

MINUTES OF THE PATERSON BOARD OF EDUCATION BOARD RETREAT

July 29, 2017 – 10:00 a.m. – 1:00 p.m.
Administrative Offices

Presiding: Comm. Christopher Irving, President
Facilitator: Dr. Michael Osnato

Present:
Ms. Eileen Shafer, Acting State District Superintendent
Ms. Susana Peron, Acting Deputy Superintendent

Comm. Emanuel Capers
Comm. Oshin Castillo
Comm. Chrystal Cleaves, Vice President
Comm. Jonathan Hodges

Comm. Manuel Martinez
Comm. Lilisa Mimms
Comm. Nakima Redmon

Absent:
Comm. Flavio Rivera

The Salute to the Flag was led by Comm. Irving.

Comm. Irving 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
July 29, 2017 at 10:00 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.

OVERVIEW

Comm. Irving gave an overview of what would be taking place during the Board retreat.

INTRODUCTORY REMARKS

PCTI Update

On July 20, 2017, Commissioner Irving and I met with Diana C. Lobosco, PCTI Superintendent, and their Board President to discuss the courtesy busing issue. Mrs. Lobosco proposed reimbursing our district \$200,000 for transportation which is not sufficient to resolve this issue. (See attached letters.)

NJSIAA

- NJSIAA controversies decision. (See the attached.)
- I am appealing the ruling of disqualifying the girls' and boys' basketball teams from the 2017-2018 State tournaments. (See the attached.) This is for our students. I have and will continue to recuse myself from the staff involved.

PAA & PEA

- On July 25, 2017, I met with Grace Giglio, PPA President, and the following issues were discussed:
 - Communications
 - Principal evaluations
 - Principals' meeting
 - Co-observers for schools without Vice Principals
 - Central office responsiveness
 - Principal representative attending cabinet meeting once per month
- On July 27, 2017, I met with John McEntee, PEA President, and the following issues were discussed:
 - Communications
 - Negotiations

Human Capital

In an effort to open the school year with no vacancies, a job fair was held on July 25, 2017, at the district office. (See the attached statistics related to the fair.)

4.2 Million

- Additional Aid (See the attached.)

Readiness to open schools

- Principal Checklist
- Action Plan

Business Administrator

- Update—14 applicants, interviewed 6

Upcoming Events

- The Administrators Institute for the district will be held on August 21-25, 2017, at Passaic County Community College. This professional development is for all district administrators.
- New Teacher Orientation will be held on August 29-30, 2017, at International High School.
- A Cabinet retreat will be held on August 29, 2017, at the district office beginning at 8:30 a.m.

RECOMMENDATIONS FOR THE \$4.2 MILLION ADDITIONAL FUNDING

REQUESTED NEW POSITIONS	Salary	Benefits	
1-Nurses	60,000	20,000	80,000
15-Security (4 JFK, 3 Eastside, 8 Elementary with only 1 guard	35,000		525,000
5-Speech Therapist	70,000	20,000	450,000
2-Occupational Therapist	75,000	20,000	190,000
2-Behaviorist	75,000	20,000	190,000
1-Vice Principal @ AHA 700 students	90,000	20,000	110,000
5-Teachers Special Ed-2-Dale, 2-MLK, HARP,20,	65,000	20,000	425,000
6-Instructional Aid-2-MLK,20, 28, 2-DALE	30,000	20,000	300,000
2-SACS	55,000	20,000	150,000
2-Librarians	55,000	20,000	150,000
1- English Teacher @ SOIT	55,000	20,000	75,000
1- SS Teacher @ In'tl	55,000	20,000	75,000
1-Math Teacher-Int'l	55,000	20,000	75,000
1-Grade 1 Teacher-PS #3	55,000	20,000	75,000
1- ESL Teacher-PS #26	55,000	20,000	75,000
1- ESL Teacher-PS #21	55,000	20,000	75,000
1- Bilingual Teacher - PS #13	55,000	20,000	75,000
1- Bilingual Teacher - Dale	55,000	20,000	75,000
1 Bilingual Bengali teacher-Don Bosco	55,000	20,000	75,000
1 Bilingual teachers-NRC	55,000	20,000	75,000
1- Café Monitor-YMA	7,900		7,900
TOTAL SALARIES AND HEALTH BENEFITS			3,327,900
HARP lockers			30,000
STUDENT INSURANCE (and fees)			514,000
Law Suite-settlement			400,000

