

MINUTES of a **BUSINESS** Meeting of the Board of  
Education Held on Tuesday, July 21, 2015

A **BUSINESS** Meeting of the Board of Education of the City of Plainfield was held this day in the Plainfield High School conference room. Notice had been provided to Board members and to the Courier-News, Star Ledger, Public Library, City Clerk, Plainfield Police Department, and posted in all Plainfield Public Schools and on the Plainfield Public Schools' website. Mrs. Yolanda Koon, Interim Board Secretary called the meeting to order at 6:45 p.m. and the following action took place:

I. PLEDGE OF ALLEGIANCE

II. WELCOME

WELCOME to a BUSINESS 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 Tuesday, July 14, 2015 for advertisement on Saturday, July 18, 2015 and also provided to the Plainfield Public Schools, the District's website, the Plainfield City Clerk, Police Department, and Plainfield Public Library for posting.

III. ROLL CALL

PRESENT

Mrs. Wilma G. Campbell, President  
Mrs. Keisha Edwards, Vice President  
Mr. John C. Campbell  
Mrs. Jackie Coley left @ 8:20 p.m.  
Mrs. Carletta D. Jeffers  
Mr. Frederick D. Moore, Sr.  
Mr. David M. Rutherford

ALSO PRESENT

Mrs. Anna Belin-Pyles, Superintendent  
Mrs. Yolanda Koon  
Mrs. Lisa Fittipaldi, Esq.

Mr. Terrence S. Bellamy, Sr., absent  
Mrs. Deborah Clarke, absent

The following resolution was moved by Mrs. Campbell seconded by Mr. Moore, and unanimously approved by the Board:

**RESOLUTION**

**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:

- Personnel
- Legal

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 adjourned into its Executive Session at 6:47 p.m.

The Plainfield Board of Education resumed the public session of its Business meeting at 8:15 p.m.

XIII. REMARKS FROM THE BOARD PRESIDENT

Mrs. Campbell welcomed the public for attending tonight’s meeting.

XIV. REMARKS FROM THE SUPERINTENDENT

NONE.

XV. PRIVILEGE OF THE FLOOR

Mr. Turner again echo his support of the Hub Stine Field project. Being a resident and a graduate of PHS, I do understand that approximately \$5 million was earmarked for the Hub Stine Field project and hopes the Board would reconsider their decision. He also mentioned that though there are other capital projects that needs to be addressed; this would benefit our kids and the community.

XVI. REMARKS FROM COMMITTEE CHAIRPERSONS

The Board announced the various projects that will be done over the summer in each school.

Mrs. Belin-Pyles in conjunction with Mrs. Johnson-Tucker provided a power point presentation on the schools as a whole and how they air with state standards. Mrs. Belin-Pyles showed the growth in academics and highlighted that we increased in Mathematics especially in grades k – 5. They also highlighted the strategies that will be implemented to increase all core areas. There will be an expansion of the early college programs and more selective course and increase the partnerships with colleges. They also plan to have PHS help the middle school achiever, doing mock trials and implementation of the STEM programs at the younger levels.

Mrs. Belin-Pyles also mentioned that the PHS gym was resurfaced and would invite our students to come out on Thursdays between 6 p.m. – 9:00 p.m., which is “open gym” night.

Mrs. Campbell thanked each members for their support and participation in the summer meetings, i.e. settling of the PEA contract and property acquisitions, etc.

XVII. REPORT OF DELEGATES/LEGISLATIVE REPORT

NONE.

XVIII. REPORT OF BOARD/SCHOOL LIAISONS

NONE.

XIII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

The Interim Board Secretary presents the following minutes:

<del>June 9, 2015</del>	<del>Work &amp; Study Meeting</del>	<b>PULLED</b>
<del>June 23, 2015</del>	<del>Business Meeting</del>	<b>PULLED</b>

as printed for Board adoption.

**XIV. REPORT OF THE HUMAN RESOURCES COMMITTEE**

**~~TO BE PRESENTED AT THE JULY 21, 2015 BUSINESS MEETING~~      PULLED**

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

**Mrs. Campbell moved C & I as a Consent Agenda, seconded by Mr. Moore. The motion carried, on a roll-call vote; with six members in favor. None were opposed.**

**A. Field Trips for Inclusion in 2015-2016 Curriculum Guides****Strategic Plan Link****Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

The Plainfield Board of Education recognizes field trips, used as a device for teaching and learning are integral to the curriculum, and an educationally sound and important ingredient in the instructional program of the school.

As a result, field trips serve as an essential means to extend learning, improve achievements, and enhance the overall development and educational experiences of students in the District. Field trips, however must support the District's curriculum and be aligned with the New Jersey Core Content Standards. The District has identified those State of New Jersey field trips which are in compliance with both, and will be reflected in the curriculum guides for the 2015-2016 school year.

<b>LOCATION</b>	<b>CITY</b>
A&P Supermarket	South Plainfield
Adventure Aquarium	Camden
AFJROTC	Jackson and Long Branch
AFJROTC Bridgeton High School	Bridgeton
AFJROTC McGuire Air Force Base	Fort Dix
AFJROTC Passaic High School	Passaic
AFJROTC Drill Competition	NJ (location to be determined)
Alstede Farms	Chester
AMC Theatre	Bridgewater and Mountainside
Annual African American Heritage Parade	Newark
Annual Fall Leadership Connection Conference	Edison
Antonio Casola Farms	Holmdel
Apple Store	Bridgewater
Arena at Woodbridge, The	Woodbridge
Ballantine House	Newark
Barack Obama Academy for Academic & Civic Development (BOAACD)	Plainfield
Barlow Elementary School	Plainfield
Barnes and Noble	Springfield
Berkeley College	Woodbridge
Bloomfield College	Bloomfield
Brookdale Community College	Lincroft
Buehler Challenger and Science Center	Paramus
Build-A-Bear	Bridgewater
Burgdorff Cultural Center	Maplewood
Board of Education	Plainfield
Caldwell College	Caldwell

