

## Minutes

**Board Retreat  
Wednesday, September 10, 2014  
5:30 PM  
Perth Amboy High School  
Auditorium**

1. Call to Order
2. Pledge of Allegiance
3. Reading of Notice of Meeting – President, Obdulia Gonzalez
4. Reading of Announcement of Board Retreat
5. Roll call

Mr. Bermudez	<u>P</u>
Mrs. Garcia	<u>A</u>
Mrs. Gonzalez	<u>P</u>
Mr. Lebreault	<u>P</u>

Mr. Ortiz	<u>A</u>	
Mr. Puccio	<u>P</u>	
Mrs. Roman	<u>P</u>	arrived at 5:45 pm
Ms. Tejeda	<u>P</u>	arrived at 6:05 pm
Mr. Varela	<u>P</u>	

Administration:

Dr. Rodriguez	<u>P</u>
Mr. Jess	<u>P</u>
Dr. Sheard	<u>P</u>
Mr. Latibouderre	<u>P</u>

6. Meeting open to the public for discussion of agenda items.
  - Mr. Jess asked for a moment of silence in memory of Daethyn Nelson, a Security Officer from the high school, who recently passed away.
  - **QSAC Goals** – Dr. Rodriguez discussed the QSAC Goals and provided the Board members with a copy of the QSAC section on Governance. Dr. Rodriguez also provided a copy of the Superintendent's Report from April 10, 2014 and a list of 17 goals for the instruction and personnel section that she would like the Board to review. The Board needs to do a self-evaluation and evaluate the Superintendent as well. A new Superintendent also needs to be hired. Dr. Rodriguez asked the Board to consider the 17 goals as the Boards goals for now. The 17 goals are as follows:

**Goal #1** – To revise curriculum in the Core Content Areas to ensure it meets the expectations set by the new Common Core State Standards in grades K–12 by September 2014.

**Goal #2** – To determine the effectiveness of multiple, district-wide initiatives to streamline areas of focus.

**Goal #3** – To improve student performance in English Language Arts & Mathematics through the implementation of a CCSS aligned ELA curriculum.

**Goal #4** – To develop and revise science and technical subject's curricula to ensure it meets the expectations set by the new Common Core State Standards in grades K–12 by September 2014.

**Goal #5** – To monitor program implementation and provide additional professional development needed on STEM initiatives.

**Goal #6** – To develop common benchmark assessments aligned to the NJCCCS/CCSS. They will be developed and administered.

**Goal #7** – To achieve at least an 80% graduation rate.

**Goal #8** – Data will be collected and analyzed at the classroom, school and district level and shared with all stakeholders.

**Goal #9** – The district will resume the 5-year cycle review process for curriculum and instruction at the district level.

**Goal #10** – The schools will develop a process to continually assess curriculum throughout the year.

**Goal #11** – To provide teachers/schools time to articulate horizontally and vertically, throughout the school year.

**Goal #12** – To provide teachers/administrators from transitional grades Pre-K to K, 4–5, 8–9, the opportunity to articulate vertically throughout the school year.

**Goal #13** – Calendars for walkthroughs, instructional rounds and lesson plan review will be developed at the school level.

**Goal #14** – The teacher evaluation calendar, aligned with the NJDOE mandates will be developed and implemented.

**Goal #15** – District policies and regulations will guide the design of a process for monitoring curriculum and lesson plan development.

**Goal #16** – Develop a lesson plan template that includes all components of effective lesson planning.

**Goal #17** – Evaluate current district programs to meet the individual needs of all students, including those students with disabilities, English Language Learners, Gifted & Talented and Students in Alternative Education.

- Dr. Rodriguez stated that the Board has already approved many of these goals.
- **Goal #4** – Dr. Rodriguez stated that the new County Superintendent began on July 1, 2014 and she reviewed our QSAC Plan and streamlined the answers. By her doing this, it changed the new QSAC reporting date to January 28, 2015. Dr. Rodriguez will discuss this with the Curriculum Committee in more detail, but asked that the Board consider moving forward with these goals.
- Mrs. Roman asked about developing a plan with the administration so that we can achieve these goals and if the administrative team will participate in developing these goals so that they can be achieved.
- Dr. Rodriguez replied that she will be meeting with the administrative team to go over these points.
- Mrs. Roman also asked about goal #11 and if this will be done horizontally throughout the schools and vertically throughout the district.
- Dr. Rodriguez replied that horizontally is at the grade level and vertically would be in pockets, such as grades K–2 and 6–8; to talk about how the kids are moving along from grade to grade.
- Mrs. Roman stated that she often asks if teachers talk between grade levels to see what the student's needs are as they progress to the older grades. She also asked if surveys were conducted in response to goal #8.
- Dr. Rodriguez replied yes, but also we need the data from the State to work towards this goal. This will help us work hand-in-hand with goal #2 because we're using the data to structure what we're teaching on a daily basis.
- Mrs. Roman asked if more surveys of the staff will be done before the end of December.
- Dr. Rodriguez said she can't answer this now, but there were climate surveys that were included in the RAC.
- Mrs. Roman stated that in some cases, teachers don't get the choice to talk to other grade level teachers, so how will that be resolved?
- Dr. Rodriguez stated that these goals are for the district, so they will happen everywhere, district-wide, and that will allow our teachers to speak with others on a grade to grade basis.

