

Dansville Board of Education Goals

Established: December 4, 2008

Last Updated: March 2, 2009

Introduction

The Dansville Board of Education held a board workshop on December 4, 2008, to set specific goals in support of a desire to establish procedures and culture that will institutionalize the board's role and relationship with the superintendent, staff, parents, students, and community. The goals listed below are the outcome of that effort. Subsequent pages restate the goals and list one or more objective along with the anticipated completion date and the proposed means of accomplishing the goal. It is anticipated that updates and modifications will be necessary during this process.

Staff, parent, student, and community input are welcome. Interested persons are encouraged to contact any board member or the superintendent's office at any time during this process.

Goals

- I. ESTABLISH A CALENDAR OF REGULAR BOARD ACTION
- II. IMPROVE DOCUMENTATION OF BOARD RESOLUTIONS
- III. ESTABLISH A QUARTERLY SPECIAL MEETINGS CALENDAR
- IV. ESTABLISH PROCEDURES FOR SUPERINTENDENT EVALUATION
- V. REVIEW ALL BOARD POLICIES
- VI. UPDATE BOARD BY-LAWS
- VII. CREATE NEW MEMBER ORIENTATION MATERIALS AND PROCEDURES

Goals

I. ESTABLISH A CALENDAR OF REGULAR BOARD ACTION

The purpose of this goal is to provide a place to capture repeated board action, so the board and the public are aware of their regularity and purpose.

Objective(s)

1. Establish a calendar showing reoccurring board actions. [DUE: March 2009; COMPLETED: March 2, 2009]
2. Revise and update calendar as needed. [ongoing]

Approach to achieving objective(s)

The superintendent's administrative assistant will develop a calendar with input from the superintendent and board members. The administrative assistant will be responsible for revising and updating the calendar as needed with input from the superintendent and board members. The Policy Committee will propose appropriate procedures for inclusion in the board by-laws.

II. IMPROVE DOCUMENTATION OF BOARD RESOLUTIONS

The purpose of this goal is to document board action and make it easily accessible to the board, district administration and staff, and the public.

Objective(s)

1. Establish and maintain a record of board resolutions by school year. [DUE: March 2009/on-going]

Approach to achieving objective(s)

The superintendent's administrative assistant will create and maintain a binder and/or electronic files of board-adopted resolutions by school year, including a table of contents and/or indexing. The Policy Committee will propose appropriate procedures for inclusion in the board by-laws.

III. ESTABLISH A QUARTERLY SPECIAL MEETINGS CALENDAR

The purpose of this goal is to provide set meeting times for items that may be above and beyond usual board activities (e.g., Board Goal Setting) and/or do not fit into already full regular board agendas. Pre-established meeting times will increase the likelihood that all board member will be available and will support and encourage public attendance.

Objective(s)

1. Establish four special meeting dates per year. [DUE: March 2009; COMPLETED: March 2, 2009]

Approach to achieving objective(s)

The superintendent's administrative assistant will set meeting dates. The dates for the calendar year have been established as March 2, 2009, June 1, 2009, September 14, 2009, and December 7, 2009. All meetings will be held at 7 PM in the Elementary Library unless otherwise posted. A report by the superintendent on progress toward annual superintendent goals will be a regular agenda item. We will also review progress on these goals. Other agenda items will be determined by the superintendent and the president of the board with input from other board members. The Policy Committee will propose appropriate procedures for inclusion in the board by-laws.

IV. ESTABLISH PROCEDURES FOR SUPERINTENDENT EVALUATION

The purpose of this goal is to formalize the process for evaluating the superintendent. The superintendent is the only district employee over which the board exercises direct supervision. Consequently, this is a key function of the board of education.

Objective(s)

1. Complete the 2008 evaluation of the superintendent. [DUE: April 1, 2009; COMPLETED: February 16, 2009]
2. Develop 2009 Superintendent Goals, originally due in Jan. 2009. [DUE: February 2009; COMPLETED: March 2, 2009]
3. Develop 2009 Superintendent Evaluation Tool/Process. [DUE: January 2009]
4. Develop a process for post-2009 evaluations that is integrated with the District Strategic Plan, the School Improvement Framework, and implementation of Failure Is Not an Option practices.

Approach to achieving objective(s)

A Superintendent Evaluation Committee (Carolyn Jones, Charlie O'Rourke, Mike Kapp, and Dave Lilly-alternate) was established to recommend action to the full board of education and procedures to the Policy Committee for inclusion in the board by-laws.

V. REVIEW ALL BOARD POLICIES

Setting the rules that govern school activity is one of the most important activities of a school board. To function properly, policies must be current and appropriate, as well as accessible and understandable to the public. Input from district staff, parents, students, and the community is critical to the development of good policies for the district.

Objective(s)

1. Develop a user-friendly number system for policies. [DUE: June 2009; COMPLETED: March 2, 2009]
2. Determine if there are any policies that need immediate review and address them first. [DUE: June 2009]
3. Develop a process for the regular and on-going review of policies. [DUE: June 2009]

Approach to achieving objective(s)

A Policy Committee (Mary Clinton, Phil Minshall, Dan Pheils, and Dave Lilly-alternate) was established to recommend action and revised by-laws to the full board of education.

VI. UPDATE BOARD BY-LAWS

The purpose of this goal is to review and update board by-laws to make them more detailed and helpful in guiding board members in their role on the board.

Objective(s)

1. Review current by-laws. [DUE: January 2010]
2. Develop enhanced board agenda development procedures that are open, inclusive, and structured. [DUE: January 2010]

Approach to achieving objective(s)

This has been assigned to the Policy Committee.

VII. DEVELOP NEW MEMBER ORIENTATION MATERIALS AND PROCEDURES

The purpose of this goal is to provide new members elected to the board of education with the appropriate materials and information to function effectively in their new role.

Objective(s)

1. Develop materials and orientation procedures for newly elected school board members.

[DUE: January 2010]

Approach to achieving objective(s)

A committee will be established in July or August 2009 to make recommendations of materials to the full board of education and procedures to the Policy Committee for inclusion in the by-laws.