

**Rochester Board of Education**  
**Board Governance Committee**  
**July 15, 2010**  
**Minutes**

**Attendance:**

Vice President Campos and Commissioners Cruz and Powell; Board Staff Ms. Lee.

Chairwoman Campos convened the meeting at 5:32 p.m.

**Agenda Item I: Approve April 2010 Minutes**

Motion by Commissioner Cruz to approve the April 14, 2010 Board Governance Committee Meeting minutes. Adopted 2-0 with Commissioner Williams absent.

**Agenda Item II: Discuss District-wide Compensation and Staffing Strategy**

The Committee discussed the need to begin addressing the development of a District-wide compensation and staffing strategy that will assist in maintaining teacher quality, administrative leadership, professional development, performance evaluation, etc. Chairwoman Campos requested that the Superintendent present the full Board with information on the District's current workforce and personnel strategies.

**ACTION:** Ms. Lee will work with members of the Administration to coordinate a presentation on the District's current and proposed workforce and personnel strategies.

**Agenda Item III: Discuss Community Forums**

The Committee began to plan the 2nd annual "Reach-Out" event that is designed to provide parents and members of the community an opportunity to speak with representatives from all of the District's department (in an informal setting). Chairwoman Campos asked that the event be planned for late-September.

**ACTION:** Ms. Lee will work with members of the Administration to coordinate the 2<sup>nd</sup> annual "Reach-Out" event.

**Agenda Item IV: Discuss Evaluation Tools**

The Committee discussed the evaluation tools used to measure the performance of the Superintendent, the Board itself, and Board staff for the 2009/10 fiscal year. Chairwoman Campos suggested that the Committee request the Superintendent's goals for the 2009/10 fiscal year, and distribute these goals to the full Board for consideration. She also suggested that the Committee begin to gather and compile evaluation tools for staff and self-evaluations. Commissioner Cruz requested that the Board be provided with job descriptions of Board staff members, and organizational chart presenting their functions and reporting chain. He suggested that the descriptions include the responsibilities, accomplishments, and the education and/or experience that is required to perform the function.

**ACTION:** Ms. Lee will gather and distribute the Superintendent's goals and objectives for the 2009/10 fiscal year.

**ACTION:** Ms. Lee will gather and compile evaluation tools to be used for staff and Board self-evaluations for the 2009/10 fiscal year.

**ACTION:** Ms. Lee will gather and compile job descriptions and create an organizational chart of the Board's staff.

**Agenda Item V: Continue Discussion of the 2010 Board Tasks**

The Committee continued discussion on the Board's annual tasks and objectives. The objectives were compiled by the Board to recognize that the strategies outlined in the Rochester City School District's

2008-2013 Strategic Plan require continued effort and attention, the Rochester Board of Education. The Board established objectives in the following areas to support the work of the Superintendent and the administrative team throughout the 2010-2011 fiscal year:

- o Academic Achievement
- o School Safety and Environment
- o Performance Management
- o Fiscal Oversight and Accountability
- o Customer Service

**ACTION:** Chairwoman Campos will request a motion to accept the Board's 2010/11 Objectives at the July 22, 2010 Business Meeting.

**Agenda Item VI: Other**

NONE

**Agenda Item VII: Next Meeting**

The next meeting is scheduled for Thursday, September 16<sup>th</sup> at 4:00 p.m.

Motion to adjourn by Commissioner Cruz, second by Chairwoman Campos. Adopted 2-0 with Commissioner Williams absent at 6:24 p.m.