- Mrs. Gonzalez stated that there was a power point done in May and the goals were delineated step by step and included in the DPR's so that we're in compliance and we're doing what we need to do. These goals are aligned with what we need to do. This is a working document for us to use and to prepare to complete in the future. She hopes that at the next Board meeting, through the committee work, that the goals can be looked at and we can get input from the full Board and then adopt them. Mrs. Gonzalez will work with Dr. Rodriguez and Mr. Jess to delineate what must be done to comply with QSAC. This will also be done at the committee level. We need to complete the Superintendent and the Board evaluation as well. It was not done timely because Dr. Rodriguez did not start until January 2014. Included in this packet are work-papers for the Board's Self Evaluation and for the Superintendent's Evaluation. We will talk to the New Jersey School Boards Association so that we can get this done online as well. The previous Board President did not do a Board Self Evaluation or a Superintendent's Evaluation. We will evaluate the Superintendent from January 8, 2014 to September or October. The Personnel Committee Chair, with the input of the Board, will complete the evaluation of the Superintendent and will review it with her so she could decide if it will be discussed in public or in private.
- Today is the first official full Board meeting regarding the Superintendent Search, which is another piece of QSAC Governance. The Board President has put a search committee together consisting of four people who do not have any conflicts. Mr. Jess is doing a second request for proposals for a Superintendent Search Firm because the first search yielded only one response. We hope to receive more than one response this time, and we'll review the responses and hopefully approve a firm to do this search at the September 23<sup>rd</sup> Board Meeting so that a new superintendent can be hired by January 2015.
- Mrs. Roman asked if a due date will be provided to the Board members for the Board's Self Evaluation and the Superintendent Evaluation.
- Mrs. Gonzalez said yes.
- It was also discussed as to how the New Jersey School Boards Association will assist the district in completing the evaluations. The evaluations will be done on line. Regarding the superintendent's evaluation, the Board President will write a report, review it with the Superintendent and then it will go into the personnel file. Once these steps have been taken, the district needs to achieve at least a grade of 80% in each QSAC section in order to pass.
- **Superintendent Search** – Mr. Latibouderre stated that QSAC is an important plan, as it calls for the evaluation of the Superintendent as does Board Policy 1240. You can use the New Jersey School Boards Association as a guide for the process calendar and this will keep you on your timeline. The calendar has been tailored since the Board Elections were moved to November. In February, you're supposed to meet and review the online process. In March, the Chief School Administrator completes their goals and indicators and their self-assessment. The Board members do their own submission for the Superintendent Evaluation and the Boards Self Evaluation. The New Jersey School Board Association will deliver the completed information to the Board and by April 30<sup>th</sup> all information must be received, delivered, finalized and recorded for the Superintendent. If merit goals for the Superintendent are also included that needs to be discussed as well.
- With regards to the Superintendent Search, most Boards use a search firm and that is your first step. You retain the most qualified firm. You provide them with the criteria to help them get the most successful candidate. The key component is confidentiality; information for the candidates cannot be given out because they are probably employed elsewhere and do not want their current employer to know that they are looking for a job. You can decide on how the firm will eliminate people who do not meet the criteria and this should be a transparent process. You will then have candidate interviews and final interviews.
- Mr. Lebreault stated that with regards to the Superintendent search, the second RFP is due on September 18<sup>th</sup>. We hope to have copies of the responses provided to all committee members by the 19<sup>th</sup> so that we can review and schedule presentations, if needed, so that a recommendation can be made at the September 23<sup>rd</sup> meeting. We have a very aggressive schedule; since we only had one response to the last RFP, it put us behind schedule. We will include all stakeholders once a firm is chosen.
- Ms. Tejeda said she is concerned with the aggressive search timeline. Does it look like we can do this in such a short period of time, by January 1<sup>st</sup>?

- Mr. Latibouderre said the time frame is reasonable. You can do a paper screening of the candidates credentials and not everyone will be moved to the second round, so you can have someone by December 1<sup>st</sup> which gives you time to prepare their contract.
- Mrs. Roman asked if there are conflicted Board members do they have to abstain on voting to hire the search firm.
- Mr. Latibouderre said since it's not part of the search for the Superintendent, they could participate in the hiring of the search firm, but they may have to abstain on the hiring of the Superintendent.
- Mr. Lebreault stated that he went to a workshop at the Educational Foundation of New Jersey for training and they said that unless there is an internal candidate, everyone can participate. However he was recently told that if you have an immediate family member that works for the district they cannot participate in any aspect of the search, including in the search process.
- Mr. Latibouderre said the most recent information he has from the School Ethics Commission said that you must not participate in any part of the search whether it's internal candidate or not. He needs clarity and he will get the Board a written opinion on this.
- Mr. Varela stated if someone is hired from outside the district, won't they have to wait until the end of the year.
- Mr. Latibouderre said most people have termination clauses within their contracts. That is a mutually agreed upon condition and they can utilize that to get out of existing contracts.
- Mr. Bermudez asked if the Doctrine of Necessity would need to be invoked.
- Mr. Latibouderre said he would review and let everyone know.
- Mr. Lebreault said if you have a quorum or just one member who is not conflicted, but eight are, than one person can only do the search, that's what we learned this year. The committee is made up of four members, so no formal meeting is needed.
- Mr. Latibouderre said it's an easy process, if it's okay with the Board this will help you move quicker.
- Mrs. Gonzalez stated that there is no timeline for our Interim since she is not a retired person.
- Mr. Lebreault said if it's mutually agreeable, the Superintendent and the Board can terminate their contract whenever they agree on.
- Mr. Latibouderre said a model contract is in place because of the Superintendent caps. Both parties can agree on the terms as well as a termination clause. There is a 90 day limit for the buy-out provision for the Superintendent.
- Mrs. Roman asked if you hire a Superintendent in December, what is the period to evaluate that person because of the timeline that has been established by the School Boards Association?
- Mr. Latibouderre said the first evaluation would be for the period that they are here during the first year and then the other years follow the established timeframe.
- **Robert's Rules of Order** – Mr. Lattibouderre provided an overview of Robert's Rules of Order and Board Policy 164. Robert's Rules of Order was put together by General Robert because there was a lack of civility and courtesy in meetings. When you see the word "shall" in a legal document, it means that you must follow it and that's what you have done within your bylaws. Robert's Rules of Order are written rules and procedures for conducting meeting business in an orderly manner and defining the meeting and the related duties of the officers. Parliamentary procedures are the best way to get things done at your meetings, but it will only work if you use them properly. You should allow motions that are in order; you should have members obtain the floor properly; you should speak clearly and concisely; you should obey the rules of debate and most importantly, you should always be courteous.
- The presiding officer is the president, that is who's charged to decide that we are following the rules. By definition, the bylaws are fundamental rules that define your organization. Bylaws are established in a single document of inter-related rules. The Perth Amboy Board of Education Bylaw 0164 confirms that you adopted Robert's Rules of Order which shall govern the Board in its deliberation and acts.

