

**BERNARDS TOWNSHIP BOARD OF EDUCATION  
BASKING RIDGE, NEW JERSEY  
MINUTES INDEX  
APRIL 28, 2014  
BOARD RETREAT 4:00 P.M.  
BOARD OF EDUCATION OFFICE CONFERENCE ROOM**

- I. **Salute to the Flag** – page 256
- II. **Roll Call** - page 256
- III. **Call to Order – 4:00 p.m. – Board of Education Office Conference Room** – page 256
- IV. **Statement of Public Notice** – page 256
- V. **Board Retreat**
  - Board Self-Evaluation & Superintendent Evaluation Training – page 257
  - Mandated Training – Sexual Harassment – page 258
  - Board Communication Training – page 258
- VI. **Public Comments** – page 258
- VII. **Adjournment** – page 258

**BERNARDS TOWNSHIP BOARD OF EDUCATION  
BASKING RIDGE, NEW JERSEY  
MINUTES AGENDA  
APRIL 28, 2014  
BOARD RETREAT 4:00 P.M.  
BOARD OF EDUCATION OFFICE CONFERENCE ROOM**

The meeting was called to order at 4:00 p.m. by President McKeon.

**I. Salute to the Flag**

**II. Roll Call**

PRESENT: Mr. Byrne, Ms. Cwerner, Ms. Kusel, Ms. McGowan, Ms. McKeon, Ms. Shah, Ms. Richman, Ms. Wooldridge, Mr. Markarian, Mr. Siet, Mr. McLaughlin, Ms. Adams Board Counsel, Ms. Thornton NJSBA

ABSENT: Dr. Viereck

**III. Call to Order – 4:00 p.m. – Board of Education Office Conference Room**

**IV. Statement of Public Notice**

This was a regular Meeting of the Board of Education of Bernards Township. Notice of the time and place of this meeting was provided and copies of that resolution were forwarded to the official newspapers as designated by the Board of Education and to the Township Clerk and a copy of the notice was posted on the bulletin board of the Board of Education Offices in accordance with P.L. 1975 Chapter 231A.

We very much welcome input from the public. There are two times during regular meetings that the public is invited to speak. One time is early in the meeting before the Board votes, and you may speak about any item that is listed on tonight's agenda. Towards the end of the meeting, there is another public forum to address any topic whatsoever.

When you approach the microphone, please state your name and address. We do not have a specific time limit, but we ask that you keep your comments brief. Please understand that our public forums are not structured as question and answer sessions, but rather they are offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, a member of the Board or Administration will address it in the Board Response portion of the agenda.

There are times when a member of the public makes a comment or asks a question about an employee. New Jersey statute does not permit us to discuss

personnel issues in public. Also as a matter of law, a Board of Education may only vote for or against the hiring of an employee upon the recommendation of the superintendent. If the superintendent does not recommend a person, that person's name is not listed on the agenda and there is no vote on that action.

If it is necessary for the Board to go into executive session at the end of the meeting, we will provide an estimated length of time for the session and whether any action is anticipated to be taken upon returning to public session.

## V. **Board Retreat**

### **Board Self-Evaluation & Superintendent Evaluation Training (Gwen Thornton)**

Ms. Gwen Thornton presented on the Evaluation of chief school administrator and board self evaluation, the development of action plans to go along with goals, and a periodic update of district goals throughout the year.

Ms. Thornton demonstrated where on the NJSBA website the board self evaluation link may be found. The superintendent should complete his self evaluation first and once it is saved, board members are able to access the system to do their evaluation.

A folder of materials, including instructions in completing each evaluation, was provided for each board member

The superintendent should provide a self assessment to the Board of Education in order to assist them with their evaluation. The cycle begins each summer.

Ms. Thornton showed the Board the NJSBA website where the chief school administrator's evaluation may be found. Website instructions for the superintendent's evaluation are as follows:

- Username is full e-mail address of the district
- Explanation of how to reset individual password
- Begin evaluation
- Explanation on how the superintendent enters information
- Save and continue
- Include a reason when adding comments or putting in a rating

She stated that periodic updates on district goals should be scheduled.

At 4:35 p.m. Ms. Thornton switched topics noting that Board goals should focus on the Board and how well it operates. The Board's focus is on developing policy, and monitoring the school district.

**Board Goals:**

- 1) Traffic Issue – focus on communication with the township
- 2) Perform wellness check on policy
- 3) Receiving reports – standard

**Mandated Training – Sexual Harassment (Sean Siet)**

Assistant Superintendent Sean Siet presented the mandated training on sexual harassment.

Board Communication Training (Cherie Adams)

Ms. Adams reviewed issues related to the use of e-mail and dropbox.

**VI. Public Comments**

No comments were made.

**VII. Adjournment**

On motion by Ms. Cwerner, seconded by Ms. Wooldridge, and approved by all present, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Rod McLaughlin  
Board Secretary