ADDITIONAL FUND FROM THE STATE \$3,290,339 & realloc fr districts
\$1,001,554

(4,271,900)

4,291,893

19,993

READINESS FOR SCHOOL OPENING

Ms. Shafer presented the following information that is being used to ensure a smooth opening of schools:

OPENING OF SCHOOLS

Daily Operations for Opening

- _____ Requisitions for supplies, materials and textbooks entered in the system
- _____ Supplies delivered and dispersed, including textbooks, materials and resources
- _____ Personnel Transaction forms submitted for breakfast and lunch program
- _____ All vacancies filled
- _____ Schedule PTA, PTO meetings for the year
- _____ Appoint coaches, advisors and all stipend positions for the year and complete Personnel Transaction Forms
- _____ Develop field trip schedule for the year
- _____ Attend new teacher orientation
- _____ Prepare day 1 & day 2 of school agendas
- _____ Publicize program activities and recognize staff and student accomplishments through calendars, and announcements
- _____ Develop parent handbook
- _____ Policy implementation: Cuts – Lates – Absences – Makeup Work
- _____ Enforcement of ID's
- _____ Follow fundraising procedures
- _____ Participate in District HiLites
- _____ Monitor staff attendance
- _____ Monitor student attendance
- _____ Status of requisitions
- _____ Develop daily entry and exit procedures as well as procedures to be used during inclement weather conditions
- _____ Return of Opt-Out Military forms
- _____ Assign responsibility of assessment protocols
- _____ Implement transportation procedures
- _____ Implementation of disciplinary hearings
- _____ Develop staff snow chain
- _____ Update school website
- _____ Coordinate freshmen orientation programs
- _____ Process vandalism violence forms and county serious incident reports
- _____ Provide cafeteria coverage schedule
- _____ Develop a schedule of learning walks

- _____ Process for student attendance hearings
- _____ Process for student suspensions
- _____ Review student code of conduct
- _____ Review and disseminate Board of Education meeting schedule
- _____ Provide a format for lesson plans
- _____ Develop a schedule for plan book submission
- _____ Utilize equipment request form
- _____ Disseminate internet acceptable use agreement
- _____ Develop Teacher Observation Schedule for the Year
- _____ Provide protocols for use of cell phone and other electronic portable communication devices
- _____ Communicate expectations/motivate students to choose appropriate behaviors (Student of the Month, grading system/rewards, Honor Roll, Principal's List, Perfect Attendance)
- _____ Finalize and disseminate instructional schedule for each teacher
- _____ Discuss attendance and dress expectations and procedures
- _____ School enrollment (by grade, by class, by program, number of sections) is current
- _____ Procedures and rules are established and posted
- _____ Transportation is finalized
- _____ Information letter sent home
- _____ Develop Home-school liaison services
- _____ Disseminate procedures for volunteers
- _____ Parent resource center (information and services)
- _____ Discuss goals for your school
- _____ Prepare orientation programs
- _____ Assign mentors for new staff members, clarify their responsibilities, and provide training
- _____ Make personal calls to new teachers to invite them to the new teacher orientation and answer any questions
- _____ Ensure that copies of standards of learning, curriculum guides, and other teacher resource materials are ready for distribution to each new teacher
- _____ Carefully plan the focus, outcomes, and organization of the opening faculty meeting
- _____ Review/Prepare a "Procedures for the First Day of School" handout to review at the opening meeting
- _____ Schedule time for teachers to work in their rooms
- _____ Arrange for distribution of keys to teachers as they arrive on the first day
- _____ Plan a presentation on the teacher supervision and evaluation process
- _____ Review new district initiatives and plan appropriate presentations for staff
- _____ Determine which administrators will supervise/evaluate teachers
- _____ Prepare and mail packet to students and families with information about the opening of school, including a welcome letter from the principal and necessary forms to be returned to school
- _____ Arrange for any necessary translations of information for non-English speaking students and their families
- _____ Make sure that all students will have an accurate schedule on the first day of school
- _____ Notify students and families during the summer of any schedule changes so that there are no surprises when students report to school
- _____ Contact elementary schools to determine which students may need special support or attention