**Field Trips for Inclusion in 2015-2016 Curriculum Guides (cont'd.)**

<b>LOCATION</b>	<b>CITY</b>
Caledonia/Roessler Park	Perth Amboy
Camden Aquarium	Camden
Camp Bernie	Port Murray
Career Council, Inc.	NJ (location to be determined)
Cathedral International Church	Plainfield
Cedar Brook Park	Plainfield
Cedarbrook K-8 Center	Plainfield
Centenary College	Hackettstown
Cheesecake Factory	Edison (Menlo Park)
China Buffet	South Plainfield
City of Plainfield Senior Citizen Center	Plainfield
Clementon Park	Clementon
Clinton Elementary School	Plainfield
Clinton School Annual Celebration of Autumn	Clinton School (Plainfield)
Coco Water Park	Mt. Laurel
College of New Jersey	Ewing
College of St. Elizabeth	Morristown
Community Theatre, The	Morristown
Cook Elementary School	Plainfield
Cooper Mill	Chester Township
County College of Morris (Longo Planetarium)	Randolph
Courier News Headquarters	Somerville
Cracker Barrel Restaurant and Store	Clinton
Cranford Canoe Club	Cranford
Crossroads Theatre	New Brunswick
Crowne Plaza	Monroe Township and Cherry Hill
Dairy Queen	Plainfield
DeVry Institute of Technology	North Brunswick
DeVry University	North Brunswick
Drake House	Plainfield
Drumthwacket, (Governor's Mansion)	Princeton
Dukes Farm	Hillsborough
Dunellen Theatre and Cinema Café	Dunellen
Echo Lake Park	Mountainside
Edison Bowling Center	Edison
Edison Exposition – Raritan Center	Edison
Edison National Historic Site	Edison
Emerson Elementary School	Plainfield
Essex County College	Edison
Evergreen Elementary School	Plainfield
Fairleigh Dickinson University	Madison and Teaneck
Felician College	Lodi
First Lego League Qualifier	NJ (location to be determined)
First Tech Challenge Meets	NJ (location to be determined)

**Field Trips for Inclusion in 2015-2016 Curriculum Guides (cont'd.)**

<b>LOCATION</b>	<b>CITY</b>
Franklin Mineral Museum and Mine	Franklin
Frogbridge	Millstone
Funplex	East Hanover
George Street Playhouse	New Brunswick
Giovanna's	Plainfield
Great Swamp, The	Chatham
Green Brook Park	Plainfield
Green Meadows Farm	Hazlet
Grounds for Sculpture	Hamilton
Grover Cleveland Birthplace State Historic Site	Caldwell
Hartwyck Nursing Home	Plainfield
HBCU College Fair	Raritan
Health Occupation Student Association	NJ (location to be determined)
Hillview Farms	Gillette
Hub Stine Field	Plainfield
High Point State Park	Sussex
Hope's Promise Therapeutic Riding Program	Chester
Hubbard Middle School	Plainfield
Imagine That!	Florham Park
In-District School Exchange Program	Plainfield
iPlay America	Freehold
IZOD Center – MetLife Stadium	East Rutherford
J&J Enrichment Program	No. Brunswick
Jefferson Elementary School	Plainfield
Jenkinson's Aquarium	Point Pleasant
JFK Dorothy Snyder Nursing School /Annex	Plainfield
Jersey Explorer's Children's Museum, The	East Orange
Jr. Achievement of New Jersey	Newark (additional NJ locations)
Jr. Statesmen of America / Debate Team	NJ (location to be determined)
Kean University	Union
Keansburg	Keansburg
Kidz Village	Kenilworth
Kingston Quarry	Kingston
Land of Make Believe	Hope
LensCrafters	Springfield
Liberty Hall – Governor Livingston House	Union
Liberty Science Center	Jersey City
Liberty State Park	Jersey City
Livay Sweet Shop	Plainfield
Maggiano's	Bridgewater
Maxson Middle School	Plainfield
McCarter Theatre	Princeton
McDonald's	South Plainfield
Medieval Times	Lyndhurst
Microsoft Store	Bridgewater

**Field Trips for Inclusion in 2015-2016 Curriculum Guides (cont'd.)**

<b>LOCATION</b>	<b>CITY</b>
Middlesex County College	Edison
Millville Air Museum	Millville
Moms Helping Moms Foundation	Whippany
Montclair Art Museum	Montclair
Montclair State University	Montclair
Morristown Museum	Morristown
National Honor Society Community Service	NJ (location to be determined)
National Latino/Hispanic College Fair, Inc.	NJ (location to be determined)
National Student Council (New Jersey Chapter)	NJ (location to be determined)
New Jersey Black Issues Convention	East Brunswick (additional NJ locations)
New Jersey Children's Museum	Paramus
New Jersey Churches	NJ (location to be determined)
New Jersey City University	Jersey City
New Jersey Convention and Expo Center	Edison
New Jersey FCCLA Annual Leadership Conference (State)	Edison and Cherry Hill
New Jersey Institute of Technology	Newark
New Jersey Hall of Fame	NJ (location to be determined)
New Jersey Marine Sciences Consortium	Sandy Hook
New Jersey Museum of Agriculture	North Brunswick
New Jersey Performing Arts Center	Newark
New Jersey State Bar Foundation	New Brunswick (additional NJ locations)
Newark Museum	Newark
Newark Historical Society	Newark
Newark Liberty International Airport	Newark
NJAA Community Service Project Program	Rutherford
NJIT	Newark
Nomahegan Park	Cranford
Old Barracks Museum	Trenton
Overlook Medical Center	Summit
Paper Mill Playhouse	Millburn
Park Performance Arts Center	Union City
PETCO	Watchung
Plainfield Academy for the Arts & Advanced Studies (PAAAS)	Plainfield
Plainfield City Hall	Plainfield
Plainfield Country Club: West 9 Golf Course	Plainfield
Plainfield Fire Department	Plainfield
Plainfield High School	Plainfield
Plainfield Municipal Court	Plainfield
Plainfield Police Department	Plainfield
Plainfield Post Office	Plainfield
Plainfield Public Library	Plainfield
Plainfield Symphony – Crescent Ave. Church	Plainfield
Plainfield West Tower Senior Citizen Center/Community Service	Plainfield

