

BOARD OF EDUCATION OF THE CITY OF PLAINFIELD
IN UNION COUNTY, NEW JERSEY

MINUTES of a **WORK & STUDY** Meeting of the Board of
Education Held on Tuesday, August 6, 2013

A **WORK & STUDY** 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. Mr. Gary L. Ottmann, Board Secretary called the meeting to order at 7:00 p.m. and the following action took place:

I. PLEDGE OF ALLEGIANCE

II. WELCOME

WELCOME to a Work & Study 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 advance notice required therein has been provided to the Courier News and the Star Ledger on Wednesday, July 31, 2013 for advertisement on Saturday, August 3, 2013.

III. ROLL CALL

PRESENT

Mrs. Wilma G. Campbell, President
Mrs. Keisha Edwards, Vice President
Mrs. Jackie Coley
Mr. Alex O. Edache
Ms. Mahogany Hendricks
Mrs. Renata A. Hernandez
Mr. Frederick D. Moore, Sr.
Ms. Jameelah Surgeon

ALSO PRESENT

Mrs. Anna Belin-Pyles, Superintendent
Mr. Gary L. Ottmann
Mr. Robert Pickett, Esq.
Mr. Charles Craig, Esq., arr. @ 7:40 p.m.
Ms. Lauren Craig, Esq.
Mr. Nixon Kannah, Esq.

Mr. Dorien Hurtt, absent

The following resolution was moved by Ms. Hendricks seconded by Mrs. Campbell, 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 7:01 p.m.

The Plainfield Board of Education resumed the public session of its Work & Study meeting at 8:25 p.m.

IV. REMARKS FROM THE BOARD PRESIDENT

Mrs. Campbell asked Board members to submit a name of anyone who they feel should serve on the banking RFP committee.

V. REMARKS FROM THE SUPERINTENDENT

NONE.

VI. REMARKS FROM COMMITTEE CHAIRPERSONS

The Board reviewed the C & I, Finance and Policy committee agendas and moved them to the business meeting.

VII. REMARKS FROM THE POLICY COMMITTEE

NONE.

VIII. REPORT OF THE HUMAN RESOURCES COMMITTEE

D1. 2013 – 2014 School Year Appointment of Non-Affiliated Administrative Staff

Strategic Plan Link:

Goal 2: Human Resources

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

The Superintendent of Schools recommends and moved by Mrs. Campbell and seconded by Mrs. Edwards adoption of the following:

RESOLUTION

RESOLVED, that the Plainfield Board of Education approves the appointment of Non-Affiliated Administrative Staff for the 2013 – 2014 school year.

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Position Code</u>
Eugene Campbell	Director of School Safety & Security	\$127,940.00	ANON-007

The motion passed on a roll-call vote with Mrs. Campbell, Mrs. Coley, Mr. Edache, Mrs. Edwards, Ms. Hendricks, Mrs. Hernandez, Mr. Moore and Ms. Surgeon in favor and none were opposed.

D2. 2013 – 2014 School Year Appointment of Non-Affiliated Administrative Staff

Strategic Plan Link:

Goal 2: Human Resources

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

The Superintendent of Schools recommends and moved by Mrs. Campbell and seconded by Mrs. Edwards adoption of the following:

RESOLUTION

RESOLVED, that the Plainfield Board of Education approves the appointment of Non-Affiliated Administrative Staff for the 2013 – 2014 school year.

<u>Name</u>	<u>Position/Location</u>	<u>Salary</u>	<u>Position Code</u>
Margaret Morales	Assistant Superintendent Ed. Svcs.	\$155,040.00	ANON-004

The motion passed on a roll-call vote with Mrs. Campbell, Mr. Edache, Mrs. Edwards, Ms. Hendricks, Mrs. Hernandez, Mr. Moore and Ms. Surgeon in favor. Mrs. Coley abstained and none were opposed.

E. Non-Affiliated Appointment

Strategic Plan Link:

Goal 3: Business Operations

To improve the overall efficiency and effectiveness of business operations.

