

# UPPER TOWNSHIP SCHOOL DISTRICT

## SPECIAL MEETING

September 28, 2009

**CALL TO ORDER:** By Michele Barbieri, President, at 6:02 p.m.

**OPENING STATEMENT:** Laurie A. Ryan, Business Administrator/Board Secretary, read the following statement:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the Public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Upper Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted with the Township Clerk, the *Cape May County Gazette* and the *Press*.

**ROLL CALL:** Michele Barbieri, Kim Breckley, Jill Casaccio, Lynn Dierolf, Audrey Eichenberger, Christine Lentz, and Fran Newman

**MEMBERS ABSENT:** Jim Arsenault, Debbie McLees (arrived at 6:06 p.m.)

**ALSO IN ATTENDANCE:** Vincent J. Palmieri, Jr., Superintendent, Terry Lewis, New Jersey School Boards Field Service Representative, and Laurie A. Ryan, Business Administrator/Board Secretary

**INVITATION FOR THE FLAG SALUTE:** Led by President Barbieri

### PRESENTATION:

Ms. Terry Lewis, NJSB Field Representative, presented on the Roles and Responsibilities of a board member. Some of the key highlights of the presentation were:

- A good school board does not run the school; it makes sure the school is run well.
- Plan, plan, plan – Need long range planning.
- Need vision, mission, and goals.
- Semiannually set aside time to discuss school board/superintendent relations (put on the agenda; discuss in open session).
- Board provides four functions:
  - Guidance through policy development.
  - Program of quality instruction.

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- Effective management of the district.
- Two-way communication between community and board.
- Three levels of school governance:
  - Strategic – Board.
  - Tactical – Administration.
  - Operational – Staff.

**ADJOURNMENT:** Motion by Mrs. Newman, seconded by Mrs. Dierolf, and carried by a unanimous voice vote at 6:56 p.m.

Respectfully submitted,



Laurie A. Ryan  
Business Administrator/Board Secretary