- Basic Principal's that you should follow when following Robert's Rules of Order:
  1. Discuss one subject at a time.
  2. Each idea presented for consideration is entitled to full and free discussion.
  3. All members are to be treated with respect and courtesy.
  4. The rule of the majority must be carried out and the rights of the minority respected.
  5. The wishes of each group member should come together to form a cooperating united club.
- Robert's Rules on Basic Motions:
- A main motion introduces a new subject for discussion and action.
- A secondary motion offers different approaches to consider in the discussion of the main motion and there are three classes of secondary motions.
  - The first is a subsidiary motion, which applies directly to a pending main motion and helps the group arrive at a final decision on the main motion.
  - The second is a privileged motion, which deals with things relating to the comfort of the assembly or other situations so important that they may interrupt pending business and must be decided immediately by the chair or the members without debate.
  - The third is incidental motions – motions that generally deal with procedures and help process other motion.
- You also have a restorative motion which seeks to put things back to where they were.

Brainstorming is great, but you need to do it outside of your business meeting. Time is limited and the rule is to prepare your notes ahead of time so that they are well thought out. Most motions fail because they don't have an objective and they are not well thought out.

- Mistakes to avoid when making a motion:
- Speaking without recognition.
- Moving to table - many people think that tabling a motion is tantamount to killing it, but the motion 'to lay on the table' is used to set the pending motion aside temporarily in order to take up something else more pressing.
- Calling the question - when members get tired of hearing the same arguments back and forth on a pending motion, inevitably somebody calls out 'question' or 'I call the question'. The presiding officer may take the opportunity to tell the members that calling the question actually requires a formal motion from a member after being recognized by the chair.
- Tabling it until next month – this is yet another misuse of the word table, but the member that makes this proposal may want to postpone this to a certain time.
- Reconsidering a vote – under Robert's Rules 'reconsider' has a very specific meaning, sometimes at odds with the word's meaning in general usage. You can only reconsider with respect to decisions made in the current meeting.
- Requesting a point of information – a point of information is made to enable the member to request information, not to give them the opportunity to speak again.
- Offering friendly amendments - Any motion to amend a main motion depends upon the acceptance of the assembly, not the person who made the original motion. This is really patronizing, the best thing to do is simply get recognition of the chair, move your amendment and tell your membership why you are offering it. When you make a motion propose your action as exactly and specifically as you can. Leave no doubt to what it is you are asking the membership to agree on.
- The Roles of the Officers – the presiding officer recognizes members entitled to the floor, processes motions, rules on point of order and conducts the meeting in a fair and impartial matter.
- The parliamentarian, which is the Board Attorney, provides advice to the presiding officer on matters of procedure and has a duty to maintain a position of impartiality.
- You can comment on the vote, but no opinion should be provided or restating of the debate should be done. If you need clarity you need to restate or re-read it.

