

PLAINFIELD BOARD OF EDUCATION  
Plainfield, N.J.

Date: Tuesday, July 8, 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: PHS CONFERENCE ROOM  
950 Park 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  
Ms. Vickey Sheppard  
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. 231 Laws of 1975), and that the advance notice required therein has been provided to the Courier News and Star Ledger on Monday, June 30, 2008 for advertisement on Friday, July 4, 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

WHEREAS, 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, now therefore be it

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

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

and be it

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

The Board of Education will recess into its executive session.

## VI. CONDUCT OF BOARD OF EDUCATION MEETINGS

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

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

<u>Type of Meeting</u>	<u>* Date</u>	<u>Place</u>	<u>Time</u>
Policy Committee	1 <sup>st</sup> Tues. ea. mo.	PHS Confr. Rm .	6:30 p.m.
Personnel/Exec.Ses.	2 <sup>nd</sup> Tues. ea. mo.	PHS Confr. Rm.	6:30 p.m.
Curric. & Instr.	2 <sup>nd</sup> Tues. ea. mo.	PHS Confr. Rm.	8:00 p.m.
Finance Committee	2 <sup>nd</sup> Tues. ea. mo.	PHS Confr. Rm.	8:00 p.m.
Bldgs. & Grds. Cmte.	2 <sup>nd</sup> Tues. ea. mo.	PHS Confr. Rm.	8:00 p.m.
School Community Rel.	2 <sup>nd</sup> Tues. ea. mo.	PHS Confr. Rm.	8:00 p.m.
<b>BUSINESS MEETING</b>	<b>3<sup>rd</sup> Tues. ea. mo.</b>	<b>Altn. Plfd. Schs.</b>	<b>7:00 p.m.</b>

**(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, 504 Madison 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, July 15, 2008, 7 pm, in the Washington Community School Cafetorium.**

VII. REMARKS FROM THE BOARD PRESIDENT

VIII. REMARKS FROM THE SUPERINTENDENT

- K-8 Grade Configurations
- Strategic Planning Framework
- Facility Projects Update

IX. REMARKS FROM COMMITTEE CHAIRPERSONS

**X. REPORT OF THE CURRICULUM & INSTRUCTION COMMITTEE**

A. Plainfield After-School Success (PASS) Program – Cedarbrook School

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

**RESOLUTION**

WHEREAS, the No Child Left Behind Act requires students to show proficiency, as evidenced by results on standardized tests; the goal of the Plainfield After-School Success (PASS) Program is to bridge the Minority Achievement Gap, and

WHEREAS, the program outline involves a three-pronged approach that shall include preparation for State of New Jersey standardized tests; recognition and appeal to the Multiple Intelligences of each student; and, enhancement of student self-image and esteem through cultural education, and

WHEREAS, the PASS Program will be conducted at the Cedarbrook Elementary School beginning Thursday, September 4, 2008 through the end of the school year, and

WHEREAS, the program will be conducted from school dismissal at 2:35 p.m. through 6:00 p.m., Monday through Friday or whenever school is in session, now therefore be it

RESOLVED, the Board of Education approve the PASS Program for K-5 students, and the cost shall be borne exclusively by the parents at a weekly cost of \$50.00 per child per week. There will be no direct cost to school or district associated with this item.

B. Teacher Mentoring and Induction Plan for 2008-2011

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

**RESOLUTION**

WHEREAS, the New Jersey State Department of Education requires a three-year Teacher Mentoring and Induction Plan for every district, and

WHEREAS, the Plainfield Local Professional Development Committee was required to develop a three-year plan for teacher mentoring and teacher induction, and

WHEREAS, the district was required to submit the 2008-2011 Teacher Mentoring and Induction Plan to the Board of Education on June 15, 2008 for review, and

WHEREAS, the Board of Education has reviewed the 2008-2011 Teacher Mentoring and Induction Plan, now therefore be it

RESOLVED, the Board of Education approve the district's 2008-2011 Teacher Mentoring and Induction Plan and submit to the County Superintendent by August 1, 2008, for approval.

ENCL. B

C. Approval of Out-of-District Professional Development Opportunities

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

**RESOLUTION**

WHEREAS, district employees of the Board of Education listed on the chart are attending conferences, conventions, staff training, seminars, or workshops; and

WHEREAS, the attendance at stated functions were previously approved by the Chief School Administrator and School Business Administrator as work related and within the scope of work responsibilities of the attendees; and

WHEREAS, the attendance at the functions were approved as promoting delivery of instruction of furthering efficient operation of the district, and fiscally prudent, now therefore be it

RESOLVED, the Board of Education approve out-of-district professional development opportunities for the following employees:

**OUT-OF-DISTRICT PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

ENCL.	NAME	SCHOOL	CONFERENCE	LOCATION	DATE(S)	COST
<b>Charged to account 15-000-221000-390A-17-0000 (17IIDCONS)</b>						
1.	Alicia Smith	Evergreen	Coping with Defiant and Disruptive Students	UMDNJ-UBHC, Piscataway	July 16	\$50.00
2.	Monique Davis	Evergreen	Coping with Defiant and Disruptive Students	UMDNJ-UBHC, Piscataway	July 16	\$50.00
3.	Tenisha Fort	Evergreen	Coping with Defiant and Disruptive Students	UMDNJ-UBHC, Piscataway	July 16	\$50.00
4.	Randy Stamm	SBYSP	Creating Multicultural Learning Environments	Fairleigh Dickinson University, Teaneck	Aug. 4-7	No cost

