

**MINUTES OF THE PATERSON BOARD OF EDUCATION
BOARD GOVERNANCE TRAINING/RETREAT**

**September 30, 2023 – 9:40 a.m.
Administrative Offices**

***Provided by: Deborah L. Keys Write, National Board Governance & Equity
Consultant
The Write Keys 2 Consulting, LLC***

Presiding: Comm. Nakima Redmon, President

Present:

Dr. Laurie W. Newell, Superintendent of Schools

Comm. Valerie Freeman

Comm. Manuel Martinez

Comm. Jonathan Hodges

Comm. Della McCall

Comm. Dania Martinez, Vice President

Comm. Kenneth Simmons

Absent:

Comm. Oshin Castillo-Cruz

Comm. Eddie Gonzalez

Comm. Redmon read the Open Public Meetings Act:

The New Jersey Open Public Meetings Act was enacted to insure the right of the public to have advance notice of, and to attend the meetings of the Paterson Public School District, as well as other public bodies at which any business affecting the interest of the public is discussed or acted upon.

In accordance with the provisions of this law, the Paterson Public School District has caused adequate and electronic notice of this meeting:

Board Retreat
September 30, 2023 at 9:00 a.m.
Administrative Offices
90 Delaware Avenue
Paterson, New Jersey

to be published by having the date, time and place posted in the office of the City Clerk of the City of Paterson, at the entrance of the Paterson Public School offices, on the district's website, and by sending notice of the meeting to the Arab Voice, El Diario, the Italian Voice, the North Jersey Herald & News, and The Record.

OPENING REMARKS

- Governance is putting together the collective wisdom of the Board to benefit the constituents
- Collaboration with Superintendent is key
- Effective Board governance best practices
- Goal-setting with strategic plan

TERMS OF ENGAGEMENT

- Stay fully engaged
- Respect statements/comments
- Receive constructive feedback
- Embrace diverse views
- Except/accept non-disclosure

RETREAT OBJECTIVES

- Encourage governance team to reflect on systems and structures within the school district that promote or hamper effective school board practices
- Facilitator will offer best practices that can be immediately developed and implemented at the school level to ensure a collaborative relationship with board members, the superintendent, and community when making effective governance decisions
- Demonstrate clearly defined boundaries between city government and the educational environment

RETREAT OUTCOMES

- Acknowledge and model collaborative, vision driven leadership as you govern
- Create effective board governance practices that support the district's mission & vision
- Prioritize board governance focused work

Board Observations

- Community at large doesn't always understand that education does not move at the same space as the municipal government
- There is protocol and chain of command that needs to be followed to address issues
- Board members can listen to the community, but proper protocol should be adhered to
- Boards build relationships with administrative staff as well as the Superintendent

DIFFERENCE BETWEEN GOVERNANCE AND MANAGEMENT

Board Authority

- Evaluate outcomes
- Adopt visions and goals
- Adopt policies
- Oversight of management
- Goals
- Accountability
- Community leadership

Superintendent Authority

- Management
- Recommendations
- Evaluate progress
- Implement operations
- Develop plans and regulations
- Staff
- Operations
- Educational leadership

8 TRAITS OF EFFECTIVE SCHOOL BOARDS

- Commits to a vision of high expectations for student achievement and quality instruction
- Have strong shared beliefs and values about what is possible for students
- Have a collaborative relationship with staff and the community
- Are accountability driven
- Are data savvy and use it to drive continuous improvement
- Aligns and sustain resources to meet district goal
- Leads as a united team with the superintendent
- Take part in team development and training

BUILDING CAPACITY TO LEAD STRATEGICALLY WITH YOUR SUPERINTENDENT

Six Conditions of Systems Change

- Policies
- Practices
- Resource flows
- Relationships & Connections
- Power dynamics
- Mental models

Effective Boards Ask Tough Questions

- What is the goal for this...?
- What data tells us this...is important?
- What research supports the notion that this...will achieve these results?
- How does this...align with our vision, mission, and goals?
- What does staff need to know to implement this?
- Have resources have been set aside to support this?
- Have other...been sacrificed for this new....? If so, which one and why?
- How will the...be evaluated?

