

PLAINFIELD BOARD OF EDUCATION  
Plainfield, N.J.

**ANNUAL ORGANIZATION MEETING**

Date: Tuesday, January 7, 2014  
Time: 7:00 p.m.  
Place: **PLAINFIELD HIGH SCHOOL  
AUDITORIUM  
950 PARK AVENUE**

<u>Board of Education Members</u>	<u>TERM EXPIRES</u>
Mrs. Wilma G. Campbell, President	2013
Mrs. Keisha Edwards, Vice President	2015
Mrs. Jackie Coley	2015
Mr. Alex O. Edache	2014
Mrs. Mahogany Hall	2015
Mr. Dorien Hurtt	2014
Mr. Frederick D. Moore, Sr.	2013
Ms. Jameelah Surgeon	2014
Mrs. Anna Belin-Pyles, Superintendent	

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

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

Three-year term:	1.	Wilma G. Campbell	2016
	2.	Deborah Clarke	2016
	3.	Frederick D. Moore, Sr.	2016

- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. WELCOME

WELCOME to the ANNUAL ORGANIZATION MEETING of the Board of Education of the City of Plainfield. Members hope you will find the meeting interesting and informative. We thank you for taking the time to attend. Please be advised that this and all meetings of the Board are open to the media and public, consistent with the Open Public Meetings Act (Ch. 231, Laws of 1975), and that the advance notice required therein has been provided to the Courier News and the Star Ledger on Thursday, December 19, 2013 to be advertised on Saturday, January 4, 2014.

**VI. ORGANIZATION MEETING**

- A. Nomination and Election of President.  
(The Interim Board Secretary will chair the meeting until the President is elected).
- B. Nominations will be received from board members. No second is required. When nominations are closed, a vote will be taken on the nominees in the order of nomination. The first candidate receiving a majority of the votes of those present will be declared President.
- C. President assumes the Chair.
- D. Nomination and election of Vice President.

**The next business meeting of the Board of Education is scheduled for Tuesday, January 21, 2014, 8:00 p.m., in the Plainfield High School Auditorium.**

**VII. REMARKS FROM THE BOARD PRESIDENT**

**VIII. REMARKS FROM THE SUPERINTENDENT**

**IX. PRIVILEGE OF THE FLOOR**

At the business meetings, privilege of the floor will be provided for sixty minutes for public comment prior to committee reports. Members of the public in attendance will have the opportunity to raise concerns during this period of the meeting. Members of the public may speak once for a maximum period of five (5) minutes by the clock; this time is not transferable by one individual to another.

**E. Appointment of Board Members to Committee & Other Board Assignments**

Committees

Finance	Policy	School/Community Relations
Human Resources	Buildings & Grounds	Board/Council Liaison
Curriculum & Instruction	Long Range Planning	
Negotiations		

Other Board Assignments – (Delegate/Alternate)

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

**F. Adoption of Policies**

The following is in order for board adoption:

**RESOLUTION**

**RESOLVED**, all Board of Education policies presently in effect be, and are hereby, readopted.

**G. Designation of Board of Education Depositories**

The following is in order for Board adoption:

**RESOLUTION**

**RESOLVED**, that City National Bank, be hereby designated the official depository of the Board of Education’s funds during the period beginning January 8, 2014 and ending at the Board’s next organization meeting, be it

**FURTHER RESOLVED**, that PNC Bank be designated the depository of the Board of Education’s funds during the period beginning January 8, 2014 until such time as the RFP process is completed

**H. Designation of Official Publications**

The following is in order for Board adoption:

**RESOLUTION**

**RESOLVED**, that the Courier-News, Bridgewater, New Jersey is hereby designated the official publication of the Board of Education during the period beginning January 8, 2014 and ending at the Board’s next organization meeting, and be it

**FURTHER RESOLVED**, that the Star Ledger be designated by the Board of Education to receive official notices of board of education meetings as required by law, during the period January 8, 2014 and ending at the Board’s next organization meeting.

**I. Bank Account Signatures**

The following is in order for board adoption:

**RESOLUTION**

\_\_\_\_\_ been elected President of the Board of Education, and Gary L. Ottmann holds the position of School Business Administrator of the Board of Education, now therefore be it

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

<u>Account</u>	<u>Signature/Facsimile</u>	
General Account	} Anna Belin-Pyles Gary L. Ottmann	Board President
Improvement Fund		Superintendent
Food Service Account		School Business Admin.
Payroll Account		
<u>Account</u>	<u>Signature/Facsimile</u>	
Payroll Agency Account	Gary L. Ottmann	School Business Admin.
	Ronald Eddy	Payroll Coordinator
Unemployment Trust Fund	Gary L. Ottmann	School Business Admin.
	Ronald Eddy	Payroll Coordinator
<u>Account</u>	<u>Signature/Facsimile</u>	
Workers Compensation	Gary L. Ottmann	School Business Admin.
	Ronald Eddy	Payroll Coordinator
<u>Account</u>	<u>Signature/Facsimile</u>	
PHS Interscholastic Athletic Fund	Gary L. Ottmann	School Business Admin.
	Yvonne Sheard	Director Athletics

**J. Investment of Temporarily Idle Funds**

The following is in order for Board adoption:

**RESOLUTION**

State law permits Board funds not needed to meet immediate board obligations may be invested in interest-bearing positions in official board depositories, the New Jersey State Investment Pool, and other specified investments, and since each official Board of Education depository has submitted proof of participation in the Governmental Unit Deposit Protection Act, now therefore be it

**RESOLVED**, that the Board of Education of the City of Plainfield designates PNC Bank as official depositories for the Board of Education for investment purposes, until such time as the RFP process is completed, and be it

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

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

**K. Negotiated Employee Agreements and Contracts**

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

**RESOLUTION**

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

**L. 2013 – 2014 Budget**

The following is in order for Board adoption:

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education authorize Anna Belin-Pyles, Superintendent and Gary L. Ottmann, School Business Administrator to implement the 2013 – 2014 budget pursuant to local and state policies.

