

Minutes from the 2020-2021 Board Retreat held on **Friday, January 29, 2021 at 6:00 PM**, via zoom video conference.

**Board Members Present**

Ms. Terry Tucker, President  
Mrs. Marsha B. Wilkerson – Vice President  
Ms. Darlene Clovis  
Mr. Cameron B. Jones, Sr.  
Ms. Andrea McPhatter  
Mrs. Tashia Owens Muhammad  
Mr. Wayne R. Stackhouse, Jr.

**Administrators Present**

Mr. Abdulsaleem Hasan, Superintendent  
Dr. Deborah Harvest, Assistant Superintendent  
Ms. Anita Champagne, Assistant Superintendent  
Ms. Beth Brooks, Board Secretary/SBA  
Ms. Christina Hunt, Assistant SBA  
Ms. Marissa McKenzie, Director of LR&ES

**Administrators Present (cont.)**

Ms. Tonya Santos, Director of Special Services  
Dr. Kelly Williams, Director of ESS&PR  
Mr. Dario Lambkin, Facilities Manager  
Mr. Charles Mitchell, Asst. Mgr. of Facilities  
Mr. Hakim Sims, Supervisor of Safety

**Board Attorney Present**

Ms. Khalifah Shabazz-Charles, Souder, Shabazz & Woolridge, LLP

**NJSBA Essex County Field Representative Present**

Ms. Charlene Peterson

**Lerch, Vinci & Higgins**

Mr. Dieter Lerch, Auditor

**A. CALL TO ORDER – President Terry Tucker**

The meeting was called to order at 6:25 PM. President Tucker spoke about how important Ms. Cicely Tyson was to the East Orange School District, then asked for a moment of silence on behalf of her passing. Ms. Brooks lead everyone into reciting the Pledge of Allegiance.

**B. MINDFULNESS PRESENTATION – Dr. Kelley Williams**

Dr. Williams gave a brief overview of Mindfulness focusing on 2 areas “Self-Compassion” and “Active Listening”. Dr. Williams read out several affirmations asking everyone to repeat the affirmations out loudly after her.

The following topics were discussed during the presentation:

- Mindfulness vs. Self-Compassion
- Let’s Practice Exercise
- What is Mindful Listening
- Personal Benefits of Mindful Listening
- Let’s Practice Board Retreat 2021 Reminders
  - Set the intention to listen mindfully.
  - Put aside any distractions.
  - Let the speaker share their thoughts fully – Avoid finishing their sentences.
  - Notice your thoughts and feelings they arise.

**C. PUBLIC COMMENTS**

**1. Ms. Virginia Jeffries, 236 Brighton Ave., East Orange**

- Public Comments: 6:35 PM (10 minutes)  
The Board allots 3 minutes per person or 5 minutes per spokesperson of an organization, however with this 10 minutes allotment tonight for public comments results in limiting participation by the public to about 2-3 participants. This is being quite shortened by the board.

- History of the EOSD: 7:35 PM – 7:50 PM
  - A. Is this a comprehensive history of the EOSD?
  - B. This history of the EOSD could easily be on the EOSD website for all to see.
  - C. Will this presentation of the EOSD be on the EOSD website?

**D. FINANCIAL OVERVIEW & ANALYSIS OF EOSD BUDGET – Dieter Lerch, Auditor**

Mr. Lerch discussed the following items concerning the budget:

- Total budget overview for the years 2018-2019, 2019-2020 and 2020-2021. Current budget balance as of date for the 2020-2021 SY is \$249.08M. This balance is made up of from 3 areas (\$5.6M Debt Service Fund, \$29.05M Special Revenue Fund and \$214.34M General Budget.)
- Funding Sources: Fund Balances, Capital Reserve, Taxes, State Aid and Other Miscellaneous revenues
- State Aid for the 2020-2021 SY has been reduced to \$176.1M. This is \$1M less from the 2019-2020 SY.
- Local Tax Levy: The district has been receiving a 2% increase from the city taxes; \$22.79M is anticipated for the 2020-2021 SY.
- Fund Balance Utilized: \$8.2M left over from the 2019-2020 SY to help with the 2020-2021 SY budget.
- Capital Reserve Balance: Used for school improvements; \$0.3M is projected for the 2020-2021 SY.
- Maintenance Reserve Balance: \$0.8M is projected 2021.
- General Fund Operating Expenditures (2021 Original Budget \$217,766,486): Used to pay for Instructions, Tuition, Transportation, Other Support Services Employees Benefits, Operations and Maintenance of Plant Services, Administrative Services, Charter Schools and Capital Outlay/Special Schools.
- Salaries & Wages – Expenditures: \$128.1M available for the 2020-2021 Budget

**E. DIVISION OF CURRICULUM SERVICES – Ms. Anita Champagne**

The following topics were discussed during the presentation:

Restructuring the William S. Hart Complex/College and Career Readiness Platforms/Pathways.

