

# ROCHESTER BOARD OF EDUCATION

## Business Meeting

### Minutes

July 22, 2010

**Attendance:** President Evans, Vice President Campos and Commissioners Cruz, Elliott, Powell, White and Williams; Superintendent Brizard; Board Clerk Shanai Lee.

President Evans convened the meeting at 6:30 p.m.

- I. Commissioner Cruz led the Pledge of Allegiance to the flag.
- II. **Motion to accept minutes** of the June 17<sup>th</sup> Business Meeting, June 23<sup>rd</sup> Special Meeting, and the July 8<sup>th</sup> Special Meeting was made by Commissioner Powell. Seconded by Commissioner Cruz. Adopted 5-0 with Commissioners Elliott and White absent.
- III. **Student Recognition:** NONE.
- IV. **Speakers on other than Agenda Items:** Community member Scott Mack spoke about the proprietary nature of the District's bid specifications for public works projects.

Commissioner Elliott arrived at 6:35 p.m.

Commissioner White arrived at 7:00 p.m.

Superintendent Brizard arrived at 7:09 p.m.

**Superintendent's Report:** Mr. Brizard introduced Ms. Annmarie Lehner, Information Technology Officer, and members of the Information Management & Technology Division to present an overview of the capabilities of the District's Data Warehouse. The team presented the types of data available to teachers and administrative staff to support the needs of our students. They demonstrated the potential uses of the Data Warehouse, allowing teachers to determine specific factors to examine and to generate reports according to their information needs to better monitor student progress. Ms. Lehner explained that the Data Warehouse enables data and reporting to be tailored to meet the specific needs of staff at each level, so that they know when and how to intervene to assist students. Ms. Lehner concluded by noting that the District's IM&T Division is obtaining training to develop their capacity to fully support the system once it is implemented.

#### V. **Board Reports:**

##### **Audit Committee**

**Chair Allen Williams:** The Audit Committee did not meet this month. All of the commissioners have had the opportunity to meet with the Auditor General to provide input for the risk assessment process and to review the 2010-2011 Audit Plan. The Committee seeks a motion to accept the 2010-2011 Audit Plan. Motion to accept the 2010-2011 Audit Plan was made by Commissioner White and seconded by Vice President Campos. The 2010-2011 Audit Plan was accepted 7-0. The next Audit Committee meeting is an Audit Committee of the Whole, which will be held on Thursday, August 19<sup>th</sup> at 5:30 p.m. to meet with the External Auditors to review their Audit Plan for the 2010 RCSD Financial Audit.

## **Finance Committee**

**Chair Willa Powell:** The Finance Committee met on Thursday, July 15<sup>th</sup> to review and approve the June Financial Report and to consider resolutions 2010-11: 31 through 40, 62, and 70. The Committee recommends the all of the reviewed resolutions to the full Board for approval. The Committee seeks a motion to accept the June 2010 Financial Report. Motion to accept to the June 2010 Financial Report was made by Commissioner White and seconded by Commissioner Powell. The June 2010 Financial Report was accepted 7-0.

In addition, the Finance Committee reviewed a number of proposed revisions to finance policies including, the Financial Reporting & Resolutions Policy (No. 6630) which was approved and advanced to the Policy Committee and the Purchasing Policy (No. 6700) which was also approved and advanced to the Policy Committee. Further consideration and input is needed regarding proposed revisions to the Budget Policy (No. 6110), Budget Adoption Policy (No. 6130), Investments Policy (No. 6240), and Vendor Relations Policy (No. 6750).

The next Finance Committee meeting will be held on August 19<sup>th</sup>, following the Audit Committee meeting.

## **Excellence in Student Achievement Committee**

**Chair Van Henri White:** The Excellence in Student Achievement Committee of the Whole met on Thursday, July 13<sup>th</sup>, to further discuss textbook adoption for K-2 Social Studies and review proposals from Curriculum Concepts International and Pearson publishers. CCI is a publishing company that has created customized textbooks for other school districts, such as Chicago, Detroit, New York City and Hillsborough County in Florida.

