

MINUTES  
BOARD OF TRUSTEES  
of the  
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
Goal Setting Board Retreat Minutes  
August 16, 2012

**I. CALL TO ORDER**

Mrs. Blanchard called the meeting to order at 9:10 AM

**II. DECLARATION OF OPEN PUBLIC MEETINGS ACT**

“Adequate notice of this public meeting has been made in accordance with the provisions set forth in the Open Public Meetings Act, Chapter 231, Laws of 1975, in the New Jersey Herald, the County Superintendent’s Office, and the County Administrator.”

**III. PLEDGE OF ALLEGIANCE**

All persons present participated in the recitation of the Pledge of Allegiance.

**IV. ROLL CALL**

The following roll call was taken:

<u>Present</u>	<u>Absent</u>
Mrs. Blanchard	
Mr. Nelms	
Dr. Rapuano	
Dr. Selby, President	
Mr. Teufert, Vice President	

Also in attendance were: Mrs. Eckel, Administrative Principal, Mrs. Molinet, Business Administrator/Board Secretary.

**V. BOARD RETREAT – Conducted by: Robynn Meehan, Mary Ann Friedman and Al Anunziato representatives from New Jersey School Boards Association.**

Five (of five) members of the Board of Trustees, superintendent and the business administrator met for a Board Retreat on **Thursday, August 16, 2012** to review the compiled Board Self-Evaluation, discussed the Capsule Diagnostic tool and to collaboratively develop district and board goals for the upcoming year.

Congratulations on your new school facility. You have had a very successful building process, but now you are ready to address the processes needed for the Charter School to grow.

We began with a review of the compiled Board Self-Evaluation for 2011-12. Areas of strength and opportunities for growth were identified. The need to develop a Board Professional Development Improvement Plan was also explained.

Identifying communication as the key to any successful board/superintendent relationship, we discussed the need to establish mutual expectations between the board and the superintendent and reach consensus on district and board goals for 2012 - 2013. A plan will be developed to evaluate and monitor progress towards goals through the use of the Evaluation Process Calendar.

We discussed the goal-setting process and the need for collaborative development of the district goals. The differences between School Goals and Board Goals were discussed. The board understands that the superintendent is responsible for developing the Action Plans for the School Goals and that they need to schedule periodic updates on the progress toward the achievement of the goals. We began with a brain-storming exercise to identify: the accomplishments of the district, what is currently being worked on and needs continued focus, and what needs immediate attention in the upcoming year.

### **What's wonderful . . .**

- Enormously hard-working teachers
- Inquiry based curriculum
- Our technology in the classroom
- State-of-the-art facility
- Amazing Administration
- Smaller student/teacher ratio
- Commitment to meet the needs of each individual student
- School of choice-parents/students want to be there
- Foundations classes/tech rotation
- Thriving visual/performing arts program w/fully integrated curriculum
- Foreign language through culture
- Excellent student support after school
- Clean bathrooms
- Bathroom doors on stalls
- Updated and ratified work agreement
- Public relations/marketing
- Co-teaching teams in the humanities
- Board that funds field trips
- Board that funds personal development
- Positive/respectful rapport with board and faculty
- Parent/student/teacher collaboration
- Positive/respectful board/administration relationship

- Strong environmental stewardship
- Service learning
- Board expertise
- Actively seeking additional funding-grants/donations, etc.
- Will be “spotlight for success” in elevating families off of public assistance
- Assisting in funding 1<sup>st</sup> non-gov’t school in Nepal
- Dominican Republic trip x 9 years to deliver supply donations
- Encourage creativity and risk taking
- Successfully funded and built brand new building
- Great audits-zero recommendations
- Fiscally solvent
- “WOW” factor
- Great loyalty from graduates/alumni (school=gr 6-8)
- Alumni reunion
- Alumni Facebook page
- Teachers dedicated and committed to their own personal development (Published teacher)
- High retention rate (teachers)
- Teachers work extra hours and Saturdays
- Teachers really listen to the students idea’s and incorporate into their teaching
- Very few disciplinary problems
- Very good at listing accomplishments
- Great support staff
- Community outreach
- Share our facility with community
- Facility-beautiful and well maintained
- Accomplished alumni (Ph.D.’s)
- Local service agreements (transportation, lunch)
- Breakfast program
- Participate in Baldrige-teachers/students shave heads for cancer

### **What’s in progress and needs continued attention . . .**

- Facility almost complete
- Talent identification and development (TID)
- Administration re-org and job description revisions
- Policy review and update
- New curriculum implementation and alignment (CCSS)
- Student learning and formative assessments
- Revitalizing foundation
- Web-site redesign

Following a discussion, the Trustees and superintendent collaboratively developed the following School Goals for 2012-2013:

### **Sussex Charter School for Technology School Goals 2012 – 2013**

1. Achieve student growth for all students  
Action plan may include:
  - finding formative assessment to measure
  - using assessments to direct instruction
  - ensure students are prepared for HS and life
  - new teacher evaluation model
  - talent identification and development
2. Improve communications with stakeholder groups.  
Action plan may include:
  - new brochure and calendar
  - introduce the amazing new Charter School to the community
  - highlight accomplishments
  - school of choice
  - staff/student achievement recognition
  - revitalizing foundation
3. Finalize Administrative restructuring

Following a discussion regarding Board Goals, the Trustees and superintendent collaboratively agreed upon the following Board of Education Goals for 2012-2013:

### **Sussex Charter School for Technology BOE Goals 2012 – 2013**

1. Develop and complete CSA and Board self-evaluation in a timely manner and by state statute.
2. Improve communications with stakeholders groups.
3. Investigate Strategic Planning that addresses a long range financial plan.
4. Continue to review and revise policies

### **Next steps . . .**

The next step in the goal-setting process is for the superintendent to develop an action plan (strategies) for each district goal. The trustees also need to develop a Professional Development Improvement 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 (Sept./Oct.). Dates for periodic updates on progress toward achievement of these goals (both district and board of ed goals) will need to be established, along with completing the Evaluation Process Calendar. The final step will be evaluating the superintendent (in March/April 2012) on progress toward achievement of the district goals.

Attachments:

- Professional Development Improvement Plan (blank)
- District Goal Action Plan (blank)
- 4 Seasons for Charter Schools

**VI. PUBLIC PARTICIPATION**

**None**

**VII. ADJOURNMENT**

Motion by Mrs. Blanchard and seconded by Dr. Rapuano to adjourn at 3:08 p.m.

Respectfully Submitted,

Estrella M. Molinet  
Board Secretary