ENCL. C

D. Approval of Out-of-State Professional Development Opportunities

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

**RESOLUTION**

WHEREAS, district employees of the Board of Education listed on the chart are attending conferences, conventions, staff training, seminars, or workshops; and

WHEREAS, the attendance at stated functions were previously approved by the Chief School Administrator and School Business Administrator as work related and within the scope of work responsibilities of the attendees; and

WHEREAS, the attendance at the functions were approved as promoting delivery of instruction of furthering efficient operation of the district, and fiscally prudent, now therefore be it

RESOLVED, the Board of Education approve out-of-state professional development opportunities for the following employees:

**OUT-OF-STATE PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

ENCL.	NAME	SCHOOL	CONFERENCE	LOCATION	DATE(S)	COST
<b>Charged to account 11-000-52000-580B-08-0000 (08IMTRAVEL)</b>						
1.	Ryan Sears	Information Technology	Horizon Project Management Certification	Duluth, GA	July 13-18	\$1,025.00
2.	Laura Schetlick	Information Technology	Horizon Project Management Certification	Duluth, GA	July 13-18	\$1,025.00

ENCL. D

E. Enrollment of Students Who Are Non-Residents

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

**RESOLUTION**

WHEREAS, an employee of the Plainfield Public Schools is requesting permission for her son who does not reside in the school district to be enrolled in Kindergarten at Clinton School, and

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

RESOLVED, the Board of Education permits the student to enroll in the Plainfield Public Schools and waive the tuition fees for the 2008-2009 school year. Parents/Guardians will provide any necessary transportation, and

BE IT FURTHER RESOLVED, that this enrollment be contingent upon the availability of space at Clinton School.

F. Field Trips - Student and Family Support Services-21<sup>st</sup> Century Community Learning Centers

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

**RESOLUTION**

WHEREAS, the Department of Student and Family Support Services-21<sup>st</sup> Century Community Learning Centers Summer Program request to attend the following field trips and special events for 4<sup>th</sup> through 12<sup>th</sup> grade program participants at Washington Community School and Plainfield High School, now therefore be it

RESOLVED, the Board of Education approve the following field trips in-state (New Jersey), and out-of-state (New Jersey), and be it

FURTHER RESOLVED, the cost for admission, transportation and events will be charged to NJ Department of Children and Families Division of Prevention, Community Partnerships, School Based Youth Services Program, Family Friendly Centers, U.S. Department of Education-21<sup>st</sup> Century Program, Department of Student and Family Support Services/Special Projects account 13-417-218000-800A-38-0000 (SFSSDONATI).

#	School	Grade	Date	Destination	Cost
1.	21 <sup>st</sup> Century Learning Centers Summer Program	4-12	7/10	Franklin Institute, Philadelphia, PA	Admission \$1,540.00 Transportation \$2,250.00
2.	21 <sup>st</sup> Century Learning Centers Summer Program	4-12	7/17	United States Ice Skating, Woodbridge	Admission \$1,560.00 Transportation \$1,950.00
3.	21 <sup>st</sup> Century Learning Centers Summer Program	4-12	7/23	Seaside Heights, Seaside Heights	Transportation \$2,400.00
4.	21 <sup>st</sup> Century Learning Centers Summer Program	4-12	7/24	Olympic Day Competition, PHS	Transportation \$450.00
5.	21 <sup>st</sup> Century Learning Centers Summer Program	4-12	8/06	Talent Showcase, Washington School	Transportation \$450.00
6.	21 <sup>st</sup> Century Learning Centers Summer Program	4-12	7/31	United States Ice Skating, Woodbridge	Admission \$1,080.00 Transportation \$1,950.00
7.	21 <sup>st</sup> Century Learning Centers Summer Program	4-12	8/07	Dorney Park, Allentown, PA	Admission \$2,520.00 Transportation \$3,000.00

**XI. REPORT OF THE FINANCE COMMITTEE**

A. Reports of the Board Secretary and Treasurer – May 2008

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

**RESOLUTION**

WHEREAS, in compliance with N.J.A.C 6:23-2.2h, the Board of Education has received the report of the Board Secretary for the month of May 2008, and

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund			
(11) Current Expense	7,589,267.90	2,084,149.71	1,778,333.03
(12) Capital Outlay		81,607.01	-
(13) Special Schools		128,450.47	-
(15) Reform Schools	1,168,541.34	974,745.70	-
Capital Reserve			
(20) Special Revenue Fund	4,916,171.84	3,626,756.12	(2,588,642.13)
(30) Capital Project Fund	460.73	-	460.73
(40) Debt Service Fund	-	3,586.72	12,818.60
(50) Enterprise Fund	123,499.47	1,277,663.77	664,104.81
<b>TOTAL</b>	<b>13,797,941.28</b>	<b>8,176,959.50</b>	<b>(132,924.96)</b>

and,

WHEREAS, in compliance with N.J.A.C 6:23-2.11(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, and

WHEREAS, 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, and

WHEREAS, the Board Secretary's Report and the Report of the Treasurer of School Monies for the stated period were in agreement, now therefore be it

RESOLVED, the 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 the 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, the Board of Education directs the Interim Superintendent to initiate whatever actions may be determined to be appropriate to comply with N.J.A.C. 6:23-2.11(c)4I and N.J.A.C. 6:23-2.11(b).

