

# AGENDA

## Committee of Whole: CIGR

September 10, 2019 | 5:30PM | Conference Room 3A

### AGENDA

		Facilitator	TIME
Call to Order	5:39 pm	- White - Amy Malloy - Hallmark - R. Adams	President White 5:30-5:32pm
Speakers List	left @ 7:50 during Exec Session	- Sheppard left @ 6:54 - Davis left @ 7:30 - Powell - LeBron 6:09 pm	President White 5:32-5:37pm
Special Meeting Discussion Items:	- Elliott 6:14 pm	Vice President Elliott	5:37-5:52pm
<ul style="list-style-type: none"><li>Parent Recognitions at Board Business Meetings</li><li>Policy Binders in Schools -</li></ul>		Commissioner Sheppard	
CIGR Committee Meeting Convened	5:53 PM	President White	5:52-5:55pm
Discussion Items		Committee Chair, Commissioner Davis	5:55-6:40pm
<ul style="list-style-type: none"><li>CIGR Committee Mission and Vision</li><li>Board Communications Plan<ul style="list-style-type: none"><li>Recruitment of Parent Representatives</li><li>Fall Community Forum - working to stay on track w/ these + keep focused on</li><li>Addressing the DE Report Response in CIGR</li></ul></li></ul>			
Legislative Updates	CIGR adjourned @ 7:23 pm	Board Staff Wade & General Counsel Kristoff	6:40-6:45pm
New Business	Res 2019-20:215	President White	6:45pm
Adjournment			

Exec session moved by: WP 2nd: CE 7:51

Next Meeting: November 19, 2019

Suggested Topics for November Meeting: Legislative Breakfast, Evaluation of Communication to Stakeholders

### CURRENT STATUS OF RECENT LEGISLATION

#### Adopted as Law:

##### Federal:

- N/A

##### State:

- N/A

Introduced/ Passed in Assembly and/or House of Representatives: N/A

reconvene meeting  
Moved: BL 2nd: CE 8:01

BL: supportive of doing it in the spring and then moving to twice per year.  
VP Elliott -

8:02 am motion to Adjourn  
moved: BL 2nd: CE

## Policy Binders in Schools.

- LH - ? Is it worth the cost? Why not use technology?
- NS - Parents don't have technology to access the policies
- WP - In 1999 - 1 policy manual in each school and 1 in each of the libraries. (Did it in-house)

## CE - Fall Conference

"meet the board" and provide an opportunity for the community to meet w/ the board

- WP - Bilingual parent council presentation should be done.

- look at dates for events ~~that are~~ and the events that are happening in the district and where we can coordinate

look @ 11/13 + 14 as a possible date

➡ staff to develop format

Thanksgiving theme -

**Resolution No. 2019-20: 216**

**By Member of the Board**

Whereas, advocating for high quality public education and educational and extracurricular activities for every student within the Rochester City School District ("District") is a top priority of the Board of Education ("Board") of the District; and

Whereas, the District encourages its student athletes to participate in sports teams and supports the efforts of District schools to offer extracurricular programs to District students; and

Whereas, Section V Athletics ("Section V") appears to have improperly denied a waiver request by East High School on behalf of a student athlete through a determination dated September 5, 2019; and

Whereas, the denial of the waiver request has been submitted to the Section V Athletics Executive Committee Appeal Panel ("Appeal Panel") on September 10, 2019; therefore be it

Resolved, that pursuant to Education Law 2554, in the event of an adverse determination by the Appeal Panel, the District's General Counsel be, and hereby is, authorized and directed to initiate any legal proceeding deemed necessary to enjoin the improper action of Section V and to appeal and overturn the determination made by Section V with regard to the District's student athlete.

Originator(s): Shaun Nelms; Karl Kristoff

**Seconded by Member of the Board**

Powell

CE

4-0

Lebron

White



## Suggested Procedures and Guidelines for Recruiting Parent Representatives for Board Committees

5 people

- (1-2) Parent Reps to be provided for all Board Committees
- Call for interested parties sent out through OPE, PTA/ PTOs
- Parent submit a brief application with a letter of interest (showing level of interest and commitment) and resume
- Applicants must be a parent/ guardian of (a) current RCSD student(s)
- Applicants chosen based on level of interest, commitment and/or experience for specific fields if applicable (i.e. policy and finance)
- Terms limited to (2) years with option to return as a mentor
- First ~~Recognition~~ <sup>appointment</sup> to take place in January 2019

attendance policy

### Suggestions:

- 1.
- 2.
- 3.

