

Effective Use of Board Committees

PRESENTATION BY

Tim Ryan, Board President

Brian Casey, Board Vice President



www.southcolonieschools.org

National School Boards Association
Orlando, Florida

Sunday, March 30, 2008
3:45 to 5:00 p.m.

SOUTH
Colonie
CENTRAL SCHOOLS



**102 LORALEE DRIVE
ALBANY NY 12205
(518) 869-3576
www.southcolonieschools.org**

TOWN OF COLONIE:
SCHOOL DISTRICT:

Population 90,000
Population 47,000



Five (5) Elementary Schools (K-4)
Two (2) Middle Schools (5-8)
One (1) High School (9-12)
Two (2) Pre-K Centers
One (1) Alternative School (7-9)
One (1) Secure Youth Detention Center

⇒ **Suburban**

located between Albany and Schenectady

⇒ **Demographics:**

- ◆ 91% white
- ◆ 5% Afro-American
- ◆ 3% Asian/Pacific Island
- ◆ 1% Hispanic
- ◆ 12 Languages spoken at home

⇒ **Household Economic Characteristics:**

- ◆ Median household income: \$70,200
- ◆ Above poverty guidelines: 97%
- ◆ Below poverty guidelines: 3%



BOARD OF EDUCATION

**NINE (9) MEMBERS
FIVE-YEAR TERMS
LOW TURNOVER**

SUPERINTENDENT: 3 YEARS

BUDGET PASSAGE

**NO DEFEATS – LAST TWELVE YEARS
2007-08 BUDGET: \$83,864,000**

TAX BASE / DISTRICT WEALTH

- **ABOVE AVERAGE PROPERTY WEALTH**
- **TRUE VALUE TAX RATE: \$12.44**
- **INSTRUCTIONAL EXPENDITURES
PER STUDENT:
GENERAL EDUCATION: \$7,604
SPECIAL EDUCATION: \$21,003**

SOUTH COLONIE CENTRAL SCHOOLS

STANDARDS

"All Students
Can Learn
Well"

We value:

integrity,
■
excellence,
■
self-worth,
■
caring,
■
inclusion,
■
individuality,
■
responsibility,
■
security,
■
cooperation,
■
learning, and
■
optimism.

Each student will demonstrate:

- Self-Esteem;
- The Ability To Make Responsible Choices;
- Personal Visions And Plans To Achieve Them;
- The Use Of A Second Language;
- The Understanding, Respect And Acceptance Of People Of Different Race, Sex, Ability, Cultural Heritage, National Origin, Religion, And Political, Economic And Social Background, And Their Values, Beliefs, And Attitudes;
- The Skills To Acquire, Interpret And Transmit Information;
- Mastery Of All Essential Learner Objectives At All Levels Of Thinking;
- And The Ability To Work With Others To Reach Common Goals.

Filters for Action

We will make only decisions that are in the best interest of students.

We will not tolerate any action or circumstance that degrades any person.

We will not grant tenure of a permanent appointment to anyone that demonstrates less than excellence.

No new program will be accepted unless parents are involved in the development and the decision, appropriate provisions for effective staff development are made, adequate resources are provided, and a program assessment component is included.

We will practice participatory management (1) Those closest to the job know it best. (2) Strategic information flows downward and operational information flows upwards. (3) Decisions should be made at the lowest appropriate level. (4) Accountability is commensurate with authority.

CoRe VaLueS

We Believe:

- * That all children can learn
- * In educating the whole child so he/she can meet the District's Standards
- * In focusing on student achievement
- * In providing a comprehensive and enriched curriculum for all students reflecting the needs and available resources of the community
- * That the combined commitment of the Board of Education, staff, parents, students, and community is the key to educational success

Mission Statement

Preparing World Class Citizens for the 21st Century
through school and community partnerships
while addressing the diverse needs
of all students