**Field Trips for Inclusion in 2015-2016 Curriculum Guides (cont'd.)**

<b>LOCATION</b>	<b>CITY</b>
Planned Parenthood (Teen Conference)	NJ (location to be determined)
PLP Family Empowerment Conference	NJ (location to be determined)
Point Pleasant Beach	Point Pleasant
Ponderosa Park	Scotch Plains
Proprietary House	Perth Amboy
Prudential Center /Prudential Corporate Office	Newark / Iselin
Public Speaking Club	NJ (location to be determined)
Rahway High School	Rahway
Rainforest Café	Edison (Menlo Park)
Ramapo College	Mahwah
Raritan Valley Community College	Branchburg
Red Lobster	Bridgewater, South Plainfield
Red Mill Museum Village	Clinton
Reeves-Reed Arboretum	Summit
Regal Hadley Theater	South Plainfield
Richard Stockton College	Pomona
Richmond Towers	Plainfield
Rider College	Lawrenceville
Robert Wood Foundation	North Brunswick
Robotics Regional Competition Event	Trenton
Roosevelt Intermediate School	Westfield
ROTC Drill Competition	New Jersey
Rowan University	Glassboro
Rutgers Theatre Company	New Brunswick
Rutgers University	New Brunswick, Piscataway and Newark
Saint Peter's College	Jersey City
Sam Sahara's Water Park	Mt. Laurel
Schaefer Farms	Flemington
Scotch Plains-Fanwood Schools	Scotch Plains-Fanwood
Sculpture Garden Grounds	Hamilton
Seton Hall University	South Orange
Shriner Circus	NJ (location to be determined)
Six Flags Great Adventure	Jackson
Skate 22 Roller Skating Rink	Union
Somerset Patriots Stadium	Bridgewater
South Orange Performing Arts Center – SOPAC	South Orange
St. Joseph High School	Metuchen
State Theatre	New Brunswick
Stevens Institute of Technology	Hoboken
Stillman Elementary School	Plainfield
Stony Hill Farm	Morristown
Stop & Shop Supermarket	Watchung
Strike & Spare Bowling Lanes	Green Brook
Student Council Leadership Conference	NJ (location to be determined)
Sunnymeade Elementary School	Hillsborough



**Field Trips for Inclusion in 2015-2016 Curriculum Guides (cont'd.)**

<b>LOCATION</b>	<b>CITY</b>
Thomas Edison Historical Museum	West Orange
Trailside Nature Center	Mountainside
Trailside Nature and Science Center	Watchung
Trenton Museum	Trenton
Trenton State House	Trenton
Turtle Back Zoo	West Orange
Two River Theatre	Red Bank
Union County College	Cranford
Union County Performing Arts Center	Rahway
Valentine House	Montclair
Von Thun Farms	Monmouth Junction
Walmart	Watchung
Warinanco Park	Roselle
Washington Community School	Plainfield
Washington Crossing	Titusville
Watchung Stables	Mountainside
Westfield Schools	Westfield
Wightman Farms	Morristown
William Paterson University	Wayne
Willingboro High School Jazz Festival	Willingboro
Woodlands Nursing Home	Plainfield
Woodland Elementary School	Plainfield

**B. Professional Development**

**(1) Emerson School – Orton-Gillingham Reading Program – Culminating Training/Consultation**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

**Goal 2: Human Resources:**

To improve the recruitment, retention and development of District staff

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

**RESOLUTION**

The Plainfield Board of Education recognizes a highly qualified, competent, skilled and dedicated workforce is essential to the success of the District and students. Therefore, it has provided the Superintendent of Schools the authority to employ non-administrative staff members to perform additional assignments within our District.

During the 2014-15 school year, teachers throughout the district, were trained in the Orton-Gillingham methods. Orton-Gillingham is a multisensory method of reading instruction; their approach allows teachers to incorporate into their daily lessons the five (5) components essential to an effective reading program: phonemic awareness, phonics, vocabulary development, fluency, and comprehension strategies.

The expense breakdown for a consultant from the Institute for Multi-Sensory Education to provide a culminating training to assist Emerson administrators and teachers with tools to effectively manage, assess and evaluate the Orton-Gillingham program, is as follows:

<b>Date</b>	<b>Total Cost</b>
September 15, 2015	\$1,950.00

In order to support the professional development series and provide guidance, a culminating training is needed for the 2015-2016 school year. The training would provide guidance on the following:

- Deepen teachers' strategies in the alignment of Orton-Gillingham to the K-2 curriculum;
- Enhance administrators' understanding of Scope and sequence of lessons and instructional strategies;
- Identify techniques of administrator-teacher evaluations; and
- Modifications for special education students and English language learners in accordance with NJAC 6A:15.

The expertise acquired through the Orton-Gillingham culminating training will assist teachers and administrators to: manage programs and strategies to connect all tools effectively; manage assessment of students' success; and administrators to effectively evaluate teachers' implementation and performance.

**RESOLVED**, that the Plainfield Board of Education approves the one-day Orton-Gillingham Refresher/Consultation for Emerson Elementary School, September 15, 2015 – cost not to exceed \$1,950.00. The availability of funds for this item has been verified and will be charged to account 15-190-100018-320A-16-0000 (Emerson Educational Consult).