### Notes:

NS - can

BL - • open process

• Metrix for determine/measure/points for selection



## "I'm Invested" Award

*and family*

### Suggested Procedures and Guidelines for the Parental Involvement Recognition at Board Business Meetings

- The award would be presented in rotation with the other recognitions at the second Board meeting
- Two months prior to an established parent recognition meeting a call for nominations would be sent out (i.e. School principals through the principals' meeting, leadership link)
- Deadline would be set for the end of the month, OPE, Parent Groups/Committees)
- Award aims to highlight and honor exemplars of parental involvement in schools and community organizations
- Award recipients will be selected based on their merits in each of the following:
  - o Current parent/guardian for a(n) RCSD student/s
  - o Active involvement in their child(ren)'s school and community
  - o Support of their local school and contributions to high quality education for all children
  - o Evidence of their ability to make a difference in their local school and/or community; and
  - o Dedication and advocacy to ensure equity for all parents and their children

#### Suggestions:

- 1.
- 2.
- 3.

#### Notes:

- *annual event*
- *2 per school*
- *may/june*
- *recommendations to come from parent liaison*



Purpose - list how Board will fulfill the role: 9/10/19

## Community and Intergovernmental Relations Committee

The purpose of the Community and Intergovernmental Relations (CIGR) Committee is to:

- Facilitate the Board's working relationship with members of Rochester community, local, state, and national elected officials, lobbyists and school board organizations, to advance RCSD interests. *legislative agenda*
- Develop, with Superintendent, annual legislative agenda.
- Review and make recommendations to the Board on proposed legislation effecting the Board, RCSD or students, as well as legal cases that may impact RCSD, i.e. CFE (Campaign for Fiscal Equity).
- Review all Board resolutions pertaining to Board positions, appropriate contracts (lobbyist).
- Advocate on behalf of the Board and RCSD.
- Work to build and maintain relationships with local, state and national elected officials. *to*
- Serve as conduit with City Hall and work closely with Board to ensure input on City Hall decisions that may impact RCSD.

NS - agrees w/  
Ricardo Adams that  
this one  
should also  
reflect how  
the work  
will be done.  
• have a  
specific

(include example)

Willa - wants to keep these points in the mission/vision of CIGR to <sup>keep</sup> focus on the IG

would remove this bullet

• Ricardo Adams does not agree

UH - wants to see this unpacked. There hasn't been a great strategy and it seems pretty random. How do you make a better relationship w/ctt.

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## Community and Intergovernmental Relations Committee

Judith Davis, Chair

The purpose of the Community and Intergovernmental Relations (CIGR) Committee is to increase public awareness of the Board of Education and the ways in which Board oversight and decision-making improve student performance and achievement in the District.

The objectives of the Community and Intergovernmental Relations (CIGR) Committee are to

- educate stakeholders on the role of the Board of Education and ways in which oversight and decision making are conducted;
- educate stakeholders on the priorities and initiatives of the Board of Education and the District;
- ensure District information (e.g., the District's progress on leading and lagging indicators, progress on addressing the recommendations of the Distinguished Educator Report, status of financial deficit etc.) and decisions (e.g., budget, potential school closings, etc.) are communicated to stakeholders;
- stay attuned to stakeholder issues and concerns so that Board members represent the views, interests and values of all stakeholders when making policy, exercising fiscal responsibility, or overseeing the Superintendent, and
- enhance the role of stakeholders by
  - inviting stakeholders to participate in board meetings, committee meetings, budget hearings, forums, and town halls; (Link to Community Guide for School Board meetings could be inserted here)
  - establishing citizen-based advisory groups for specific purposes such as reviewing and providing feedback on the District's mission, vision, strategic plan, and goals; and *BL: (appointed/term limited)*
  - harnessing other resources stakeholders can bring to the District to improve student performance and academic achievement.

