

SOUTH PLAINFIELD PUBLIC SCHOOLS

125 Jackson Avenue
South Plainfield, NJ 07080
908-754-4620

The Minutes for the Committee of the Whole Meeting on Wednesday, November 9, 2011 at 6:00 P.M. in the Roosevelt Administration Building gymnasium, 125 Jackson Avenue:

I. CALL TO ORDER

President Giannakis called the meeting to order promptly at 6:00 p.m. in the gymnasium of the Roosevelt Administration Building, 125 Jackson Avenue, pursuant to the terms of the Sunshine Law.

II. SALUTE TO FLAG

The Pledge of Allegiance to the Flag was recited.

III. ROLL CALL –Mark Resnick

Interim Business Administrator/Board Secretary

Present: Mrs. Byrne, Mr. Farinella, Mr. Hubner, Mrs. Miller, Mrs. Boyle and Mr. Giannakis

Absent: Mr. Seesselberg, Mr. Sorrentino and Mr. Stevenson

Also Present: Dr. Bowen, Interim Superintendent of Schools, Dr. Cocchiola, Interim Asst. Superintendent, Mr. Resnick, Interim Business Administrator/Board Secretary and Messrs. Zitomer and Roselle, Legal Counsel

IV. BOARD PRESIDENT

In accordance with the terms of the Sunshine Law, adequate notice of this meeting was posted in all school buildings, the Administration Building, Borough Clerk's office, Police Headquarters, Public Library, four newspapers and W.C.T.C. on May 5, 2011. Please be advised that there is **No Smoking on school grounds - inside or outside.**

V. PUBLIC COMMENTS

None

EXECUTIVE SESSION

RESOLVED, pursuant to the Open Public Meetings Act, that the Board meet in closed session at 6:01 p.m. to discuss confidential matters pertaining to personnel, negotiations, student matters and/or attorney-client privilege. It is expected that the matters discussed in closed session shall be made public as soon as the need for confidentiality no longer exists.

MOTION: Mrs. Miller SECOND: Mrs. Boyle VOTE: 6-0
Absent: Mr. Seesselberg, Mr. Sorrentino and Mr. Stevenson

The Board returned to public session at 7:35 p.m. with all members previously in attendance present. Mr. Seesselberg, Mr. Sorrentino and Mr. Stevenson were absent.

President Giannakis asked for a motion to add Finance Resolution #VIII.B to the agenda regarding the Residency Hearing of Students Ab. W., As. W., K.W., M.W., D.T., S.W., B.V., V.A., O.B. and K.B.

The vote to add the resolution was:

MOTION: Mrs. Miller SECOND: Mrs. Boyle VOTE: 6-0
Absent: Mr. Seesselberg, Mr. Sorrentino and Mr. Stevenson

VI. SUPERINTENDENT'S REPORT

VII. COMMITTEE WORKSHOPS

Buildings & Grounds Committee

Mr. Giannakis asked Mrs. Byrne, Chair of the Buildings & Grounds Committee, to begin her report.

Discussion items:

- A. Scrub and recoat of Basketball Court at High School
- B. Received three quotes on warped floor in Middle School Gym
- C. Architect visit on Tuesday, November 8th – survey purposes
- D. High School Wood Shop Fire

Mrs. Byrne said there are several items she wants to apprise the Board of. She said there are plans to scrub and re-coat the basketball court at the High School before the season. She said we have gotten three quotes for the un-warping of the Middle School floor in the gym and asked Mr. Resnick for an update. Mr. Resnick said there was quite a disparity in the quotes which ranged from \$6,000 to \$15,000. He said he will investigate to find out why there was such a gap in the quotes. Mrs. Boyle said a few years ago when they were going to do that floor one quote came in at \$7,000 and another at \$12,000. Mrs. Byrne said after we appointed the Architect of Record one of the things we discussed with then was having them come in to do a survey of the district. She said a representative from the firm came in yesterday and today and went to each building with Mrs. Mahoney to survey the buildings from roof to basement. Mr. Resnick said they will be finishing up their inspections on November 14th. Mrs. Byrne said there was a fire two days ago in the wood shop at the High School. She had a copy of the incident report that had been sent. The fire was reported to our insurance company, New Jersey School Boards Association Insurance Group, who has already sent a restoration company out to survey the damage. Mr. Resnick said the official fire department report will be ready in about a week. She said Dr. Pedersen is looking at moving the wood shop students temporarily into the metal shop.