**(2) Autism New Jersey 33<sup>rd</sup> Annual Conference 2015 – Atlantic City**

**Strategic Plan Link**

**Goal 1: 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**

The Plainfield Board of Education recognizes a highly qualified, competent, skilled, and dedicated workforce is essential to the success of the District and 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 opportunities.

Two (2) Special Education teachers, as named below will attend the Autism NJ 33<sup>rd</sup> Conference at the Atlantic City Convention Center, October 15-16, 2015.

The SPED teachers will turnkey effective strategies for teaching individuals with autism to classroom teachers. Total cost not to exceed \$1,000.00; breakdown as follows:

<b>Staff Member</b>	<b>Location</b>	<b>Registration</b>	<b>Total Cost</b>
Kelsey Brown	Woodland	\$500.00	\$1,000.00
Stephanie Prybella	Woodland	\$500.00	

Autism New Jersey 33<sup>rd</sup> Conference is one of the largest autism-specific conferences nationally. It provides educational professionals support and training opportunities that teach effective strategies to bring a difference to individuals with autism. The conference will offer a variety of seventy-three (73) workshops, more than one-hundred (100) exhibitors and countless network opportunities. Participants will also have opportunities to listen to various keynote speakers.

**RESOLVED**, that the Board of Education approves SPED teachers, Kelsey Brown and Stephanie Prybella to attend the Autism New Jersey 33<sup>rd</sup> Conference, October 15-16, 2015 – total cost not to exceed \$1,000.00. The availability of funds for this item has been verified and will be charged to account 20-251-200000-320A-32-0000 (IDEA Professional and Technical Service)

**(3) Amanda Seewald of Maracas, LLC**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

**Goal 2: Human Resources:**

To improve the recruitment, retention and development of District staff

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

**RESOLUTION**

The Plainfield Board of Education recognizes a highly qualified, competent, skilled and dedicated workforce is essential to the success of the District and students. The Plainfield Board of education is committed to ensuring all students succeed academically and reach their full potential in life. In doing so, it is committed to providing opportunities for and ensuring all students meet the New Jersey Core Curriculum Content Standards and achieve life-long success.

The District is committed to raising the standards, student performance, and providing sustained professional development for staff.

The Office of Bilingual/ESL and World Languages has identified Ms. Amanda Seewald of Maracas, LLC, an outstanding presenter and President-Elect of Foreign Language Educators of NJ (FLENJ), to conduct a workshop, which will focus on instructional strategies to meet the needs of all learners for all District teachers of World Languages during the scheduled October In-Service.

<b>Date</b>	<b>Participants</b>	<b>Total Cost of Workshop</b>
October 9, 2015	25 Teachers of World Language	\$1,000.00

The workshop will explore interactive teaching strategies of world languages using content area goals as a vehicle towards language learning. Participants will be exposed to standards and concepts, at varying levels of education, to determine what can be used as a part of instruction within the language classroom. Participants will be presented with differentiated strategies designed to meet the needs of new language learners as well as heritage speakers. Science, Math, Social Studies, and Language Arts will be included in this interactive professional learning and curriculum building experience.

**RESOLVED**, that the Plainfield Board of Education approves payment to Ms. Amanda Seewald of Maracas, LLC in an amount not to exceed \$1,000.00. The availability of funds for this item has been verified and will be charged to 11-000-223000-320T-26-0000 (Curr Instruct Staff Training Consultants).

**(4) 2015-2016 – Elementary Math Professional Development Workshops**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

**Goal 2: Human Resources:**

To improve the recruitment, retention and development of District staff

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

**RESOLUTION**

The Plainfield Board of Education recognizes a highly qualified, competent, skilled, and dedicated workforce is essential to the success of the District and students. The Plainfield Board of Education is committed to ensuring all students succeed academically and reach their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring all students meet the New Jersey Core Curriculum Content Standards, achieve academic, and life-long success.

The Elementary Math Office has identified the need to utilize the services of workshop providers that provide staff development in mathematics related to the Common Core Standards, the teaching of math, best practices to support, and improve teacher/student performance.

A total of nine (9) professional development sessions will be provided from September 1, 2015 to June 30, 2016. The sessions will address topics such as:

<b>Professional Development Sessions – Elementary</b>	
Authentic Assessments in Mathematics	Interventions Strategies in Math
Differentiating Instruction in Math	Implementing the Mathematical Practices for Math I
Effective Questioning Techniques	Implementing the Mathematical Practices for Math II
Writing in Mathematics	Understanding the CCSS
Effectively using Technology in Math	

The Elementary Math Office has identified the following Math Professional Development service providers for the 2015-2106 school year:

<b>Provider</b>	<b># of days</b>	<b>Dates</b>	<b>Cost Per Day</b>	<b>Total</b>
Staff Development, Inc. Koch - <i>Presenter</i> (2 days) Marchese – <i>Presenter</i> (2 days)	2 days 4 sessions	10/9, 11/3	\$1,500.00	\$6,000.00
Dr. Eric Milou	5	10/15, 11/17, 12/3, 2/12, 3/8	\$1,500.00	\$7,500.00
<b>Total Cost</b>			<b>\$13,500.00</b>	

**RESOLVED**, that the Plainfield Board of Education approves payment to Staff Development Workshops, Inc., in the amount of \$6,000.00 for a total of four (4) professional development days and Eric Milou in the amount of \$7,500.00 for a total of five (5) professional development days during the 2015-2016 school year – total combined costs not to exceed \$13,500.00. The availability of funds for this item has been verified and will be charged to account 11-000-223000-320T-26-0000 (Curr Instruct Staff Training Consultants).

**C. Evergreen Elementary School – 2015-2016 SciP/Leadership Team**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

The Plainfield Board of Education is committed to ensuring all students succeed academically and reach full potential in life. In doing so, it is also committed to providing opportunities for and ensuring all students meet the New Jersey Core Curriculum Content Standards, achieve academic, and life-long success.