- A discussion ensued on Robert's Rules when Mr. Lebreault stated that each time a member speaks they get 10 minutes, can they be provided five minutes on one subject and five minutes on another.
- Mr. Latibouderre said it's a cumulative 10 minutes.
- When a member speaks for 10 minutes, can they request more time to speak?
- Mr. Latibouderre said yes as long as 2/3 of the Board approves it.
- Can a member request to use someone else's time?
- Mr. Latibouderre said Robert's Rules of Order does not contemplate the sharing of time.
- The audience has five minutes, can they get more time?
- Mr. Latibouderre said a member of the public cannot use a Board members time, but the Board can act to suspend that and follow the policy also.
- Mrs. Gonzalez asked with regards to the time clock, is it rude to do for the Board to use the clock when a member is speaking.
- Mr. Latibouderre stated that it is not rude and if the situation is to a point where the clock will help to curtail a member from ranting and raving, it should be used. The Board Secretary would have to keep time on each person so as not to go over the 10 minutes.
- Mr. Varela stated that he was concerned with aggression that has been prevalent in meetings. As presiding officer, it's a duty for them to maintain the safety for the staff and the Board and to make sure that everyone is courteous. Due to the aggression and possible safety hazard, can you remove the person who is being aggressive.
- Mr. Latibouderre said the presiding officer can remove a disruptive individual. The President can call for cancellation of a meeting if disruption is so bad.
- Mr. Varela asked if a presiding officer calls for security, can they remove them. Starting with our security officers, but calling the police if need be. Board members need to remember how to act. If you are disruptive you violated your oath, you don't have to provide indemnification for that member if the act is outside the scope of a Board members duties.
- Mr. Lebreault asked about the liability for our security officers if step one is to remove someone.
- Mr. Lattibouderre said if you have probable cause for someone who is being disruptive, you should call the police and have them come in and handle the matter.
- Mr. Varela said if a Board member is asked to leave and a security officer says to him you must leave, what happens if the Board member refuses to leave and says 'I'm going to sue you'. Can they follow through with their suit and be a Board member at the same time?
- Mr. Lebreault provided a suggestion that if a Board member has to be removed, the presiding officer should immediately ask for a motion for recess so the person could be removed quietly.
- Mrs. Gonzalez asked to clarify incidents with regards to disparaging comments and inappropriate language.
- Mr. Lattibouderre said that there are guidelines that say these are prohibited by anyone. Robert's Rules of Order's main goal is courtesy. If there are intentional disruptions, you take a recess and converse with the individual and remind them of the effect of their behavior with regards to violating the ethics code. This is spelled out in the Code of Conduct. It includes all employees and Board members. This is acting outside the scope of the Board members role and it violates the ethics act. Most Board members review the guidelines for behavior at the start of each Board Meeting. It's easier to prosecute the fact that they didn't follow the rules.
- Mr. Bermudez stated that even though we have adopted these rules, they're still guidelines. So what happens if they are not adhere to it 100%, must they be followed?
- Mrs. Roman said the Board Attorney reminds the public to be respectful and the public will not adhere to that in the public session. Are there any consequences or actions that can be taken for those members that are being disruptive.
- Mr. Lattibouderre said he's spoken about disparagement and bad mouthing staff. If someone is doing this, we can stop them from talking. We can prohibit them from talking and tell them that if they wish to speak at a meeting, they must provide their comments in writing for review and the comments will be read by the Board President at a meeting. This is allowed and it won't violate their first amendment right.
- Mrs. Roman asked who can make a motion to move something to a committee?
- Mr. Lattibouderre said any member can make that motion.
- Mr. Lebreault asked if there are any motions that can be made to take precedence over other motions.
- Mr. Lattibouderre said yes.
- Mr. Lebreault asked with regards to point of order, who does this to get the main focus back.

- Mr. Latibouderre stated that the person who asked for the point of order, states what they think has gone wrong and then directs Board members to get back to task or a specific topic.
- Ms. Tejeda asked regarding a person's first amendment right, you need to remind people that you are allowed to present your opinion but not to disparage anyone and if you do that you'll lose your right to be heard.
- Mr. Lattibouderre said the guidelines are here to protect you, the staff, the students and the public so you reiterate the guidelines at the beginning of each meeting and the start of public session.
- Mr. Lebreault said with regards to our bylaws, in order to address the Board during public session, the speaker must register with someone prior to the meeting.
- Mr. Lattibouderre said yes, you can legally set up a guideline to speak and you do not have to recognize them to speak if they have not registered.
- Mrs. Gonzalez said offenses such as things being placed on social media, email, etc. What are the rules to govern them?
- Mr. Lattibouderre said regardless of whatever takes place, you need to let them know that they are out of the scope of being a Board member. They could be personally liable and not covered by the Board's insurance should this continue.
- Mr. Bermudez asked if a Board member was notified about this and they continue to do it, how do you handle that.
- Mr. Lattibouderre said you address it in escalating fashion. As a point of information you seek more specific details or clarification on something. At that point the presiding officer can address it or have someone do it. This is different from a point of order.
- Mr. Lebreault asked with regards to motions, how much time can pass between a restorative motion and the initial motion? Can it be carried out later in the meeting or at that time?
- Mr. Lattibouderre said it takes place in the context of that meeting. In a subsequent meeting it would be a new motion.
- Mrs. Gonzalez stated that this was a very good discussion and thanked Mr. Lattibouderre for doing such a great job.
- Dr. Rodriguez asked the Board to please remember this because sometimes employees get spoken about and there are hurtful things and disparaging remarks said and we need to curtail them.

## 7. Old Business

- Mrs. Roman asked about the bylaws. She said we give the public the right to speak, but we need to review our timing policy to see if it has to be amended. Do we need to finish the meeting by a certain time?
- Mrs. Gonzalez said the public has five minutes, per person to speak, but a total of one hour for the public to speak up to 11:00 pm. We don't usually follow that, but we need to. We need to follow this more strictly; it must be conducted in accordance to our bylaws.
- Mr. Lebreault said bylaw 0164 outlines the agenda and the president can change and add things as needed. We must all read the bylaws.
- Ms. Tejeda asked about the rights of public speakers that are from out of town and non-residents. Must they be allowed to speak?
- Mr. Lattibouderre said you should allow them to participate because of their first amendment rights, but make sure they adhere to the guidelines of conduct and decorum and if not, that's the basis for not allowing them to speak again.
- Mrs. Roman left the meeting at 7:54 pm
- Mr. Lebreault stated that if we follow the bylaws, everyone needs to follow the guidelines and register. They must present a legitimate name and address as well.
- Mr. Lattibouderre said you won't be able to verify their address if they sign up and if they don't do it you can act on it at future Board meetings.