Mr. Hubner asked for an update on the infrared reports we had done on several of the roofs in the district. Mr. Resnick said the architects are still completing their review of the buildings and haven't submitted their report with any recommendations yet.

Transportation Committee

No items

Curriculum/Technology/Student Activities Committee

Mr. Giannakis asked Mrs. Miller, Committee Chair to begin her report.

Discussion Items:

- A. Curriculum
 - Curriculum Writing Projection
 - On-line coursework update
- B. Request for Overnight Trip to Spain Update
 - Mr. Delne is awaiting information from the American Embassy in Peru re: safety concerns
- C. Technology - Update

Mrs. Miller said everyone should have received a Curriculum Writing Report in their Friday packet and thanked Dr. Cocchiola, Mrs. Stoeckel and Mr. Parisi for all the time and effort spent reviewing all of our curriculum for completeness and effectiveness and working up the amount of time, staff and cost to rewrite and revise our current curriculum. The cost will be \$58,160 for a total of 1460 hours. She said her recommendation to the Committee and the rest of the Board is that if we currently have money to move forward with this now, we should do so. She said if we don't have the funds to do this now we should incorporate this into the budget plans for next year. She said she assumes that the revisions will include National and NJ standards, twenty-first century skills and technology incorporated into all of our lessons, horizontal and vertical curriculum alignment and differentiated instruction strategies to meet the needs of all the students. Mrs. Miller said Mr. Parisi can monitor math and science and asked who would oversee all the other subjects. She said the State told us we have a lack of unified and articulated curriculum. She said when we revise the curriculum we may have a need to get updated books, resources and materials and asked if we had looked into what the cost for that might be. Mrs. Miller said she did not see AP and environmental science courses included and asked if they were okay.

Dr. Cocchiola said we began to assess what was needed for curriculum writing quite a while ago. He said at a prior meeting we had looked at a timeline the State had presented and we are behind in several subject areas and deficient in some of the other subject content areas where work has been done. He is recommending that we consider the provision for this expenditure now for these curriculum revisions and have them in place for September 2012; next year is too late. With endorsement for this funding, we can begin posting for proper staff and schedule personnel to do this writing. He said it is possible the revised curriculum will lead to a need for new textbooks and supplies and would have to be handled in the budget process. Dr. Cocchiola said in the past people

bought textbooks and just wrote the curriculum based on the book, but that is no longer appropriate. He said we have designed something we think is fair and there are some variables because some of the curriculum has not been written since 2002, some were written in the summer of 2010 but not completed, some are based on National Standards and some are based on the 2009 revisions of the Core Curriculum NJ Standards. He said we don't need to rewrite the AP courses because when they are approved, there is an audit written by the teacher and that is your curriculum. He said he did not recall why the environmental science courses were not included. He said we left out some courses no longer offered; however, we did keep some courses not being offered this year in anticipation of them coming back. Dr. Cocchiola said if we are going to consider financing this initiative, we should budget \$65,000 to allow for any unforeseen costs. He said if we can't do that right now, he suggested spending \$40,000 now and spend the rest after July 1st. He said there is a lot of work to get done in a short period of time to meet the September 1st date. Mr. Giannakis said the whole reason we are here is curriculum and teaching the kids and whatever the number is we need to find a way to support it. Dr. Bowen said he felt confident we can support this but wants to double check and confirm that, and if we can, he will bring a recommendation forward as early as next week.

Mrs. Boyle said she is on the Curriculum Committee and had asked a month ago if they could get information on what will be discussed in their packet and said she knew nothing about the science update or online course work and asked why the Committee didn't know what the Committee Chair and Dr. Cocchiola had discussed. Dr. Cocchiola said with this new format the Committees don't meet individually and the liaison to the Committee puts together a list of several items for discussion and runs it by the Committee Chair who may also make suggestions. He said he presented the draft of what he and the Chair had discussed and what he felt should be on the agenda. That information is then given to the Superintendent's Office and Adele compiles a master list of discussion items for each committee. Dr. Bowen confirmed the process and said the list went home in the Friday packet and that he or the Committee Chair could be called with any questions. Mrs. Boyle said as a member of the Curriculum Committee, she would like more of an explanation in her packet. Mr. Giannakis said perhaps an email could be sent by each Committee Chair or Liaison to the members asking if they have any items they would like to be brought forth for discussion as Mrs. Byrne does with the B & G Committee. Mrs. Boyle said she is asking publicly that more information be provided to the Committee before the meeting. Dr. Bowen said each Committee Chair is very knowledgeable and is free to modify the agenda to provide more information on each discussion topic as their Committee members request. Mrs. Byrne said she was going to bring this up later, but this seems to be the perfect opportunity to do so. She said this is the second month we are doing Committee Reports and "meetings" as a Committee of the Whole at the Committee of the Whole meeting. What happened just now is exactly her problem. When we had regular Committee meetings, the Committees met, had an agenda and discussed it in detail; minutes were made and sent to the Board members. She feels this is not an efficient use of our time and not in the best interest of the school district. She said her "Committee meeting" was ten minutes. This is not going to give the district any kind of quality. She said all the Board Members are here to do a good job for the students and the district. She feels doing it this way is not giving them the product they deserve. She said we need to have our Committee meetings, but if you want each