- Historical Content of the Hart Complex - Since 2017 the structure of the middle school complex has consisted of 3 grades specific buildings with each school housing approximately 350-400 students.

A reduction in the enrollment for the grade specific buildings has provided the EOSD with an opportunity to expand on specialized thematic programs to promote college and career readiness.

- 3 Year Enrollment Trends for SY 2017-2018 (1,084 students), 2018-2019 includes FRP students (1,137 students) and 2019-2020 includes FRP students (1,194 students).
- 2020-2021 SY Structure & Enrollment (Phase 1):
  - Truth Gr. 6 (298 students)
  - Healy Gr. 7 (313 students)

- Costley Gr. 8 (391 students)
- FRP Gr. 6-8 (164 students)
- 2021 – 2022 SY Structure & Enrollment (Phase 2):  
 Truth Gr. 6 (243 students) Leadership and Character Development Program  
 Healy Gr. 7 & 8 (300 students) Inclusive of FRP/Leadership Program  
 Costley Gr. 8 (313 students) CTE/Leadership Program
- 2022 – 2023 SY Structure & Enrollment (Phase 3):  
 Truth Gr. 6 (243 students) Leadership and Character Development Program  
 Healy Gr. 7 & 8 (300 students) Inclusive of FRP/Leadership Program  
 Costley Gr.7 & 8 (300 students) Career and Technical Education (CTE) Leadership Program

EOSD Career & Technical Education (CTE) Topics Discussed:

- Application Process for EOCHS began in 2019-2020
- Allied Health at EOCHS & STEM Academy with a Partnership at Rutgers University
- Business Academy – Business Management Marketing; Administrative Assistant
- Cosmetology with a focus on science and entrepreneurship
- Finance Academy – Accounting
- Law Enforcement
- Digital Media – Tyson Middle/High
- Automotive
- Culinary Arts

STEM Pathways @ East Orange STEM Academy Topics Discussed:

- Overview – The STEM Pathways are designed to offer students a solid foundation in core STEM subjects. The district currently has a dual credit partnership with Rutgers.
- STEM Pathways & Branches:  
**Engineering:** Architecture & Design (with 3D Printing), Aerospace Engineering  
**Human Computer Interaction (HCI):** Multimedia & Video Game Design, Robotics, Communications & Media, Computer Science, Coding and HCI  
**Corporate & Mathematical Innovation:** Mathematics for Liberal Arts, Calculus, Quantitative Reasoning  
**Science, Health & Medicine:** Allied Health, Green Technology, Biotechnology, Forensic Science

- F. **MAYOR TED GREEN REMARKS** – The mayor advised the board that he is delighted to attend the board members annual retreat. He’s happy about the few presentations that he’s heard so far and how excited he is about all of the great ideas that are being brought to the forefront for the students of the East Orange School District.

Mayor Green also stated that he would like for the district to inquire about a partnership program with Caldwell College in the following areas for students: Construction Officials, Fire Officials, Buildings Officials, Electrical Officials and Plumbing Officials as these areas are very lucrative careers.

**G. COVID-19 CONTACT TRACING** – Dr. Deborah Harvest

As it relates to the COVID-19 Pandemic, Dr. Harvest updated the board members on the contact tracing procedure.

- Staff members are to report that they have tested positive or been in close contact with someone that has tested positive to one of the following people: Ms. Parrish in the Division of Labor Relations, the School Nurse of their assigned location or the Building Administrator.
- Then Dr. Harvest or Ms. Santos will send an email/memo to advise everyone that an individual has test positive for COVID-19. The individual must answer a few questions and send their test to the Division of Labor Relations to verify the date. They will then have to quarantine for 14 days. They will be asked for the names of everyone they have been in close contact with for these individuals to be notified, tested, and quarantine if need be. Employees can work from home remotely after being diagnosed with COVID-19 if they feel up to working, but it is not mandatory.

**HISTORY OF EOSD** – Dr. Deborah Harvest

Dr. Harvest researched the past superintendents for the East Orange School District as far back as year 1983 – Present. Dr. Harvest read some memorable quotes from some of the past superintendents and gave a little history behind each quote. A copy of the list of superintendent names and quotes were passed out to all board members.

**H. ETHICS FOR SCHOOL OFFICIALS** - Ms. Charlene Peterson, NJSBA Essex County Field Service Rep.

Ms. Peterson advised the board members that she will be discussing Ethics for School Officials which is a mandatory yearly requirement by the New Jersey Department of Education. At the conclusion of Ms. Peterson’s presentation. All board members were asked to sign their “Acknowledgement of Receipt” Code of Ethics training for school board members and return to Barbara McDaniels, the Administrative Secretary.