B. Payment of Bills – June 13, 2008 – June 30, 2008

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

**RESOLUTION**

WHEREAS, the Board Secretary presented certain warrants to the Board of Education with a recommendation they be paid, and

WHEREAS, 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), and

WHEREAS, the Board of Education has determined that the warrants presented for payment are in order, now therefore be it

RESOLVED, 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 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 JULY 15, 2008 BUSINESS MEETING**

C. Contract for Nonpublic IDEA-B Administration

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

**RESOLUTION**

WHEREAS, the Board of Education has applied for funding to support both preschool and basic activities under the district's Nonpublic School Individuals With Disabilities Education Act-B Initiative (IDEA-B) funds, and

WHEREAS, the Board of Education desires this program to be administered by the Union County Educational Services Commission, now therefore be it

RESOLVED, the Board of Education agrees to pay the Commission the full amount of the grant funding which shall include the 5% administrative cost.

D. School Breakfast/Lunch Prices

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

**RESOLUTION**

RESOLVED, the Board of Education approves the following prices:

	Breakfast	Lunch
Elementary	\$1.00	\$1.25
Middle	1.25	1.50
High	1.25	1.75
Adult Meals	2.00	3.50

E. 2008 New Jersey School Boards Annual Workshop

RESOLVED, that the Board authorize attendance by the members of the Board of Education, the Superintendent and Business Administrator at the Annual New Jersey School Boards Association Fall Workshop in Atlantic City, N.J. from October 28, 2008 through October 30, 2008, in an amount not to exceed \$10,250, with payments and reimbursements to be in accordance with Board Policy, including the unavoidable expenses outlined in the regulations for N.J.A.C. 6A:23-B.

F. Adoption of Budget for the 2008-2009 School Year

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

RESOLUTION

WHEREAS, the voters of the City of Plainfield approved the Plainfield Public Schools budget for the 2008/09 school year on April 15, 2008, and

WHEREAS, the 2008/09 budget meets the policies, programs and financial plans developed in compliance with Board of Education priorities, goals and objectives, now therefore be it

RESOLVED, the Plainfield Board of Education adopts the attached final budget totaling \$146,697,268 inclusive of the General Fund of \$122,412,511 the Special Revenue Fund \$22,409,394 and the Debt Service Fund \$2,457,847, and be it

FURTHER RESOLVED, the Plainfield Board of Education approve a 2008/09 General Fund Tax Levy in the amount of \$18,391,262 and Debt Service Tax Levy in the amount of \$223,032 and approve the budget submission to the County Superintendent of Schools.

**ENCL. F**

G. Corrective Action Plan

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

RESOLUTION

WHEREAS, the New Jersey Department of Education retained the accounting firm of KPMG to conduct a performance audit of the Plainfield School District, and

WHEREAS, this audit has resulted in a report which requires the adoption of a corrective action plan, now therefore be it

RESOLVED, the Board of Education approve the following corrective action plan:

	<b>Section</b>	<b>Observation</b>	<b>Recommendation</b>	<b>District Plan/Response.</b>	<b>Target Date</b>	<b>Responsible Person</b>
1	Inventory	Evidence of oversight of third-party vendors.	We recommend that the BA evidence the review of the reconciliation of AA's Fixed Asset listing with the Keystone accounting system. Also, the BA should consider performing a high-level reconciliation of the physical inventory count sheets to the reports generated by AA to verify whether information obtained during the physical counts is reflected accurately in the reports generated by AA.	All district administrators annually verify fixed asset listings for their school or department.	06/01/2008	G. Ottmann
2	Facilities Management	Purchase/Receipt reconciliations.	We recommend that the custodian should be provided with a list of pending orders at the school year-end, and should be responsible for the triple match during the summer (receiving copies of the PO, invoice, goods received).	All principals will soon be working a 12 month work year and will have this responsibility.	07/01/2008	All Principals
	Facilities Management	Reliance on manual processes regarding work orders.	We recommend that the District consider implementing an electronic work order system.	The district will review purchasing "school dude" software.	12/01/2008	G. Ottmann
	Facilities Management	Use of shared password to access DOS system.	We recommend that while the District is still using the DOS system, unique user names and passwords for the supervisor and secretary should be maintained.	The district will assign unique names and passwords.	06/01/2008	J. Hutchins
	Facilities Management	Inconsistent approval protocols for completed work orders.	We recommend the District enforce its policy to sign work orders upon completion by the responsible employee.	The district will require signatures of work orders.	07/01/2008	J. Hutchins
3	Purchasing/Accounts Payable	Segregation of duties regarding procurement functions.	We recommend that the individuals responsible for approving purchases, authorizing payments, and approving vendors be segregated to reduce the risk of undetected inappropriate transactions.	The current organizational structure provides controls.	NA	NA
	Purchasing/Accounts Payable	Modification of purchase orders.	We recommend that changes to Pos be tracked, reviewed, and approved by the BA before the transaction is submitted for payment.	The business administrator will approve all changes to encumbrances.	07/01/2008	G. Ottmann