Committee Chair to give a verbal report at the meeting, that is good, but she feels trying to run the business of the Board the way we did this month and last month is totally inadequate. Mrs. Byrne thinks we should go back to way we did it before. Mr. Giannakis said he appreciates what she said, but would still like to give this a try and thinks it can work. He said people were taking three or four hours for a meeting when it could have been done in much less time. Mr. Giannakis said the process is really the same; that the Chair and the Liaison set up the agenda and the Committee members would receive the agenda the night of the meeting and discuss it just as we are tonight. The only difference is that everyone knows at the same time. He said other districts do it this way and it is successful. He said it is a work in progress and may need to be adjusted. He said after the meeting he will confer with Dr. Bowen to see whether the format is working or needs to be changed. Mrs. Byrne said she does not think it is working and is not right for our district. We are a good size district and are more complex as compared to a small district like Dunellen. We have a lot more going on. Mrs. Byrne said she just realized that Mrs. Boyle asked a question via email about the parking lots which she forwarded but it did not make it onto the Buildings & Grounds Agenda and was not discussed. Mrs. Byrne suggested have one or two meeting nights a month and keeping the meetings on track and shorter. She said having one 45 minutes to 1 hour B & G Committee meeting a month and then reporting back to the full Board is a more efficient way to do business. Mrs. Byrne said Mrs. Mahoney usually attends the Committee meetings, but on Wednesdays she takes a class in Asbury Park and can't attend. She said having her there for meetings gives them the opportunity to go through what is happening in the district. We can discuss and get answers as to why there is a problem cutting the grass if there has been a lot of rain or why something couldn't be done, etc. She said sometimes there are things that can be said in Committee that can't be said in public.

Mrs. Miller addressed Mrs. Boyle's comment regarding the agenda and said that normally when we had a committee meeting the agenda and any handouts were given at the meeting. She said everyone received the Curriculum Writing Projection in the Friday packet. She said she and Dr. Cocchiola haven't discussed the AP and Science updates and will also be hearing it for the first time. She said as Committee Chair, she only got the same information everyone else got. Mrs. Boyle said she would like a sub-title under each topic with a little more detail. Mrs. Miller said the Curriculum Committee always did that but none of the other Committees did. Dr. Cocchiola said that the Curriculum/Technology/Student Activities Committee agenda is usually several pages long and in detail. He said if we stay with this format he will make sure the agendas for Curriculum and Policy have a more detailed outline.

Mrs. Boyle said Mr. Parisi will oversee the Math and Science Curriculum Writing and asked who will oversee the other subjects. Dr. Cocchiola said that when you have a Certificate as a Supervisor you have a generic certificate, not just for math, language arts, etc. The training that you have gone through makes you able to efficiently observe, evaluate and supervise staff from any department; it is not content based. He said Mr. Parisi also has an English Certificate and a language arts background. The staff has already gone through some training in curriculum writing. We will get the proper professionals together, organize them, explain the task and have them revise our curriculum to the new standards and not actually oversee every piece of the writing.