The Superintendent of Schools recommends and moved by Mrs. Campbell and seconded by Mrs. Edwards adoption of the following:

RESOLUTION

WHEREAS, the Plainfield Board of Education recognizes that a highly qualified, competent, skilled, and dedicated workforce is essential to the success of the District and the students,

RESOLVED, that the Plainfield Board of Education approves the appointment of L. Greg Smith as Community Relations Liaison effective August 20, 2013, at a prorated salary of \$91,960.00 (Pending background check clearance) (Non-Affiliated Position)

The motion passed on a roll-call vote with Mrs. Campbell, Mrs. Coley, Mr. Edache, Mrs. Edwards, Ms. Hendricks, and Mr. Moore in favor and Mrs. Hernandez and Ms. Surgeon abstained. None were opposed.

F. Interim – Administrative Appointment

Strategic Plan Link:

Goal 2: Human Resources

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

The Superintendent of Schools recommends and moved by Mrs. Campbell and seconded by Mrs. Edwards adoption of the following:

RESOLUTION

WHEREAS, the Plainfield Board of Education recognizes that a highly qualified, competent, skilled, and dedicated workforce is essential to the success of the District and the students,

RESOLVED, that the Plainfield Board of Education approves the appointment of Gregory Powell as Interim Coordinator of Athletics, effective August 21, 2013 and approves a prorated salary of \$81,560.00 Level G Step O.

The motion passed on a roll-call vote with Mrs. Campbell, Mrs. Coley, Mr. Edache, Mrs. Edwards, Ms. Hendricks, and Mr. Moore in favor and Mrs. Hernandez and Ms. Surgeon abstained. None were opposed.

J. Retirements

The Superintendent of Schools recommends and moved by Mrs. Campbell and seconded by Mrs. Edwards adoption of the following:

RESOLUTION

RESOLVED, that the Plainfield Board of Education accepts the retirement of the following staff members and acknowledges their many years of total dedicated service and extends sincere thanks to them on behalf of the Board, administrators, staff, students and citizens of Plainfield.

	<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Yrs. In District</u>	<u>Effective</u>
1.	Leon H. Flanagan Jr.	Head Custodian	PAAAS	36	01/01/14
2.	Vicki Settles	Elementary Teacher	Cedarbrook	39	07/01/13

The motion passed on a roll-call vote with Mrs. Campbell, Mrs. Coley, Mr. Edache, Mrs. Edwards, Ms. Hendricks, and Mr. Moore in favor and Mrs. Hernandez and Ms. Surgeon abstained. None were opposed.

IX. REPORT OF THE CURRICULUM & INSTRUCTION COMMITTEE

Mrs. Edwards moved Curriculum & Instruction as a Consent Agenda, seconded by Mrs. Campbell. The motion carried, on a roll-call vote, with eight members in favor. None were opposed.

B. Professional Development

(1) Advanced Placement Workshops – Middlesex County College, Edison

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 that a highly qualified, competent, skilled, and dedicated workforce is essential to the success of the District and the students. Therefore, it has provided the Superintendent of Schools the authority to employ non-administrative and administrative staff members to participate in out of district Professional Development opportunities.

Advanced Placement (AP) Conferences, Workshops and Institutes offer the middle and high school educator the information, tools, and strategies needed to build successful Advanced Placement Programs. Through these conferences and workshops, professional skills and learning techniques will be strengthened to help students prepare for and connect with college.

Paola Rached, Visual Art teacher at Plainfield Academy for the Arts and Advanced Studies, and Ana Banks-Cordero, Art teacher at Plainfield High School will attend the Advanced Placement Summer Institute in Studio Art; as well as Hajira Hilal, Chemistry teacher at Plainfield High School will attend the Advanced Placement Chemistry Summer Institute, both institutes are scheduled for August 5-8, 2013, 8:00 AM – 4:30 PM, at the Middlesex County College in Edison, NJ. The cost of the summer institutes is \$900.00 per person – total cost not to exceed \$2,700.00.

The institutes will cover the following:

- Strengthening Professional Skills and Learning Techniques
- Understanding Assessment and Accountability
- Integrating Technology
- Fostering Positive Culture and Climate
- Improving the Quality of Instruction
- Redesigning School Time

RESOLVED, that the Plainfield Board of Education approves Ms. Paola Rached, Visual Art teacher at PAAAS and Ana Banks-Cordero, Art teacher at PHS to attend the AP Summer Institute in Studio Art, as well as Hajira Hilal, Chemistry teacher at Plainfield High School to attend the AP Chemistry Summer Institute, August 5- 8, 2013 at the Middlesex County College in Edison, NJ. The cost of the institutes is \$900.00 per person – total cost not to exceed \$2,700.00. Transportation will be paid by staff and reimbursed by the District in accordance with District procedures. The availability of funds for this item has been verified and will be charged to account 15-000-220000-320A-52-0000 (PAAAS Professional Services); and 15-190-100001-320A-26-0000 (PHS Prof Services).

