

Board Governance Committee
February 25, 2008
6:00 p.m.
Conference Room 3A
MINUTES

Attendance: Commissioner Elliott (Chair), Commissioner Campos, Board Staff H. Washington, District Staff K. Dyce-Faucette.

Chairwoman Elliott convened the meeting at 6:07 p.m.

Agenda Items:

Commissioner Elliott stated that she would like to retract her motion/vote to give the Executive Assistant a \$10,000 bonus and that a bonus of \$3,000 - \$5,000 would be more appropriate.

Motion to approve minutes from December meeting was made by Commissioner Campos (not a member of the Board in December). Seconded by Commissioner Elliott.

Adopted 2-0.

Board Goals

The Board Governance Committee reviewed the responsibilities of the Committee, which are to determine their collective development needs, coordinate training to enhance their ability to perform their roles, maintain an effective working relationship with the Superintendent, facilitate orientation of new members, evaluate Superintendent, supervise and evaluate Board staff, modify Board staff evaluation tool, develop plan to articulate how Board committees will work with full Board and Superintendent to achieve annual goals, organize Board retreats and work with Board to set annual goals.

K. Dyce-Faucette solicited feedback from Committee members on whether Board members were satisfied with the current set-up of the question and answer process for Board packets. Commissioner Elliott noted the volume of resolutions. The Committee briefly discussed the possibility of having District Chiefs attending work sessions. Commissioner Campos noted that the inclusion of Chiefs at work sessions makes for a more effective dialogue. Commissioner Elliott considers work sessions with the Chiefs an effective way to get information. K. Dyce-Faucette suggested that the Board and the Chiefs discuss the way to exchange information at a retreat. The Committee also talked about reconfiguring Committees.

Board Self-Evaluation

Board Self-Evaluation will be covered at the next Board Governance meeting.

Supervision of Board Staff

Commissioner Elliott would like clarification on who is responsible for supervising Board staff. According to the duties and responsibilities of the Board Governance Committee, Board staff is to be supervised by the Committee. Board staff is currently supervised by the Board President.

The Role of a Consultant

Commissioner Campos mentioned that there was a disparity in pay between Board Staff and Administration; that this may set-up Board staff to leave because of salary. Commissioner Elliott noted that less than 12 million dollars is spent on classroom supplies, while others are making exorbitant salaries and that we have not been responsible to classrooms. Commissioner Elliott would like for the Board consultant, Dr. Scott, to look at salaries of Board staff and that she will be meeting with the Board President to discuss the responsibilities of Board staff. Commissioner Campos noted that she has met with Dr. Ruth Scott and that she would like to make sure that all of the Board members are comfortable with using her as a consultant.

Evaluation Tools

The Committee reviewed a number of different evaluation tools and has to determine which one will be used to evaluate the Superintendent. The Committee recommended that the Board have a dialogue on a quarterly basis with the Superintendent to discuss concerns and progress; that an evaluation be done on an annual basis. Commissioner Campos pointed out that the Superintendent will have his goals by the end of March and present them to the Board shortly afterward. She also noted that the Board was meeting on March 11th to follow-up on the Superintendent and Board's retreat and to discuss goals. Commissioner Campos thought the "Food For Thought" evaluation tool was okay and said that it had a two-prong approach and that he is accountable for his goals that he sets for the District, but recommended using the Texas tool and coupling it with a 360 tool which includes evaluations from others that he works with and compiles the results. Commissioner Elliott recommended that Dr. Scott assist with determining an effective evaluation tool and to let her review the Texas tool. Commissioner Campos recommended that the Committee select a tool within a month after the Superintendent presents his goals (May timeframe).

Miscellaneous

Commissioner Elliott would like to have a Board retreat to discuss Board goals, committee reconfiguration, Superintendent's evaluation tool, the structure of questions and answers from the Administration, a quarterly meeting with the Superintendent and to seek clarification on supervision of Board staff.

Action Items

H. Washington will provide Commissioner Campos with a copy of the salary comparison for Board staff.

H. Washington will provide the Board Governance Committee with a copy of the Superintendent's job description and contract.

Motion to adjourn at 7:17 p.m. by Commissioner Campos. Seconded by Commissioner Elliott. **Adopted 2-0**

Next meeting date is March 24th @ 6:00 p.m.

Prepared by H. Washington