Mrs. Miller said at the High School they have started two new AP online courses; one in computer science and one in physics. Dr. Pedersen said we have six students enrolled in each course. He said as the Site Coordinator he was required to take a course as well. He said he put this out there as a Pilot Program and there are mixed results. Six students are doing well and two are not. He said the feedback he is getting from the students is that the computer science course is not what they thought it would be, but they seem to enjoy the physics course. Mrs. Miller said Dr. Pedersen had mentioned previously that he wanted to visit other schools with online courses to observe and asked if he had done that. Dr. Pedersen said Teaneck has been doing it awhile and has fine tuned the process and does a great job with the screening process and making the parents aware of things before the contract is signed. Mr. Farinella asked if Dr. Pedersen felt this was equivalent as a regular class with a teacher. Dr. Pedersen said he doesn't think it will ever replace face-to-face learning, but the course does require you to post private discussion threads, have conversations with the teacher and comment on threads from other students through what they call the global community. Mr. Hubner asked how we are addressing the shortcomings with the online courses. Dr. Pedersen said the AP courses have to be audited by the College Board so he knows our students are doing something similar to other AP courses. Dr. Pedersen said he thought the AP computer science course would be a lot more dynamic than it is. Mrs. Byrne asked if regular classes are also offered. Dr. Pedersen said they offer many types of classes, such as Latin, astronomy, etc. that are hard to get teachers for. Mrs. Byrne asked Dr. Pedersen to investigate different models available and the cost to be able to offer these options to our students. Mrs. Boyle said she thinks it is great way to open the door for kids who want AP courses or to take courses that aren't available for college credit and thinks we should continue to offer it. Mrs. Miller asked if we should put more money into the budget for these types of courses for next year. Dr. Pedersen said the success is based on having self-motivated students taking the courses and said we could have a another Pilot year next week with a few more classes or perhaps have one of our teachers teach a class which would save us money. Mr. Farinella said he likes the idea of having kids experience different opportunities and on-line experiences but high school students are competing and are ranked and have GPA's that are affected by online course. He feels we should build a Policy on what types of courses are brought in and what quality control we put on them. He said we should ensure parity by having a 120 hour requirement for credit toward graduation. He said before we expand this pilot program, we need to have a policy, constraints and understanding of what kids are expecting and also how it will affect how kids will stack up in our high school.

Mr. Parisi presented an update on his meetings with the High School Science Department and the Middle School Math and Sciences Departments. He said at the High School they discussed the need to work on curriculum and steps they need to take during the course of the school year. They also discussed the weekly lesson plans, the voluntary website, articulation with the Middle School, professional development, PLC's, development of a standard grading policy, technology infusion, and extra-help provision in the contract and distributed a copy of the NJ Department of Education Teaching Standards. He said the meeting at the Middle School was similar. They discussed curricula and the fact that we should be aligning our lesson and unit plans with the NJ Core Content Standards. He shared with then the timeline and they are aware that science should have been

implemented by this September. Middle School math does not have to be done until 2013 but we will try to take advantage of this opportunity of getting all these teachers together and do the vertical articulation as well and do the grade 6 – 8 piece. Mr. Parisi said they also talked about the grading policy, technology, what their wish list is, the budget for next year, state assessments, teaching standards and websites.

Mrs. Miller said we had a request for an overnight trip to Spain but we are still waiting to hear from the American Embassy in Peru.

Mr. Giannakis said at the last Committee of the Whole Meeting he had asked about changing the district email address from the long current version to spboe.org and that has now been done and thanked everyone involved and said he thinks it is much easier.

Dr. Cocchiola said there were three two-hour sessions of technology based instruction yesterday as part of professional development. Mrs. Stoeckel reviewed the different training programs provided for the social studies department, nurses, librarians, Instructional Aides, Special Education teachers as well as training in hardware and software. Mrs. Miller asked what Solo Suite and Making Meaning are. Mrs. Stoeckel explained that there are several different components to Solo Suite; one is co-writer, which assists students who have difficulty with writing; draft builder which is a graphic organizer when they are beginning to draft a story; read aloud for children with visual impairment. Although the program was purchased for our special needs students, it is on all the computers at Grant School and is available to every student. Making Meaning was offered to Grant School teachers based on the CAPA report to enhance the language arts program.

Mrs. Miller said she feels we really need a Supervisor of Language Arts. Mr. Giannakis said we have posted and advertised for that position but have not found anyone with the qualifications we want. We are now considering two Curriculum Coordinators by promoting from within, one for elementary and one for secondary to put together a team and address the needs in the Language Arts Department based in part on the CAPA Report. Mrs. Miller said our staff members already have a lot to do and in the past we have lost good people when we gave them too much to do and asked when we would actually be posting for a Supervisor. Dr. Bowen said when the budget with that expenditure in it passes, we can look to hire someone and have them in place by July.

Mrs. Miller said East Orange High School started a pilot program last year using tablets for the entire senior class instead of textbooks and they do homework, projects and research on them. They can only be used for educational purposes and there are blocks in place that prevent them from using them for Facebook, U-tube and Twitter. They are connected to the district network at all times and can be remotely disconnected and located through a GPS system. Mr. Giannakis said he has already spoken to Dr. Bowen about this. Dr. Bowen said Dr. Pedersen has used this and will rely on him to proceed with this.