	<b>Section</b>	<b>Observation</b>	<b>Recommendation</b>	<b>District Plan/Response.</b>	<b>Target Date</b>	<b>Responsible Person</b>
	Purchasing/Accounts Payable	Invoices processed prior to requisition of goods or services for non-emergency purchases.	We recommend for emergency cases that the District should consider establishing a budget and setting up Pos for specific types of emergencies in the beginning of their fiscal year, and use them when needed.	The district has implemented the use of "annual orders".	07/01/2008	C. Richardson
	Purchasing/Accounts Payable	Evidence of bookkeeper's price verification of the vendor's agreed-upon price to the school's/dept. budget.	We recommend formal documentation of management review to help ensure that prices charged by vendors are accurate and price variances are acceptable and funds are available within the budget.	Price increases of more than 5% of the total order will be reviewed with the requestor.	09/01/2008	C. Richardson
	Purchasing/Accounts Payable	Cancellation of POs for which goods/services have been delivered without recognizing the liability.	We recommend that the listing of purchase orders exceeding 90 days be distributed to the relevant departments to confirm pending items and whether goods/services have been received.	Open purchase orders will be reviewed on a quarterly basis.	09/01/2008	C. Richardson
	Purchasing/Accounts Payable	Data entry errors regarding invoice dates.	We recommend that a review of items entered into the system could be executed to ensure completeness and accuracy of data entered.	Business office staff will be retrained in office procedures.	07/01/2008	C. Richardson
	Purchasing/Accounts Payable	Recumbent of unsupported travel expenses is not enforced.	We recommend the District enforce its current policy or consider modifying its policy to eliminate cash advance payments prior to District employees' travel.	Cash advances have been eliminated.	07/01/2008	G. Ottmann
4	Human Resources/Payroll	Reliance on manual processes to update changes to related hr and payroll information.	We recommend that management consider an electronic interface mechanism to update common data that is used by both the payroll and HR systems to increase the efficiency of processing data changes.	The district has purchased new software for Human Resources/Payroll.	07/01/2008	P. Wu
	Human Resources/Payroll	Consistent data maintained in hr records	We recommend that the checklist should be included; since it evidences that the personnel file is complete.	The checklist will be included in files.	08/01/2008	G. Bailey
	Human Resources/Payroll	Job descriptions in personnel files	We recommend that the District maintain job descriptions to help the District assess whether the responsibilities that the employee is hired to execute are done.	Job descriptions will be maintained in personnel files.	08/01/2008	G. Bailey

	<b>Section</b>	<b>Observation</b>	<b>Recommendation</b>	<b>District Plan/Response.</b>	<b>Target Date</b>	<b>Responsible Person</b>
	Human Resources/Payroll	Manual reconciliations of timesheets	We recommend that the District consider the use of an electronic timesheet system at the school and department level to reduce the time spent by payroll staff entering this data.	The district will review the cost/benefit of implementing an electronic timesheet system.	09/01/2008	G. Ottmann
	Human Resources/Payroll	Access controls to payroll system.	We recommend the establishment of access controls within the payroll system.	The new software system provides access controls.	07/01/2008	P. Wu
	Human Resources/Payroll	Review of payroll changes and payroll bank account reconciliations.	We recommend that the payroll supervisor formally sign off on payroll changes to indicate completion of a review of supporting documents and that review of bank account reconciliations are evidenced.	The payroll supervisor will initial all payroll changes and the BA will review bank reconciliations.	07/01/2008	G. Ottmann
	Human Resources/Payroll	Removal of deceased employees.	We recommend that upon the death of an employee, a person should be deemed inactive immediately, and a person that is not employed with the District for more than 18 months should be removed from the payroll system and archived.	The district has implemented this recommendation.	01/01/2008	G. Ottmann
	Human Resources/Payroll	Issuance of checks to terminated employees.	We recommend that the District implement stronger protocols around the reconciliation of the outstanding pay owed to employees once termination is finalized.	Existing controls are sufficient and there is no history of overpayments.	N/A	N/A
5	General Operations/Accounting	Superintendent's review of budget submissions.	We recommend that the Superintendent acknowledge the approval of each school's budget by formally providing evidence of approval and that verbal follow-up is documented as well to reduce misunderstandings.	The superintendent will acknowledge approval of budgets.	12/01/2008	Dr. S. Gallon

