

# ROCHESTER BOARD OF EDUCATION

Special Meeting Minutes  
(Governance Committee of the Whole Meeting)  
April 12, 2018  
**Minutes**

**Board Members in Attendance:** Vice President Willa Powell, Commissioner Cynthia Elliott, Commissioner Melanie Funchess, Commissioner Elizabeth Hallmark, Commissioner Beatriz LeBron, and Commissioner Natalie Sheppard.

**Board Members Excused:** President White.

**Administration and Board Officers in Attendance:** General Counsel Karl Kristoff and District Clerk Shanai Lee.

Commissioner Hallmark convened the meeting at 8:15 p.m.

- I. Speakers Addressing an Agenda Item:** No speakers were present
- II. Discussion and Consideration of Resolutions:** No resolutions were presented for discussion or consideration.
- III. Governance Committee of the Whole Meeting:**  
Motion to approve the agenda made by Commissioner Funchess, seconded by Commissioner LeBron. Motion carries 6-0 with President White absent.

Commissioner Hallmark as Chair of the Board's Governance and Development Committee convened a Committee of the Whole meeting to review the Governance Committee's purpose; discuss the evaluation schedule of the Superintendent, General Counsel and members of the Board's staff; discuss the Committee's structure and schedule; discuss proposed professional development topics; discuss a retreat facilitator; discuss draft communication protocols; and discuss the Board's responsibility in informing parents of their rights as related to participation in assessments.

## **Review of Committee Purpose**

Commissioner Hallmark presented the Governance Committee's purpose as follows:

Work with members to:

- Determine their collective development needs
- Coordinate training to enhance their ability to perform their roles
- Maintain effective working relationship with Superintendent
- Facilitate orientation of new members

- Evaluation
  - Modify and update the Superintendent evaluation tool as needed
  - Modify and update the Board staff evaluation tool as needed
  - Supervise and evaluate Board staff
- Develop plan articulating how Board Committees will work with the full Board and Superintendent in coordinated effort to achieve annual goals of both parties
- Organize board retreats
- Work with BOE to set annual goals

### **Discussion of Evaluation Schedules for Superintendent, General Counsel and Board Staff**

Commissioner Hallmark presented the evaluation schedule from the 2016-17 fiscal year for the Superintendent, Board staff, and General Counsel as a comparative for this year's proposed 2017-2018 evaluation dates. She discussed the use of the SuperEval tool in completing the superintendent's annual performance evaluation. Commissioner Powell and Dr. Lee provided comments and accounts of the Board's use of past evaluation tools and the current SuperEval evaluation tool. Commissioner LeBron asked whether or not the training is required for the use of the SuperEval tool. Dr. Lee responded that training is not required but is encouraged, she spoke of the training opportunities Board members participated in previously. It was noted that the newly elected and appointed Board members were provided with training materials and user manuals on the SuperEval tool.

In discussing the Board staff evaluations, Commissioner Hallmark stated that the evaluations are due by June 30<sup>th</sup> annually. She described the evaluation process and how the evaluations are delivered to the Board staff. Commissioner Hallmark presented the General Counsel's evaluation schedule which concludes in December, and asked Board members for feedback on whether or not it should be moved June 30<sup>th</sup> to be consistent with the evaluation schedule of all staff members. There was consensus that the evaluation process for the General Counsel should conclude by December 30<sup>th</sup>. After discussing evaluation dates, Commissioners agreed to this year's evaluation proposal schedule.

**ACTION:** Commissioner Hallmark asked Dr. Lee to confirm the Superintendent's availability for the dates outlined on the proposed evaluation schedule for the Superintendent.

### **Discussion of Committee Structure and Schedule**

Commissioner Hallmark noted that a new master schedule was proposed for six months, January 2018 – June 2018. She spoke about changes to the master calendar proposed by Commissioner LeBron. Commissioner LeBron presented a proposed change to eliminate committee of the whole meetings, with the exception of the Board's Governance Committee. She added that three of the four quarterly meetings of the Governance Committee should be dedicated to the professional development of the Board. Commissioner Powell discussed the benefits of holding committee of the whole meetings for the Board's Excellence in Student Achievement Committee, in that Board members would be allowed to review and discuss information prior to Board being

asked to take action on related items. Commissioner Funchess noted that the Board members should have the opportunity to prioritize and evaluate their need for further information without being obligated to attend additional meetings. Commissioner Elliott added that the master calendar should allow for monthly meetings of the Board's Community and Intergovernmental Relations Committee.