Public Relations

- A. Winter Newsletter update
- B. Website Status

Mrs. Miller asked Dr. Cocchiola to update the Board on the newsletter. Dr. Cocchiola said he has it about 60% done and is using the same format and template as the September letter. He still needs to get some information on the new staff. He has asked the Principals for “good news” items regarding staff or students. He said if any Board member has anything noteworthy they would like included, to please send it to him. He hopes to complete it by the end of November and have the Public Relations Committee take a look at the first draft.

Mrs. Miller asked for an update on the website. Dr. Cocchiola said we have gotten quite a few ‘contact us’ comments which he answers himself or sends to Mrs. Stoeckel. He said they have been tracking the number of hits on the website itself and individual pages. Mrs. Stoeckel said we have had 167,968 hits since the middle of July. Mr. Hubner asked about the voluntary web pages and asked about participation. Dr. Cocchiola said he isn’t sure about the number participating, but has seen some outstanding webpages. He said Mrs. Stoeckel has trained a website administrator in each building to help those staff members interested in creating a page. Mrs. Stoeckel said 225 staff members have signed onto a webpage and she has been meeting with staff during their prep time to help them learn how to structure their pages. She said some teachers are meeting in small groups and helping each other. She expects that all teachers will have their lesson plans online as of November 18th and we will be offering more training. Mrs. Boyle said she spoke to Dr. Bowen about setting up an information page on Facebook for informational purposes only about school events where you can’t post comments. Dr. Bowen said he could not be more supportive of that line of communication as long as we have the controls Mrs. Boyle described. Mr. Zitomer said it can be set up as a one-way Bulletin Board. Dr. Bowen said we will investigate it further and report back. Mrs. Miller said that was on the list for discussion next month.

Finance Committee

- A. Bills List
- B. Audit Update
- C. Budget Update

Mr. Hubner said he also looks at this as a free flow of information and it would be nice to have a little more detail on the agenda and asked that the Business Administrator bring forward things they should know about. Mr. Hubner said everyone received the bills list tonight and said if anyone has any questions to email them to him by Monday and he will forward them to the Business Office to research the answers.

Mr. Hubner asked for an update on the US Hoops billing. He asked if they had been contacted regarding the change effective December 1, 2011. Mr. Zitomer said he looked into putting together an agreement for the Board, but when he looked at our Policy for facility use, there is nothing that set forth a rate schedule. He said we really need to spell out what we want to charge for a for-profit group and semi-profit groups so we can be consistent and put together an agreement. Mrs. Byrne said the Athletic Director’s Office should have a list of what is charged for each thing and said it lists charges for every facility. Mr. Zitomer said he did not see the rates

in the Policy. Mrs. Boyle said this has been ongoing for two years. US Hoops only pays \$35.00 for a custodian and nothing for the use of our facility and she said that is not what we are in business for. Mr. Hubner said he agreed wholeheartedly. Mr. Hubner asked if we would wait until we had a rate structure in place before communicating with them. Mr. Hubner also asked for an update on the federal grant money that was in question. Mr. Resnick said he believed everything has been cleared up with that and we were able to file the necessary reports. Mr. Hubner said Mr. Turner brought to them that there were a number of questions regarding how things were handled from an accounting standpoint, how it was handled on the audit and that numbers did not match up and asked for an update. Dr. Cocchiola said Mr. Cardaneo has put together a Carry-over report on the 2010/2011 NCLB Grant where he has identified money not spent on benefits, salary and professional services in all of those titles to be placed in our 2011/2012 application as an amendment. It is the two prior years he has not been able to untangle. Dr. Bowen said the Auditor is in district now and we are waiting for an unbiased assessment from him. Mr. Hubner asked for update on where we are for closing the books for the 2010/2011 school year. Mr. Resnick said the Auditor has been in district since November 1st and believes they are finished with all the financial data we had to give them. There are some narrative documents to be completed but we are on schedule to have the Audit completed in a timely fashion. Mr. Giannakis asked if we could have some type of exit meeting with the Auditor. Mr. Resnick said when the audit is completed; the Auditor comes and makes a presentation. Mr. Hubner said we promised to allot \$600,000 to the next year's budget and asked if that money was still intact. Mr. Resnick responded in the affirmative. Mr. Hubner asked if Mr. Olobardi is still scheduled to begin on December 1st. Dr. Bowen said that is correct. Mr. Hubner asked if there is any update on the State coming in regarding an audit for Sodexo. Mr. Resnick said they were in and asked for quite a bit of information which was provided, but he has not heard anything yet. Mr. Hubner said there was an issue with the Student Activity Funds where funds were mingled together, particularly soccer, and asked for an update and if there is a resolution. Dr. Bowen said he is aware of some transactions in the Student Activity Accounts and had some concerns that he has spoken to Mr. Olobardi about. He asked Mr. Olobardi to work with Mrs. Tirone to gather the information, do the assessment of the transactions and if there is anything he wishes to modify and correct he should do so and not wait until December 1st. He should begin working on that today and have it straightened out by the time he arrives. Mr. Hubner said there have been various issues with how money was being spent in the various student activity accounts and asked if it would be beneficial to bring the disbursement of funds into the central office and remove it from the individual schools. Mr. Giannakis asked if the Asst. Principal could handle it in the secondary schools. Dr. Bowen said in his experience, these accounts are managed in the schools, either as a stipend position, assigned to administration or hiring a bookkeeping secretary. Mr. Hubner asked if it is possible then to do as Mr. Giannakis mentioned and place it under the control of the administration within the school. Dr. Bowen said as it stands now, the Principal is ultimately responsible for all activity transactions in concert with the individual to whom it has been assigned and co-signs the checks. Mr. Hubner said we pay people stipends to administer these checkbooks and if there are questions about how dollars are being disbursed, where is the individual in the control process. Dr. Bowen said the High School Principal is aware and has been taking guidance previously from Mr. Puleio, now from our current Business Administrator and will be advised by Mr. Olobardi, who is assessing and designing a solution. Mrs. Boyle thanked Dr. Bowen for looking into this.