	<b>Section</b>	<b>Observation</b>	<b>Recommendation</b>	<b>District Plan/Response.</b>	<b>Target Date</b>	<b>Responsible Person</b>
	General Operations/Accounting	Approval of the budget submitted to the District.	We recommend prior to submission to the Superintendent that each school/dept. complete the approval form which acknowledges the school's authorization of the budget.	Principals will complete a budget approval form.	12/01/2008	All Principals
	General Operations/Accounting	Business Administrator's review of journal entries.	We recommend that the District formally document policies and procedures for the review of journal entries.	Business administrator will approve all journal entries.	06/01/2008	G. Ottmann
	General Operations/Accounting	Review of the use of donations.	We recommend that the District communicate guidance to the principals of each school regarding the review of donated money to ensure the use coincides with the donation's intended purposes.	The Board will adopt a policy relative to donations.	10/01/2008	G. Ottmann
6	Food Services	Reliance on manual processes for inventory management.	We recommend the District consider the cost and related benefit of obtaining an automated inventory racking system to improve efficiency and accuracy of tracking the receipts and disbursements of food items.	Sodexo will review the costs/benefits of such a system.	12/01/2008	M. Morgan
	Food Services	Segregation of duties regarding the custody of inventory and maintenance of inventory	We recommend that the appropriate segregation of duties exist between receiving, recording, and distributing inventory.	The general mgr. will receive and record. The food svcs. mgr. will distribute inventory.	09/01/2008	M. Morgan
	Food Services	External auditor independence.	We recommend that the District's general accounting staff prepare and review all bank reconciliations prior to the external auditor's review.	Business office staff will complete all bank reconciliations.	06/01/2008	G. Ottmann
7	Transportation	Supervisor review of transportation applications	We recommend that the transportation review of the application for transportation to ensure that only authorized children received the tickets as intended.	Copies of IEP's will be provided to the transportation supervisor.	05/01/2008	M. O'Keefe

	<b>Section</b>	<b>Observation</b>	<b>Recommendation</b>	<b>District Plan/Response.</b>	<b>Target Date</b>	<b>Responsible Person</b>
	Transportation	Distribution of bus tickets to the schools.	We recommend that the volume of bus tickets distributed be tracked in a more timely manner.	The district implemented the use of a "common carrier" tracking form.	12/01/2007	M. O'Keeffe
8	Technology	Batch job procedures are not documented.	We recommend that batch job procedures be documented.	Coordinator, business administration will document batch jobs.	07/01/2008	P. Wu
9	Student Activities	Segregation of duties.	We recommend that the District consider segregating the responsibilities of the individual responsible for depositing cash, posting disbursements and performing bank reconciliations.	District will consider segregation of duties	12/01/2008	All Principals
	Student Activities	Review of student activities bank accounts.	We recommend that the District formerly document procedures that provide guidance to staff regarding the review of bank reconciliations.	Business office staff will provide an in-service and provide ongoing technical assistance.	09/01/2008	G. Ottmann
	Student Activities	Approval of check request form.	We recommend that the school principal authorize check requests and evidence completion of review, and that documentation that could be useful in executing important account reconciliations, such as cancelled checks, be retained for a period of two years.	School principals must sign checks. Records will be retained for two years.	07/01/2008	All Principals

H. Approval for Submission of Applications for Special State, Federal, County, Private and Foundation Funds

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

**RESOLUTION**

RESOLVED, the Board of Education authorizes the Superintendent of Schools to submit the following applications for special state, federal, county, private, and foundation funds to support educational programs in the district:

<u>1)Funding Source</u>	<u>Program Description</u>	<u>Administrator</u>	<u>Amount</u>
Prevent Child Abuse New Jersey	Parent Linking Program Mini-Grant: The purpose is to create a safe outdoor play area for the Teen Parenting Program childcare participants.	Anna Belin-Pyles	\$15,000.00

<u>2)Funding Source</u>	<u>Program Description</u>	<u>Administrator</u>	<u>Amount</u>
New Jersey Department of Education Expansion Grant pursuant to the authority of the National and Community Service Act	The Learn and Serve America: School-Based Programs actively engages students in service-learning activities through the NJCCCS by enriching their academic learning as applied to real life and work situations. The program is an expansion of the Hubbard and Maxson Middle Schools' Partners in Advanced Character Education program.	Dawn Ciccone	\$25,000.00

I. Budget Modification Request

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

**RESOLUTION**

WHEREAS, the New Jersey Department of Education (NJDOE) has initiated a no-cost extension for all of Cohort 1 grantees through August 30, 2008 to provide an opportunity for all grantees to expend all approved budgeted funds; the Department of Student and Family Support Services (SFSS) requests permission to submit a Budget Modification Request to the NJDOE for the purpose of using all unexpended funds for summer programming and to fulfill the department's 5-year comprehensive evaluation report, now therefore be it

RESOLVED, the Board of Education approve the submission of a Budget Modification Request to the New Jersey Department of Education–Discretionary Grant Program/21<sup>st</sup> Century Community Learning Center Program:

<u>Funding Source</u>	<u>Program Description</u>	<u>Administrator</u>	<u>Amount</u>
N.J. Department of Education	21 <sup>st</sup> Century Community Learning Centers Program enables school districts with the assistance of community parents to plan, implement, or expand projects that benefit the educational, health, social services, cultural and recreational needs of the community. The program is designed to develop education centers for children and families in communities. To provide services for Washington School, Hubbard School, Maxson School and Plainfield High School.	Anna Belin-Pyles	FY07 Budget Modification  Request for Reallocation of funds not to exceed \$33,500.00