Evergreen Elementary School is seeking the opportunity for SciP/Leadership Team to work together to build a strong leadership team and meet the demands of providing exceptional educational opportunities for our students and focused value-added professional development for staff.

The breakdown is as follows:

<b>Dates</b>	<b>No. of Teachers</b>	<b>Cost Per Day/Per Person</b>	<b>Total Cost</b>
August 17-21, 2015	8	\$100.00/\$500.00	\$4,000.00

- Formalization of the School Data Team
- QSR
- SIP implementation and monitoring
- Data Review-Student Achievement, Climate and Culture
- PLC Training

SciP/Leadership Team will work proactively in preparation for the 2015-16 school year, assist with the introduction and monitoring of the SIP plan during facility meetings, PLCs, and during Back to School Night, etc.

**RESOLVED**, that the Plainfield Board of Education approves Evergreen Elementary School SciP/Leadership Team to meet in preparation for school year 2015-2016 – August 17-21, 2015 – total cost not to exceed \$4,000.00. The availability of funds for this item has been verified and will be charged to 15-000-221000-390A-17-0000 (Evergreen Instructional Improvement).

**D. F.W. Cook – Curriculum Forum**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

**Goal 5: Community & Family Engagement:**

To actively engage families and communities in a meaningful, structured, and productive manner that promotes learning and cooperation.

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

**RESOLUTION**

The Plainfield Board of Education is committed to ensuring all students succeed academically and reach their full potential in life. The Board of Education is also committed to providing opportunities for, and ensuring all students meet the New Jersey Core Curriculum Content Standards, achieve academic, and life-long success.

In support of obtaining these goals, F.W. Cook will provide an extensive curriculum information session for parents, guardians, and students. The breakdown is as follows:

Number of Teachers		Number of Teacher Assistants		
23.5		4.5		
Date(s)	Teacher Stipend Rate Per Hour	Teacher Asst. Rate Per Hour	Maximum Hours Per Person	Total Cost
Week of August 19, 2015	\$35.00	\$10.50	4	\$3,479.00

Parents will have an opportunity to learn about the state standards and the curriculum for their children’s specific grade levels, as well as the school and district policies, procedures, and programs. In addition, to the instructional benefits for our students, this event will provide parents/guardians with opportunities to network with other families and learn about how they can become involved with F.W. Cook and the Plainfield School District.

The Cook Community believes a strong home-school connection can have a direct impact on student achievement. We have also determined a family school kick-off is needed to support increased learning opportunities for students, as well as to support community and family engagement. Through this event, it is our hope parents, guardians, and students will:

- Better understand the curriculum and expectations for each grade levels;
- Participate in future family and community events;
- Share talents, interests, and expertise by participating on committees and in clubs; and
- Stay informed and connected with our school and district.

**RESOLVED**, that the Plainfield Board of Education approves F.W. Cook Elementary School’s Curriculum Forum – total cost not to exceed \$3,479.00. The availability of funds for this item has been verified and will be charged to account 15-120-100018-101C-15-0000 (Cook Teacher Stipends).

**E. Barack Obama Academy – Academic Performance**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

The Plainfield Board of Education is committed to ensuring all students succeed academically and reach their full potential. In doing so, it is also committed to providing opportunities for and ensuring all students meet the New Jersey Core Curriculum Content Standards and achieve academic and life-long success.

The staff listed below will complete the Individualized Program Plans (IPP) and prepare to implement the PBL (Problem Based Learning) Plan for Barack Obama Academy (BOACD) 2015-16 school year, as per State statute 6A: 16-9-2, August 24-28, 2015.

<b>Name</b>	<b>Position</b>	<b>Rate of Pay</b>	<b>Total Hours</b>	<b>Cost Per Person</b>	<b>Total Cost</b>
Elizabeth McIntosh	English Teacher	\$35.00/hr	35	\$1,225.00	\$6,125.00
Gregory Powell	Business Teacher	\$35.00/hr	35	\$1,225.00	
Reginald Clark	Soc. Stud. Teacher	\$35.00/hr	35	\$1,225.00	
Mark Rist	Math Teacher	\$35.00/hr	35	\$1,225.00	
Sophia Milwood-Harrison	Science Teacher	\$35.00/hr	35	\$1,225.00	

This ensures that all students' academic needs are being met and on schedule to meet graduation requirements as per PPS District Policy.

**RESOLVED**, that the Plainfield Board of Education approves the listed BOACD staff to complete Individualized Program Plans (IPP) and prepare to implement the PBL (Problem Based Learning) Plan for the Barack Obama Academy 2015-2016 school year – total cost not to exceed \$6,125.00. The availability of funds for this item has been verified and will be charged to account 15-140-100000-101S-51-0000 (BOACD Teacher Stipend).



**F. Commissioner's Program and Guidance for Determining Grades under the Anti-Bullying Bill of Rights Act**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

The Plainfield Board of Education is committed to ensuring all students succeed academically and reach their full potential in life. In doing so, it also commits to providing opportunities for and ensuring all students meet the New Jersey Core Curriculum Content Standards, achieve academic, and life-long success.

The Anti-Bullying Bill of Rights Act (ABR) (N.J.S.A. 18A:17-46) requires all public schools/districts to conduct and complete a school self-assessment of the implementation of the Anti-Bullying policies, programs and practices. The purpose of the assessment is to reinforce and strengthen the district's Harassment, Intimidation and Bullying (HIB) prevention and intervention programs, procedures and strategies. In addition, the New Jersey Department of Education will rate and issue a grade for each school as a result/scoring of the self-assessment.