Mr. Hubner said the Finance Committee would like to be more involved in the Budget process this year. He feels that the Board should give guidance to the administration on what direction they want to go regarding the budget, but not micromanage, such as do we want to put more money into technology, put more money in the reserve, fix the roofs that are leaking, lighting, etc. Mr. Farinella said he believes we have some significant personnel issue that should be addressed. He feels that the band program belongs back in the elementary schools and that we need to hire supervisors. Mr. Farinella said the staffing of this district is going to make it successful or not. Mrs. Boyle said she agreed that the music position should be brought back. Mrs. Boyle said she also agreed that we should give direction as far as the budget and asked where we were in the process. Mr. Resnick said the packets went out to the Principals to meet with their staff and look at their individual needs of the various schools. Mr. Resnick said as Mr. Farinella mentioned, we do have to look at what we want to do regarding personnel for next year. He said some of our major costs we have no control over, such as special education tuition, health benefits, personnel which the major part of the budget. Mrs. Byrne said she agreed with Mr. Farinella as far as staffing; we need great help in the supervisory areas and in the music area. She said our district has always been known for many years for the quality of the music department and the student's performance skills. Without elementary band, we are starting the students too late and losing a lot of children. She feels we should make a determined effort to put the music back into our schools. Mrs. Boyle asked when the Health Broker would be gathering information for renewal. Mr. Resnick said Mr. Stoffel is in the process of doing that now and is also putting together a Flexible Savings Account which we will be required to offer. Mrs. Boyle said as far as music lessons, this Board agreed that students would not be pulled out of intervention for extra help to have music or chorus lessons and that is still happening. Dr. Bowen said that concerns him and he will look into that. Dr. Cocchiola said he heard the opposite; that the basic skills teachers are being criticized for were not allowing the students to be pulled out for art or music. He will check into this. Mrs. Boyle said that the parents at the Middle School are complaining that their children are being pulled out of intervention. Mrs. Miller said last year there were scheduling problems with music at the Middle School and said going forward we need to check into the scheduling of music. Mr. Hubner said he would encourage the Board to contact Dr. Bowen and the Business Administrator to express their opinion on the direction the budget. Mr. Hubner said in the past the Board voted to approve the Board Secretary's and Treasurer's Reports and has not seen one recently. Mr. Resnick said we will receive them right after we get the final numbers from the audit. Mr. Hubner asked what the last month approved was. Mr. Resnick said the May financials were approved, but that we are in compliance because a draft of the June Secretary's Report was sent to the County Department of Education. Once we receive the final balances for all the accounts from the auditor we will approve the June financials. Dr. Cocchiola said that is QSAC requirement to approve the financials in a timely manner and said if there is a reason that is was not done on a monthly basis that is justified, he asked that Mr. Resnick prepare a written rationale to be attached to the resolution. Mrs. Miller said the last time we approved the Board Secretary's and Treasurer's reports was the May report at the August meeting. Mrs. Miller asked if we list of non-budgeted expenditures for this year. Mr. Resnick said the major items would be new positions that were added. Mrs. Byrne said our last budget did not include dollars for snow removal. Mrs. Miller said last year the extended summer