Ms. Peterson discussed the following items with all board members.

- All board members read the pledge that they shall abide by the following Code of Ethics for School Board Members.
- School Ethics Act N.J.S.A 12-23.1 (Effective April 1992)
- NJQSAC - Governance Indicator
- Components of School Ethics Act
  - File financial relative disclosure statement
  - Mandatory training in responsibilities of school board membership
  - Avoid conflicts of interest
  - Adhere to the Code of Ethics
- Mandatory Training Requirements
  - Governance I (New Board Members) – 1<sup>st</sup> yr. of 1<sup>st</sup> term
  - Governance II (Finances) – 2<sup>nd</sup> yr. of 1<sup>st</sup> term
  - Governance III (Student Achievement) – 3<sup>rd</sup> yr. of 1<sup>st</sup> term
  - Governance IV (Legal Updates) – year following every Re-election or Re-appointment

- School Ethics Commission (SEC)
  - 2 School Administrators
  - 5 Non-School Officials
  - 2 School Board Members
  - 9 Members appointed by the governor for a 3-yr term
- (SEC) Jurisdiction
  - Issues Advisory Opinions and acts upon Ethics Complaints filed by anyone.
  - Impose Penalties (Reprimand, Censure, Suspension or Removal from board.
- Review of Code of Ethics for School Board Members
  1. Board members must sign Code of Ethics “Acknowledgment of Receipt” and forward back to Barbara McDaniels to keep on file in board members office.
- Review of Conflicts of Interest
  2. Recuse yourself if there is a benefit to you as a school official or your immediate family.
- Review of Hiring/Personnel
- Review of Collective Bargaining

**I. THE INFINITE GAME BOOK DISCUSSION – Ms. Anita Champagne, Asst. Superintendent**

Ms. Champagne gave a brief discussion of “Finite” players vs. “Infinite” players based on the book “The Infinite Game” by Simon Sinek.

- Finite Players are known. They parade around their wealth and status.
- Infinite Players are known and unknown. They look into the future because their goal is to keep the game going.
- To live our lives with an infinite mindset means that we are driven to advance a cause bigger than ourselves.
- Trusting Team – Work to build trusting relationships so that we may advance the common good together.
- Lead with an Infinite mind. Should you choose to join the game, decide whether you want to play with a Finite or an Infinite mindset.

**J. DISCUSSION OF GOALS FOR 2020-2021 SY – Mr. Abdulsaleem Hasan, Superintendent**

Mr. Hasan opened up his presentation by addressing a statue that was unveiled on April 15, 1922 on the campus of the Tuskegee University expressing Lifting the Veil of Ignorance of his people by Booker T. Washington.

2020 – 2021 District Goals Discussion Topics

- Goal #1: 21<sup>st</sup> Century Integration
  1. 100% of Professional Learning Communities will be utilized as leverage points for sharing best practices which ultimately will enhance student achievement.
  2. Increase in the number of job-embedded professional learning opportunities that incorporate the expertise of building principals planning alongside district administration by 50%.

3. Increase the number of students participating in district programs such as STEM, Debate, Science & Mathematics Fairs as well as the District Spelling Bee, Law Day, and Geography Bee by 25% (Due to COVID-19 we did not accomplish this goal.)
  4. By May 2021, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in ELA.
  5. By May 2021, 60% of students in each preparedness group will meet or exceed their assigned end of year growth-target in mathematics.
- Goal #2: Community Engagement
    1. Increase the timeliness, access, and effectiveness of all communication with all stakeholders via multiple measures by 35% from the previous school year.
    2. Increase the use of emerging and available communications outlets to transmit information by 30%.
    3. Enhance the overall quality and timeliness of information and resources provided on the district's website and by virtual measures (via blasts, email, and text message) by 30%.
    4. Create Parent and Student Councils.
  - Goal #3: Facilities and Finance
    1. Create a district budget under constraints that accommodates and supports the needs of central office departments, all schools and students while sustaining systems that have yielded results through a strategic assessment of data
    2. Implement innovations that empower central office departments and schools to properly and efficiently allocate funding within their locations.
    3. Enhance the overall quality and timeliness of information and resources provided on the district's website and by virtual measures (via blasts, email, and text message) by 30%.
    4. Create Parent and Student Councils
    5. By May 2021, 60% of students in each preparedness group will meet or exceed their assigned end of year growth-target in mathematics.
  - Goal #4: Social and Emotional Supports
    1. Provide research-based curriculum to strengthen students' social/emotional relationships.
    2. Enhance community-based partnerships in order to assist students and families

## K. ADJOURNMENT

Although all board members present were in agreement to end the meeting, the board inadvertently failed to do a role call to conclude the meeting. There were no action taken at the meeting. The meeting adjourned at 10:18 PM.

*Please Note: Copies of all presentations are filed in the Board Members office.*