

PLAINFIELD BOARD OF EDUCATION
Plainfield, N.J.

ANNUAL ORGANIZATION MEETING

Date: Tuesday, May 3, 2011
Time: 7:00 p.m.
Place: **PLAINFIELD HIGH SCHOOL
MEDIA CENTER
950 PARK AVENUE**

<u>Board of Education Members</u>	<u>TERM EXPIRES</u>
Mrs. Lisa C. Logan-Leach, President	2012
Mr. Rasheed Abdul-Haqq, Vice President	2013
Ms. Patricia I. Barksdale	2012
Mrs. Wilma G. Campbell	2013
Mr. Agurs Linward Cathcart, Jr.	2011
Mrs. Keisha Edwards	2011
Mrs. Brenda L. Gilbert	2012
Mrs. Renata A. Hernandez	2013
Ms. Katherine Peterson	2011
Mrs. Anna Belin-Pyles, Interim Superintendent	

- I. CALL MEETING TO ORDER
- II. ELECTION RESULTS
- III. **OATH OF OFFICE – THREE NEWLY ELECTED BOARD MEMBERS**

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

Three-year term:	1. Alex O. Edache	2014
	2. Dorien Hurtt	2014
	3. Jameelah Surgeon	2014

- IV. PLEDGE OF ALLEGIANCE
- V. ROLL CALL
- VI. 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, April 21, 2011 to be advertised on Saturday, April 30, 2011.

VII. ORGANIZATION MEETING

- A. Nomination and Election of President.
(The 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.

VIII. CONDUCT OF BOARD OF EDUCATION MEETINGS

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

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

<u>Type of Meeting</u>	<u>* Date</u>	<u>Place</u>	<u>Time</u>
Policy Committee	1 st Tues.ea.mo.	PHS. Conf.	6:30 p.m.
Personnel/Exec.Sess.	2 nd Tues.ea.mo.	PHS Conf.	6:30 p.m.
Curric. & Instr. Cmte.	2 nd Tues.ea.mo.	PHS Conf.	8:00 p.m.
Finance Committee	2 nd Tues.ea.mo.	PHS Conf.	8:00 p.m.
Bldgs. & Grds. Cmte.	2 nd Tues.ea.mo.	PHS Conf.	8:00 p.m.
BUSINESS MEETING	3rd Tues.ea.mo.	Alternate Schools	8:00 p.m.

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

*Meeting Schedule Subject to Change

At each committee meeting, the Board discusses recommendations of the Interim Superintendent of Schools and other relevant items. Committee approval authorizes resolutions to be placed on the agenda of the next appropriate business meeting and/or possible formal action.

The agendas for all committee and board meetings are available at the Administration Building, 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 Interim Superintendent of Schools. These procedures should be followed prior to concerns being presented to the Board of Education. This procedure allows administrators to resolve concerns at the most appropriate level of decision making.

The next business meeting of the Board of Education is scheduled for Tuesday, May 17, 2011, 8:00 p.m., in the Plainfield High School Auditorium.

IX. REMARKS FROM THE BOARD PRESIDENT**X. REMARKS FROM THE INTERIM SUPERINTENDENT****XI. 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 three (3) minutes by the clock; this time is not transferable by one individual to another. An extension of two (2) additional minutes will be granted only upon a majority vote of the board members present.

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 the PNC Bank, Bank of America, and City National Bank, be and are hereby designated the official depositories of the Board of Education’s funds during the period beginning May 4, 2011 and ending at the Board’s next organization meeting.

H. Designation of Official Publication

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 May 4, 2011 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 May 4, 2011 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 Board Secretary of the Board of Education, now therefore be it

RESOLVED, that the 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	Gary L. Ottmann	Board President
Improvement Fund		Board Secretary
Food Service Account		
Payroll Account		
<u>Account</u>	<u>Signature/Facsimile</u>	
Payroll Agency Account	Gary L. Ottmann	Board Secretary
Unemployment Trust Fund	Gary L. Ottmann Ronald Eddy	Board Secretary Payroll Supervisor
<u>Account</u>	<u>Signature/Facsimile</u>	
Workers Compensation	Ronald Eddy	Payroll Supervisor
<u>Account</u>	<u>Signature/Facsimile</u>	
PHS Interscholastic Athletic Fund	Gary L. Ottmann Daniel Cone	Board Secretary Director

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 and Cash Management Fund, as official depositories for the Board of Education for investment purposes, 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 superceded by another resolution.