school was not included in the budget. Mr. Hubner asked when the budgets are due back from the administrators and asked if the members of the Finance Committee could be present for the meetings with the Principals. Mr. Resnick said they are due back at the end of November. Dr. Cocchiola said they will be returning pencil drafts of items they need or would like and it must be looked at to see how it fits into the budget and the 2% cap of the total budget numbers. Dr. Cocchiola said it would be premature for the Finance Committee to meet with the administrators at this early stage. Mr. Hubner said he understands it is only preliminary, but the members of the Committee have expressed interest in being involved in the early stages. Dr. Bowen said the Principals will meet with the administration and when we are ready we can work together on how we want to proceed to get quality assurance and first hand information from them. Dr. Bowen said we will get the administration started and then talk about how best to bring them in to give you a sense of your involvement with them. Dr. Bowen said the original timeline for the budget needs to be revised and said we can work together as a group on that. Mr. Hubner said his committee wanted to be involved at the early stages of the budget to listen and get a sense of the needs and wants of the administrators. They would be there as an information type flow and not participants. Dr. Bowen asked that they give him a chance to launch the process because he is setting up a formula based budget based on student enrollment and appropriations per student that go through the worksheet. Dr. Bowen said he really respects what Mr. Hubner is saying in terms of accountability and direct communication and asked for a chance to launch the project and then he would work with them on that. Dr. Bowen said this year there should be a minimum interaction with the Principals since everything is being driven by formula. Dr. Bowen it was conveyed to him that the personnel needs had been directed by central office, but he is going to turn that around since the Principals know their building and the budget restraints and will ask them to give him their recommendations for staffing for programmatic excellence. Dr. Bowen said regarding the discussion on the music program and he wants them to look at that and see what the budget will accommodate. If it makes sense and is reasonable, he will incorporate that into the budget. We really don't know what we can do until we get our revenues and State Aid late in February or the beginning of March. Mrs. Boyle said when Mr. Negron was here they were told that they could sit in, but not participate, on the meetings with the Principals. Mr. Giannakis said he did not think it is appropriate for Board Members to sit in with Principals and do budgetary work. He feels the Principals should sit with Central Administration and then have them discuss it with the Board. Mr. Farinella said Dr. Bowen has a picture and takes a look at what every person in the district asks for. He suggests we wait and give Dr. Bowen the time he needs to talk to the Principals, assess the needs, look at the test data and put a complete picture together. Dr. Bowen said last year when he came in he had to rely on the budget system that was inherited, but this year he is leading with a design that works for him. Mrs. Boyle said they are not asking to be in on the preliminary discussions with the Principals but would like to be there when the budgets are being finalized. Mrs. Byrne agrees with giving the administrators the opportunity to fine tune their budgetary needs. She said in the past, we did have administrators come to the Board and there was interaction, but they had the opportunity to do all their preliminary work before they came before the Board. Mrs. Miller asked if there was any update on Tom's Automotive regarding the cost of parts. Mr. Resnick said we are still waiting for one vendor on the cost comparison. Mrs. Miller asked for an update on the unemployment account. Mr. Resnick said we are in pretty good shape.

Policy Committee

A. Policy and Regulation 5600 – Pupil Discipline/Code of Conduct

Mr. Giannakis asked Mrs. Miller, Committee Chair, where she gets the policies we look at every month. Mrs. Miller said she gets them through Dr. Bowen's office. Dr. Bowen said we subscribe to Strauss Esmay who provides us with updates on what policy recommendations there are and update all the latest legislation in the policies and give us occasional options to make local decisions. Mr. Giannakis said if Strauss Esmay has already updated them when we get them, he doesn't understand why we spend so much time reviewing them. Mrs. Miller said they provide us with a policy and we then have to look at our current policy and regulation. In this case, the regulation we have is completely different than the one Strauss Esmay sent us because we had adapted it to ourselves. We have to go through and look for the statutes and laws that must be put into our policies and then build it to the needs of our district. Mr. Giannakis said he would be comfortable adopting a policy sent by Strauss Esmay, but would not be so comfortable adopting a policy sent by Strauss Esmay that we have changed without the attorney looking at it. Mr. Zitomer said if we are making substantive changes to the policy, he should really take a look at it; especially something as important as the pupil discipline policy which is probably used every day in the district. Mrs. Miller said there are policies that we have sent off to the lawyer for review. Dr. Bowen said we work it up based on what we see administratively and take it to the Policy Committee. He said he also sends them to the Principals to review. He asked Mrs. Miller to have a list of which policies will be discussed at the meeting for adoption and the Board can review them on the website prior to the meeting. Mr. Giannakis suggested just sending home the pages with changes to the Board. Mrs. Miller asked the Board to review the policy and notify her of any changes you would like by Monday.