(2) **Making Moves Life Coaching Services**

Strategic Plan Link

Goal 1: Learning Outcomes:

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

Goal 2: Human Resources:

To improve the recruitment, retention and development of District staff

Goal 4: Safe Learning Environment: To provide a safe, secure, professional and clean environment for students, staff and members of the community

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

RESOLUTION

The Plainfield Board of Education recognizes that 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 district professional development opportunities.

Making Moves Life Coaching Services will offer quality, leadership development, team building, business practices, and interactive workshop modules. Mr. David L. Washington will offer a range of approaches that can be easily implemented. This workshop will provide security officers with strategies to increase collaborative safety and security outcomes for the District.

Making Moves Life Coaching Services workshops will be offered to District Security Officers, Monday, August 12-13, 2013 at Plainfield High School from 7:30 a.m. to 3:30 p.m.

The cost of workshops is \$3,000.00 plus \$300.00 for books, total cost not to exceed \$3,300.00.

RESOLVED, that the Plainfield Board of Education approves Making Moves Life Coaching Services, presenter Mr. David L. Washington to facilitate workshops to District Security Officers, August 12-13, 2013 from 7:30 a.m. to 3:30 p.m. at Plainfield High School. The total cost of the workshops will not exceed \$3,300.00 (including materials). The availability of funds for this item has been verified and will be charged to account 11-000-221000-800A-26-0000 (Other Object); and 11-000-221000-600A-26-00000 (Supplies and Materials).

(3) **Regional Achievement Center Institute – East Orange**

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

The Regional Achievement Center Institute design is focused on the four key areas which are common challenges across the schools: Leadership, Instruction, Climate and Culture, and Effective Instructional Practices, Creating a College/Career Readiness Climate and Culture, and the Management and Implementation of Effective Data Systems.

This Institute will be held at the Cicely L. Tyson Community School of the Performing and Fine Arts Middle and High School, 35 Winans Street, East Orange NJ, 07017.

The institute will run for four (4) days – August 12-15, 2013, from 8:00 a.m. to 2:00 p.m. Eight (8) teachers will attend and will be compensated at a rate of \$100.00 per day, not to exceed \$400.00 per person. Total cost not to exceed \$3,200.00.

RESOLVED, that the Plainfield of Education approves eight (8) Maxson Middle School staff members to attend The Regional Achievement Center 2013 August Institute, held at the Cicely L. Tyson Community School of the Performing and Fine Arts Middle and High School, 35 Winans Street, East Orange, NJ. The institute will run for four (4) days - August 12-15, 2013; 8:00 a.m. to 2:00 p.m. Total cost not to exceed \$3,200.00. The availability of funds for this item has been verified and will be charged to account 20-230-200000-100S-24-0000 (Title 1 Maxson PD Stipends).

(4) **Staff Development Workshops, Inc.**

Strategic Plan Link

Goal 1: Learning Outcomes:

To improve the learning and academic performance of all students in 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 that a highly qualified, competent, skilled and dedicated workforce is essential to the success of the District and the students. Therefore, it has provided the Superintendent of Schools the authority to employ non-administrative and administrative staff members to participate in out of district professional development opportunities.

Staff Development Workshops, Inc. offer high quality high school math, English and Collaborative Learning Community workshops. Their professional trainers offer practical, classroom-tested strategies that can be easily implemented. The workshops will provide teachers with strategies and mini-lessons that will increase student motivation and engage struggling learners.

The Collaborative Learning Community workshop will be offered on Monday, August 12, 2013 and Tuesday, August 13, 2013 at Plainfield High School from 8:30 a.m. to 2:30 p.m. The Math and English Language Arts (ELA) workshops will be offered Wednesday, August 14, 2013 and Thursday, August 15, 2013 at Plainfield High School from 8:30 a.m. to 2:30 p.m.

RESOLVED, that the Plainfield Board of Education approves Staff Development, Inc. presenter, Neil Nathan, for Collaborative Learning Community workshop (August 12-13, 2013); as well as, ELA and math workshop presenters Lea MacDonald, and Kathy Pellis, respectively (August 14-15, 2013) to facilitate high quality workshops from 8:30 a.m. to 2:30 p.m. at Plainfield High School. Total cost per workshop is \$1,500.00 not to exceed \$9,000.00. The availability of funds for this item has been verified and will be charged to account 15-190-100001-320A-25-0000 (PHS Professional Services).