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DE report says CIGR should have 2 strands  
- ① internal  
- ② external

• old plan does not include parents, grandparents and other stakeholders

The Board's Communications Plan may be located here (insert link here). The Plan outlines more specifically the communication methods the Board will utilize with each stakeholder group.

Stakeholders include

- Students
- Parents, grandparents and guardians
- Community members including the business community
- Other government entities (e.g., city, county, and school board associations)
- Staff

Should you have any questions, feel free to contact Commissioner Judith Davis at [Judith.Davis@rcsdk12.org](mailto:Judith.Davis@rcsdk12.org).

- Facilitate the Board's working relationship with members of Rochester community, local, state, and national elected officials, lobbyists and school board organizations; to advance RCSD interests;
- Develop, with Superintendent, annual legislative agenda;
- Review and make recommendations to the Board on proposed legislation affecting the Board, RCSD or students, as well as legal cases that may impact RCSD, i.e. CFE (Campaign for Fiscal Equity);
- Review all Board resolutions pertaining to Board positions, appropriate contracts (lobbyist);
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**ROCHESTER BOARD OF EDUCATION**  
**COMMUNICATIONS PLAN: Updated August 21, 2018**

**Purpose:** DE Report, #10a Page 23 - Implement a communications plan aimed at achievement of the District's goals and improve internal/external communications.

To increase public awareness of the Board of Education by educating stakeholders on ways Board oversight and decision-making improve performance and student achievement in the District.

**Objectives:**

- Educate stakeholders on the role of the Board of Education and ways in which oversight and decision-making are conducted
- Educate stakeholders on the priorities and initiatives of the Board of Education and the District

**Stakeholders:** Students  
Parents , Grandparents and Guardians  
Community members  
Other Government Entities (i.e. City, County, State)  
Staff

**Stakeholders:**

Students:	BOE Time Commitment	Utilizing current opportunities:	
<p>Board representation at Student Leadership Congress meetings:</p> <ul style="list-style-type: none"> <li>❖ Receive input from students regarding issues and concerns, effectiveness of initiatives, barriers to achievement, etc.</li> <li>❖ Inform students of Board's initiatives and priorities, and ways in which these are being carried out in the District</li> </ul> <p>Facilitate publication of the Board meeting schedule well in advance to obtain maximum student attendance. Televised and video record these meetings.</p> <p>See Appendix I: Student Leadership Congress Meeting (205-2016)</p>	<p>Board Staff</p> <p>(to coordinate scheduling and communication with SLC)</p> <p>Administration Liaison</p> <p>(in setting agenda and scheduling with SLC)</p> <p>Approx. 4.5 hours/year</p> <p>(2 meetings – Spring and Fall meeting @ ~1.5 hours each)</p>	<p>Board Staff</p> <p>(coordinate scheduling with student government in each high school)</p> <p>Approx. 2.0-3.0 hours per school; total ~8.0-12.0 hrs/yr</p>	<p>Attend student government meetings at least twice per year for the high schools to which the Board member is assigned as a liaison.</p>

<b>[INSERT APPENDIX: Dates and times of student government meetings at each high school to be provided]</b>		
<b>New Initiatives:</b>		
Enhance the role of the Student Leadership Congress by inviting them to Board meetings (i.e. committee meetings, budget hearings, monthly business meetings, and events)	SLC Members  Board Staff  (coordinating info from SLC members, posting to web)	

DE Report #10c, Page 24 and 1d Page 15 - How will we evaluate the effectiveness of the chosen communication methods?

<b><u>Parents:</u></b>	<b>Responsibility</b>	<b>BOE Time Commitment</b>
<b>Utilizing current opportunities:</b>		
Recruit and select Parent Representatives to Board Committees	Board Staff  Office of Parent Engagement	
Leverage the existing systems and tools of communicating with parents: email distribution lists, letters sent via postal mail, robocalls, updates on website, notices, etc.	Board Members  Board Staff	

