

**Rochelle Park Board of Education
Special Public-Board Retreat Meeting Minutes-7:30 P.M.
July 23, 2014**

- I. Call to Order and Flag**
- II. Roll Call**

Board Member	Present	Absent
Mr. Mark Scully, Vice President	X	
Mr. Sam Allos	X	
Mrs. Arlene Ciliento-Buyck	X	
Mrs. Teresa Cravello	X	
Mrs. Maria Lauerman	X	
Mrs. Dimitria Leakas	X	
Mr. Robert J Esposito, President	X	

Others present:

- Dr. Dennis McDonald, Interim Superintendent
- Christine M. Werner, Business Administrator/Board Secretary
- Brian Cannici, Acting Principal
- Shirley Abraham
- Al Annunziata, NJSBA Field Service Representative

III. Open Public Meetings Act, Chapter 231,P.L.1975 Announcement-by Board President

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that”
“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of bodies at which any business affecting their interests is discussed or acted upon. Notices announcing the date, time and place for this Regular Meeting were sent to all concerned individuals, associations and sent to the, The Record and The Our Town, in accordance with Chapter 231,P.L.1975”

IV. Board Items: Mr. Annunziata, NJ School Boards Field Service Representative conducted the program for the board.

Several documents were given to the board on Data Informed Goal Setting file folder and information, NJSBA 2014 workshop exhibition session, ACES Plus pamphlet, Collective Bargaining workshop flyer and the Compilation of the Board Self Evaluation 2014.

The agenda for the evening focused on what’s new in NJSBA, the Rochelle Park 2014 Board Self Evaluation review, review of the 2013-2014 Board goals and District goals, and discussion regarding the development of the 2014-2015 Board goals and District goals.

Mr, Annunziata distributed the compiled **2014 Board Self-Evaluation** which was discussed and reviewed in detail. Mr. Annunziata stated that this compiled evaluation, completed by 7 of 9 participants, indicates that the Board has many areas of strength and is performing at an effective level. Mr. Annunziata stated that all areas indicated an average score of **3.1 or above**. Opportunities for growth for the full board were identified in: **Board Performance** (*works together in an atmosphere of mutual trust and respect*); **Board Superintendent Relationships** (*works with the superintendent in a spirit of mutual trust and confidence*); and **Board and Community** (*has an effective community relations program*). Opportunities for growth for the full board were identified in: **Planning, Board Performance and Board and Community**.

Finally, a brief discussion was held regarding the goal-setting process, and identified the difference between District Goals, Superintendent Goals, Merit Goals and Board of Education Goals. In the interest of time, the Board opted for an abbreviated goal setting process. The Board of Education discussed the state mandate for **2014-15 Superintendent's Professional Development Plan** to be developed and submitted to the board and for review by the board by **July 1st**. Mr. Annunziata explained that the plan should span a duration period equal to the superintendent's contract years remaining and include an annual progress report and review by the board at each school year's end. Mr. Annunziata distributed "A Data-Informed Goal Setting" packet and introduced the materials contained therein.

The Board recognizes that the development of the **Action Plans** for District Goals is the **responsibility of the superintendent**. The Board then holds the superintendent accountable for progress toward the achievement of those district goals in the annual evaluation process.

The Board also reviewed the accomplishments of the school/district over the past year, what's in progress and needs to be continued, and what needs immediate attention. The Board and Administrative team provided the update on the goals for 2013-14 and the Board engaged the Administration to suggest areas for 2014-15.

The Board and Administrative team provided the update on the goals for 2013-14.

Rochelle Park District and Board Goals for 2013 – 2014

DISTRICT GOALS

1. Improve student achievement as stated by the NJDOE Focus School designation requirements for 2013-14:
 - 39.5% of students proficient in ELA for the students with disabilities subgroup.
 - 62.6% of students proficient in ELA for the economically disadvantaged subgroup.
 - 43% of students proficient in mathematics for students with disabilities subgroup.
 - 75.1% of students proficient in mathematics in the economically disadvantaged subgroup.

