

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

January 11, 2020 – 9:00 a.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

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 11, 2020 at 9:00 a.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. Martinez, seconded by Comm. Castillo 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 shared and discussed pre-assessment survey results and board norms/protocol

- When second- repeat the motion
- When information is brought to the attention of a BOE member... notify the Superintendent who then handles the issue; then Superintendent notifies BOE member of action and “closes” the loop
- BOE communication, trust building
- Board to Board Expectations stated and reflected upon
  - Trust
  - Preparation is key
  - Confidentiality is vital and is the law
  - Norms:
    - Confidentiality
    - All devices are removed from the room
    - Collective decisions
    - Build consensus
    - Be efficient and well-read on-Board packet information to make informed decisions
    - Everyone votes for the collective will of the Board
- Any presenter should be prepared and well versed on information
- Board Request:
  - Transparency is need; always add comparative data
  - Would like comfortable seats
  - Provide trends for submitted data
  - Do not work in silos
- Review of BOE Survey feedback (anonymous)
- Researched ways for Board of Educations to run effectively
  - At front usually- Superintendent, Board President and Board Vice President
- Media- not necessary to comment to the Press
  - Response: This was the decision of the Board.
- Board Norms:
  - Structured and productive
  - Respect differences and each other’s expertise
  - One voice, accountability, communication and respectful
- Activity- Board Members worked as groups of 3s in the development of 3 Board norms needed for the Board to function effectively.
- Set operating procedures

- Board's Agenda- everyone can have something to discuss; however, information must be submitted to the President in a timely manner
  - If it is not on the agenda- it should not be addressed
- We will abide in the Code of Ethics document that is signed (Sample)
  - Read and set it on record
  - Later publicly address violation and censure
- Board set up 6 norms that will be followed
  - Recommendation- publicized or placed behind Board on days of meetings
- Social Media
  - Personal social media is personal; Board business should not be addressed
  - Comply with District Social Media policy
- Align Board goals to District Strategic Plan
  - Support Strategic Plan

## **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 3:40 p.m.