Attend PTA/PTO meetings for every school to which the Board member has been assigned as a liaison, as well as PAC and Bilingual Education Council meetings at least twice per year	Board Members Board Staff (scheduling/COORDINATING)	1.0-1.5 hours per PTO/PTA/PAC/Bilingual Ed Council Mtg Total ~ 9.0-13.5 hours/yr
Notify parents well in advance of important Board meetings (e.g. "Listening Tour" on District budget, public hearings on budget, meetings regarding policies, proposed school or curriculum changes, etc.) using the robo-call and/or communication methods	Board Staff Office of Parent Engagement	
New Initiatives:		
Use of the RCSD Link phone app for parents – Updates through social media platforms	Board Staff Board President	Ongoing
Board representation at Parent Engagement events with materials highlighting the role of the Board and committees' purpose	Board Staff Individual Board Members Office of Parent Engagement	

Appear on local and radio television programs	Board Staff (scheduling/coordinating)  Individual Board Members	
Write news articles to the Minority Reporter and the Democrat & Chronicle <i>City News + RCTV</i>	Individual Board Members	

DE Report #10c, Page 24 and 1d Page 15 - How will we evaluate the effectiveness of the chosen communication methods?

BOE Time Commitment	Responsibility	Utilizing current opportunities:	<u>Community Members:</u>
	Board Members	Consistent and <u>unified</u> approach with the media: <ul style="list-style-type: none"><li>• the Board President serves as the sole spokesperson for the Board (the Vice President in President's absence)</li></ul>	Notify <u>well in advance</u> of important Board meetings/events (e.g. "Listening Tour" on budget, public hearings, forum for obtaining input on important policy, proposed school or curriculum change, etc.). Include community organizations in mass email announcing the meetings, attaching the meetings' agendas, and informing them about the meetings' availability on cable television and the District's website.
	Board Staff		

<b><u>Community Members:</u> (Continued)</b>	<b>Responsibility</b>	<b>BOE Time Commitment</b>
<b>New Initiatives:</b>		
Vigorously publicize initiatives, decisions, outcomes, and events through a variety of media outlets (e.g. newspaper, TV, radio, internet, social media, Student First TV, e-newsletter, public service announcements)	Board Media Liaison: news releases, developing news features, distribute E-Newsletter or paper newsletter, etc.	
Build direct Board relationships with the business community	Board Staff  Office of Strategic Community Partnerships  Board Members	Depends on number of forums to be conducted throughout the year
Conduct Town Hall style meetings in each quadrant of the City during the school year to obtain public input and provide information as to the Board's current efforts in addressing concerns. Show Town Hall meetings on Students First TV and/or other local stations.  Publicize well in advance to maximize attendance.	Board Staff  Communications  Board Members	1.5-2.0 hours per meeting  Total ~ 6.0-8.0 hours per year

	Board Staff	Data sharing with the community based on BOE goals providing them with encouraging information
	Board Members	
	Office of Teaching and Learning	
		Develop a database of community members who attended past BOE events

DE Report #9a Pages 18 and 23 - We need to add citizen-based advisory group to the Board and Superintendent who will conduct public hearings on SMAP, Mission, Vision, goals, strategies, ensure resolutions align with SMAP and metrics for tracking progress against SMAP

DE Report #4a and b Page 20 - Research how other boards operate; review organizational structure

BOE Time Commitment	Responsibility	Other Government Entities:
	Board Staff	Include officials (especially at local level) in all community/public notices (E-Newsletter, link to Board Calendar on website, invitation to all Board, community and Town Hall meetings)

<b><u>Staff:</u></b>	<b>Responsibility</b>	<b>BOE Time Commitment</b>
<b>New Initiatives:</b>		
Provide information in new employee Orientation regarding the role of the Board of Education, schedule of meetings, and contact information. The Board President issues a welcome statement either in person and/or on paper.	Board President  Board Staff  HCI	
Attend at least three principals' meetings during the school year	Board Staff (scheduling/coordinating)  Administration  Board Members	1.5-2.0 hours per meeting   Total ~ 4.5-6.0 hours per year

DE Report #10c, Page 24 and 1d Page 15 - How will we evaluate the effectiveness of the chosen communication methods?

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**Appendix II: Parent Group Meeting, PAC and Bilingual Education Council Dates  
(2018-2019)\***

**INFO TO BE MADE AVAILABLE**

*Drafted by Debra Flanagan, Executive Assistant to the Board  
Updated by Mia Johnson, Community Liaison Specialist  
Updated by Kallia Wade, Community Liaison Specialist*