Commissioner Elliott stated that the Board should consider reinstating the Board's Human Resources Committee given that more than two-thirds of the District's budget is allocated for personnel. Commissioner Powell spoke about a past Human Resources Committee. She noted that the Committee was a standing committee of the Board in the late-1990s, and the Committee was abolished because the Committee was viewed as a means to employ candidates favored by members of the Board. Commissioner LeBron expressed support for the reinstatement of the committee noting that it would allow the Board to exercise greater oversight of personnel matters of the District, including areas such as certification, employee qualifications, and other related matters. Mr. Kristoff noted that other Boards that are organized into committees often have a personnel committee. He concluded by noting that he would recommend such a committee. Commissioner LeBron cited an example of the need for Board oversight on employment contractual issues that could be addressed by the Human Resources Committee. Mr. Kristoff clarified the roles of the Board and Superintendent in collective negotiations, underscoring the point that collective negotiations are the responsibility of the Superintendent and the legislative adoption of collective bargaining agreements is the responsibility of the Board. Commissioners clarified that the focus in such a committee should be toward systemic personnel oversight in response to Commissioner Powell's concerns about the dangers of using such a committee for personal advocacy for or against individual employees. Commissioner Funchess expressed support for a Human Resources Committee in that the Board would be allowed to have a systemic understanding and advocate for the personnel concerns of the District. Commissioner LeBron added that the proposed committee be structured as a committee of the whole.

**ACTION:** Commissioner Hallmark asked Mr. Kristoff to draft a purpose for the proposed Human Resources Committee that would reflect norms used elsewhere in similar committees and that would reflect the discussion and concerns noted above..

Commissioner Hallmark presented a calendar of the Board's Governance Committee meeting detailing meetings of the Committee and other meetings of the Board where governance related items of the Board would be reviewed. In discussing the retreat scheduled for July, Commissioner Elliott suggested the Board meet prior to the retreat to discuss Board goals. Commissioner Hallmark asked Board members to suggest facilitators to guide the Board in discussion around goals for the current and coming year, she added that a facilitator should have experience in education and working with Boards in developing goals.

**ACTION:** Commissioner Hallmark asked Dr. Lee to prepare a proposed master calendar for July 2018 through December 2018 with the Excellence in Student Achievement Committee meeting monthly, the Audit Committee meeting quarterly, the

Governance Committee meeting quarterly, the Committee for Intergovernmental Relations Committee meeting monthly, the Policy Committee meeting monthly, the Finance Committee meeting monthly, and the proposed Human Resources Committee meeting monthly as a committee of the whole.

### **Discussion of Proposed Professional Development Topics**

Commissioner Hallmark distributed a survey on proposed professional development topics, she asked that members complete the survey indicating their preference for particular professional development topics and return them to her or Dr. Lee.

### **Discussion of Draft Communication Protocols**

Dr. Lee presented the agreed upon Communication Protocols, drafted in January 2017, which outline formal channels of communication through which information may be shared. They have been reviewed by and proposed by the General Counsel, Chief of Staff (on behalf of Superintendent Deane-Williams), and the Board's staff. The protocols articulate the Superintendent's preference for receiving and disseminating information. In discussing the protocols, Dr. Lee presented an amendment to the protocols to address the communication between Board members and Board staff members. Specifically, the proposed amendment offers protocols for Board requests for Committee purposes, constituent response, and general information in order to facilitate staff workflow and ensure timely responses. Commissioner Elliott expressed concern regarding job titles of particular Board staff members. Commissioner LeBron noted that the Board's Audit Committee was not referenced in the protocols.

**ACTION:** Commissioner Hallmark asked Dr. Lee to include references to the Audit Committee and its Board staff liaison, Auditor General, in the communication protocols.

### **Discussion of the Board's Responsibility: Informing Parents of Opting-Out**

Commissioner LeBron expressed an interest in actively recruiting and assigning parents to each of the Board's standing committees. She added that these parents should also be allowed to vote on matters before the committees.

Commissioner LeBron also reviewed existing policies related to parent and community involvement. In discussing the Parent and Family Engagement Policy No. 1900, Commissioner LeBron noted that the policy directs the Superintendent to gauge parents' interests in collective bargaining matters. Mr. Kristoff stated that while the superintendent may survey parents, collective bargaining negotiations are the responsibility of the Superintendent. Commissioner Hallmark suggested that the role of parents in collective bargaining negotiations be further discussed in the proposed Human Resources Committee.

Commissioner LeBron stated that she would like the Board to take an active part in informing parents of their rights, specifically as it relates to testing. Commissioner Elliott suggested that the Board address this topic in a public forum geared toward informing parents of their rights on various topics related to the education of children. Commissioner LeBron concluded by noting that she will be meeting with the Board's

Auditor General to review past audits related to the allocation of the District's Title I funding for parent engagement, specifically reviewing allocations to the Parent Advisory Council.

**IV. Meeting adjourned** at 9:50 p.m.