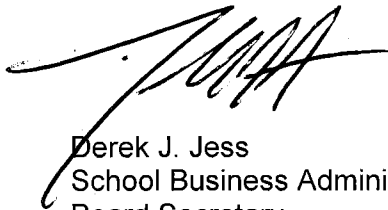
## 8. New Business - None

9. Public Session

- Public member #1 – stated that he's been here for a long time and has witnessed how these meetings are conducted. One Board member likes to reference the first amendment right and filibuster. You must stay on track, the first amendment doesn't protect lies or slander. Today's presentation was excellent. He's been a State Parliamentarian for disabled American Veterans. He tried to let the Board members know about some information with regards to Robert's Rules of Order, however the main offenders are not here this evening, after they asked for this meeting. You did a very good job tonight and there were very good questions asked. Board members made disparaging remarks; they threatened a school law enforcement officer. You should've called the Police Department and we should learn from our mistakes.
- Public Member #2 – What happens if a minor wants to address the public? Must they also put their address down? Many meetings ago it was discussed to have people register, but that was not followed because sometimes you come to listen with no intention to speak and than somebody says something that jogs your memory and you wish to speak. If you are not registered, what happens then.
- Mr. Lebreault gave a shout out to the Shull School saying he visited them yesterday and he wants everyone to go there because they've done a lot of great things with the movement of the rooms and new paint job. Staff morale is up and they want to go to work now.
- Mrs. Gonzalez stated that Ms. Tejeda, Dr. Rodriguez and herself visited all the schools over the past two days. Our schools are in good shape, they are very clean. All work in our school has been done and we've done some really good changes. The School Climate has also improved. The high school had a smooth opening and the schedules were done timely and efficiently.
- Mrs. Lebreault stated that at the last meeting, a motion was made by Mrs. Garcia referring to Robert's Rules of Order and that the Board should learn more about it. It is a shame that she is not here this evening to listen to this presentation because Mr. Latibouderre did an excellent job.

11. A motion was made by Mr. Lebreault and seconded by Ms. Tejeda at 9:44 PM to adjourn the meeting. Unanimously approved.

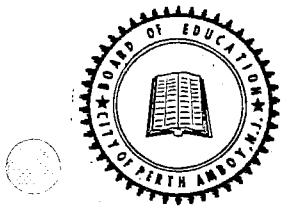
Respectfully submitted,



Derek J. Jess  
School Business Administrator/  
Board Secretary

DJJ/eh





# *Perth Amboy Public Schools*

## **Administrative Headquarters Building**

178 Barracks Street

Perth Amboy, New Jersey 08861

Tel: (732) 376-6202 – Fax: (732) 826-2644

**Derek J. Jess**

School Business Administrator

Board Secretary

September 3, 2014

**To: The Honorable Members of the Board of Education**

Please be advised that the Board of Education has called for a Board Retreat to be held **Wednesday, September 10, 2014 at 5:30 pm in the Auditorium of the Perth Amboy High School, 300 Eagle Avenue, Perth Amboy, New Jersey.** The purpose of this meeting will be to discuss QSAC goals, Superintendent's search and Robert's Rules of Order. There will not be formal action taken at this meeting.

Sincerely,

Derek J. Jess

School Business Administrator

Board Secretary

DJJ/eh

cc: Dr. Rodriguez  
Mr. Grobelny  
Dr. Sheard  
Ms. Gutierrez  
Principals/Supervisors/Directors  
City Clerk Jasko  
President, P.A. Federation of Teachers, et al  
Ms. Shepherd, District IT Specialist  
Ms. Peralta, Channel 34  
Dave Garb, Channel 34  
Bulletin Board

**Perth Amboy Board of Education**

Board Retreat

Wednesday, September 10, 2014

5:30 PM

Auditorium

Perth Amboy High School

**Meeting Announcement – Derek J. Jess**

“Please be advised that the Board of Education has called for a Board Retreat to be held on Wednesday, September 10, 2014 at 5:30 pm in the Auditorium of the Perth Amboy High School, 300 Eagle Avenue, Perth Amboy. The purpose of the Board Retreat will be to discuss QSAC goals, Superintendent’s search and Robert’s Rules of Order. There will not be formal action taken at this meeting. Derek J. Jess, Acting Superintendent/School Business Administrator/Board Secretary”.

**Perth Amboy Board of Education**

Board Retreat

Wednesday, September 10, 2014

5:30 PM

Auditorium

Perth Amboy High School

**Notice of Meeting – Obdulia Gonzalez**

"I hereby publicly announce at this Board Retreat of the Board of Education of the City of Perth Amboy that notice of the meeting has been provided, a copy of which Notice is attached to the Affidavit of Derek J. Jess, School Business Administrator/Board Secretary of the Board of Education of the City of Perth Amboy, and which I hereby incorporate and make part of this statement and read aloud herewith to you, which Affidavit and Notice specifies the time, place and manner in which said Notice was provided and which Affidavit and Notice are to be attached to the minutes of this meeting and made a part hereof."

**AFFIDAVIT OF SERVICE OF NOTICE OF BOARD RETREAT  
OF Wednesday, September 10, 2014**

STATE OF NEW JERSEY)

:SS.:

COUNTY OF MIDDLESEX)

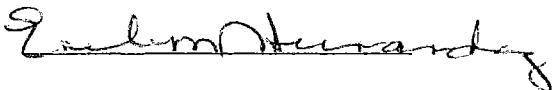
**DEREK J. JESS**, of full age, being duly sworn upon his oath according to law, deposes  
and says:

1. I am the School Business Administrator/Board Secretary of the Board of Education of the City of Perth Amboy.
2. I did cause to be served a Notice of the Board Retreat of September 10, 2014 copy of which Notice is annexed hereto and made a part hereof, by causing to be delivered by hand delivery by Board of Education messenger, in envelopes appropriately addressed to each of the members of the Board of Education and to all of the parties whose names appear on said Notice, on the 3<sup>rd</sup> day of September 2014 at 4:00 P.M.
3. I did also prominently post said Notice in the public place reserved for similar announcements at the Bulletin Board in the lobby of the Administrative Headquarters Building of the Board of Education on the 3<sup>rd</sup> day of September 2014 at 4:00 P.M.
4. In addition thereto, I did file a copy of said Notice with Ms. Elaine M. Jasko, City Clerk of the City of Perth Amboy, New Jersey, on the 3<sup>rd</sup> day of September 2014 at 4:00 P.M.


