

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

January 10, 2020 – 6:00 p.m.
William Paterson University
University Commons 171B

Presiding: Comm. Kenneth Simmons, President

Present:

Ms. Eileen F. Shafer, Superintendent of Schools
Ms. Susana Peron, Deputy Superintendent

Comm. Vincent Arrington
Comm. Emanuel Capers
Comm. Oshin Castillo
Comm. Jonathan Hodges

Comm. Manuel Martinez, Vice President
Comm. Joel Ramirez
Comm. Nakima Redmon
Comm. Corey Teague

Also present:

Ms. Cheryl Coy
Ms. Sandra Diodonet
Ms. Pamela Powell
Mr. Richard Matthews
Boris Zaydel, Esq.

Mr. David Cozart
Mr. Richard Matthews
Ms. Joanna Tsimpedes
Ms. Cicely Warren

Highly Skilled Professionals:

Mr. Theodore Best
Dr. Alexis Colander
Dr. Stephen Cowan

Comm. Simmons 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 notice of this meeting:

**Board Retreat
January 10, 2020 at 6:00 p.m.
William Paterson University
300 Pompton Road
Building 49
Wayne, 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.

PUBLIC COMMENTS

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

- Comm. Simmons presented opening remarks
- Deborah L. Keys Write, Executive Consultant, The Write Keys 2 Consulting, LLC- over 25 years' experience; works solely with BOE and Superintendents
- Board and the Superintendent both need to work collaboratively to be successful
- Inquiries regarding the length of BOE member terms
- Introductions of Assistant Superintendents/Deputy/ HSPs/Superintendent
- Board Training is important as BOE members need to attain credentials
- BOE- Set goals for the district
- Activity-Attendees shared one unknown fact about the other and had to determine who it related to

Working as a Team: Board Governance Best Practices

- Group vs Team
- Same highway/ different lanes
- Roles of Board and Superintendent-
 - Recommendation- place on seat a brief handout with the roles of the Board of Education to inform the general public
 - Board of Education-
- Policy making
- Designate Chief Executive Officer
- Planning, goal setting and evaluation
- Fiscal responsibilities
- Engage, act, appoint, monitor and determine standards and goals
- Where were we, where are we now, where do we want to be?
- Discussion of whether BOE thinks it acceptable to visit buildings without notification
 - It is ok to visit, however a practice or norm should be in place
 - Assure to maintain contact with the Superintendent
 - Why visiting a building? Is it necessary?
- Meeting in the public; not the public's meeting
- Recommendation: Change the arrangement of Board seating arrangement
- Board- Oversight/Management

- Superintendent- Recommendations
- Superintendent's Role
 - Chief Executive Officer of the district
 - Follows goals set by Superintendent
 - Develops/Carries out school regulations
 - Manages the day to day of the district
 - Works to develop, recommends and administers the budget
 - Supervises facility recommendations
 - Communicates needs
 - Responsible for the direct and indirect performance evaluations
 - Provides student assessment, recommends courses of study
- What is the will of the Board? (collective vision)
- No surprises towards each other; no surprises to the Superintendent
- Recommendation- Filter all questions through Board President; send inquiries 24 hours before Board meetings
- When information is on the agenda; be ready to vote- handle business
- Follow Robert's Rule of Order
- Policy vs Regulation
 - Policy- The who, what, the why
 - Regulations- staff
- Board- Focus on student achievement
- Board- assure packet is read
- Board- Questions and inquiries should be asked or vetted at committee meetings
 - Set expectations/norms for committee
- Assure clear communication among Board Members and between the District
- Uphold strong ethical standards on the board

ADJOURNMENT

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

The meeting was adjourned at 9:06 p.m.