(Some progress made- awaiting final NJDOE results; received RAC commendations- continue and revise for 2014-15)
2. Successfully implement the Marshall Educator Evaluation System. **(Achieved)**
3. Provide a summer enrichment program for ELA and mathematics in grades 5-8. **(Progress made-co-teaching; continue for 2014-15)**
4. Develop, propose and pass the district referendum. **(Achieved- passed!)**

BOARD GOALS

1. Explore, consider and determine board options to plan for the selection of the permanent superintendent. **(Achieved- selected NJSBA as search consultant)**
2. Improve community relations. **(Progress made-meeting with committees; board highlights; continue for 2014-15)**
3. Transition new administrative leadership team. **(Progress made)**

What's in progress and needs to be continued . . .

- Feasibility study- consider high school options (BG#2)
- New CSA (BG#1)
- Community engagement - involving students in and out of school (DG#3)
- Technology- infrastructure and professional development and devices (DG#4)
- Professional development - educator evaluation system and Smartboards (DG#1 & 4)
- New Teacher Academy Program
- PreK-4 program
- Technology grant (DG#4)
- Referendum on facilities
- Continue consortium with Hackensack High School in all areas
- Communications – district, parents, Township (DG#3)
- Increase parental sign-ups for E-alert (DG#3)
- Articulate with CSA's of sending districts and high school

What needs immediate attention . . .

- Complete scheduled referendum projects
- Curriculum editions for: Financial Literacy, Character Education, Career Education, Internet training
- New CSA (BG#1)
- Feasibility study- consider high school options (BG#2)
- Professional development (DG#1 & 4)
- Technology - shared services with Bergen County technical school
- Communication – parents (DG#3)
- Examine the gifted and talented eligibility (criteria)- through PLC
- Address NJDOE Focus designation (DG#1)
- Preparation for PARCC - test and technology (DG#4)
- New discipline policy - point system (DG#5)
- Transition to new Facilities Manager
- Transition to Acting Principal

DG = District Goal; BG =Board Goal as referenced for 2014-15

The Board then began a discussion regarding Board of Education Goals for 2014 – 2015 and developed the following proposals:

Rochelle Park District and Board Goals for 2014 – 2015

DISTRICT GOALS

1. **Improve student achievement as stated by the NJDOE Focus School designation requirements for 2014-15:**
(note areas as per NJDOE areas, grade levels and standards)

2. Provide a summer enrichment program for ELA and mathematics in grades _____.
3. Improve community articulation and engagement that involves students in school and in the community.
4. Successfully implement technology grant and associated professional development.
5. Successfully implement new discipline procedures with point system.

BOARD GOALS

1. Complete a successful search for a Superintendent.
2. Research and implement a feasibility study to consider high school options.
3. Continue to improve community relations through the creation and successful implementation of an applicable board action plan.
4. Improve board effectiveness through enhanced levels of trust, respect and use of the chain of command.

Next steps . . .

The Superintendent will develop Action Plans for each of the District and Superintendent Goals and will review them with the board in August/September. The board also needs to develop a Professional Development Improvement Plan for the board goals. Mr. Annunziata provided an overview of the Sampling of NJSBA Programs to identify additional programs in which the Board would like to participate. Mr. Annunziata stated that the NJSBA Programs can be listed when the Board completes the Professional Development Improvement Plan for the board's goals. Discussion ensued.

Mr. Annunziata stated that the District and Board goals should be **formally approved** and the action plans should be received at a future board of education meeting (August/September) and the **district goals (and it is recommended that board goals) should be posted on the district website.** Mr. Annunziata stated that dates for periodic updates on the progress toward the achievement of these goals (District and Board of Education) will need to be established, along with completing the Evaluation Process Calendar. Mr. Annunziata stated that the final step will be evaluating the Superintendent in April/May 2015 (with a deadline of June 30th) on progress toward achievement of the District goals. Discussion ensued.

Mr. Annunziata stated "Thank you again for inviting me in to facilitate your review of 2014 Board Self-Evaluation and 2014-15 District and Board Goals. The Board and Administrative team engaged in productive discussions regarding student achievement and district needs. I look forward to continuing to serve as a resource for the board as you complete your CSA search process with a meeting for the Board of Education to review the Superintendent candidates and applications on Wednesday, September 3, 2014." President Esposito then thanked Mr. Annunziata for a wonderful presentation. Mr. Annunziata left the meeting at 9:30 p.m.