J. Acceptance of State, Federal, Private and Foundation Funds

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

**RESOLUTION**

WHEREAS, the Board of Education has approved certain programs and authorized application for special county, state and federal funds to support them, and

WHEREAS, notification has been received that this grant or donation has been approved, now therefore be it

RESOLVED, the Board of Education approve acceptance of the following special county, state, federal, or foundation funds to support educational programs in the district:

<u>1)Funding Source</u>	<u>Program Description</u>	<u>Administrator</u>	<u>Amount</u>
United Way of Greater New Jersey	The Summer Enrichment Program will engage students in an age appropriate summer learning experience that integrates academic and social skills development together with enrichment activities which are designed to address the physical, intellectual, and emotional needs of the student enrolled in the program, beginning June 30, 2008 through August 8, 2008. The Summer Enrichment Program will serve 100 students in Grades 4-12 in the Plainfield Public Schools.	Anna Belin-Pyles	\$30,000.00

<b><u>2)Funding Source</u></b>	<b><u>Program Description</u></b>	<b><u>Administrator</u></b>	<b><u>Amount</u></b>
<p>N.J. Department of Human Services/ Division of Family Development</p>	<p>To provide technical assistance and training for approximately 32 Family Workers employed by the district's sub-contracted early childhood centers from July 2008 through June 2009.</p> <p>The Division of Family Development has requested our assistance with reimbursements of the center-based Abbott Family Workers whose salaries are presently funded for ten months by the Early Childhood funds. The DFD will provide funds to cover the cost for workers during the months of July and August. This project will entail minimal fiscal review of processing of checks upon receipt of a one page report form.</p>	<p>Anna Belin-Pyles</p>	<p>\$270,145</p> <p>Breakdown:</p> <p>\$111,745 (FOP)            \$158,400 (Salary &amp; fringe)</p>

K. Plainfield Municipal Alliance Donation/Reimbursement

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

**RESOLUTION**

WHEREAS, the Plainfield Municipal Alliance is a public/private partnership developed to prevent alcoholism and drug abuse within the Plainfield community. Examples of programs supported by the Alliance include: Project Graduation (a substance free dance), Fetal Alcohol Syndrome education, D.A.R.E, peer leadership programs and parenting workshops, and

WHEREAS, the Plainfield Municipal Alliance wishes to supplement support services for children attending Plainfield Public Schools with a financial reimbursement valued at \$1,250 for the Plainfield High School's Project Graduation 2008 and a financial donation of \$7,487 for the Plainfield Summer Enrichment Program to cover the cost of program tee shirts and two program field trips, now therefore be it

RESOLVED, that the Plainfield Board of Education graciously accepts the generous donation and reimbursement of funds totaling \$8,737 from the Plainfield Municipal Alliance.

L. University of Medicine and Dentistry of N.J. Employee Assistance Program (EAP)

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

**RESOLUTION**

WHEREAS, numerous studies have shown the benefits of offering an employee assistance program, and

WHEREAS, the Board of Education and the Plainfield Education Association and the Plainfield Association of School Administrators have discussed the need for such a program during negotiations, and

WHEREAS, University Behavioral HealthCare Employee Assistance Program has the expertise to provide such services, now therefore be it

RESOLVED, the Board of Education approve the appointment of the University Behavioral HealthCare Employee Assistance Program to provide an employee assistance program at an annual fee of \$37,422.48 for FY08-09 school year and to be charged to TEACHTRNOO.

M. Approval of the 2008-2011 PASA Collective Bargaining Agreement

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

**RESOLUTION**

WHEREAS, the Board of Education of the City of Plainfield has entered into collective negotiations with the Plainfield Association of School Administrators (PASA), and

WHEREAS, these negotiations have resulted in a tentative agreement on various terms and conditions of employment as set forth in the collective bargaining agreement between the Plainfield Board of Education and the Plainfield Association of School Administrators covering the period July 2008 to June 30, 2011, now therefore be it

RESOLVED, the Plainfield Board of Education does hereby accept and adopt this collective bargaining contract, and be it

FURTHER RESOLVED, the President and the Secretary of the Board of Education are authorized to sign and execute said contract on behalf of the Board of Education.

**ENCL. M.**

N. Appointment of Qualified Purchasing Agent

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

**RESOLUTION**

RESOLVED, the Board approve the appointment of Gary L. Ottmann, School Business Administrator/Board Secretary, Qualified Purchasing agent of the Plainfield Board of Education for the period July 1, 2008 through June 30, 2009 in accordance with N.J.S.A. 18A:18a-2(B), as revised, and duly assigned the authority, responsibility and accountability for purchasing on behalf of the Board, and having the power to prepare advertisements, advertise for and receive bids, and to award contracts pursuant to N.J.S.A. 18A:18A-3a (Bid Threshold) at a bid threshold up to \$21,000, 18A:18A-37a-c (quotations) and 18A:18A-7 (Emergency Purchases), and prepare and issue all purchase orders in accordance with N.J.S.A. 18A:18A et. seq. and applicable Board policies and regulations. The Board further authorizes the School Business Administrator/Board Secretary to take all reasonable actions necessary, including, but not limited, to legal advertisements and execution of contracts deemed necessary to implement the purchasing statute, N.J.S.A. 18A:18A et. seq., and be it

FURTHER RESOLVED, that Corrine Richardson, Coordinator, Purchasing, a Qualified Purchasing Agent by the State of New Jersey, Department of Community Affairs, be authorized to assume the duties of Purchasing Agent in the absence of the School Business Administrator/Board Secretary.