After reviewing and discussing both proposals, it was determined that the Social Studies Department should move forward with the proposal from Pearson as that publisher would be able to customize the textbooks aligned to the Rochester curriculum and New York State standards as well as CCI; but in addition, they would also be able to provide all of the ancillary materials (i.e. on-going on-line support, professional development services, on-line parental supports, etc.) at no extra cost while there would be a fee incurred with CCI. Pearson has agreed to add content to the text that makes it more culturally diverse and inclusive of people of color. District staff will work with Pearson to ensure that the agreed upon text is included as promised, and that the final product will meet our expectations. No funding will be given to Pearson before the District is satisfied that the product fulfills our needs. A resolution for the K-2 textbooks adoption will be forthcoming at a later time.

The Committee also received an update of this year's portfolio of summer school offerings which includes summer academic intervention programs for grades K-8, commencement summer school for grades 9-12, content specific programs and language specific programs. Next month's Excellence in Student Achievement Committee meeting will be held on Tuesday, August 17<sup>th</sup>, at 5:30 p.m.

## **Community and Intergovernmental Relations Committee**

**Chair Cynthia Elliott:** The Community and Intergovernmental Relations Committee met on Wednesday, July 14<sup>th</sup> to discuss and compose the Board's proposed 2010 Legislative Agenda. At the August CIGR Committee meeting, the committee will vote on advancing the draft proposed 2010 Legislative Agenda to the full Board for approval at the August Business Meeting.

The committee also discussed hosting its Legislative Breakfast. The date for this event has not been finalized. The next meeting of the Community and Intergovernmental Relations Committee is scheduled to be held on Wednesday, August 18<sup>th</sup> at 6:00 p.m.

## **Policy Committee**

**Chair Jose Cruz:** The Policy Committee met on Thursday, July 15<sup>th</sup> and began the meeting by introducing and welcoming Vicki Robertson, our new Parent Representative for the year. Vicki comes to us with considerable experience as a parent of two children attending School No. 12, as well as serving as the PTA President and having served on their School-Based Planning Team.

The Committee discussed the proposed revisions to finance policies presented by the Chair of the Finance Committee, feedback regarding the three policy proposals on which the Board will be voting this evening, and pursuing policy update services from the New York State School Boards Association.

The Finance Committee reviewed our current finance policies and presented a number of proposed revisions. Two policy revisions advanced by the Finance Committee were reviewed and approved by the Policy Committee: Financial Reporting Policy (No. 6630) and Purchasing Policy (No. 6700). In both cases, the proposed revisions reflect changes in the law or current District practice and were approved by both Committees unanimously. These proposed revisions will be presented to you in this evening's meeting as informational items. Additional input and consideration is needed for updating the remaining finance policies.

Samples of policies from other districts were presented regarding General Fiscal Accountability, which indicate the different ways in which the Board provides internal controls and fiscal oversight. This policy proposal has been referred to the Finance Committee for consideration in their next meeting.

Feedback was requested from my colleagues in the June Board Business meeting regarding the three policies on which we will be voting this evening: Student Attendance, Naming Facilities, and the Code of Ethics. To date, no feedback has been received by me or the Board Staff liaison to the Policy Committee. I am hoping that indicates that there will be no difficulty in approving these three policy proposals this evening.

Finally, the Committee has examined the option of pursuing policy update services from a number of organizations used in other school districts: New York State School Boards Association (NYSSBA), Erie 1 BOCES, and two different law firms. It was determined by Committee members that the policy updates and sample policies provided by NYSSBA would be the most useful and compatible with our existing structure and format, and their services were also the least costly (\$750/year). For these reasons, the members of the Policy Committee voted to recommend that these services be pursued through NYSSBA for the upcoming year. These services would enable us to update our Policy Manual on an ongoing basis, thereby saving significant time and effort in conducting periodic overhauls of the entire Manual in the future. The timing also works quite well for us, in that the subscription year begins on August 1<sup>st</sup>.

The next Policy Committee meeting will be held on Thursday, August 19<sup>th</sup> at 5:30 p.m.

## **Board Governance Committee**

**Chair Melisza Campos:** The Board Governance Committee met on Thursday, July 15<sup>th</sup> to discuss District-wide Compensation and Staffing Strategy, Community Forums, Evaluation tools for the Superintendent, Board, and Board Staff, and Board Tasks and Objectives.

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. The Board will hold a Special Meeting on

Thursday, August 5<sup>th</sup> to receive information from the Administration on the District's current workforce and personnel strategies.