V. Public Questions on the Resolutions (agenda Items Only)

During this portion of the meeting, the residents are invited to address the Board regarding the agenda items only.

Motion by Mr. Scully, seconded by Mr. Allos, to open public comment at 9:32 pm.

Roll Call 7-0 Motion Carried

None

Motion by Mr. Scully, second by Mr. Allos, to close public comment at 9:33 pm.

Roll Call 7-0 Motion Carried

Items for Board Action-Resolutions.

Mrs. Werner, Business Administrator, provided an overview of the progress of the Referendum projects to date and requested that the Board of Education consider two Addendum resolutions this evening pertaining to a bills list (Vendor payments) for two contractors, as well as, an Additional Scope Change Order – Renovation of the 3rd Floor Staff Toilette Room for approval. A brief discussion ensued.

Motion by Mrs. Lauerman, seconded by Mr. Allos, to approve Resolution F1 as ADDENDED and as presented:

FINANCE AND INSURANCE-RESOULTIONS F1-F16

Upon the recommendation of the Business Administrator to the Superintendent:

F1. RESOLVED: that the Rochelle Park Board of Education approve the July 23, 2014 Bill List as approved by the Finance Committee, attached and listed below:

A. Regular Bills- Fund 10	
B. Regular Bills – Fund 20	
C. Capital Projects-Fund 30	\$72,410.00
D, Debt Service- Fund 40	
E. Food Service- Fund 50	
F. Enterprise- Fund 51	
TOTAL PAYMENTS July 23, 2014	\$72,410.00
TOTAL DISBURSEMENTS	\$72,410.00

ATTACHMENT 1

**Roll Call 7-0
Motion Carried**

Motion by Mrs. Lauerman, seconded by Mr. Allos, to approve Resolution F2 as ADDENDED and as presented:

F2. RESOLVED: that the Rochelle Park Board of Education accepts the following Additional Scope Change Order proposal pertaining to:

Additional Scope Change Order – # 14009D-CMGC-1:

Change Oder Consideration	Quotation /Proposal
14009D-CMGC Proposal CMGC-1 – Upper Level Restroom /Third Floor Staff Toilette Room at Midland School Renovate Upper Level Restroom / Third Floor Staff Toilette Room at Midland School <div style="text-align: right;">Total:</div>	\$26,000.00

BE IT FURTHER RESOLVED: that the Rochelle Park Board of Education approves, upon the recommendation of the Interim Superintendent and Business Administrator, and Environetics Group Architects PC, the following additional scope change order:

CHANGE ORDER #	DESCRIPTION	COST
14009D-CMGC-1	Proposal 14009D- CMGC-1 – Additional Scope Change Order	\$26,000.00
	Total – Additional Scope Change Order 14009D-CMGC-1:	\$26,000.00

**Roll Call 7-0
Motion Carried**

VIII. Open to the Public (Any Item)

During this portion of the meeting, the residents are invited to address the Board with any questions, comments or concerns that may be in respect to the operation of their school.

Motion by Mr. Allos, seconded by Mr. Scully, to open public comment at 9:50 p.m.
Roll Call 7-0 Motion Carried

None

Motion by Mrs. Leakas, seconded by Mrs. Lauerman, to close public comment at 9:50 p.m.
Roll Call 7-0 Motion Carried

X. Announcements

The next Caucus Meeting will be held on Monday, August 4, 2014 at 6:30 PM in the Media Center, with the regular immediately following.

A Special Executive Session Meeting of the Rochelle Park Board of Education will be held on Wednesday, September 3, 2014 at 6:30 p.m. for Personnel Matters – Superintendent Search.

XI. Executive Session Announcement (None)

XII. Adjournment

Motion by Mrs. Leakas, seconded by Mrs. Buyck, to adjourn the Special Public Meeting – Board Retreat meeting at 9:51 pm.

Roll Call 7-0

Motion Carried

Respectfully Submitted,

Christine M. Werner
Business Administrator