

JEFFERSON TOWNSHIP BOARD OF EDUCATION

Tuesday – July 6, 2010

6:00 p.m. Board Retreat Minutes

Stanlick School Media Center

A. Mrs. Scott, called the meeting to order at 6:14 PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

C. **ROLL CALL:**

	<u>Present</u>	<u>Absent</u>
Mr. Anzano	<u>X</u>	_____
Mrs. Castiglione	<u>X</u>	_____
Mr. Feldmann	<u>X</u>	_____
Mrs. Mastricola	<u>X</u>	_____
Mr. Millar	<u>X</u>	_____
Mrs. Scott	<u>X</u>	_____
Mrs. Servedio	<u>X</u>	_____
Mr. Stewart	<u>X</u>	_____
Mr. Vander Ploeg	<u>X</u>	_____

D. **BOARD RETREAT – Conducted by: Ms. Kathy Winecoff, Field Service Representative,
New Jersey School Boards Association**

All **nine (9)** members of the board of education, the superintendent, the business administrator, and the assistant superintendent met for a Board Retreat on **Tuesday, July 6, 2010** to review the process for completing the board self-evaluation, set both District and Board Goals for the 2010-2011 school year and to have the annual ethics discussion.

Ms. Winecoff started the retreat with the Ethics training as required under NJQSAC. The board discussed ways to serve as an ethical and responsible board member, the difference between an advisory opinion and a complaint with the School Ethics Commission and the Common areas of concern under the accountability regulations and nepotism policy. Board members had the opportunity to ask questions and discuss several areas of concern, including role of Board member input into Committee structure, policy, etc.

We then discussed the process for completing the 2009-2010 Board Self-Evaluations. The board president indicated that she would let the board know the timeline for completing the self-evaluation at the next board meeting.

We then moved in to the goal setting session. The board received an update on the progress from the 2009-2011 District goal prior to the completion of the CSA evaluation. During the discussion of the goal setting process, board members indicated they would like to see measurable outcomes of the goals as well as focus areas for the goals for the 2010-2011 school year.

We then moved on to a discussion to answer the following three questions about the Jefferson Township School District.

What’s Wonderful and Should Be Made Even Better?

- Students receive a good education
- Teachers are interested in student success
- Co-operative staff
- Exceptional staff
- Diverse program – something for everyone
- Choices program
- Successful students
- Facilities
- Great elementary schools
- Fine Arts program
- POS in cafeteria

- Administrators are approachable
- Community involvement, i.e. Star Group and After Prom Group
- Senior projects
- NJQSAC
- Professional Learning Groups
- Q3 and data
- Over the past 3-4 years the district has changed
- Technology in the classrooms

What's in Progress and Needs Continued Attention?

- Technology in classroom
- Professional Learning Groups (PLCs)
- Q3 & data (gathering of baseline data)
- PreK curriculum in Milton School (Creative Curriculum)
- Movement of Board Office location
- Stadium project (STAR Project)
- POS in cafeteria

What's Wrong and Needs Fixed?

- Finance efficiency and effectiveness
- Middle School
- Student achievement - efficiency
- Finance – ways to save money
- Personnel – re-evaluate positions
- Facility – relocation of Board Office
- Every budget needs to be looked at critically – “Zero-Based Budgeting”
- Discrepancies in NJASK scores
- Increase scores from Proficient to Advanced Proficient
- Gifted and Talented Program
- Writing portfolios
- Kids who fall through the cracks
- 43% of graduating students go on to 4-year schools
- Culture at the High School
- Board needs to set the bar higher for students to achieve
- Adult mentors

After discussion on the answers to the questions, the board came up with the following areas for goals in the upcoming year:

- Student Achievement (Math Grades 3-6)
- Facilities
- Finance – Budget Process
- Personnel
- Climate and Culture

The board then reached consensus on the following district and board goals for 2010-2011 school year:

DISTRICT GOALS 2010-2011

STUDENT ACHIEVEMENT

Goal: Look at student achievement in Math to identify strengths and weaknesses and take steps to address those weaknesses.

FINANCE:

Goal: Establish and implement a budget process that examines all areas for efficiency and effectiveness and provides a thorough and efficient education for all students.

FACILITIES:

Goal: Transition of the Board Office to the Drummond School by October 31, 2011.

CLIMATE AND CULTURE:

Goal: Improve the climate and culture of staff-student relationships in the Middle School and at the High School.

The board then came to consensus on the following board goals for 2010-2011:

2010-2011 Board Goals

Goal 1: Develop and implement a calendar to complete the Board Self-Evaluation.

Goal 2: Develop and implement a plan to monitor District and Board Goals.

Goal 3: Establish and implement a Professional Development Plan for the Board.
Action Plan to include: Team Building and Developing Norms

Next steps . . .

The next step in the goal-setting process is for the superintendent to develop an action plan (strategies) for each goal. The board also needs to develop a Professional Development Improvement Plan (action plan) for board goals.

District and board goals should be formally approved and the action plans should be formally accepted at a future board of education meeting (Aug/Sept). Dates for periodic updates on progress toward achievement of these goals will need to be established. The final step will be evaluating the superintendent (in March/April 2011) on progress toward achievement of the district goals.

E. OTHER

The Board reached a consensus that team building among the members would be beneficial. It was suggested that Ms. Joanne Borin be consulted for in-service training.

F. ADJOURN

Motion by Mrs. Masticola, seconded by Mr. Millar that the meeting adjourn at 10:10 PM.

Respectfully submitted,

Dora E. Zeno
Board Secretary