Subscribed and Sworn to before

Me this 3 day of

September, 2014



EVELYN HERNANDEZ  
NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires Feb. 1, 2016

  
\_\_\_\_\_  
Derek J. Jess

*Roberts' Rules Of Order & Policy 0164*  
*Conduct of Board Meetings*

**Perth Amboy Board of Education**

**September 10, 2014**

**Perry L. Latiboudere, Esq.**  
**Adams Gutierrez & Latiboudere, LLC**

## Robert's Rules of order:

written rules of procedure for conducting meeting business in an orderly manner, and;

Defining the meeting-related duties of the officers.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

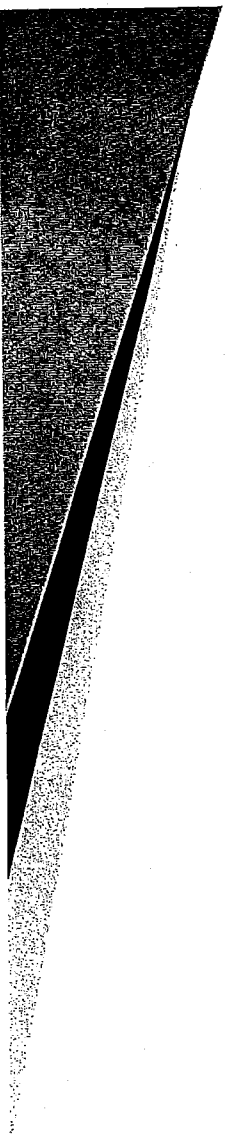
Allow motions that are in order.

Have members obtain the floor properly.

Speak clearly and concisely.

Obey the rules of debate.

Most importantly, *BE COURTEOUS.*



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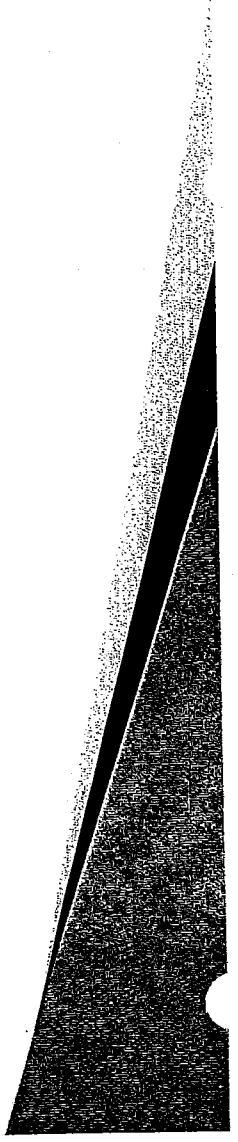
**Policy Q&A: Roberts Rules**

**Question:** Is there a statutory or regulatory requirement to follow Robert's Rules of Order?

**Answer:** No. There is no statutory or regulatory requirement to follow Robert's Rules of Order at regular meetings of school boards or at committee meetings. It is a good idea for school boards to have policy covering parliamentary procedure, and they *may* decide to use Robert's Rules.

**Bylaws: The *bylaws* are fundamental rules that define your organization. Bylaws are established in a single document of interrelated rules.**

**PABOE Bylaw 0164 confirms that you've adopted Roberts' Rules of Order which "shall govern the Board in its deliberation and acts..."**





# BYLAWS

## PERTH AMBOY BOARD OF EDUCATION

BYLAWS

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Conduct of Board Meetings

### 0164 CONDUCT OF BOARD MEETINGS

#### Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

#### Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

#### Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

#### Agenda

The Superintendent and/or School Business Administrator/Board Secretary shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

- Call to order
- Pledge of Allegiance
- Notice of Meeting
- Roll Call
- Approval of Minutes
- Approval of Minutes of Private Meeting (when applicable)
- Correspondence
- Approval of Bill List
- Reports
- Recommendations of the Superintendent of Schools
- Committee Reports
- Old Business
- New Business
- Open to the Public
- Adjournment

N.J.S.A. 10:4-10

N.J.S.A. 18A:16-1.1

Adopted: 12 January 2006



## 5 Basic Principles

- Discuss one subject at a time
- Each idea presented for consideration is entitled to full and free discussion
- All members are to be treated with respect and courtesy
- The rule of the majority must be carried out and the rights of the minority respected
- The wishes of each group member should come together to form a cooperating, united club

# Robert's Rules on Basic Motions

By C. Alan Jennings, PRP from Robert's Rules For Dummies

Motions come in all types and sizes, but they fall into a couple basic categories:

- **A main motion** introduces a new **subject** for discussion and action. A main motion says: Let's do this about that. The main motion is the starting point on the way to making a group decision.

- **Secondary motions** offer different approaches to consider in the discussion of the main motion. A secondary motion says: Let's do that this way. Secondary motions fall into one of the three classes:

- **Subsidiary motions** apply directly to a pending main motion (or pending secondary motion) and help the group arrive at a final decision on the main motion. A *subsidiary motion* says: Let's do this along with the main motion.

For example, the motion to *Refer* the main motion to a committee. You use it when you don't want to spend all night talking about something that could be done at another time by people who are interested in working out the details.

