

**NEPTUNE CITY BOARD OF EDUCATION
NEPTUNE CITY, NEW JERSEY 07753**

October 5, 2013
8:00 a.m.

Neptune City School District
Woodrow Wilson School

GOALS AND OBJECTIVE MINUTES

I. CALL TO ORDER

This is an open public Meeting of the Neptune City Board of Education. In accordance with Chapter 231, Public Law of 1975, adequate advance written notice of the Meeting was made by posting the Board Calendar of Meetings in the Main Office of the Woodrow Wilson School, and by delivery to the Coaster, the Asbury Park Press and the Neptune City Municipal Clerk.

As a courtesy, please turn off cell phones and refrain from conversations in the meeting room.

II. ROLL CALL

Board Members

Mr. Sullivan	<u> X </u>	Mr. Zakerowski	<u> X </u>	Mrs. Houllier	<u> X </u>
Mrs. Oppegaard	<u> X </u>	Mr. Susino	<u> X </u>	Mr. Albano	<u> X </u>
Mr. Burr	<u> X </u>	Mrs. Rust	<u> X </u>	Dr. Jodry	<u> X </u>

Others Present

Dr. Mercora	<u> A </u>	Mr. Folk	<u> X </u>
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III. FLAG SALUTE

IV. GOALS AND OBJECTIVES

See attached Memorandum by Kathy Winecoff, NJSBA representative, regarding Goal Setting Workshop.

VIII. MOTION TO ADJOURN

Motion: A. Susino Second: L. Houllier .

All in Favor X Oppose .

Time: 10:15 a.m.



MEMORANDUM

To: Neptune City Board of Education

From: Kathy Winecoff, Field Service Representative

Date: October 11, 2013

Re: Goal Setting Workshop

On **October 5, 2013** the Neptune City Board of Education met for a *Goal Setting Workshop*. All nine (9) board and the Business Administrator were in attendance.

We began by reviewing the progress made on the 2012-2013 Board Goals.

2012-2013 Neptune City District Goals

Goal 1: STUDENT ACHIEVEMENT

- All Elementary School students will have mastered the appropriate academic standards (i.e. New Jersey Core Curriculum Content Standards and the Common Core Standards) by improving NJASK scores and achieving adequate yearly growth based on Student Growth Percentiles (SGP) as outlined by the NJDOE
- All Middle School students will have mastered the appropriate academic standards (i.e. New Jersey Core Curriculum Content Standards and the Common Core Standards) by improving NJASK scores and achieving adequate yearly growth based on Student Growth Percentiles (SGP) as outlined by the NJDOE
- Work to align curriculum with receiving districts.
 - Completed
- Participate in RTTT construction and submission
 - Completed
- Continue to incorporate elements and tools of Workshop model into English Language Arts instruction.
- Research and expand data collection to drive instruction.
 - Research completed

Goal 2: COMMUNITY RELATIONS

- Continue support by BOE of community activities
- Increase BOE participation in school wide events both existing and new.
- Introduce and gain support from local, county and state officials for district programs and initiatives.
 - Introduction completed
 - Will continue
- Investigate the possibilities and opportunities for school wide spirit building programs such as field days, picnics, and academic showcases.
- Involve students in civic affairs throughout the community.
- Improve district website.

- Completed

Goal 3: STAFF DEVELOPMENT

- Continue support for teacher professional development by use of:
 - Book/Chapter studies on elements of the Workshop Model
 - Completed
 - Exposure to elements of best practice in Workshop model
 - Consultants for embedded professional development
 - Completed
 - Professional Learning Communities
 - Instruct Staff in Data interpretation to drive instruction
 - Adoption of a common instructional language and goals through training for Danielson Evaluation Tool