- _____ Emphasize the importance of high visibility of all administrators during the opening day of school
- _____ Post pertinent contact information about the opening of school on the front doors or windows of school. Send Parent Link message and post on the website.
- _____ Change hall locker combinations and repair broken lockers
- _____ Make sure that all summer repair jobs are completed in a timely manner
- _____ Make sure that all rooms are equipped with a sufficient number of desks and chairs
- _____ Make sure the teachers' lounges, restrooms and workrooms are ready before the staff return (cleaned, stocked and inviting)
- _____ Devise alternate bell schedules (late openings, early closings, etc.)
- _____ Make sure all communication devices (PA, walkie-talkies) are ready for use

Staff

- _____ Finalize schedules, both staff and students
- _____ Opening school ceremonies for – students and staff (packet)
- _____ Develop professional development plan
- _____ Select affirmation action representation per school
- _____ Select HIB Specialist per school
- _____ Schedule a mentoring meeting with probationary staff
- _____ Develop a staff handbook
- _____ Welcome back – introduction of newly assigned staff
- _____ Complete personnel information form for office use for all staff
- _____ Complete emergency contact information
- _____ Disseminate swipe – in and out procedures for faculty and staff
- _____ Disseminate school district calendar
- _____ Develop a schedule of monthly staff meetings
- _____ Provide direction for use of AESOP Substitute Program
- _____ Collect substitute plans
- _____ Complete the evaluation of substitute teacher performance
- _____ Develop procedures for assembly programs
- _____ Develop criteria for assembly programs
- _____ Develop assembly program schedule
- _____ Develop Hall/Classroom bulletin board assignments
- _____ Implement DYFS Procedures
- _____ Disseminate teacher responsibilities
- _____ Prepare parent contact log
- _____ Provide parents with homework notice
- _____ Develop lunchroom rules
- _____ Distribute plan books and grade books
- _____ Develop displays and information (boards, posters, signs, etc.)
- _____ Provide grade level and room assignments
- _____ Individual Professional Growth Plans have been developed
- _____ Plan orientation day
- _____ Plan professional Development Day
- _____ Develop grade level planning meeting schedule
- _____ Develop inclusion/resource/team planning schedule

- _____ Identify primary and secondary evaluators
- _____ Collect registration information (medical, emergency, free/reduced meals, native language, language proficiency, basic skill proficiency, IEP, 504, promotion/retention status) for each student is current
- _____ Develop class assignments (roster lists)
- _____ Establish individual folder or portfolio for each student
- _____ Develop bulletins, newsletters, progress report procedures and timelines
- _____ Prepare hall bulletin boards
- _____ Make sure all teachers know team assignments (including co-teaching) before they return to school
- _____ Review teacher handbook for changes/revisions and post on school internal website
- _____ Plan the focus, outcomes, and organization of the opening faculty meeting
- _____ Model and explicitly note best instructional practices at opening meetings
- _____ Test technology to be used in opening meetings to ensure that presentations run smoothly
- _____ Determine school committees and develop a procedure for teacher selection of/ assignments to school committees
- _____ Determine extra duty assignments for teachers; minimize additional duties for new teachers
- _____ Review teacher leadership roles and responsibilities and provide needed training and resources
- _____ Make arrangements for an opening day breakfast and/or luncheon
- _____ Review the school's grading policy and determine if there will be any modification to how teachers determine student grades
- _____ Review and celebrate the accomplishments of collaborative teams from the previous year and their goals for the upcoming year
- _____ Be explicit about appropriate use of school computers and personal use of social media (Facebook, Twitter, etc.)
- _____ Encourage teachers to have upbeat and engaging opening of school activities that transcend filling in forms or hearing about rules
- _____ Promote the establishment of SMART goals along with SMART actions to ensure that the goals are carried out

Student & Parent

- _____ Review student registration and attendance
- _____ Disseminate Student handbook
- _____ Implementation of uniform policy
- _____ Review attendance, tardiness policies, services and discuss problems/solutions with staff
- _____ Review grading/report card procedures
- _____ Review grading for specialists procedures
- _____ Disseminate parental permission forms
- _____ Collect Media Release Forms for Students
- _____ Implement IR&S Referral forms
- _____ Review Disciplinary Referral Form for Categories I, II, and III, Student Code of Conduct Book
- _____ Develop September packet & sign-offs for parents
- _____ Review with Parents Attendance, dress code, and behavioral expectations and procedures for students
- _____ Schedule and prepare for back to School Night, parent conferences, and parent workshops

