



## MEMORANDUM

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**To:** Fair Haven Board of Education

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**From:** Kathy Winecoff, Field Service Representative

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**Date:** August 06, 2017

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**Re:** Board Retreat

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On **August 03, 2017**, from 5:00 p.m. – 8:30 p.m. the Fair Haven Board of Education met for a Board Retreat. Nine (9) board members, the superintendent and Business Administrator were in attendance.

We began the Retreat by reviewing the agenda. Topics on the agenda included:

- Update on the Strategic Plan
- Reviewing the board self-evaluation
- Adopting Norms for 2017-2018
- Development of District and Board Goals
- Review of Mission Statement

### **Strategic Plan Update**

The superintendent gave a brief update on the status of the strategic plan as well as letting the board know how the discussion of goals for the board and district would tie into the strategic plan for the upcoming school year.

### **Fair Haven Strategic Plan 2020**

#### **Goal 1: EDUCATION & CURRICULUM**

Fair Haven Schools will ensure that all students achieve the New Jersey Student Learning Standards. Furthermore, student performance at all levels will be enhanced by exceptional educational programs and activities to support 21st century learning and allow students to achieve their greatest academic potential.

#### **Goal 2: FACULTY & STAFF**

The Fair Haven School District values its faculty and staff and strives to empower them through effective training opportunities as well as offering formal education and professional development in best educational practices.

#### **Goal 3: TECHNOLOGY**

Recognizing the ever-evolving nature of technology, the Fair Haven School District is committed to preparing students to effectively use technology in the 21st century.

#### **Goal 4: COMMUNITY & COMMUNICATION**

The Fair Haven School District acknowledges and celebrates the fact that our schools are an integral part of our community and that as such communication both internal and external is critical.

**Goal 5: FINANCE AND FACILITIES**

Be a responsible steward of District resources, making sure that money is spent prudently to deliver the best possible education for our students. This includes ensuring that our facilities remain operational and safe for our students, and that the facilities are able to meet the needs of the District in the near and long term.

**Board Self-Evaluation**

The board self-evaluation was handed out to the board to review.

We then discussed the Board Self-Evaluation that had been completed by all nine (9) board members. In all nine (9) areas of the board self-evaluation; Planning, Policy, Student Achievement, Finance, Board Operations, Board Performance, Board/Superintendent Relationships, Board/Staff Relationships and Board and Community the board had averaged scores of 2.6 to 3.3. In the areas of Student Achievement, Finance, Board /Superintendent Relationships, Board/Staff Relationships and Board and Community the scores indicate that the board is high functioning and has proper processes and procedures in place in these areas. However, in the areas of Planning, Policy, Board Operations and Board Performance the board could focus attention.

The board was asked to respond to the following question regarding the board self-evaluation:

**Where there any interesting observations, strengths or areas of concern that you saw regarding the evaluation?**

- The adequate / unsatisfactory scores under Policy
- The individual scores versus the board scores
- Policy average was at 3.2 and not scored higher by the board
- Feeling untrusted on the part of the Board President & Vice President due to leadership meetings with the superintendent as well as feelings of mistrust between board member to board member, committees to the board and the board to the public

The board discussed ways to improve communication between the committees and board. Some of the suggestions included the following:

- More detailed minutes
- Call Committee Chair with questions
- Do homework prior to the board meeting
- Development of committee agendas to include the committee members, superintendent and board president

The board review the Norms established last year during their board retreat and agreed to continue with those norms during the current year.

**Fair Haven Board of Education  
2017 Board Norms**

**General Norms:**

1. We must maintain confidentiality of all matters.
2. Everyone listens to others' opinions -- be respectful and not interrupt. We let others finish before responding.
3. We are open-minded to each others' opinions.
4. We will make sure everyone has had a chance to speak.
5. Be honest. Speak your mind to the group.