(5) **Charles H. Stillman and Hubbard Middle School Summer Institute**

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 that a highly qualified, competent, skilled, and dedicated workforce is essential to the success of the District and the students. Therefore, it has provided the Superintendent of Schools the authority to employ non-administrative and administrative staff members to participate in meaningful Professional Development opportunities.

Twenty-five (25) Stillman staff members and thirty-five (35) Hubbard Middle School staff members, will participate in the Charles H. Stillman and Hubbard Middle School Summer Institute: "Only Up: Always Together", August 27-29, 2013 – August 27th and 28th training will be take place at Union County College – Kellogg Building, Elizabeth, NJ. August 29th will be held at a District site.

This three- (3) day training session will include the building based literacy and math supervisors, and RAC supervisors' presentations on Best Practices in Literacy and Mathematics instruction.

Total cost for all expenses not to exceed \$25,700.00. The total cost to hold the institute includes:

- **Stipends**
Fifty (50) teachers @ \$100.00 per day; and ten (10) assistants @ \$60 per day - Total Cost - \$16,800.00 - for three (3) days
- **Site Fee – Union County College – Kellogg Building – Elizabeth, NJ**
Space Rental (not to exceed \$1,200 per day) - Total Cost - \$2,400.00 - for two (2) days*
**Note: The 3rd day will take place at the school sites.*
- **Refreshments**
\$1,500.00 per day - Total Cost - \$3,000.00 - for two (2) days
- **Materials & Supplies**
Total cost for all participants - \$3,500.00

RESOLVED, that the Plainfield Board of Education approve twenty-five (25) Stillman staff members and thirty-five (35) Hubbard Middle School staff members, along with principals, Mark A. Williams and Kwame Asante, to attend the Charles H. Stillman & Hubbard Middle School Summer Institute in a location to be determined, August 27-29, 2013. The total cost not to exceed \$25,700.00. The availability of funds for this item has been verified and will be charged to accounts 20-230-200000-110S-26-0000 (T1 Summer Stipends); 11-000-221000-500A-26-0000 (Other Purchased Serv (400-500)); 20-230-200000-610R-23-00000 (T1 Refreshment-Hubbard); 20-230-200000-610R-20-0000 (T1 Refreshment-Stillman); and 20-230-200000-600A-23-0000 (T1 Hub Nonins Supplies).

(6) **21st CCLC – American Red Cross – (AMENDED Cost)**

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 that a highly qualified, competent, skilled, and dedicated workforce is essential to the success of the District and the students. Therefore, it has provided the Superintendent of Schools the authority to employ non-administrative and administrative staff members to participate in out-of-district professional development opportunities.

The goal of 21st Century Community Learning Centers is to provide a safe, well-supervised environment in which students in grades 4-12 participate in a variety of educational, cultural, and standards-based activities. The American Red Cross is a local organization that provides, from among its many services, health and safety training. The 21st CCLC grant, in its efforts to provide relevant professional development for such health and wellness CPR/First Aid training, mandates allotment of funding to implement CPR/First Aid training.

A licensed, certified trainer from the American Red Cross will provide an in-service workshop in First Aid and CPR for selected 21st CCLC after school and summer program staff, representative of all 21st CCLC sites (Stillman, WCS, Hubbard, Maxson, PHS). The training is scheduled for Saturday, July 20, 2013 from 9:30 AM to 4:00 PM at 1200 Myrtle Avenue, Plainfield, NJ 07063.

RESOLVED, that the Plainfield Board of Education approves selected 21st Century Community Learning Centers after school and summer program staff to attend the First Aid and CPR training provided by the American Red Cross at a cost not to exceed \$1,150.00. The availability of funds for this item has been verified and will be charged to account 20-453-200000-500A-38-0000 (21st Adm Cen Oth Pur Serv Mass).

(7) **Service Learning New Jersey: Building Our Future – Kean University**

Strategic Plan Link

Goal 1: Learning Outcomes:

To improve the Social, Emotional 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 that all students should have the best academic opportunities; therefore, the Superintendent is committed to ensuring that all students succeed academically and reach their full potential through social and emotional, and civic development. This will allow them to achieve life-long learning and success.