K. 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 2011 – 2012 fiscal year.

L. Annual Notice of Meetings for the 2011 – 2012 Fiscal Year

The following is in order for board adoption:

RESOLUTION

Pursuant to the Open Public Meetings Act (Ch.231 Laws of 1975), the Board of Education of the City of Plainfield is required to provide adequate notice of meetings to be made available to the public, now therefore be it

RESOLVED, that the Plainfield Board of Education establishes the following schedule of meetings for the 2011 – 2012 fiscal year, and the notice be posted and maintained throughout the year in places reserved for this type of announcement, subject to revisions and modifications which will be provided in accordance with the Open Public Meetings Act:

<u>Type of Meeting</u>	<u>* Date</u>	<u>Place</u>	<u>Time</u>
Policy Committee	1 st Tues.ea.mo.	PHS Conf.	6:30 p.m.
Personnel/Exec.Ses.	2 nd Tues.ea.mo.	PHS Conf.	6:30 p.m.
Curric. & Instr.	2 nd Tues.ea.mo.	PHS Conf.	8:00 p.m.
Finance Committee	2 nd Tues.ea.mo.	PHS Conf.	8:00 p.m.
Bldgs. & Grds. Cmte.	2 nd Tues.ea.mo.	PHS Conf.	8:00 p.m.
BUSINESS MEETING	3rd Tues.ea.mo.	Alternate Schools	8:00 p.m.

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

*Meeting Schedule Subject to Change

and be it

FURTHER RESOLVED, meetings which fall on national or state holidays will be rescheduled with appropriate notice given, and be it

FURTHER RESOLVED, that the Board Secretary is directed to develop a comprehensive schedule of meetings in accordance with the aforementioned schedule, to be mailed to the designated official newspaper, and to submit it to the appropriate state, county and municipal offices.

M. Appointment of Investment Officer for School Funds

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

RESOLUTION

RESOLVED, that the Plainfield Board of Education appoints Gary L. Ottmann as Investment Officer for School Funds for the 2011 – 2012 fiscal year.

N. Negotiated Employee Agreements and Contracts

The Interim 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.

O. State Contracts

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

RESOLUTION

RESOLVED, that the Plainfield Board of Education continues participating with the State of New Jersey in state contracts.

P. Integrated Pest Coordinator

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

RESOLUTION

RESOLVED, that the Plainfield Board of Education approves Harold Gee as the Integrated Pest Coordinator for the 2011 – 2012 fiscal year.

Q. District Purchasing Agent

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

RESOLUTION

RESOLVED, that the Plainfield Board of Education approves the appointment of Gary L. Ottmann, School Business Administrator, as the District Purchasing Agent for the 2011 – 2012 fiscal year.

R. Open Public Records Act Officer

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

RESOLUTION

RESOLVED, that the Plainfield Board of Education appoints Gary L. Ottmann, School Business Administrator, as the Open Public Records Act Officer for the 2011 – 2012 fiscal year.

S. Petty Cash Fund

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

RESOLUTION

RESOLVED, that the Plainfield Board of Education authorizes the continued operation of a petty cash fund in the amount of \$500 for the 2011 – 2012 fiscal year, in accordance with Board Policy #3451.

T. 2011 – 2012 Municipal Tax Payments

The Interim 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 adopts the following schedule for payment of municipal taxes for the 2011 – 2012 school year to the school district.

July 19, 2011	1,942,000.00
August 16, 2011	1,942,000.00
September 20, 2011	1,942,000.00
October 18, 2011	1,942,000.00
November 15, 2011	1,942,000.00
December 20, 2011	1,942,000.00
January 17, 2012	1,942,000.00
February 21, 2012	1,942,000.00
March 20, 2012	1,942,000.00
April 17, 2012	1,942,000.00
May 15, 2012	1,942,000.00
June 19, 2012	<u>1,941,119.00</u>
	23,303,119.00

U. Appointment of Auditors

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

RESOLUTION

RESOLVED, that the Plainfield Board of Education approves the continuation of the firm of Lerch, Vinci & Higgins as auditors for the 2011 – 2012 fiscal year at the following rates:

Partners	\$140 - \$170 per hour
Managers	\$100 - \$125 per hour
Senior Accountants/Supervisors	\$ 80 - \$100 per hour
Staff Accountants	\$ 70 - \$ 80 per hour
Other Personnel	\$ 45 per hour

V. Appointment of Architectural Firm/Design Consultant

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

RESOLUTION

RESOLVED, that the Plainfield Board of Education approves the continuation of the firm of Johnson Jones as the Architectural/Design Consultant of Record for the 2011 – 2012 fiscal year.

W. Appointment of Insurance Broker

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

RESOLUTION

RESOLVED, that the Plainfield Board of Education approves the continuation of the firm of Nathan Lane as the Broker of Record for Property and Casualty, Errors and Omissions, Liability and Automobile Insurance for the 2011-2012 fiscal year.

X. 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.

Y. Reduction In Force

TO BE PRESENTED AT THE MAY 3, 2011 ORGANIZATION MEETING

XII. ADJOURNMENT