There are eight (8) core elements:

- HIB Programs, Approaches or Other Initiatives
- Training on the BOE-approved HIB Policy
- Other Staff Instruction and Training Programs
- Curriculum and Instruction on HIB and Related Information and Skills
- HIB Personnel
- School Level HIB Incident Reporting Procedure
- HIB Investigation Procedure
- HIB Reporting

**RESOLVED**, that the Plainfield Board of Education approves the Anti-Bullying Specialists and School Safety Teams to complete the Anti-Bullying School Self-Assessment mandated by the Commissioner of the Department of Education of New Jersey,

**RESOLVED**, that the Superintendent of Schools/District Anti-Bullying Coordinator is required to obtain public comment and approval from the Board of Education to submit each school's rating to the New Jersey Department of Education and enter data in the NJDOE web-based system.

**G. MyLearningPlan, Inc.**

**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**

The Plainfield Board of Education recognizes a highly qualified, competent, skilled, and dedicated workforce is essential in the success of the District, schools, and students. The district has tracked Professional Development since 2002. The use of MyLearningPlan has been a critical tool in tracking of district staff professional development.

MyLearningPlan provides a web-based professional development solution designed specifically for K-12 school districts that facilitates and streamlines planning, managing, tracking, and evaluating the effectiveness of all professional learning opportunities.

The District utilizes MyLearningPlan to track all district and preschool provider instructional and non-instructional staff. MyLearningPlan provides their services at a yearly cost of \$10.00 per license per individual; term beginning July 1, 2015 and ending June 30, 2016.

**RESOLVED**, that the Plainfield Board of Education approves payment to MyLearningPlan in an amount not to exceed \$21,080.00 (*\$10.00 per license per – total licenses 2,108*); beginning July 1, 2015 and ending June 30, 2016. The availability of funds for this item has been verified and will be charged to account 11-000-221000-500A-26-0000 (Other Purchased Serv (400-500)).

**H. Exploring NGSS K-5 and 6-12 – Center for Mathematics, Science and Computer Education**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

The Plainfield Board of Education recognizes a highly qualified, competent, skilled, and dedicated workforce is essential to the success of the District and students. The Plainfield Board of Education is committed to ensuring all students succeed academically and reach their full potential in life.

The Science and Technology Department will provide intensive in-district professional development for grades K-5 and 6-12 on Exploring the NGSS (Next Generation Science Standard).

The Science and Technology Department has identified The Center for Mathematics, Science and Computer Education (CMSCE), as the professional development provider for the NGSS. CMSCE has been providing professional development across the State of New Jersey and is a direct partner with Rutgers University. This professional development is the first level of training our teachers will receive as we move to adopting the NGSS.

This professional development will specifically focus on the NGSS framework and adapting the 5 E model of pedagogy. CMSCE has agreed to provide the following, as well as ongoing support throughout 2014-2015 school year:

<b>Number of Sessions</b>	<b>Number of Days</b>	<b>Participants</b>	<b>Total Cost</b>
4 (½ day sessions)	Two	K-5 and 6-12 teachers	\$2,800.00

**RESOLVED**, that the Plainfield Board of Education approves payment to The Center for Mathematics, Science and Computer Education in an amount not to exceed \$2,800.00. The availability of funds for this item has been verified and will be charged to 11-000-223000-320T-26-0000 (Curr Instruct Staff Training Consultants).

I. **Title I Compensatory Educational Services for Non-Public Schools**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

The Plainfield Board of Education is committed to ensuring all students succeed academically and meet the New Jersey Core Curriculum Content Standards.

The Union County Educational Services Commission will provide Title I Compensatory Educational services, including Language Arts and Mathematics to eligible non-public students, grades 1-8, who attend St. Bartholomew Academy, in accordance with applicable Federal Title I statutes.

The Commission will provide supplemental instruction for identified students, specialized instructional supplies and materials, staff development, supervision/administration required for the implementation of services and programs, and participation in consultation meetings with non-public schools initiated by the Plainfield School District.

**RESOLVED**, that the Plainfield Board of Education authorizes the District to subcontract with Union County Educational Services Commission from September 14, 2015 through May 13, 2016 for a maximum of \$2,859.00 for Title I services. The availability of funds for this item has been verified and will be charged to FY 2016 NCLB Title I (T1 Purchased Services) 100-300 account.

**J. Provision of Special Education Services – Out-of-District Schools**

**Strategic Plan Link**

**Goal 1: Learning Outcomes:**

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

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

**RESOLUTION**

N.J.S.A. 18A:46 require Boards of Education to identify and provide for students with various disabilities. Certain students in this district have been so identified, and require special education, and related services.

**RESOLVED**, those one hundred thirty-three (133) Plainfield pupils whose names have been certified by the Superintendent of Schools and are on file with the Secretary of the Board of Education will be provided with special education programs in OUT-OF-DISTRICT schools for the disabled during the Extended School Year 2015 Program:

<b>PUPIL</b>	<b>SCHOOL/INSTITUTION</b>	<b>APPROXIMATE COST</b>
4862	ARC Kohler School	\$11,965.00
4387	ARC Kohler School	\$11,965.00
4158	Bonnie Brae School	\$6,000.00
0358	Bonnie Brae School	\$6,000.00
0845	Bonnie Brae School	\$6,000.00
0623	Bonnie Brae School	\$6,000.00
0973	Bright Beginnings Learning Center	\$4,234.00
2793	Bright Beginnings Learning Center	\$4,785.00
1554	Bright Beginnings Learning Center	\$4,546.00
0709	Bright Beginnings Learning Center	\$4,785.00
4302	Bright Beginnings Learning Center	\$4,785.00
1926	Bright Beginnings Learning Center	\$4,785.00
2693	Bright Beginnings Learning Center	\$4,234.00
3448	Bright Beginnings Learning Center	\$4,234.00
0746	Bright Beginnings Learning Center	\$5,097.00
1930	Bright Beginnings Learning Center	\$4,785.00
2723	Bright Beginnings Learning Center	\$4,785.00
0683	Bright Beginnings Learning Center	\$4,785.00
2815	Bright Beginnings Learning Center	\$5,409.00
4003	Bright Beginnings Learning Center	\$4,785.00
1798	Bright Beginnings Learning Center	\$4,785.00
1720	Bright Beginnings Learning Center	\$4,234.00
4401	Bright Beginnings Learning Center	\$4,785.00
0502	Bright Beginnings Learning Center	\$4,785.00
4390	Bright Beginnings Learning Center	\$4,785.00
4306	Bright Beginnings Learning Center	\$4,785.00

