

Board of Governance Committee

September 19, 2007
6:30 p.m.
Conference Room 3A

MINUTES

Attendance:

Chairwoman Elliott, Commissioner Powell, Board Staff H. Washington, District Staff K. Dyce-Faucette, Scott Associates, Consultant, Dr. Ruth Scott.

Chairwoman Elliott convened the meeting at 6:30 p.m.

Agenda Items:

1. Motion to approve minutes of July 31, 2007 by Commissioner Powell. Second by Commissioner Elliott. Adopted 2-0.
2. Evaluation of Board Staff: Commissioner Elliott recommended that a separate meeting be held with the Board's Staff to discuss staff evaluations. Commissioner Powell suggested that Board members evaluate the staff members that they are directly involved with, compile results and then schedule a staff meeting with the Board's staff. Commissioner Powell suggested that the Auditor General be evaluated by the Audit Committee and the Board's President; and that all Board members will evaluate the Executive Assistant to the Board; and the Confidential Secretaries to the Board be evaluated the by the Board members that they support.. The Special Assistant to the Board is new to the position and will not be evaluated at this time.

The Board Employee Performance Evaluation Form will be used for all evaluations of Board staff. Commissioner Powell note that staff evaluations will assist with determining whether staff responsibilities are in alignment with Board's goals.

Commissioner Powell suggested that the Board's staff evaluate themselves, by providing a list of their accomplishments, their goals, new challenges and opportunities for professional development that they would like to pursue.

Friday packets will include a letter to Commissioners summarizing which Board members will be responsible for evaluating Board staff. The letter will be included in Friday, September 21st Board packet along with a chart of Board staff, job descriptions and evaluation forms. The deadline to return staff evaluations will be Friday, September 28, 2007.

Action Items:

Commissioner Elliott and H. Washington will draft a letter to Commissioners regarding evaluations.

H. Washington will prepare information for board packets and set-up meetings with Board and its staff to discuss evaluations.

H. Washington will draft a letter to staff requesting that they evaluate themselves.

3. Board Retreat: The Board retreat will be held on October 6th at the Crown Plaza @ 8:00 a.m. and the agenda will include a discussion around Board's goals. Dr. Ruth Scott suggested that the Superintendent be included in the dialogue around the Board's goals. K. Dyce-Faucette recommended that the Board ask Dr. Cala about his top 5 goals, which may have changed since the strategic plan was developed. Dr. Scott requested that Board bring their book "Mission Possible" to the retreat. Dr. Scott will provide more copies, if needed.

Action Items:

K. Dyce-Faucette will check with Dr. Cala on his availability for the Board's retreat.

H. Washington will ask Board members to report at 7:45 a.m. for the retreat and remind them to bring their Mission Possible books.

4. Board Development: Commissioner Powell recommended that this item be on next month's agenda. Commissioner Powell stated that once the election is completed, new board members should be offered an orientation and meetings should be set up with department heads to introduce new Board members.

Action Item:

H. Washington will update the Board Orientation Manuel.

5. Other:
The committee discussed the possibility of evaluating the Superintendent, by sitting down to informally discuss the Board's goals that Dr. Cala has met..

The committee discussed the status of posting resolutions on the District's Website, prior to Business Meetings.

Commissioner Elliott stated that Board should meet more often to get a better understanding of each other.

Action Item:

K. Dyce- Faucette will check on the status with the Administration regarding posting resolutions on website.

Motion to adjourn by Commissioner Powell. Second by Commissioner Elliott. Adopted 2-0 at 7:53 p.m.

DRAFT:NOT APPROVED BY COMMITTEE