Goal 4: FACILITIES/FINANCE/OPERATIONS

- Based on surveys compiled in preparation of the Race to the Top Grant technology issues identified must be addressed via a systematic plan for correction, improvement and sustainability of current state of technology.
- Review the Comprehensive Annual Financial Report (CAFR) to identify funding/revenue to support needs of the district discussed in previously stated goals including but not limited to:
 - Instructional Tools
 - Staffing
 - Data Warehouse
 - Consultants
- Review Fund Balance calculations and ascertaining worth and effectiveness of maintaining an approximate 12% contribution to offset taxes.
 - Completed
- Study the current table of Organization and analyze the school district budget to assess the viability of T-O restructuring and/or expansion.
 - Completed

2012-2013 Neptune City Board of Education Goals

Goal 1: Collaboratively assist the superintendent through the boards appropriate areas of responsibility to maximize resources, improve instructional programming and curriculum, and increase student achievement

Goal 2: Increase community participation and BOE support of School and Community activities

Goal 3: Review and analyze budget to assess changes necessary for T-O restructuring and/or expansion and other district needs.

The group pointed out that the board goals will need to be continued in 2013-2014.

The Superintendent provided the Board with proposed goals (District, Merit and Board) for the upcoming year to review. After discussion, the Board came to consensus on the following district and merit goals for 2013-2014:

Neptune City District and Merit Goals 2013-2014**Goal 1: STUDENT ACHIEVEMENT**

- All Primary School students will have mastered the appropriate academic standards (i.e. Common Core Standards) by improving benchmark scores through holistic rubrics aligned to the Common Core Standards.
- All Elementary School students will have mastered the appropriate academic standards (i.e. New Jersey Core Curriculum Content Standards and the Common Core Standards) by improving NJASK scores and achieving adequate yearly growth based on Student Growth Percentiles (SGP) as outlined by the NJDOE
- All Middle School students will have mastered the appropriate academic standards (i.e. New Jersey Core Curriculum Content Standards and the Common Core Standards) by improving NJASK scores and achieving adequate yearly growth based on Student Growth Percentiles (SGP) as outlined by the NJDOE
- Work to align all benchmark assessments to the Common Core Standards
- Create a Program to bridge transition to the High School
- Develop programs to better serve our ELL students and stakeholders
- Continue to incorporate elements and tools of Workshop model into English Language Arts instruction.
- Continue to expand data collection to drive instruction
- Develop scaffolds for "Cusp students"
- Analyze Math Curriculum and Common Core Standards to create vertical and horizontal Scope and Sequence

Goal 2: COMMUNITY RELATIONS

- Continue support by BOE of community activities
- Continue to increase BOE participation in school wide events both existing and new.
- Develop programs to strengthen the home-school connection and stakeholder investment in student achievement and learning
- Continue to investigate the possibilities and opportunities for school wide spirit building programs such as field days, picnics, and academic showcases.
- Involve students in civic affairs throughout the community.
- Improve communication with ELL stakeholders
- Investigate and initiate programs for new families and children to become full participating members of Neptune City School District

Goal 3: STAFF DEVELOPMENT

- Continue support for teacher professional development by use of:
 - Exposure to elements of best practice in Workshop model through Lab classrooms and continued PLC
 - Professional Library and Book Room
 - Continue Professional Learning Communities
 - Continue to instruct Staff in Data interpretation to drive instruction
 - Adoption of a common instructional language and goals through training for Danielson Evaluation Tool
 - Professional learning and development on reliable and valid assessment and the scoring of, through the creation and use of rubrics

Goal 4: FACILITIES/FINANCE/OPERATIONS

- Review and analyze the current operations of the maintenance and custodial staff; create SOP and evaluation system to better meet the needs of the facility
- Review and analyze the NCLB Federal grant; reallocate monies

Neptune City Goal Setting Workshop

- Ongoing review the Comprehensive Annual Financial Report (CAFR) to identify funding/revenue to support needs of the district discussed in previously stated goals including but not limited to:
 - Instructional Tools
 - Staffing
 - Data Warehouse
 - Consultants

2013-2014 Neptune City Board of Education Goals

Goal 1: Collaboratively assist the superintendent through the boards appropriate areas of responsibility to maximize resources, improve instructional programming and curriculum, and increase student achievement