O. 2008-2009 Insurance Renewals

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

**RESOLUTION**

(1) Nathan Lane Agency

RESOLVED, that the Board approve the continuation of Nathan Lane Agency, Inc. as its broker of record for property and casualty insurance coverage; and

BE IT FURTHER RESOLVED, that the Board approve the renewal of insurance policies for the period July 1, 2008 through June 30, 2009 in accordance with the following premium quotes.

New Jersey School Boards Association Insurance Group – Package policy (Liability)	\$ 323,654.00
Praetorian Insurance Co. – Excess Workers’ Compensation policy	\$ 107,646.00
Travelers Insurance Co. – Boiler & Machinery policy	\$ 13,692.00
Philadelphia Insurance Co. – Property policy	\$ 173,084.00

(2) HRH

RESOLVED, that the Board approve the continuation of HRH Insurance Agency, LLC as its broker of record for employee benefits’ programs; and

BE IT FURTHER RESOLVED, that the Board approve the renewal of the existing health benefits plan through the Horizon Blue Cross Blue Shield PPO (Preferred Provider Organization) at a renewal of 5% on the medical plan; Healthnet at a premium increase of 4.7% on the medical plan; and Aetna with a zero premium increase.

P. 2008 – 2009 State Contract Vendors

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

**RESOLUTION**

WHEREAS, the Plainfield Board of Education desires to use state contract vendors to facilitate school's purchasing, and

WHEREAS, state regulations require board approval to use state contract vendors, now therefore be it

RESOLVED, the Plainfield Board of Education approve the following vendors for the 2008-2009 school year:

<u>VENDOR</u>	<u>STATE CONTRACT #</u>	
Aaron Fire Equipment	A78657	Fire Extinguisher Maintenance
ABC Fire Equipment	A86120	School Supplies
Ace Lock & Security	A73627	Locking Hardware and Locksmith Services
Action Office Supplies	A59754	Office Supplies
All State Office Interiors	A76206	Furniture
Allied Air Filter	A88946	Air Filters and Filter Media
Allied Office Products	A89136	Furniture, Computer and Electronic Support, Freestanding
Allied Office Products	A79290	Furniture, Office and Lounge, Non-Modular
Allied Office Products	A85549	Files, Freestanding, Vertical and Lateral, Insulated, Self contained and Media Filing
Alto US/Clarke Industries	A40705	Vacuums and Floor Machines
American Academic Supplies	A86112	School Supplies
American Guidance Services	A86162	School Supplies
Apple Computer	A81253	Computers and Associated Products
Arch Wireless	A42311	Pagers, Digital and Tone
Arbee Associates	A56317	Furniture
Aspect Computer	A81221	Computers
Atra Janitorial	A84801	Chemicals – Janitorial
Autumn Associates	A46127	Air Conditioning, Heating and Ventilating Repair Parts
Bai Lar Interior Services	A87348	Window Treatments, Draperies, Venetian Blinds and Vertical Blinds
Bayway Lumber	A44460	Lumber
Ben Shaffer and Associates	A47855	Park and Playground Equipment
Bio Shine	A40704	Vacuums and Floor Machines
Blackboard Resurfacing	A86137	Supplies
Broadhead Garrett	A86168	Industrial Art Supplies
Camden Bag & Paper	A40723	Vacuums and Floor Machines
Cannon USA	A83332	Copiers
Carpet Showcase	A84605	Floor Covering, Carpet and Padding Supplies and Installation