PRIORITIZING YOUR GOVERNANCE WORK

Teaching & Learning

- High quality opportunities
- Design/implement rigorous k-12 assessment
- Empower educators
- Student opportunities
- Educators' capacity

Facilities

- Address facilities issues
- Monitor/hold accountable
- Provide instructional areas
- Develop comprehensive maintenance program
- Prioritize/align with budget

Communications & Connections

- Establish mentoring programs
- Partner with faith-based
- Increase partnerships
- Utilize media platforms
- Improve internal/external communications

Social-Emotional Learning

- Create culture of whole child
- Provide PD for mental health
- Develop k-12 appropriate mental health curriculum
- Identify root causes
- Implement HIB program

STAFF/ROLE QUESTIONS

- How do our priorities align with the strategic plan?

- How does this practice align with our policies?
- What data do we have/need to identify the access/equity gaps that exist?
- How can we measure the impact of this practice/policy?
- What barriers exist for student success?
- How are we communicating/outreaching to our diverse community stakeholders?

LUNCH BREAK

WHY IS GOAL SETTING IMPORTANT?

It is one of the most important responsibilities of a local school board. When done well, this practice identifies priorities for the district.

Important questions to ask when setting goals for your district

- Where are we right now?
- You can't figure out where you go if you don't know where you are
- Governance teams must assess where the district is on key measures
- Where do we want to go?
- Honest discussions should take place between the board and superintendent about areas that pose roadblocks for students
- How will we measure success?
- It is important for the Board to select measures ensure continuous communication about goals

DISTRICT FIVE-YEAR STRATEGIC PLAN FOCUS AREAS 2019-2024

Goal Area #1 – Teaching & Learning

Goal: To create a student-centered learning environment to prepare students for career, college readiness and lifelong learning

- What expectations does the Board of Education have regarding the focus on teaching and learning?
- How will the Board of Education monitor and evaluate teaching and learning outcomes?
- What data will the Board of Education need to effectively provide oversight of teaching and learning in Paterson Public Schools?

Goal Area #2 – Facilities

Goal: To enhance and maximize learning opportunities provided by first-class facilities and technological improvements that prepares students for 21st century learning

Goal Area #3 – Communications & Connections

Goal: To establish viable partnerships with parents, educational institutions and community organizations to support Paterson Public Schools educational programs, advance student achievement and enhance communication.

Goal Area #4 – Social-Emotional Learning

Goal: Build the capacity of all stakeholders to address the social and emotional needs of the students and staff through professional development, instruction and support services.

BREAKOUT GROUPS EXERCISE

1. What expectations does the Board have regarding the focus on district goals: Teaching and learning, facilities, communications and connections, and social-emotional learning?
2. What data will the Board of Education need to effectively provide oversight of all four goals?

SUMMARY/TAKEAWAY POINTS/WHAT'S NEXT

- Think team, not individual – when the team progresses, the district progresses
- Believe in each other and support each other's success - Everyone is here to do their best
- Will provide Google folder with resources and suggestions to move the Board forward
- Focus on refining the committee structure
- Organize agenda-setting meetings

Goal-Setting:

- Develop three to four goals that support the district's strategic plan
- Create monitoring mechanisms for success

PUBLIC COMMENTS

It was moved by Comm. Hodges, seconded by Comm. Simmons that the Public Comments portion of the meeting be opened. On roll call all members voted in the affirmative. The motion carried.

No speakers.

It was moved by Comm. M. Martinez, seconded by Comm. Simmons that the Public Comments portion of the meeting be closed. On roll call all members voted in the affirmative. The motion carried.

ADJOURNMENT

It was moved by Comm. Simmons, seconded by Comm. M. Martinez that the meeting be adjourned. On roll call all members voted in the affirmative. The motion carried.

The meeting was adjourned at 4:46 p.m.

A handwritten signature in black ink, reading "Richard L. Matthews" with a small flourish at the end.

Mr. Richard Matthews
Business Administrator/Board Secretary