficient to meet expenditures:

<i>BUDGET TRANSFERS - FUND 11, FUND 12 AND FUND 13</i>			
<i>October 1, 2008 to October 31, 2008</i>			
<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
11-1XX-100-XXX	Regular Programs - Instruction		
11-2XX-100-XXX 11-000-216,217	Special Education, Basic Skills/Remedial and Bilingual - Instruction and Other Student Related and Extraordinary Support Services		
11-3XX-100-XXX	Vocational Programs - Local - Instruction		
11-4XX-100-XXX	School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructional Programs -Instruct	9,000.00	
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		
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		9,000.00
11-000-270-XXX	Student Transportation Services		
10-605	Increase in Sale/Lease-Back Reserve		
11-000-290-XXX	Other Support Services		
11-XXX-XXX-2XX	Personal Services - Employee Benefits		
11-000-310-XXX	Food Services		
	<b>TOTAL GENERAL CURRENT EXPENSE</b>		

	<b>Capital Outlay</b>		
12-XXX-XXX-73X	Equipment		
	<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>	9,000.00	9,000.00

**D. 2007-2008 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 complete an annual Comprehensive Annual Financial Report and an Auditors' Management Report on Administrative Findings – Financial Compliances and Performance by November of each year.

The 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 9, 2008 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, 2008 and be it

**FURTHER RESOLVED**, that the Board approve the Corrective Action Plan submitted by the Business Administrator/Board Secretary, and be it

**FURTHER RESOLVED**, that a copy of the Audit Synopsis and Corrective Action Plan shall be made a part of the minutes of this meeting.

<b><u>Finding</u></b>	<b><u>Corrective Action</u></b>	<b><u>Person Responsible</u></b>	<b><u>Completion</u></b>
Terminated employees continued to receive benefits	Review health benefits bills on a monthly basis.	Ron Eddy	December 2008
Subsidiary payroll deduction ledger not reconciled to the cash balance on a monthly basis.	Subsidiary payroll deduction ledger be properly maintained and reconciled	Ron Eddy	December 2008
Early Childhood encumbrances were determined to be accounts payable or invalid.	Year-end closing procedures be reviewed and enhanced.	Gary Ottmann Nathan McBean	June 2009
District's coding structure was not in compliance with State Chart of Accounts.	Revise account coding structure to conform with Uniform Chart of Accounts.	Gary Ottmann	January 2009

Debt service fund does not have sufficient funds to meet fund balance anticipated in FY09.	Eliminate deficit in debt service account.	Gary Ottmann	June 2009
Prior year miscellaneous items exist and deposit it transit was omitted.	Treasurer review and clear reconciling items and record deposits in transit.	Sandra Cummings	June 2009
Grant award balances indicated that there exists amounts to and from grantors.	All prior year federal and state balances be reviewed and cleared of record.	Gary Ottmann	June 2009
ECPA appropriations were not properly recorded and transfers were not board approved.	Enhance internal controls over ECPA budget recording.	Gary Ottmann Nathan McBean	December 2008
Professional service contracts were not advertised.	District publish nature of professional service contracts	Corrine Richardson	January 2009
Daily bank deposits did not agree with sales activity reports/cash summaries	Review and enhance food service internal controls	Gary Ottmann Marcia Morgan	December 2008
District did not record accounts receivable from Sodexo as of 6/30/08	Properly record transactions related to food service operations	Gary Ottmann	June 2009
Certain tier on roll-students were misclassified and related services were understated.	ASSA reporting of on-roll students and related services be accurate	Gary Ottmann Peter Wu	June 2009
Supporting documentation was not available for certain disbursements.	Internal controls be reviewed and enhanced	Gary Ottmann Principals	June 2009
Receipt forms were not pre-numbered and composition of deposit was not indicated	Composition of deposits be included on pre-numbered receipt forms.	Gary Ottmann Principals	June 2009
No maximum travel amount was adopted by the board for FY08.	Board adopt resolution setting maximum travel and expense reimbursements.	Gary Ottmann	June 2009
Retiree benefit reimbursement bills are prepared manually and not integrated into the general ledger and are applied as budget refunds	Computerize and integrate the accounting of retiree benefit reimbursements.	Gary Ottmann Ron Eddy	June 2009

**E. Board Member Resignation**

**RESOLVED**, that the Plainfield Board of Education accepts the resignation of Board Member Vickey Sheppard, effective November 20, 2008.

**F. Enrollment of a Student Who is a Non-Resident**

**Strategic Plan Link:**  
**Goal 2: Human Resources**

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

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

**RESOLUTION**

An employee of the Plainfield Public Schools is requesting permission that her son who does not reside in the school district, be enrolled in the 5<sup>th</sup> grade at Clinton School, and

The Board of Education has a policy which allows employees to request a waiver of tuition fees for enrollment, now therefore be it

**RESOLVED**, that the Plainfield Board of Education approves the student to enroll at Clinton School and waive tuition fees in the Plainfield Public Schools for the 2008-2009 school year. Parent/Guardian will provide any necessary transportation.

**G. Transportation Route**

**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 November 14, 2008 Transportation Report as follows:

**2008-09 Special Education Jointure**

<u>Route</u>	<u>Carrier</u>	<u>School</u>	<u>Effective</u>	<u>Amount</u> <u>Per Diem</u>	<u>Aide</u> <u>Per Diem</u>
MS-1	SO.PLFD	MIDLAND	9/1/08 to 6/30/09	\$110.00	N/A

H. **Submission of Grant**

**Strategic Plan Link:**

**Goal: Learning Outcomes**

**To improve the learning and academic performance of all students in 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 at Hubbard Middle School succeed academically and meet the New Jersey Core Curriculum Content Standards in a safe, positive learning environment. Hubbard Middle School is eligible for the Title I SIA Part g continuation grant (Year 2), in the amount of \$100,000. The project period for this grant is December 1, 2008 to August 31, 2009.

This grant will support teaching and learning, best practices related to increasing student achievement and character education and social emotional learning for students in grades 6, 7 and 8. Funds will be used to supplement academic programs and materials at Hubbard and provide professional development for administrators and staff.

Although this is an entitlement grant, an application must be submitted.

**RESOLVED**, that the Plainfield Board of Education authorizes the Superintendent of Schools, to submit the following application for special state, county, private and foundation funds to support educational programs in the district.

<u>Funding Source</u>	<u>Program Description</u>	<u>Administrator</u>	<u>Amount</u>
FY 2009 Title I SIA Part g	School Improvement Grant for Hubbard Middle School	Gwynetta Joe	\$100,000

### **XIII. REPORT OF THE POLICY COMMITTEE**

#### **A. Adoption of Policies – First Reading**

The following is recommended for adoption:

#### **RESOLUTION**

**WHEREAS**, the Board of Education has reviewed the policies listed below and finds them acceptable for the management and operation of the Plainfield Public Schools, and

**WHEREAS**, the Board of Education now finds it necessary that these policies be implemented, now therefore be it

**RESOLVED**, that the Plainfield Board of Education approve, on **first reading**, the following policies that will be available for public inspection and comment, with final Board adoption anticipated at next month's scheduled business meeting:

<b><u>Policy Number</u></b>	<b><u>Title</u></b>
3000/3010	Concepts and Roles in Business and Noninstructional Operations; Goals and Objectives
3100	Budget Planning Preparation and Adoption
3160	Transfer of Funds Between Line Items/Amendments/Purchases not Budgeted
3570	District Records and Reports

### **XIV. ADJOURNMENT**