Carpet Showcase	A40414	Flooring Resilient Supply & Installation
Cascade School Supplies	A86091	School Supplies
Childcraft Educational Corp.	A86098	School Supplies
Commercial Interiors	A87354	Furniture, Classroom and Folding
Consolidated Steel & Aluminum	A43865	Fence, Chain Link Installation and Replacement
CSL Water Quality	A87581	Chemicals, Water Treatment
Cuisenaire Company	A86124	Supplies
Dell Computer	A81247	Computer Equipment
Educational Teaching Aids	A86138	Supplies
Electrolux	A40708	Vacuums and Floor Machines
Elcom Services Group	A81185	Micro Computers and Software
Eric Armin, Inc.	A52524	Calculators
Eric Armin, Inc.	A59217	Supplies
Flemington Ford	A71047	Cargo Vans
Flemington Ford	A70988	Pickup Trucks
Fromm Electric	A85255	Electrical Equipment and Supplies
Fyr Fyter	A65807	Fire Extinguisher Maintenance
Gateway Computers	A81239	Computers
Gaylord Brothers	A86181	Library Supplies
General Plumbing Supply	A42057	Plumbing and Heating Equipment/Supplies
Glasstech	A49175	Glass Household and Institutional
Grainger	A40706	Vacuums and Floor Machines
Grainger	A46929	Power Tools and Accessories
Griffith Electric Supply	A85253	Electrical Equipment & Supplies
Hannon	A84600	Padding Supplies & Installation
Hannon	A87357	Window Treatments, Draperies, Venetian Blinds and Vertical Blinds
Haskel of Pittsburgh	A85559	Furniture
Herbert Farkas Company	A89137	Furniture, Computer and Electronic Support, Freestanding
Herbert Farkas Company	A84000	Furniture, Classroom and Folding
Herbert Farkas Company	A79298	Furniture, Office and Lounge Non-Modular
Hertrich Fleet Services	A49207	Motor Vehicles, Trucks – General Purpose
Hertz Furniture	A62168	Furniture
Highsmith, Inc.	A86115	Supplies
Hilti	A46236	Power Tools and Accessories
ICI, Glidden Paint	A89596	Paint and Related Supplies
Industrial Controls	A46110	Air Conditioning, Heating and Ventilating Repair Parts
Jersey State Seating	A84007	Furniture, Classroom and Folding
Jersey Power Equipment	A47710	Lawn and Grounds Equipment
Johnstone Supply	A46117	Air Conditioning, Heating and Ventilation Repair Parts
Keyboard Consultant	A44469	Audio Visual Equipment
Keyport Army and Navy	A45511	Clothing – Protective and Footwear
Lakeshore Learning Materials	A86126	Supplies
Landpower Equipment	A42828	Lawn and Grounds Maintenance Equipment
Lewmar Paper Company	A42215	Copy Paper
Library Interiors	A84006	Furniture, Classroom and Folding
Library Interiors	A89043	Furniture, Computer and Electronic Support Freestanding

Longo Associates	A89094	Furniture, Computer and Electronic Support Freestanding
Longo Associates	A83998	Furniture, Classroom and Folding
Longo Associates	A79292	Furniture, Office & Lounge Modular
Madison Plumbing Supply	A50054	Plumbing and Heating Supplies/Equipment
Marturano Recreation	A47854	Park and Playground Equipment
Modern Mass Media	A86128	Audio Visual Equipment
Nasco Company	A86131	Supplies
National Fence Systems	A48895	Fence, Chain Link Installation and Replacement
Nickerson	A84015	Furniture, Classroom and Folding
Pagenet	A42311	Pagers, Digital and Tone
Paper Mart	A42314	Copy Paper
Paxton Patterson	A86117	Industrial Art Supplies
Perilstein Glass	A42885	Glass Household and Institutional
Premier Office Supplies	A59759	Office Supplies
Presentation Media	A44471	Audio Visual Equipment
Prestige Labs	A85517	Chemicals – Janitorial
Production Arts	A85539	Broadcast/Studio Equipment
Rapid Pump and Meter Service	A87554	Repair Service Electric Motor
Ricoh Business Systems	A46630	Copiers
School Specialty	A86118	Supplies
Scientific Boiler Water	A87632	Chemicals, Water Treatment
Seely Equipment	A45015	Grounds Maintenance Construction Equipment
Seely Equipment	A47063	Snow Plow Blades and Parts
Sherwin Williams	A47700	Paint and Related Supplies
Siperstein	A47695	Paint and Related Supplies
Storr Tractor	A47713	Lawn and Grounds Maintenance Equipment
Storr Tractor	A45016	Grounds Maintenance Construction Equipment
Tanner Furniture	A79303	Furniture
Turtle and Hughes	A84949	Power Tools and Accessories
Valiant IMC	A86135	Audio Visual Equipment
Virco, Inc.	A62179	Furniture
Warner Communications	A74300	Radio Communication Equipment, Accessories and Options
Warnock Dodge	A49210	Motor Vehicles, Trucks – General Purpose
W. B. Mason	A59767	Office Supplies
Wilfred MacDonald	A45012	Grounds Maintenance Construction Equipment
Wilfred MacDonald	A47712	Lawn and Grounds Maintenance Equipment
Xerox Corporation	A83334	Copiers

Q. Bid #2008-25  
Moving of Furniture, Supplies and Equipment between District Locations

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

**RESOLUTION**

WHEREAS, the Board of Education pursuant to N.J.S.A. 18A: 18:A-1 (et seq) advertised for sealed bids for the Moving of Furniture, Supplies and Equipment between District Locations on June 20, 2008, and

WHEREAS, in accordance with that advertisement bids were received, publicly opened and read aloud at the Board of Education Office on June 30, 2008 with the following results:

<u>FROM</u>	<u>TO</u>	<u>VENDORS</u>	
		Ace World Wide East Brunswick, NJ	Nassau World Wide West Babylon, NY
Old PHS 925 Arlington Ave	Emerson Swing 1700 W. Front St.	5,760.00	<b>4,667.55</b>
Emerson Swing 1700 W. Front St.	Emerson School 305 Emerson Ave.	17,970.00	<b>1,362.42</b>
Admin. Building 504 Madison Ave	Jefferson School 1200 Myrtle Ave.	29,120.00	<b>8,401.59</b>

now therefore be it,

RESOLVED, the Board of Education accepts the responsible bid of Nassau World Wide Movers, Inc. in the amount of \$14,431.56.

**XII. ADJOURNMENT**