

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**  
**Special Board Meeting – Board Retreat**  
**Monday – July 14, 2008**  
**Jefferson Township High School Media Center**

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A. Mrs. Mastricola called the meeting to order at 6:41 PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

<b>C. ROLL CALL:</b>	<u>Present</u>	<u>Absent</u>
Mr. Anzano	<u>X</u>	<u>      </u>
Mrs. Castiglione	<u>X</u>	<u>      </u>
Mr. Cerny	<u>X</u>	<u>      </u>
Mr. Chamberlain	<u>      </u>	<u>X</u>
Mr. Feldmann	<u>X</u>	<u>      </u>
Mrs. Mastricola	<u>X</u>	<u>      </u>
Mrs. Scott	<u>X</u>	<u>      </u>
Mrs. Servedio	<u>X</u>	<u>      </u>
Mr. Vander Ploeg	<u>X</u>	<u>      </u>

D. **COMMENTS FROM THE AUDIENCE** *(on agenda action items only, if applicable)*

None

E. **BUILDING NEEDS AND FINANCE**

Motion by Mr. Anzano, seconded by Mr. Feldmann, to approve item **E.1**, below.

The Board discussed two options provided by Chartwells. The options included using biodegradeable products with a guaranteed return of \$108,351 and non-biodegradeable products with a guaranteed return of \$97,277.23.

Motion by Mrs. Servedio, seconded by Mr. Anzano, to withdraw first motion and approve **E.1** as amended over the original agenda. Item E.1 was amended *(see below)* and adopted.

**E.1** Motion to approve the **food service management** company contract between the Jefferson Township Board of Education and Compass Group USA, Inc. by and through its Chartwells Division for the 2008-2009 school year. This contract, as quoted, includes a management fee of \$0.221 cents and an administrative fee of \$0 cents per pattern meal and meal equivalent. Compass Group USA, Inc, by and through its Chartwells Division, guarantees a return of \$97,277.23 terms and conditions of the food service management contract between Jefferson Township Board of Education and Compass Group USA, Inc. by and through its Chartwells Division for the 2008/2009 school year. This guarantee is contingent upon the following:

- A. Lunch prices of \$2.25, \$2.50, \$2.75 and Breakfast prices of \$1.15, \$1.25, \$1.45.
- B. Closed campuses for lunch
- C. Reimbursement rates not less than \$0.34, \$1.11 and \$1.41 for breakfast
- D. Reimbursement rates not less than \$0.27, \$2.10 and \$2.50 for lunch
- E. A minimum of 180 meal serving days for the 2008-2009 school year.

Meal equivalents should be the result of dividing the total of Gross Sales exclusive of Pattern Meal sales (but inclusive of cash for adult meals, a la carte food and beverage sales, snack bar, catering, vending, conferences, food service in-kind meals, or any other functions) by two dollars and 00/100 (\$2.00)

MOTION: Mr. Anzano	SECOND: Mr. Feldmann			
Name	Ayes	Nays	Abstain	Absent
Mr. Anzano	X			
Mrs. Castiglione	X			
Mr. Cerny	X			
Mr. Chamberlain				X
Mr. Feldmann	X			
Mrs. Masticola	X			
Mrs. Scott	X			
Mrs. Servedio	X			
Mr. Vander Ploeg	X			

**F. BOARD RETREAT**

**1. NJQSAC**

- Mrs. Borin highlighted the NJQSAC information sheet as an overview of the process. She noted the “Take the QSAC Challenge” highlights the areas (in bold) where some boards experienced difficulty.

**2. Agenda - Goal Setting** *(See flow chart)*

- **District Goals** are goals that move the district ahead and require work of the superintendent.
- **Superintendent Goals** are an outcome of annual evaluations.
- **Board Goals** are professional development plans for the Board.

**3. District Accomplishments were brainstormed**

- Language Arts Curriculum
- Budget Passed
- Instructional Framework
- Defining excellent teaching
- Have Regulations
- Public is happy (moderately)
- New roof at Briggs School almost complete
- Balancing needs of facilities and instruction
- Limited vandalism
- Doors (buzzer entry systems installed)
- JT2015 moving forward
- Implementation of Special Ed-Autism Class
- Community Outreach attempts
- Technology

#### **4. District Goals**

Possible goals were examined based upon Committee recommendations and the full board. The following were selected:

**a. Educational Environment** - improve the physical plant.

- “Green” Plan
- Security
- Board Offices relocation

There was discussion about combining bulleted items above into one goal. The same action was taken for the student achievement goal as well.