Mr. Giannakis said he would like to have a Board Retreat to share information of different classes and information received at the recent Board Convention in Atlantic City. A tentative date of November 29th was set for that meeting.

VIII. FINANCE

A. Acceptance of Settlement Agreement in the Matter of L.G and G.S o/b/o K.N. and C.S. v. South Plainfield Board of Education

RESOLVED, that the Board approves the settlement in the matter captioned L.G. and G.S. o/b/o K.N. and C.S. v. South Plainfield Board of Education, OAL Dkt. No. EDU 3896-11, in accordance with the terms and conditions therein; and

BE IT FURTHER RESOLVED, that the Board President is authorized to sign the agreement on behalf of the Board.

MOTION: Mrs. Boyle SECOND: Mrs. Miller VOTE: 6-0
Absent: Mr. Seesselberg, Mr. Sorrentino and Mr. Stevenson

B. Resolution of the South Plainfield Board of Education Regarding the Residency Hearing of Students Ab. W., As. W., K.W., M.W., D.T., S.W., B.V., V.A., O.B., and K.B.

WHEREAS, on November 9, 2011, a plenary hearing was held before the South Plainfield Board of Education Student Residency Committee (the "Committee") pursuant to N.J.S.A. 18A:38-1 *et seq.* and N.J.A.C. 6A:22-1.1 *et seq.*; and

WHEREAS, on that date, the parent(s)/guardian(s) of the above-referenced students did not attend the hearing despite having been apprised of their right to do so, and having been further advised that the hearing would proceed in their absence; and

WHEREAS, the Committee, after having heard and considered all of the proof and testimony presented, recommended to the full Board that it order the removal of the above-referenced students from the District because the required proof of residency in South Plainfield was not provided pursuant to N.J.A.C. 6A:22-3.4 and N.J.A.C. 6A:22-4.3(a).

NOW, THEREFORE the Board having heard the Committee's recommendation and having considered all the information presented, hereby adopts the following resolution:

BE IT RESOLVED, on this 9th day of November, 2011, that the Board finds that the above-referenced students have not provided the required proof of residency in South Plainfield and, therefore, are ineligible to attend the South Plainfield schools; and

BE IT FURTHER RESOLVED that, pursuant to statute, the Board hereby assesses tuition for each student's ineligible attendance.

MOTION: Mrs. Boyle SECOND: Mrs. Miller VOTE: 6-0
Absent: Mr. Seesselberg, Mr. Sorrentino and Mr. Stevenson

IX. AGENDA ITEMS ONLY:

A. Agenda Additions and/or Deletions

X. EXECUTIVE SESSION

RESOLVED, pursuant to the Open Public Meetings Act, that the Board meet in closed session at this time to discuss confidential matters pertaining to personnel, negotiations, student matters and/or attorney-client privilege. It is expected that the matters discussed in closed session shall be made public as soon as the need for confidentiality no longer exists.

MOTION:

SECOND:

VOTE:

XI. AGENDA APPROVAL

RESOLVED, that the agenda for the regular public meeting on November 16, 2011, as may have been modified, is hereby approved.

MOTION: Mrs. Miller SECOND: Mrs. Byrne VOTE: 6-0
Absent: Mr. Seesselberg, Mr. Sorrentino and Mr. Stevenson

XII. ADJOURNMENT

Mrs. Miller asked that the Minutes from the Committee Meetings done at the Committee of the Whole Meeting be distributed as soon as possible since the Chairs usually refer to them to set up their agenda items for the next meeting. Mr. Giannakis said the agendas should be set up by the Administrative Representative and emailed to the chair and if the Chair has questions or additions, they can contact the administrator.

By a unanimous voice vote, the meeting adjourned at 9:55 p.m.

MOTION: Mrs. Byrne SECOND: Mrs. Boyle VOTE: 6-0
Absent: Mr. Seesselberg, Mr. Sorrentino and Mr. Stevenson

Respectfully submitted,

Mark Resnick
Interim Business Administrator/Board Secretary