

Rochester Board of Education
Board Governance Committee
July 26, 2011
Minutes

Attendance:

Commissioner Campos and Commissioner Cruz; Board Staff Ms. Lee.

Chairwoman Campos convened the meeting at 5:05 p.m.

Agenda Item I: Approve March 2011 Minutes

Motion by Commissioner Cruz to approve the May 18th Board Governance Committee Meeting minutes. Seconded by Chairwoman Campos. Adopted 2-0 with Commissioner Williams absent.

Agenda Item II: Discuss Implementation of BoardDocs

Ms. Lee explained that the Board has begun to use BoardDocs and anticipates rolling it out to the public in September or October 2011. She noted that Board members have received access to the system and were able to access the meeting for the July 14, 2011 Special Meeting and will be able to access the site for the July 28, 2011 Business Meeting. Chairwoman Campos suggested that the Board's committees begin to post materials on BoardDocs and asked that the Governance Committee to actively use the portal for presenting committee materials.

ACTION: Ms. Lee will begin to post Governance Committee materials on BoardDocs.

Agenda Items III: Discuss 2011 Staff Evaluations and Staff Meetings

The Committee decided to evaluate the performance of the Board's management staff, including the Special Assistant to the Board, Auditor General and Supervising Claims Auditor using 360 Degree Feedback Surveys and Competency Reviews. The 360 Degree Feedback Surveys focus on teamwork, character and leadership effectiveness. The surveys are designed provide employees with feedback from supervisors, peers, and direct reports so that they can better understand their strengths and weaknesses.

Commissioner Cruz noted the importance of communicating with the Board's staff on a periodic basis and said that he would like to begin meeting with all of the Board's staff on a quarterly basis. He suggested that the next meeting be held in August 2011.

ACTION: Ms. Lee will distribute 360 Degree Feedback Surveys and Competency Review Tools to the Board for their input; completed surveys must be completed and returned to Ms. Lee by Monday, August 15th.

Agenda Item IV: Discuss Community Reach-Out Event

Ms. Lee noted that she will be begin working with Communications to coordinate the event scheduled for September 20th at 6:00 p.m.

Agenda Item V: Other

None.

Motion to adjourn by Commissioner Cruz, seconded by Chairwoman Campos. Adopted 2-0 with Commissioner Williams absent at 5:27 p.m.