Service Learning is an academic trend across the country allowing students to combine classroom instruction with volunteer service projects and on-the-job training in order to prepare them for future success.

Kevin Stansbury, Vice Principal, PHS, will attend the Service-Learning New Jersey: Building Our Future conference, Tuesday, August 13, 2013, 8:15 AM – 3:15 PM at Kean University, STEM Building, Morris Avenue, Union, NJ. The cost for registration, lunch and materials is \$60.00 per person.

RESOLVED, the Plainfield Board of Education approves Kevin Stansbury to attend the Service-Learning New Jersey: Building Our Future conference, Tuesday, August 13, 2013, 8:15 AM – 3:15 PM at Kean University, STEM Building, Morris Avenue, Union, NJ; at a cost not to exceed \$60.00 – including lunch and materials. 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).

(8) C-Tech Certification Training – Sparta

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 that all students succeed academically and each their full potential in life. In doing so, it is also committed to providing opportunities for and ensuring that all students the New Jersey Core Curriculum Content Standards and achieve academic and life-long success.

C-Tech Associates, Inc. develops and manufactures proven educational programs and training aids. The primary goal of C-Tech Associates, Inc. is to prepare students for jobs or additional education by employing a unique entry-level, hands-on, gender-neutral approach to training.

Plainfield High School teacher, Corey Tucker, will attend the C-Tech Telecommunications Systems and Network Cabling Certification Training in Sparta, New Jersey, August 12-14, 2013. The goal of the training is to give instructional training to teachers so they can prepare the students for certification and meaningful employment and /or advanced training in the telecommunication field.

The cost of the training is \$1,125.00 per person.

RESOLVED, that the Plainfield Board of Education approves for Corey Tucker, Plainfield High School teacher, to attend the C-Tech Telecommunications Systems and Network Cabling certification training in Sparta, New Jersey, August 12-14, 2013. The cost of the training will not exceed \$1,125.00. The availability of funds for this item has been verified and will be charged to account number 15-190-100001-320A-25-0000 (PHS Professional Services).

F. Dr. Mary Ann Smorra - Professor of Education at Georgian Court University

Strategic Plan Link

Goal 1: Learning Outcomes:

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

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

RESOLUTION

The Plainfield School District recognizes that highly qualified, competent, skilled and dedicated workforce is essential in the success of the District, schools, and students.

Dr. Mary Ann Smorra is a Professor of Education at Georgian Court University, New Jersey. As part of a teaching-learning community that espouses and implements core values of justice, respect, integrity, compassion, and service, she feels fortunate to share her life's work with her dedicated colleagues and motivated students.

Dr. Smorra also serves as a presenter and performer for organizations located statewide, nationally and internationally. As a vocalist and actress, she is pleased to be able to use these skills in the classroom and with a diversity of school districts and organizations. Countries in which she has consulted, presented and performed include Denmark, Great Britain, Turkey, Italy, Canada, Brazil, and South Africa.

Inspired by the Creative Problem Solving Institute for many years, Mary Ann received the Colleague Award and the Leadership, Service, & Commitment Award. Additionally, she was part of the CEF YouthWise team working with students from the Xhosa community in South Africa. She has also worked with the Zulu and SeSotho communities as well.

Dr. Smorra will conduct two (2) *three (3) hour* workshops for the Administrators' Retreat on Tuesday, August 20, 2013 and Thursday, August 22, 2013. The workshop titles are: *The Culturally Responsive Classroom: Building Awareness for Effective Teaching and Leading* and *Inclusion Connections: What's Your Story?*

The cost of each workshop is \$1,500.00 per session for a total cost not to exceed \$3,000.00.

RESOLVED, the Board of Education approves payment to Dr. Mary Ann Smorra, Professor at Georgian Court University, for conducting two (2) workshops, Tuesday, August 20, 2013 and Thursday, August 22, 2013, at a cost of \$1,500.00 per session; total cost not to exceed \$3,000.00. The availability of funds for this item has been verified and will be charged to account 20-251-100000-110S-32-2000 (IDEA/CEIS)

Mrs. Hernandez moved and seconded by Ms. Surgeon and unanimously approved by the Board to adjourn the meeting at 8:35 p.m.

Recorded by:

Gary L. Ottmann, Board Secretary
GLO/bsc