- _____ Publish/distribute a school year calendar with information about school events, report card distribution and parent meetings for parents
- _____ Make sure that all contracted printed materials (student handbook, student directory, etc.) are ready by the deadlines and are also placed, as appropriate, on website
- _____ Plan orientation for new students
- _____ Arrange for student guides for new student orientation
- _____ Make sure that appropriate schedules are prepared for special needs or special education students
- _____ Assign student lockers
- _____ Greet students as they arrive the first day
- _____ Prepare the welcoming announcement for the first day of school
- _____ Plan assemblies to welcome new and/or returning students; ensure that the message to students is upbeat and positive
- _____ Ensure that all IEPs and 504 plans are complete so that special education students are appropriately placed
- _____ Ensure there is high visibility of adults in hallways during the opening of school to provide assistance to students and to promote the school's tardy policy
- _____ Identify students who are no-shows and make plans to register them in a timely manner
- _____ Review the records of students who have struggled in the past; plan to provide additional support as the school year begins
- _____ Plan an in-school mentoring program matching older students and younger students
- _____ Watch out for "loners" or students who may need special needs
- _____ Make sure that all written materials are prepared for either mailing to parents or distribution to students to take home on the first day of school
- _____ Work with the PTA to decide on meeting dates, newsletter publication dates, dates for special events for parents during the year, fundraising, etc.
- _____ Arrange for PTA representatives to contact new families and welcome them to the community
- _____ Plan an Open House for new parents and students to tour school before the opening of school
- _____ Advertise Back-to-School Night date(s)

Classroom

- _____ Inspect Instructional equipment (safety, operational)
- _____ Check classrooms for (blackboards, bulletin boards, posters, signage)
- _____ Review Textbooks (workbooks) and order if necessary
- _____ Secure supplies (office and class)
- _____ Determine that Class lists are current (see students)
- _____ Ensure procedures for review of student educational plans have been established

Assessment

- _____ Review student state assessment results & strategize
- _____ Distribution & review test scores
- _____ Establish pupil progress indicators
- _____ Assess student performance for prior year (individual, class, and school)
- _____ Implement Assessment and reporting procedures and timelines
- _____ Update data binders and NJQSAC recent state assessments
- _____ Establish data teams
- _____ Identify each student who is in need of additional instructional support

- _____ Establish individual instructional plan for each identified student
- _____ Establish pupil progress indicators for each teacher (see personnel)
- _____ Develop performance benchmarks (attendance, discipline, content, assessment tasks, portfolio, individual proficiency)

Facilities

- _____ Walk-thru building for operational purposes – lights, locks, windows
- _____ Update school safety plan
- _____ Walk-thru of all classrooms and offices
- _____ Prepare work orders if necessary
- _____ Develop Fire drill schedule
- _____ Inspect Building for neatness, no clutter and cleanliness
- _____ Monitor facility utilization for appearance, cleanliness, and health and safety
- _____ Review Health and safety checklist (indoor and outdoor, clocks, public address system, keys, signage)
- _____ Inspect Furniture (students per class) in all classrooms
- _____ Meet with security staff to discuss orderly procedures for evacuation of the building during fire drills and other emergencies
- _____ Arrange for and supervise the summer cleaning process
- _____ Check for the completion of any scheduled technology work that was scheduled for summer completion
- _____ Inspect the building and the grounds to make sure they are in good shape for the opening of school; remove all graffiti
- _____ Have copiers serviced so that they are ready for teachers when they return
- _____ Work with technology support staff to assure proper functioning of all available technology
- _____ Make sure that non-instructional supply orders are completed

School Regulations and Fire Codes

- _____ Ensure emergency exit directions are posted in every room visibly near the door
- _____ Ensure emergency lights are in working condition throughout the building
- _____ Ensure all emergency exit signs are lit
- _____ Ensure fire extinguishers are fully charged and the ticket attached is signed and dated
- _____ No storage is allowed under the staircases
- _____ No chains are allowed on any of the doors, even if they aren't being used.
- _____ Ensure hallways and doors are clear of obstruction
- _____ Ensure all sinks and toilets are in good working condition
- _____ Ensure water fountains are in good working condition
- _____ Ensure bathrooms are equipped with soap, paper towels and toilet paper
- _____ Ensure all staircases are well lit
- _____ Ensure work orders are complete

Focus on Community

- _____ Establish a school/business partnership that will benefit both the school and the business
- _____ Reach out to community leaders (religious, civic, business, etc.) to build an alliance and a support system for the school

- _____ Attend and/or present at community meetings to personalize school leadership
- _____ Seek mentors in the community to work with and support selected students