ADVANTAGES OF THE BOARD COMMITTEE SYSTEM

- **INVOLVES ALL BOARD OF EDUCATION MEMBERS**
- **INVOLVES SUPERINTENDENT IN ALL ASPECTS**
- **PROVIDES OPPORTUNITY FOR INPUT FOR ALL BOARD OF EDUCATION MEMBERS**
- **DIVIDES DISTRICT OPERATION INTO MANAGEABLE PIECES**

BOARD COMMITTEE STRUCTURE



**Accountability &
Board Operations**

Facilities & Transportation

Audit-Finance

Information Systems

Policy

**School, Community &
Governmental Communications**

Strategic Planning

Graduation

Accountability & Board Operations

- Provide an ongoing plan to assist the board in carrying out its duties in the most effective and efficient manner.
- Annual Individual Assessment of Board Effectiveness
- Annual Board Evaluation
- Annual Superintendent Evaluation
- Fall and winter board retreats
- Annual budget exit survey
- Annual review of board meeting agenda/operating procedures
- Annual review of board committee structure
- New board member orientation
- Ensure that surveys and board retreat outcomes are addressed by the appropriate committees.
- Items identified through assessment shall be delegated to the appropriate board committees who will report back on actions taken.



Facilities & Transportation

- Provide capital asset preservation and improvement plan
- Assure development / update of an ongoing five-year strategic plan for facilities and transportation consistent with district-wide strategic plan.



Audit - Finance

- Set financial direction of the district (short term and long term)
- Recommend financial guidelines and parameters for annual budget
- Monitor financial status of the district and identify financial trends.
- Review annual audit reports (internal and external generated)
- Provide periodic reports to the board of education
- Periodic review of financial data (i.e., performance against budget)
- Implement Comptroller's Five-Step Plan
- Internal Auditor





Information Systems

- Provide a team approach among school district administration and board of education members in the exchange of ideas in the field of information technology that is in the best interest of the district.
- Leverage IT to improve efficiency of the district.
- Leverage IT to assess the success of educational programming by measuring student outcome on a timely basis.
- Continuous monitoring and refinement of the district's long-range technology plan.
- Brainstorm ideas for a common approach to technology infrastructures and operations for the district.
- Share board members' workplace and knowledge skills with the committee
- Incorporate technology into the curriculum
- Continuous review of processes district-wide along with the implementation of appropriate improvements.
- Promote and improve District website.

Policy

- Develop and adopt written policies in all areas of school district governance and operations in order to provide direction to the board of education, staff and students and information to the community.
- Annual policy review
- Monitor effectiveness of board policies.
- Recommend new policies and revisions.



School, Community & Governmental Communications

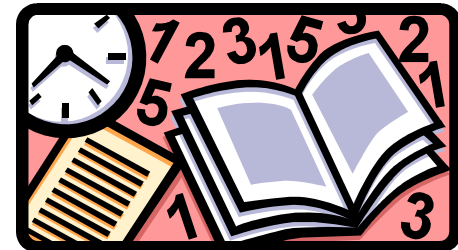


- Provide continuous and effective channels of communications to all internal and external members of the school community
- Publish newsletters and informational publications
- Establish database of opinion leaders
- Maintain an open dialogue with booster clubs, PTA, parents and community.
- Maintain positive relationship with the media.
- Gather continuous feedback/data from the community
- Promote a positive image for the district
- Use focus groups, written/voice surveys and verbal conversation.
- Be active and visible in the community by being an advocate of public education and positive student achievements / outcomes.
- Provide a plan to monitor pending legislation that will affect the district (i.e., tap into available resources – NYSSBA, NSBA, and SLN)
- Propose legislation as appropriate and present to board of education with appropriate course of action.
- Work with Information Systems Committee to promote and improve District website.