**Provision of Special Education Services – Out-of-District Schools (cont'd.)**

<b>PUPIL</b>	<b>SCHOOL/INSTITUTION</b>	<b>APPROXIMATE COST</b>
3539	Bright Beginnings Learning Center	\$4,234.00
0795	Bright Beginnings Learning Center	\$4,234.00
4075	Bright Beginnings Learning Center	\$4,858.00
0358	Bright Beginnings Learning Center	\$4,785.00
4389	Bright Beginnings Learning Center	\$4,785.00
2587	Bright Beginnings Learning Center	\$4,234.00
4072	Bright Beginnings Learning Center	\$8,287.00
1557	Bright Beginnings Learning Center	\$4,785.00
764	Bright Beginnings Learning Center	\$4,785.00
1567	Bright Beginnings Learning Center	\$4,785.00
4076	Calais School	\$9,750.00
2827	Camp PAWS	\$550.00
2802	Center For Lifelong Learning	\$8,287.00
1819	Coastal Learning Center	\$7,971.90
1676	Clark Public Schools	\$4,500.00
4065	CPC High Point Schools	\$8,812.50
4070	Craig School	\$1,700.00
0721	Craig School	\$1,700.00
4294	Crossroads School	\$6,730.00
1703	Deron II School	\$8,042.40
0416	DCF-Bergen Campus	\$5,000.00
1705	DHS- Totowa Campus	\$5,000.00
0382	East Mountain School/Carrier Clinic	\$10,241.70
1935	ECLC of New Jersey	\$5,242.80
2163	First Children, LLC	\$11,696.00
3417	First Children, LLC	\$11,696.00
4379	First Children, LLC	\$11,696.00
4924	First Children, LLC	\$11,696.00
0005	First Children, LLC	\$11,696.00
2816	First Children, LLC	\$11,696.00
4921	First Children, LLC	\$11,696.00
2243	First Children, LLC	\$11,696.00
4386	First Children, LLC	\$11,696.00
4083	First Children, LLC	\$11,696.00
1704	Horizon High School	\$10,287.90
0585	Jardine Academy – CP League	\$10,485.00
1707	Jardine Academy – CP League	\$10,485.00
0861	Lakeview School	\$13,683.60
1136	Lakeview School	\$13,683.60
1975	Lakeview School	\$13,683.60
1689	Lake Drive School/Mt. Lakes BOE (HS)	\$6,550.00
4047	Wildwood School/Mt. Lakes BOE	\$6,200.00

**Provision of Special Education Services – Out-of-District Schools (cont'd.)**

<b>PUPIL</b>	<b>SCHOOL/INSTITUTION</b>	<b>APPROXIMATE COST</b>
2805	Lake Drive School/Mt. Lakes BOE	\$6,200.00
0622	Lamberts Mill Academy	\$7,385.00
0791	Lamberts Mill Academy	\$7,385.00
2931	Lehmann School	\$11,310.00
1695	Matheny School	\$16,280.00
0686	Midland School	\$8,206.20
4069	Midland School	\$8,206.20
1042	Midland School	\$8,206.20
1701	MUJC-Dev. Learning Ctr.	\$14,258.00
	Adttl.: Full-Time Teacher Assistant	\$10,222.00
5056	Newmark High School	\$5,915.20
0615	New Providence High School	\$4,930.20
1709	New Road School-Parlin	\$8,361.00
0395	New Road School-Parlin	\$8,361.00
0228	New Road School-Somerset	\$7,524.30
0874	New Road School-Somerset	\$7,524.30
0627	New Road School-Somerset	\$7,524.30
4011	New Road School-Somerset	\$7,524.30
4065	NuView Academy/MRESC	\$8,840.00
1087	NuView Academy/MRESC	\$8,840.00
3831	NuView Academy/MRESC	\$8,840.00
2679	NuView Academy/MRESC	\$8,840.00
3249	NuView Academy/MRESC	\$8,840.00
0774	NuView Academy/MRESC	\$8,840.00
3024	NuView Academy/MRESC	\$8,840.00
0824	NuView Academy/MRESC	\$8,840.00
4159	NuView Academy/MRESC	\$8,840.00
0876	NuView Academy/MRESC	\$8,840.00
1719	Piscataway Regional Day School	\$4,234.00
1084	Piscataway Regional Day School	\$4,234.00
0946	Piscataway Regional Day School	\$4,234.00
4048	Piscataway Regional Day School	\$4,234.00
0656	Piscataway Regional Day School	\$4,234.00
0650	Piscataway Regional Day School	\$4,546.00
0201	Piscataway Regional Day School	\$4,234.00
0418	Piscataway Regional Day School	\$4,234.00
1718	Piscataway Regional Day School	\$4,858.00
4058	Piscataway Regional Day School	\$4,546.00
4007	Piscataway Regional Day School	\$4,234.00
4119	Piscataway Regional Day School	\$4,234.00
4120	Piscataway Regional Day School	\$4,234.00

