From: Mary Ann Friedman
To: Chrissy Skurbe
Subject: RE: Evaluation template
Date: Monday, January 24, 2022 2:11:00 PM
Attachments: Monroe Twp Goal-Setting Memo 2020.doc

Good afternoon Chrissy,

Congratulations on being elected BP (Board President). I look forward to working with you this year in your new role.

Board secretary evaluations are not done by many boards. While the board secretary does work in that capacity for the board, it can be difficult for the board to separate out their responsibilities from Business Administrator and that can get the board into some trouble. The superintendent or acting superintendent is responsible for the BA's evaluation, not the board. I can see if we still have anything that might work for the board as a Board Sec'y eval.

Setting board goals will help to keep the board focused on the top 3 - 5 things that they feel are extremely important for that particular year and we highly recommend developing them. This is something that I can facilitate, however, I am out on a medical leave having just had surgery. My anticipated return is the week of Feb. 7th. I believe you have been on the board when I facilitated the development of district and board goals so you probably recall that we would start by reviewing the previous year's board goals and see if any were accomplished or need to be continued. During these pandemic years, there have been many board goals that have been continued from one year to the next.

I have attached the memo from the last goal setting session I facilitated with the board back on Sept. 2020. I know that Michele had reached out to try to schedule board goal setting back in Oct. 2021 but that date did not end up working for the board.

If you wanted to do this yourselves, it would be done during open session at a board meeting, and I would recommend you provide each board member with a copy of the last year's goals. You could recommend that the board continue with the goals at this time and ask for feedback from the board members. Since they are "board" goals they should involve all board members in the decision making process.

If you have any questions, please let me know. I am checking email fairly often and will reply asap. I hope this is helpful.

Stay well.

Mary Ann

Mary Ann Friedman
Field Service Representative
New Jersey School Boards Association (NJSBA)
413 W. State Street
Trenton, NJ 08618
Business Cell: 609-273-3637

mafriedman@njsba.org
www.njsba.org
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-----Original Message-----
From: Chrissy Skurbe <crskurbe@yahoo.com>

Sent: Monday, January 24, 2022 9:39 AM
To: Mary Ann Friedman <mafriedman@njsba.org>
Subject: Evaluation template

Good morning Mary Ann

I wanted to reach out to let you know that I have been voted the Monroe Township School District Board Ave Education president for 2022. We have a policy in our guidebook that says that the board needs to evaluate the board secretary on a yearly basis. This has never been done by the Board of Education and I have been looking for some guidance into how this evaluation should take place. Does New Jersey school boards have any sort of template that they can offer help to our board of education in developing an evaluation for our board secretary.

Additionally I know that we have to set our board goals. Is that something that the board president can recommend to the board members at a public meeting? Or is that something that we need a special meeting to do? I only ask because I believe our goals from last year are probably going to be the same goals as this year as we are working toward a referendum. Additionally our goal was to manage opening the schools in the pandemic and moving forward with that. I know that is still a goal of hours for the school year.

Thank you for all your help.

Sincerely

Chrissy Skurbe