Miscellaneous

- _____ Devise alternate bell schedules (late openings, early closing, etc.)
- _____ If appropriate, arrange for student assignment notebooks to be purchased
- _____ Prepare folders for teachers to use when they have substitute teachers
- _____ Create a crisis plan to deal with any emergencies that might occur during the year
- _____ Keep records of what worked and did not work to use in planning for next year's opening

OPENING SCHOOL REPORT

Action Item	Person Responsible	Status
New Comers to NRC & School 15	Susana Peron	<p>Meeting, May 31st</p> <p>New Comers Grade 4 & 5 going to School 15</p> <p>New Comers Grade 6, 7 & 8 going to New Roberto Clemente</p> <p>School Code – 150 taken care of</p> <p>School 11</p> <p>Take it with them</p> <p>Boxes are in packing/labelled</p> <p>Busing for Siblings need process</p> <p>Open House August for NRC & School 15</p> <p>2 Interactive white boards Smith St. to Prospect Park</p> <p>Office Built at NRC</p> <p>2 Interactive white boards to School 15 from Smith St.</p> <p>Code 150 Newcomers @ NRC } Inform Principals & Lourdes</p> <p>Code 150 Newcomers @ 15 }</p> <p>Burglar alarm code</p> <p>Change of use to County form Board action</p> <p>Computers EHS, 11, St. Paul's</p> <p>Need PO's new phone numbers, fax numbers</p> <p>302 to School 8 E-5 Sped Class</p>
Use of Gyms & Transportation - Revenue & Transportation	Anna Adams	<p>HARP – fitness room</p> <p>2 Rooms Fitness to be used by HARP</p> <p>GFA – Van & STARS, SCA - PCCC</p> <p>Steve retrofit first floor</p> <p>2 Rooms at HARP can be done \$30,000.00</p> <p>(Needs plan of needs from Anna for Colt Street)</p> <p>Check lock on gate for fire escape</p>

Action Item	Person Responsible	Status
Alternative Schools - Combine YES Academy with Silk City 2K Academy Bid – Board Approval	David Cozart	Parents-students notified scheduler, Nicole & Neil walk thru, moving supplies ordered. Youth Corp. Colt St. – a wing and/or area Move security desk Packing, have moving materials SOP for Alternative Ed.
Young Mens Academy to Prospect Park	Cicely Warren	Parents notified Supplies ordered New students Have packing materials Last move (Cicely excess furniture at Smith St. will get inventory)
Great Falls Academy to School No. 11	David Cozart	Walk thru Set-up rooms Secured boxes to move Metal Detector set-up Security Lighting needed Need Security each floor Electric work needs to be done Packing & labelling (School 11 sections of fence an issue) Upgrade electric
Action Item	Person Responsible	Status
Transportation – Bid July 27 th	Lisa Vainieri	17-18 Routes some out Bid June 20 th 17-18 Routes all but Pre-School Special Education June 20 th Bid Special Education, School 8, New Comers, School 21 Last bid – July 27 th Media on 27 th at bid

Technology plan for moves (not in budget)	Jeron Campbell David Cozart Cicely Warren	Will schedule once we know the moves What technology moves? <ul style="list-style-type: none"> • High School • Elementary School
Parent Notification (All School Moves)	Cicely Warren Sandra Diodonet David Cozart Cheryl Coy	11-NRC/15 - YES GFA - 11 - YES YMA - Prospect Park YES, SCA – Yes Done
Classrooms - Special Education	Cheryl Coy	School 25 Pickup School 20 LLD Class School 20 will get another Bd. Class Special Education 11 go to School 8 MLK getting another BD Class Principals all know, parents good BD 8th Grade from MLK to GFA Reclass Class at EHS to LLD Need LLD Class – High School – KHS Positions Sped needed 3 or 5
Action Item	Person Responsible	Status
Facility Readiness School Moves School Closures	Steve Morlino Neil Mapp James Smith	I.H.S. No use in Summer School closures Smith St. School moves listed <ul style="list-style-type: none"> • School 11 to NRC, 15 • GFA to School 11 • YMA to Prospect Park • Combine YES and SCA Moves Tuesday, June 13 th Boxes Moving Supplies (Summer Plan) Lawn Equipment Snow Blowers
Summer Professional Development for Administrators	Terry Corallo	Save date is out – Monday, June 12 th Draft