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6. We operate by consensus. We may not all agree, but the Board operates as a whole. After debate and discussion, the consensus of the Board becomes “our” decision and is supported by the group.
7. We will support our facilitator’s efforts to moderate discussions.
8. We monitor/value meeting times. We start promptly at the scheduled time and do not cause unnecessary delays.
9. Email communication to the entire Board should be kept to a minimum and for **informational purposes only**. No “discussion” should ever occur via email. Emails to the entire Board should be sent as “bcc” only.
10. At Board meetings, Board members and members of the public wait to be recognized by the chair before speaking.

### **“Rules of the Road” - Administrative Protocol:**

1. General/Regular BOE Meeting Agendas are distributed by the Friday before the meeting, but in no event less than 48 hours before the Board meeting. Committee Agendas are distributed at least 48 hours before the Committee meetings. These timelines can change within reason.
2. Committees will determine a standard date and time for meetings.
3. Committee Chairs will construct their agenda with the Superintendent, but copy the BOE President on the agenda to ensure continuity and efficient operations of all the Committee.
4. Committee Chairs will share their agendas with the entire Board two days before their scheduled meeting. Minutes for Committee meetings will be disseminated within 48-72 hours. These timelines can change within reason.
5. Questions concerning Committee issues should be first addressed to the Committee Chairs.

### **Goal Setting**

We then moved in to the Goal Setting portion of the Retreat. There are numerous handouts in your goal-setting packet and I hope they will be a valuable resource in the upcoming year.

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 superintendent gave an update on the 2016-2017 district goals.

### **2016-2017 Fair Haven District Goals**

Goal 1: Conduct a full curriculum audit in the areas of Language Arts, Math, and Science to ensure the District is fully prepared to adopt and implement new curriculum based on the New Jersey Student Learning Standards in these major content areas for the 2017-18 school year.

- Audit completed
- Final adoptions to the board over the summer

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Goal 2: Expand our commitment to the collection and analysis of data to foster meaningful actionable feedback to students, along with an ongoing informative communication with parents/guardians.

- Aligned with Goal 3
- This goal has been achieved
- We are currently collecting and using data in the district for decision-making

Goal 3: A continued cultivation and sustainment of opportunities for technology integration to enhance student engagement, data collection, improved instruction and authentic student work.

- Aligned with Goal 2
- Progress is being made
- Adopted a new math program

Goal 4: Continue the expansion of the articulation and professional collaboration with the Rumson Elementary and Rumson-Fair Haven Regional High School districts to sustain a culture of sharing and learning among all stakeholders to specifically support curriculum enhancements as well as student health and wellness.

- Goal achieved for the year
- Represents an ongoing initiative

Goal 5: Improve communication with our school community across all levels.

- Updating the website
- Partnership with the YMCA
- Newsletters on website

Utilizing discussion from this evening and the strategic plan, the superintendent with work with his administrators to develop district goals for 2017-2018 and bring them back to the board for adoption.

We then reviewed the 2016-2017 board goals.

**2016-2017 Fair Haven Board of Education Goals**

Goal 1: Continue to develop and communicate progress toward a comprehensive facilities referendum.

- Put on hold

Goal 2: Implement and support a District Strategic Plan.

- Achieved and ongoing

Goal 3: Continue to improve communications and foster community relations.

- Ongoing goal for the board

Goal 4: Work towards becoming a certified board.

- Ongoing goals for the board

The board came to consensus on the following board goals for the 2017-2018 school year:

**2017-2018 Fair Haven Board of Education Goals**

Goal 1: Continue with professional development to become a certified board

Goal 2: Improve communication and partnerships between the community, families, students and board of Education

Goal 3: Investigate and analyze the viability of moving forward with a facility referendum as outlined in the Strategic Plan

**Mission Statement**

We discussed the existing mission statement. Although the board agreed that the mission statement needs to be updated, they also agreed that since it was used during strategic planning, they would need to bring stakeholders together in order to make any changes to it. The board will discuss this after the beginning of the school year.

**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 (in April / May 2018) on progress toward achievement of the district goals. **Be mindful that the statutory deadline for completing the superintendent's evaluation deadline is July 01, 2018.**

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
- This discussion of the potential changes to the mission statement

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 the **Fair Haven School District**.

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

Kathy