**b. Improve Student Achievement**

- Centralize data
- Guidance
- Gifted & Talented
- Staff morale/recognition

There was discussion that at the Ad Hoc Committee. Teachers expresses concerns about not being recognized by administrators for volunteering to chaperone, etc. Details of the AD Hoc were shared and Mrs. Borin cautioned that the Board should not meet the group without the superintendent present. A Board member noted that the Ad Hoc Committee teachers said they would include the superintendent only if the NJEA Uniserve representative attended meetings. Mrs. Borin advised against this.

**c. Implement the Middle School Action Plan**

There was discussion about implementing the already developed action plan.

**d. Continuing Initiatives**

- NJQSAC

There was discussion about the governance portion being a critical component for the Board.

**e. Engage the Public**

There was discussion about the disappointment felt over public attendance at the Community Forums and the need to educate the public about what goes on in our schools and the budget. It was decided that the Board and superintendent would share this goal.

It was agreed that the Finance Committee would monitor progress on the “Educational Environment”, the Education Committee will monitor “Improving Instruction” and the “Middle School Improvement Plan”, the Community Relations Committee will monitor “Engaging the Public”. NJQSAC will be the responsibility of the full board.

## 5. Board Goals

### a. Engaging the Community

### b. NJQSAC – Governance

### c. Improve due diligence

- Discussions in public are healthy.
- P & P – new changes on policy and procedure to be reflected in minutes.
- Attach back up information to the agenda as much as possible.
- Informational items should go to the full board rather than be part of a Committee agenda.
- Improve boardmanship.

Mrs. Borin noted that the board must attend training. As an example, all board members must attend QSAC training in their first year.

### d. Professional Development Plan

It was agreed that the Community Relations Committee will complete this page. (*Green page in packet – see attached*)

## 6. NORMS

What are the norms? There should be agreement among the board as to what constitutes norms.

### A. Meetings - Board of Education

### B. Meetings – Committee

#### A. BOE Meetings

##### Before

- Read packets
- Contact BOE President with new and old business.
- Advise Board President or Board Secretary via phone or e-mail if unable to attend meeting
- Attend Committee meeting to be prepared for discussion/informed.
- If raising a concern, advise the Board President or Superintendent prior to meeting – No Surprises!
- Make the set up of the room more of a “u” shape so that there is more Board member face-to-face interaction.

##### During

- Watch your body language – keep it neutral.
- Avoid naming an individual staff member. Mrs. Borin advised to be careful, a lawsuit can arise.
- Sidebar conversations. Try to avoid these as much as possible.
- Cell phone calls. Try to avoid as much as possible. Try to take emergency calls only.
- Superintendent’s report – focus more on progress and less on good news.
- Public Comment section
  - Mrs. Borin’s suggestion was to limit this section to 20 minutes.
  - She also suggested to move this section, if need be, to an earlier portion of the agenda when the Board knows there is an issue.

##### After

- Avoid “parking lot” meetings.
- Go Home!

## **B. Committee Meetings**

### *Before*

- Review agenda in advance.
- If you cannot attend a meeting, notify the Committee Chair and contact the alternate to attend. If the alternate cannot attend, contact the Board President or the Vice President to attend.
- Develop a calendar of events so that we stay ahead of issues. Board Secretary should keep the Board ahead of issues.

### *During*

- Stay on topic.
- Move on to the next agenda item.
- Do not discuss your personal issues, i.e. your child(ren).
- Listen.

### *After*

- Read Committee minutes and ask questions if needed.

## **7. Board Professional Development Plan – What to include**

The following ideas were brainstormed:

- Board governance
- Outside training
- Self evaluation
- NJQSAC
- Ethics

## **G. ADJOURN**

Motion by Mrs. Masticola, seconded by Mr. Cerny that the meeting adjourn at 9:20 PM.

Respectfully submitted,

Dora E. Zeno  
Board Secretary