Household Surveys	Daisy Ayala Jeron Campbell David Cozart Sandra Diodonet Cicely Warren	Pam to take care of this schedule a meeting and have a process Need final process with MIS & Finance and timeline Meeting mid July
Teacher/Principal Evaluation Manuals with updates	Jeron Campbell	August training copies
PC Lists Monthly to Principals for Review	Luis Rojas Daisy Ayala	August/Luis
Action Item	Person Responsible	Status
New Teacher Orientation	Sherri Brackett	Plan – August 28 th , 29 th & 30 th I.H.S. Good Lunch is questionable Need new hire list
Requisitions from Schools for September 1 st – Supplies & Materials	David Cozart Sandra Diodonet Cicely Warren	Done
Central Registration	Jim Smith Lisa Vainieri	PowerSchool – sent by Lisa Changes needed in PowerSchool School 8 Kindergarten
IEP's Completed	Cheryl Coy	June 15 th Done; 90% Done
Summer graduates	David Cozart	Coursework Summer School Summer Grades
PowerSchool Plan	Jeron Campbell	Met with Union – all Ok Training Schedule Principals Trained Who can do what changes with PowerSchool? Date specific for turning switch

Leases – AHA – Sept. St. Theresa – need Board Resolution for Sept. 1 st - Done Sheridan – month to month Trailers TCUs: <ul style="list-style-type: none"> • School 3 – 2 • School 18 – 1 • School 1 - 3 	Steve Morlino Bob Murray	Renew all – Done Plan to eliminate trailers
Action Item	Person Responsible	Status
Review of access to Curriculum Website	Susana Peron	September Professional Development Principal Institute
Chronic Absenteeism – No Show (ASSA) Bottom 6 schools	Jeron Campbell David Cozart Sandra Diodonet Cicely Warren TJ Best	We need a process June letters out Top 15 Schools August letter be sent out again
Parent Data	Terry Corallo William Kemper McDowell	Plan Update Information
Moves: School 11 – NRC GFA – School 11 YMA – St. Paul's YES – SCA Youth Corp. – Colt St.	Steve Morlino Neil Mapp David Cozart Sandra Diodonet Susana Peron Cicely Warren	Neil schedule to Eileen ASAP
School Handbooks	Cicely Warren Sandra Diodonet David Cozart	End of June Monday, June 26 th / after July 4 th 2 Handbooks PreK - 2
Fill every Vacancy – September 1 st	Luis Rojas	Grades 3-12

Revised 7/25/17

GOAL SETTING WORKSHOP

The Board was provided with the following materials:

- Evaluation Process Calendar
- Sample Professional Development Improvement Plan
- Board Responsibilities – 12-Month Agenda Planning

It was moved by Comm. Martinez, seconded by Comm. Redmon that the Board goes into executive session. On roll call all members voted in the affirmative. The motion carried.

The Board went into executive session at 11:15 p.m.

It was moved by Comm. Redmon, seconded by Comm. Castillo that the Board reconvenes the meeting. On roll call all members voted in the affirmative. The motion carried.

The Board reconvened the meeting at 11:50 p.m.

***Acting State District Superintendent Eileen Shafer and Acting Deputy Superintendent Susana Peron left the meeting at 12:00 p.m.**

SUPERINTENDENT SEARCH PROCESS

Dr. Michael Osnato reviewed the materials for the Superintendent Search process:

The Board developed the following timeline for the search process:

SUPERINTENDENT SEARCH PROPOSED TIMELINE FOR THE PATERSON PUBLIC SCHOOL DISTRICT

Meet with Board of Education July 29, 2017

Search Firm Request for Proposal/Qualification (RFP/RFQ) August 23, 2017

Place Ad in Star Ledger and Education Week October 15, 2017

Intensive Recruiting October 15 – November 30

Closing Date for Applications November 30, 2017

Consultant Interviews, Follow-up and
Preparation of Reports and Files December 20, 2017

1st Round Presentation of 8 Finalists to Committee January 1 – January 15

2nd Round Presentation of 5 Finalists to Committee January 15 – February 1

Final Presentation of 3 Finalists to the Board of Education February 1 – February 15

Site Visits and Contract Finalization February 15-20, 2018

Official Appointment by Board of Education March 1, 2018

New Superintendent Begins Employment April 30, 2018

*All dates are subject to change

PUBLIC COMMENTS SESSION

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.

There were no public comments.

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

The meeting was adjourned at 1:15 p.m.