**M. 2013 – 2014 Municipal Tax Payments**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education, in accordance with N.J.S.A 54:4-75 adopt the following schedule for payment of municipal taxes for the 2013 – 2014 school year to the school district.

July 17, 2013	2,000,000
August 14, 2013	2,000,000
September 18, 2013	2,000,000
October 16, 2013	2,000,000
November 20, 2013	2,000,000
December 18, 2013	2,000,000
January 15, 2014	2,000,000
February 19, 2014	2,000,000
March 19, 2014	2,000,000
April 16, 2014	2,000,000
May 21, 2014	2,000,000
June 18, 2014	1,940,418
	<hr/>
	23,940,418

**N. Designation of Official Publication**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education authorizes the Courier-News, Bridgewater, New Jersey and the Star Ledger, Newark, New Jersey be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 2013 – 2014 school year.

**O. Courses of Study, Textbook List and Curricula Guides**

The following is in order for board adoption:

**RESOLUTION**

**RESOLVED**, all Plainfield Board of Education courses of study, textbook list and curriculum guides previously approved and in effect be, and are hereby readopted for 2013 – 2014 fiscal year.

**P. Open Public Meetings Act**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education, pursuant to chapter 231, PAL (Open Public Meetings Act) does hereby proclaim the public meetings of the board of education will be held in the Plainfield High School Auditorium, 950 Park Avenue, at 8:00 p.m. as set forth below unless indicated otherwise, be it

**FURTHER RESOLVED**, that the purpose of the Regular Meetings shall be the normal conduct of business of the board of education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary, be it

**FURTHER RESOLVED** that the Plainfield Board of Education does hereby designate the Courier-News and Star Ledger as official newspapers to receive notices of meetings; and be it

**FURTHER RESOLVED**, that notices of meetings of the Board of Education will be posted in the Plainfield Board of Education Administration Office and posted on the District website, be it

**FURTHER RESOLVED**, that the Plainfield Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and, be it

**FURTHER RESOLVED**, that in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board Meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than five (5) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

be it,

**FURTHER RESOLVED**, that the Plainfield Board of Education will meet on the following dates:

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

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



**Q. Parliamentary Procedures**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education adopts the Roberts Rules of Order as the official procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2013 – 2014 school year.

**R. Uniform Minimum Chart of Accounts**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education adopts the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2013 – 2014 school year.

**S. Tax Shelter Annuity Companies**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education approves the following companies to provide Tax Shelter Annuity salary reduction agreements for the 2013 – 2014 school year.

AXA Equitable (AE)  
Great American (AG)  
Lincoln Investment (AL)  
MetLife Resources (AU)

**T. Combined Statement of Results 2013 – 2014**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education approves to have the Combined Statement of Results of the November School Election made part of the annual organization meeting minutes. (See attachment)

**U. Petty Cash Fund**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education authorizes Gary L. Ottmann, School Business Administrator, to establish the following imprest petty cash fund accounts for the period from July 1<sup>st</sup> through June 30<sup>th</sup> during the next fiscal year in accordance with N.J.S.A. 18A:4-15 and 19 – 13 and Title 6 of the N.J.A.C. 6:20 – 2.10 in the amount of \$500 in accordance with Board Policy #3451.

**V. Claims Auditor Pre-Payment Authority**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education designates the Gary L. Ottmann, School Business Administrator, as the Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Agency, Current/General, Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

**W. Designation of Superintendent Transfer Authority**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education as provided by N.J.S.A. 18A:22-8.1 amended, Anna Belin-Pyles, Superintendent of Schools, be designated as Chief School Administrator to approve such line item budget transfers as are necessary between Board of Education meetings, and be it

**FURTHER RESOLVED**, that such transfers shall be reported to the Board of Education ratified and duly recorded in the minutes of such meeting not less than monthly.

**X. Travel and Related Expense Reimbursement 2013 – 2014**

The following is recommended:

**RESOLUTION**

**WHEREAS**, the Plainfield Board of Education recognizes school staff and Board Members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board Members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,000.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1<sup>st</sup> through June 30<sup>th</sup>); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; now therefore be it

**RESOLVED**, that the Plainfield Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; and be it

**FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursement in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$110,959.00 for all staff and board members.

**Y. Appointment of Representatives Requesting Federal and State Funds**

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

**RESOLUTION**

**RESOLVED**, that Anna Belin-Pyles, Superintendent of Schools and Gary L. Ottmann, School Business Administrator for the Plainfield Board of Education or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

**Z. Code of Ethics**

It is recommended, the adoption of the following:

**RESOLUTION**

The Plainfield Board of Education members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C. 6A:30

**RESOLVED**, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Plainfield Board of Education:

- A. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- B. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- C. I will confine my board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- D. I will behave toward my fellow board members with the respect due their office--demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.
- E. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow board members or others on a personal, social, racial or religious basis.
- F. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- G. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the board.
- H. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- I. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- J. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Chief School Administrator.
- K. I will support and protect school personnel in proper performance of their duties.
- L. I will refer all complaints to the Chief School Administrator and will act on such complaints at public meetings only after failure of an administrative solution.

**X. ADJOURNMENT**

YH/bsc