

**Rochester Board of Education
Board Governance Committee
November 9, 2010
Minutes**

Attendance:

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

Chairwoman Campos convened the meeting at 4:05 p.m.

Agenda Item I: Approve September 2010 Minutes

Motion by Commissioner Cruz to approve the September 16, 2010 Board Governance Committee Meeting minutes. Adopted 2-0 with Commissioner Williams absent.

Agenda Item II: Discuss Superintendent's Evaluation

The Committee reviewed the Superintendent's Evaluation Tool including compiled comments from the Board and recommended that the Board deliver the evaluation along with a narrative summarizing the Board's comments and articulating expectations for the 2011/12 school year. Chairwoman Campos and Commissioner Cruz suggested that the evaluation and narrative be provided to the Superintendent on December 17th in preparation for a Special Meeting tentatively scheduled for December 20th.

ACTION: Chairwoman Campos asked that Ms. Lee coordinate a meeting with the Board and the Superintendent to deliver the final evaluation, including the narrative statement.

Agenda Items III: Staff Evaluation Tool and Board Self Evaluation Tool

The Committee discussed and reviewed draft Board staff and Board self-evaluation tools developed by Ms. Lee that are specific to the roles and responsibilities of the Board staff. Chairwoman Campos asked that the Board be provided with key competencies for the Board's administrative staff as well as those from the Claims Auditor and Auditor General departments. The Committee recommended that the Board's February Work Session be dedicated to the evaluation of the Board's staff. In doing so, Chairwoman Campos suggested that the process for evaluating staff be comprised of gathering job descriptions, meeting with staff members to assess their progress in meeting relevant job duties and responsibilities, and setting goals and targets for the coming year.

ACTION: Ms. Lee will gather job descriptions including key competencies for all of the Board's staff for presentation at the Committee's December 9th meeting

ACTION: Ms. Lee will gather and distribute evaluations for the Board's administrative staff that had previously been completed by the Board.

Agenda Item IV: Discuss Upcoming Outreach Events

The Committee discussed planning for the upcoming State of Our Schools event. Chairwoman Campos noted that the event should highlight the progress that the District has made in following the 2008-2013 Strategic Plan. Ms. Lee stated that she and Tom Petronio, Chief of Communications, have begun to discuss the logistics of the event. She noted that the invitations are being designed, the list of invitees is being finalized, and the event venue is being finalized. Ms. Lee said invitations for the January 20, 2011 event will be mailed in December prior to the Holiday Season.

Agenda Item V: Next Meeting

The Committee is scheduled for Thursday, December 9th at 4:00 p.m. Prior to the meeting, the Board will hold a retreat on Saturday, December 18th at 7:30 a.m.

Motion to adjourn by Commissioner Cruz, second by Chairwoman Campos. Adopted 2-0 with Commissioner Williams absent at 5:20 p.m.