(Action Plan to be completed by the Education Committee)

Goal 2: Increase community participation and BOE support of School and Community activities

(Action Plan to be completed by the Public Relations Committee)

Goal 3: Review and analyze budget to assess changes necessary for T-O restructuring and/or expansion and other district needs

(Action Plan to be completed by the Operations Committee)

Goal 4: Review and analyze the data from the Child Study Team Audit to assess changes necessary for restructuring and/or expansion in order to meet the needs of students and instruction for those students receiving instructional and related services through the Special Education Department

(Action Plan to be completed by the Education Committee along with the Superintendent)

Goal 5: Review and analyze the current calendar and standard operating procedure of the Board of Education to increase communication and to work more efficiently towards the goal of student and district success

(Action Plan to be completed by the Board President and Vice President)

Goal 6: Negotiate a fiscally responsible agreement that meets the instructional needs of the students of Neptune City School District

(Action Plan to be completed by the Negotiations Committee)

Next steps . . .

The next step in the goal-setting process is for the superintendent to develop an action plan (strategies) for each goal. The board also needs to develop a Professional Development Improvement Plan (action plan) for board goals.

District and board goals should be formally approved and the action plans should be formally accepted at a future board of education meeting. Dates for periodic updates on progress toward achievement of these goals will need to be established. The final step will be evaluating the superintendent on progress toward achievement of the district goals. **Be mindful that the superintendent's evaluation deadline has been extended to June 30, 2014.**

Attachments to this memo include:

- Action plan template – one should be completed for each board goal
- Board evaluation improvement plan document – this should be placed in the District NJQSAC folder
- The updated evaluation calendar

Neptune City Goal Setting Workshop

- The schedule of Monmouth County meetings for 2013-2014

You are all to be commended for your own personal commitment to fully participate in an open discussion on ways to continue to move your district forward. You are all very passionate about education and improving student achievement for the students of **Neptune City School District**.

It was my pleasure to work with you and I look forward to serving as a resource for the board.

Kathy

Neptune City Board of Education

Self-Evaluation Review 2012 - 2013

Processed by:
Kathy Winecoff, Field Services Representative
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Professional Improvement Plan Synopsis

As part of an on-going self-improvement process the board undertook a self-evaluation to improve board effectiveness and help achieve best practices. You are to be commended for taking this step every year and making it part of your annual evaluation process.

Eight (8) Board Members participated in the 2012-2013 board self-evaluation process. The total compilation (numbers, averages, and comments) was delivered to the board on **April 13, 2013**. Observations on your scores, and suggested areas of concern were made that you may wish to discuss. At the end of the evaluation, I gave you the groupings of challenges and solutions that you identified.

Chart I: Plots the value you have given each of the nine areas against the scores that you have given to full board achievement in that area. This is useful when matching performance to importance. You will see that you place a value on every one of the areas, and in all areas your board scores are compared between expectations and performance.

Chart II: Plots the scores you give the full board in each area as opposed to the scores you give to your individual performance in that area. This is useful when looking at correlation between group performance and individual contribution to that performance. What I look for in this chart is a marked discrepancy between how you rate yourself as an individual and how you rate the board as a whole. The indicators on the left side (task areas) it is normal for the board to be viewed as more effective than the individual. The indicators on the right side measure those inter-personal areas of your work and here, the greater the discrepancy, the more signals go off about the possibility of a split board.

Chart III: Provides a comparison of average scores over a two-year period, giving you an opportunity to track your growth from the previous year.

Professional Improvement Opportunities

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Planning | <input checked="" type="checkbox"/> Finance | Board/Supt. Relations |
| Policy | Board Operations | Board/Staff Relations |
| <input checked="" type="checkbox"/> Student Achievement | Board Performance | <input checked="" type="checkbox"/> Board/Community Relations |

2013-2014 Neptune City Board of Education Goals

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Goal 6: Negotiate a fiscally responsible agreement that meets the instructional needs of the students of Neptune City School District