The Committee began to plan the 2<sup>nd</sup> 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). The Committee is planning to hold this event in late-September.

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. The full Board will begin the evaluation processes in August 2010.

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 Academic Achievement, School Safety and Environment, Performance Management, Fiscal Oversight and Accountability and Customer Service to support the work of the Superintendent and the administrative team throughout the 2010-2011 fiscal year.

The Committee seeks a motion to accept the Board's 2010/11 Objectives. Motion to accept the 2010/11 Objectives was made by Commissioner Powell and seconded by Commissioner White. The 2010/11 Objectives was accepted 6-1 with Commissioner Elliott dissenting. The next Committee meeting has been scheduled for September 16<sup>th</sup> at 4:00 p.m.

## VI. Resolutions

**2010-11: 9-16:** Motion to adopt was made by Commissioner Powell. Seconded by Vice President Campos. Adopted 7-0.

**2010-11: 17:** Motion to adopt was made by Commissioner Powell. Seconded by Vice President Campos. Adopted 6-1 with Commissioner Williams dissenting.

**2010-11: 18-23:** Motion to adopt was made by Commissioner Powell. Seconded by Vice President Campos. Adopted 7-0.

**2010-11: 24-30:** Motion to adopt was made by Commissioner Powell. Seconded by Vice President Campos. Adopted 6-1 with Commissioner Elliott dissenting.

**2010-11: 31-33:** Motion to adopt was made by Commissioner Cruz. Seconded by Commissioner Powell. Adopted 6-1 with Commissioner Williams dissenting.

**2010-11: 34:** Motion to adopt was made by Commissioner Cruz. Seconded by Commissioner Powell. Adopted 7-0.

**2010-11: 35:** Motion to adopt was made by Commissioner Cruz. Seconded by Commissioner Powell. Adopted 6-1 with Commissioner Elliott dissenting.

**2010-11: 36:** Motion to adopt was made by Commissioner White. Seconded by Vice President Campos. Adopted 6-1 with Commissioner Elliott dissenting.

- 2010-11: 37-39:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 7-0.
- 2010-11: 40:** Motion to adopt was made by Commissioner White. Commissioner Powell. Adopted 6-1 with Commissioner Elliott dissenting.
- 2010-11: 41-43:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 7-0.
- 2010-11: 44-45:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 6-1 with Commissioner Elliott dissenting.
- 2010-11: 46:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 5-1 with Commissioner Elliott dissenting and Commissioner Cruz abstaining due to professional relationship.
- 2010-11: 47-49:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 7-0.
- 2010-11: 50:** Resolution pulled.
- 2010-11: 51:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 7-0.
- 2010-11: 52:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 5-2 with Commissioners Elliott and Williams dissenting.
- 2010-11: 53:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 6-1 with Commissioner Elliott dissenting.
- 2010-11: 54:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 6-1 with Commissioner Elliott dissenting.
- 2010-11: 55:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 6-0 with Commissioner Williams abstaining due to professional relationship.
- 2010-11: 56-57:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 7-0.
- 2010-11: 58:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 6-0 with Commissioner Williams abstaining due to professional relationship.
- 2010-11: 59:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 7-0.
- 2010-11: 60:** Resolution pulled.
- 2010-11: 61:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 6-1 with Commissioner Powell dissenting.

**2010-11: 62-65:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 7-0.

**2010-11: 66-68:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 6-1 with Commissioner Elliott dissenting.

**2010-11: 69:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 7-0.

**2010-11: 70:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 6-1 with Commissioner Williams dissenting.

**2010-11: 71:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 5-2 with Commissioners Elliott and Williams dissenting.

**2010-11: 72-80:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 7-0.

**2010-11: 81-83:** Motion to adopt was made by Commissioner White. Seconded by Commissioner Powell. Adopted 6-1 with Commissioner Elliott dissenting.

VII. **Unfinished Business:** None.

**New Business:** Commissioner Cruz, as Chairman of the Policy Committee, introduced revised versions of the Financial Reporting & Resolution Policy (No. 6630) and Purchasing Policy (No. 6700).

VIII. President Evans announced the next meeting Board Business Meeting, scheduled for Thursday, August 26, 2010 at 6:30 p.m.

**Motion to adjourn** made by Vice President Campos. Seconded by Commissioner Powell. Adopted 7-0 at 10:45 p.m.