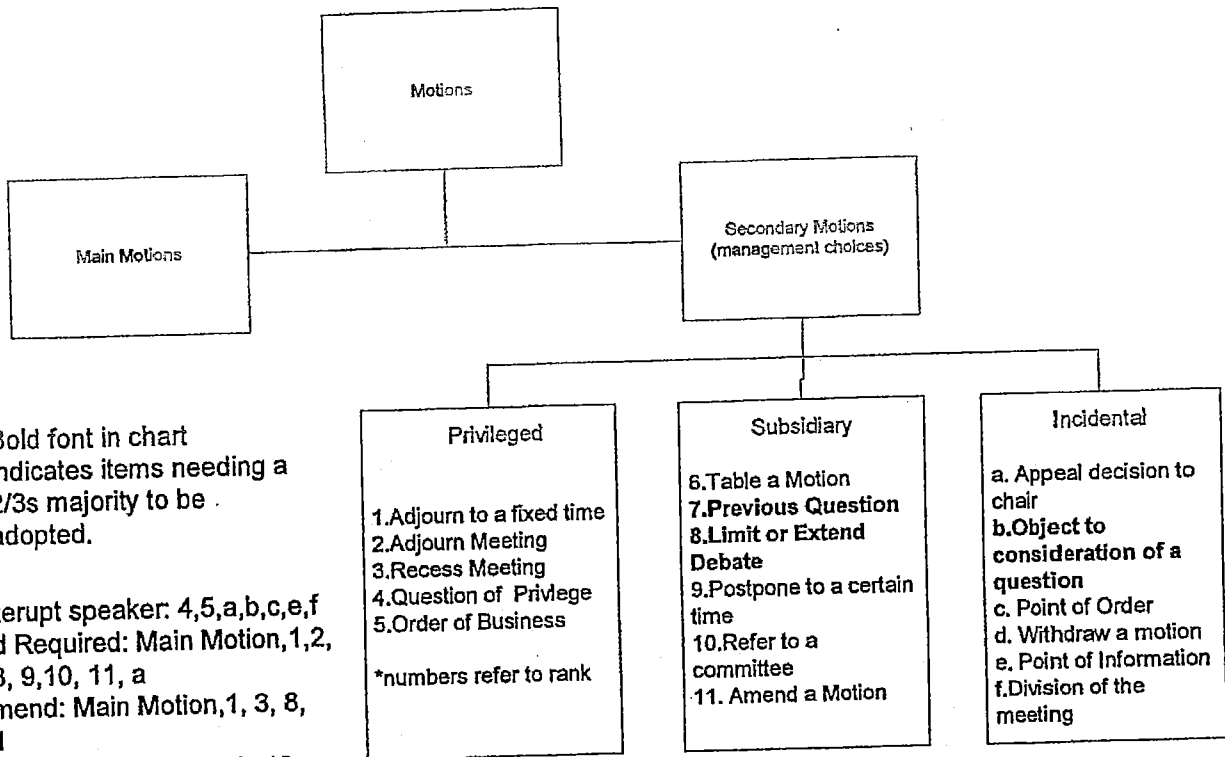
- **Privileged motions** deal with things relating to the comfort of the assembly or other situations so important they may interrupt pending business and must be decided immediately by the chair or by the members without debate. A *privileged motion* says: Let's do this even though there is a pending main motion.

- **Incidental motions** are motions that generally deal with procedures and help process other motions. An *incidental motion* says: Let's do this to better handle the pending motion. You use incidental motions to help the group go about conducting its business in meetings.

**A restorative motion** seeks to put things back to where they were. A *restorative motion* says: Let's undo this and maybe do that instead.

Brainstorming is great, but you need to do it outside of your business meeting. Time is limited, and often many decisions need to be made at the meeting in a very short time. The rule requiring you to have a motion on the floor before discussing it means that you have to be responsible and have your idea fairly well thought out before turning it over to the group for its consideration.

## Motions: Classification, Rank, and Use



Bold font in chart indicates items needing a 2/3s majority to be adopted.

May interrupt speaker: 4,5,a,b,c,e,f  
 Second Required: Main Motion, 1,2,3, 6,7,8, 9,10, 11, a  
 Can Amend: Main Motion, 1, 3, 8, 9,10,11  
 Can Debate: Main Motion, 9, 10, 11, a  
 Adopted by Majority Vote: Main Motion, 1, 2, 3, 6,9, 10,11,a, d,  
 Adopted by Two-Thirds Vote: 7,8,b  
 Enforced by Chair: 5,c  
 No Action Required: e

If after the vote, you think the group should reconsider the matter you may make a motion to reconsider the matter if you were for it. And then it needs to get a second and a majority in favor of it for the reconsideration to proceed. (See the Rules for more detail.)

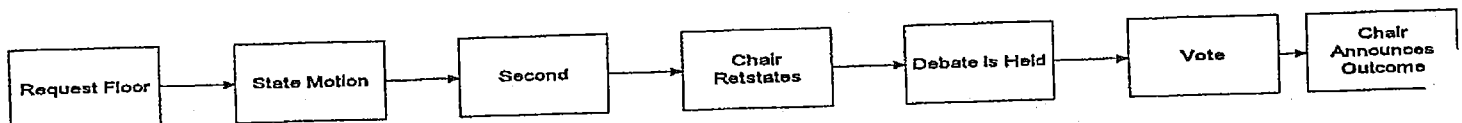
In general, one topic at a time and one speaker at a time. When necessary use the following:

**Privileged Motions:** These are used to stop the work (adjourn), take a break (recess), change the room environment (noise, temperature, etc.), or get back on track (stay with the agenda).

**Subsidiary Motions:** These are used to change the process being used and to amend the main motion (proposal). The request may be to end the debate (discussion), limit the debate, postpone the discussion, or refer the matter to a committee.

**Incidental Motions:** Use these if you think the chair or group is making a mistake in considering the topic or in the process being used or if you need relevant information.

