

**Rochester Board of Education**  
**Board Governance Committee**  
**October 22, 2013**  
**Minutes**

**Attendance:**

Chairwoman Campos and Commissioners Cruz Commissioner Powell, and Board Staff Shanai Lee.

The meeting was convened at 6:50 p.m.

**Agenda Item I: Selection of Committee Chair**

Commissioner Cruz nominated Commissioner Campos as Chair of the Board Governance and Development Committee, nomination seconded by Commissioner Powell. Commissioner Campos was elected as Chair by consensus. Members of the Committee include Commissioner Cruz and Commissioner Powell.

**Agenda Item II: Acceptance of Minutes**

Motion to accept the minutes of the October 2013 Governance Committee meeting was made by Commissioner Cruz, seconded by Commissioner Powell. Adopted 3-0.

**Agenda Item III: Board Staff Evaluations**

The Committee discussed the Board staff evaluation process. Commissioner Campos suggested that the full Board be presented with the evaluation tools for the Auditor General, Supervising Claims Auditor and Senior Executive Assistant to the Board to assess performance over the 2012-13 year. The Committee agreed that Commissioner Adams, as Chair of the Audit Committee, and President Evans would submit evaluations for the Auditor General. The following timeline for the completion of the Board staff's 2012-2013 evaluations will be suggested to the full Board:

- November 15, 2013: Board completes and submits the 2012-13 Board staff evaluations for compilation by the Board Clerk
- During the week of December 16, 2013: (Special Meeting) Board meets to discuss and present compiled 2012-13 evaluations to Board staff

**ACTION:** Commissioner Campos requested that Ms. Lee distribute the evaluation tool to be used in the evaluation of Board staff for performance throughout the 2012-13 fiscal year to the full Board for completion by November 15<sup>th</sup>.

**Agenda Item III: Debriefing of the Last Retreat**

The Committee discussed the survey that was administered to gauge staff perspectives and solicit feedback on past retreat agenda items, benefits (usefulness) of the retreats, retreat logistics including scheduled time (i.e. evenings or Saturdays), facilitation (i.e. internal or external facilitators), location, and other comments to enhance the effectiveness of regularly scheduled retreats with the Board and the Superintendent's Administrative Cabinet. Based on the survey results the team preferred to meet on weekday evenings, meet offsite, and would prefer an external facilitator.

**Agenda Item IV: Other**

The Committee discussed the superintendent's proposal to reschedule the State of Our Schools event, and agreed that the event should be scheduled for August instead of January to rally the community around the start of school.

The next meeting of the Committee is scheduled for Thursday, December 12<sup>th</sup> following the Finance Committee and Policy Committee meetings. Commissioner Campos adjourned the meeting at 7:15 p.m.