**Provision of Special Education Services – Out-of-District Schools (cont'd.)**

<b>PUPIL</b>	<b>SCHOOL/INSTITUTION</b>	<b>APPROXIMATE COST</b>
1699	Piscataway Regional Day School	\$4,234.00
1700	Piscataway Regional Day School	\$4,234.00
0558	Raritan Valley Acad.-Innovations Program	\$4,495.00
1702	Somerset Academy/Career Center	\$5,760.00
1692	Somerset Academy/Career Center	\$5,760.00
4025	Somerset Academy	\$5,760.00
0442	Somerset Academy	\$5,760.00
3621	Summit Speech School	\$8,700.00
4149	Summit Speech School	\$8,700.00
0373	Washington Academy	\$9,383.55
1931	Westlake school	\$4,870.00
0400	Westlake school	\$4,870.00
2720	Westlake School	\$4,870.00
5079	West Windsor-Plainsboro/Transp. Only	-----
0238	Willowglen Academy	\$8,183.40
4078	Windsor Academy	\$8,284.50
4079	Windsor Academy	\$8,254.50
1721	Woods Services	\$8,000.00
4006	YCS- George Washington	\$10,147.32
0814	YCS- George Washington	\$9,301.71
2821	You & Me School/JFK	\$8,689.50
2007	You & Me School/JFK	\$8,689.50
4196	You & Me School/JFK	\$8,689.50
4382	You & Me School/JFK	\$8,689.50
0335	You & Me School/JFK	\$8,689.50
4383	You & Me School/JFK	\$8,689.50
<b>TOTAL</b>		<b>\$922,065.63</b>



**XVI. REPORT OF THE FINANCE COMMITTEE**

Mrs. Campbell moved Finance as a Consent Agenda, seconded by Mr. Moore. The motion carried, on a roll-call vote; with six members in favor. None were opposed.

**A. Reports of the Board Secretary and Treasurer – May 2015**

**Strategic Plan Link:**

**Goal 3: Business Operations**

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

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

**RESOLUTION**

The Board Secretary has certified that, as of the date of the report, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the District Board of Education.

The 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 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.

FUND	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund			
(11, 16, 17,18) Current Expense	4,373,126.06	13,031,196.80	18,958,512.82
(12) Capital Outlay	-	5,197,808.00	-
(13) Special Schools	-	-	-
(15) Reform Schools	9,137,311.56	5,152,515.00	0.13
Capital / Maintenance Reserve	9,000,000.00	-	9,000,000.00
(20) Special Revenue Fund	19,411,395.93	3,871,394.79	2,601,090.39
(30) Capital Projects Fund	634,275.00	2,264,282.90	-
(40) Debt Service Fund	1.00	0.69	1.00
(60) Enterprise Fund	1,038,298.31	103,072.93	1,539,877.41
<b>TOTAL</b>	<b>43,594,407.86</b>	<b>29,620,271.11</b>	<b>32,099,481.75</b>

**B. Transportation Routes**

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

**RESOLUTION**

**RESOLVED**, that the Plainfield Board of Education approves the following summer transportation route as follows:

<u>Route</u>	<u>Carrier</u>	<u>School</u>	<u>Effective</u>	<u>Amount Per Diem</u>	<u>Aide Per Diem</u>
WAS-ACAD/S	Amaker & Porterfield	Washington Academy	07/01/15-08/14/15	\$298.00	N/A
			<b>33 days=</b>	<b>\$9,834.00</b>	

**C. Energy Audit Proposal**

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

**RESOLUTION**

**WHEREAS**, the Plainfield Board of Education issued a request for proposal (RFP) on April 30, 2015 from prequalified firms to perform energy audits on district facilities in connection with NJ Board of Public Utilities Local Government Energy Audit Program, and

**WHEREAS**, four firms' submitted proposals and Noresco, of Edison, NJ demonstrated the skills and expertise necessary to perform the audit, as well as having the lowest fee of \$55,100.00 paid for by the BPU, now therefore be it

**RESOLVED**, the Plainfield Board of Education appoints Noresco to conduct a district energy audit at no cost to the District.

**D. Contract of Sale between the New Jersey Schools Development Authority (“NJSDA”) and the Plainfield Board of Education (“Plainfield BOE”) for the acquisition of certain property owned by the NJSDA.**

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

**RESOLUTION**

**WHEREAS**, the Plainfield BOE is responsible for and dedicated to ensuring the ongoing needs of the students in the Plainfield School District (the “District”), including access to educational facilities and an academic setting that is conducive to enable the students to achieve competency in Common Core Standards as approved by the State of New Jersey; and

**WHEREAS**, approximately four hundred fifty-three (453) District students in grades kindergarten through five in the Jefferson Elementary School educational program (“Jefferson School”) and approximately three hundred eighty-eight (388) District students in grades seven through twelve in the Plainfield Academy for the Arts and Advanced Studies (“PAAAS”) are housed in educational facilities (the “Facilities”) located on property owned by the NJSDA, being known as City of Plainfield Tax Block 203, Lot 1 and having a street address of 1700-1804 West Front Street, in the City of Plainfield, County of Union, State of New Jersey (the “Property”); and

**WHEREAS**, the District’s ongoing need for the educational capacity made available through the use of the Facilities for the implementation of the Jefferson School and PAAAS are recognized by the District, the New Jersey Department of Education (the “NJDOE”) and the NJSDA; and

**WHEREAS**, the NJSDA is willing to convey the Property to the District for consideration in the amount of One Dollar (\$1.00), in its “as is, where is” condition, and upon the terms and conditions described below and such other terms and conditions as set forth in a Contract of Sale to be executed by the NJSDA and the Plainfield BOE,

**NOW, THEREFORE**, upon recommendation of the Superintendent of Schools of the District:

**BE IT RESOLVED** that the Plainfield BOE approves the acquisition of the Property for the continued operation of the Facilities, and hereby authorizes and directs the Superintendent of Schools to sign any and all documents, agreements and instruments that are required in connection with said acquisition, upon such terms and conditions as are agreed upon pursuant to a Contract of Sale, which shall be substantially in the form attached hereto as Exhibit “A”.

Mr. Moore moved and seconded by Mrs. Jeffers and unanimously approved by the Board of adjourn the meeting at 9:04 p.m.

Reported by,

Yolanda Koon, Interim Board Secretary  
YK/bsc