**Main Motion Flow Chart**  
(repeated on chart of motions)



# Robert's Rules for Making a Motion: Mistakes to Avoid

By C. Alan Jennings, PRP from Robert's Rules For Dummies

Robert's Rules are designed to facilitate the transaction of business by your group, not to hinder it. If you're going to be effective in meetings, you need to know the right — and wrong — ways to use parliamentary motions.

The following list clues you in to the more frequent and obvious places where some members reveal their tenuous grasp on Robert's Rules of Order:

- **Speaking without recognition:** It's a mistake to make just about any motion without first being recognized by the chair. Rise and address the chair ("Mr. President" or "Madam Chairman") and seek recognition in proper form.
- **Moving to "Table!":** Many people think tabling a motion is tantamount to killing it, but the motion to *Lay on the Table* is used to set a pending motion aside temporarily in order to take up something else more pressing or urgent. If you want to *kill* a main motion, you move to *Postpone Indefinitely*.
- **Calling the question:** When members get tired of hearing the same arguments go back and forth on a pending motion, inevitably somebody calls out, "Question!" or "I call the question!" Your presiding officer may take the opportunity to tell the members that *calling the question* actually requires a formal motion from a member after being recognized by the chair. Generally, the presiding officer waits until it's clear no one else wants to speak to the issue; calling out "Question" without first obtaining the floor is just plain rude.
- **Tabling it until next month:** This is yet another misuse of the word *table*. What the member who makes this proposal really wants to do is to *Postpone to a Certain Time*, not *Lay on the Table*.  
  
The order of precedence and the rules covering whether the motion is debatable, amendable, and so forth make distinguishing motions important.
- **"Reconsidering" a vote:** Under Robert's Rules, *reconsider* has a very specific meaning sometimes at odds with the word's meaning in general usage. In a meeting run under Robert's Rules, you can reconsider *only with respect to a decision made in the current meeting* (or on the next day, if the session lasts more than one day).
- **Requesting a point of information:** Some people think this motion means they can get the floor to *give* information. In reality, a *point of information* is made to enable the member to *request* information, not to give him an opportunity to speak again!
- **Offering friendly amendments:** Most everybody has encountered a well-intended member who offers, "I want to make a friendly amendment." But the fact is, when a motion is on the floor, the maker of the motion no longer owns it. Any motion to amend a main motion depends upon the acceptance of the assembly, not the person who made the original motion.

Offering a friendly amendment is really patronizing. The best thing to do is to simply get recognition of the chair, move your amendment, and tell the membership why you're offering the amendment.

## Tip

When you make a motion, propose your action as exactly and specifically as you can. Leave no doubt as to what it is you're asking the membership to agree to.

## Roles of Officers

### Presiding Officer

Recognizes members  
entitled to the floor

Processes motions

Rules on points of order

Conducts meetings in a fair  
and impartial manner

## Role of Officers

### Parliamentarian

Provides advice to the  
presiding officer on matters  
of procedure

Has a duty to maintain a  
position of impartiality

### Sources.

1. Robert's Rules of Order --Newly Revised 11<sup>th</sup> Edition
2. [www.robertsrules.org](http://www.robertsrules.org)
3. NJSBA School Board Notes • April 2, 2013 • Vol. XXXVI No. 34
4. Golden Rule Guide to the Rules By Clarence Bischoff
5. C. Alan Jennings, PRP from Robert's Rules For Dummies



## **FAQs & Best Practices**

1. Is it appropriate under Roberts' Rules for a member to give opinions while voting?

Answer: No, opinions and clarifications should be expressed during the discussion of the motion preceding the vote. A Board member may briefly comment to explain a vote, if necessary. A clear record is necessary and voting should be limited to "yes" "no" or "abstain." However if that comment turns into a discussion then the Board President and/or Parliamentarian should entertain a point of order to remind the member to state their vote for the record.

Rationale: Discussion and debate takes place during the moving of a main motion.

2. A Board member moves a main question for a vote and another member seconds. Discussion takes place and the mover of the motion has discussed and debated the question at length on two occasions for over twelve (12) minutes. Can the mover be stopped from a third attempt to discuss and debate the question?

Answer: Yes, the presiding officer and/or parliamentarian should enforce the Rule that a board member who speaks twice on the issue has "exhausted his/her right to debate the question for the day." Further, in instances where the Board has no time limit rules on how long a member can debate, RRONR limits the discussion to 10 minutes. See also page 43 of RRONR.

2(a) The same facts as #2 above. A Board member is seemingly sick of the lengthy debate and moves to terminate the discussion and another Board member seconds the motion to terminate the debate. Should the second motion be considered or should the Board President and/or Parliamentarian disregard the second motion and call for a vote on the pending main question?

Answer: The presiding officer and/or parliamentarian should clarify if the maker of the second motion is looking to make a subsidiary motion such as limiting the debate, postponing the discussion or referring the matter to committee for further review/fact-finding. If those are the reasons behind the subsidiary motion, the presiding officer should allow that motion to proceed to a vote as it may affect the action on the proposed main question.

3. A Board member moves a question for a vote and another member seconds. The member moving the question seeks the floor to debate the question but the President notices that another member previously had his/her hand up seeking to be recognized. Who should the President grant the floor to?

Answer: The President should clarify whether the non-moving member is seeking to debate or discuss the pending question. If the answer is yes, the President should grant the moving member the chance to discuss the motion first and when the moving member is concluded the member previously seeking the floor should be recognized.

Rationale: The main motion is the starting point to a productive discussion and decision. The mover of the motion should get the opportunity to frame the subject for discussion and action. See also page 42 of RRONR.