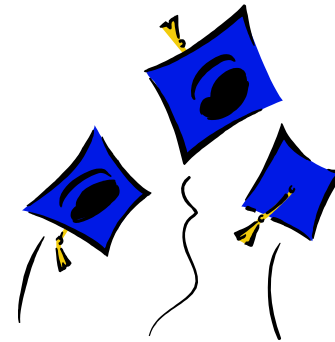


Strategic Planning

- Foster “mission focused” mindset
- Develop mission and vision statements with periodic review/update
- Develop a district-wide five-year strategic plan
- Provide long-term direction for the superintendent
- Review the district’s activities to ensure continuity with the strategic plan focusing on student outcomes
- Identify strengths, weaknesses, and opportunities and incorporate them into the strategic plan



Graduation



- Review graduation ceremony
- Select Hall of Fame inductees



2007-08
South Colonie Board of Education
Committee Meetings*

7:30 a.m. = Wolf Road Diner
6:00 p.m. = Board Room

DATE	TIME	COMMITTEE
September 24	7:30 am	Audit-Finance
September 24	6:00 pm	Policy
October 9	7:30 am	Information Systems
October 16	6:00 pm	Accountability & Board Operations
October 29	6:00 pm	Policy
November 7	7:30 am	Facilities & Transportation
November 8	7:30 am	School/Community/Gov't Communications
November 26	6:00 pm	Policy
December 4	7:30 am	Strategic Planning
December 11	6:00 pm	Audit-Finance
December 17	7:30 am	Information Systems
January 9	7:30 am	Facilities & Transportation
January 22	6:00 pm	Accountability & Board Operations
January 28	6:00 pm	Policy
February 13	7:30 am	Strategic Planning
February 15	7:30 am	School/Community/Gov't Communications
February 25	6:00 pm	Policy
March 4	6:00 pm	Audit-Finance
March 11	7:30 am	Information Systems
March 18	6:00 pm	Graduation **
March 24	6:00 pm	Policy
April 8	6:00 pm	Accountability & Board Operations
April 28	6:00 pm	Policy
May 6	6:00 pm	School/Community/Gov't Communications
May 13	7:30 am	Facilities & Transportation
May 19	6:00 pm	Policy
May 27	6:00 pm	Accountability & Board Operations

*Meeting dates, times, and locations are subject to change; changes will be posted on the District website.

** Future Graduation Committee meetings to be scheduled by members

Revised 9//10/07

BOARD OF EDUCATION MEMORANDUM

TO: SHELLE JAQUISH BRIAN CASEY TIM RYAN
 School-Community-Governmental Communications Committee

FROM: RICK DUNN, Chair
 MICHAEL J. MARCELLE, Superintendent

DATE: NOVEMBER 6, 2007

SUBJECT: COMMITTEE MEETING

The School-Community-Governmental Communications Committee will meet on Thursday November 8, 2007, at 7:30 a.m. at the Wolf Road Diner. Following is the agenda for the meeting.

A G E N D A

- 1.0 COMMITTEE CHARGE**

- 2.0 DISTRICT BROCHURE**

- 3.0 DISTRICT WEBSITE**

- 4.0 KEY COMMUNICATORS**

- 5.0 FUTURE TOPICS**

MEETING SUMMARY

Committee _____ Meeting Date _____

Agenda Items	Recommendation / Topics Discussed	Action Required	Timetable

MEETING SUMMARY

Committee School/Community/Governmental Communications Meeting Date November 8, 2007

Present: Rick Dunn, Tim Ryan, Brian Casey, Michael Marcelle

Agenda Items	Recommendation / Topics Discussed	Action Required	Timetable
Committee Charge	Current committee charge was reviewed. No change recommended.	None	None
District Brochure	Current District brochure was reviewed. No changes recommended.	None	None
District Website	Expanded use of this communications tool was discussed.	Exploration into adding an alumni link was recommended.	Next Meeting
Key Communicators	History and purpose of this group was reviewed.	New members are needed.	Goal for next year
Future Topics	Mass communication tool for parent notification was discussed.	Mr. Marcelle will continue to meet with vendors who can provide this service.	Possible implementation in 2007-08 school year

**2007-08
BOARD LIAISONS TO COMMITTEES
and ORGANIZATIONS**

**CAPITAL DISTRICT
SCHOOL BOARDS
ASSOCIATION**

**NYSSBA
LEGISLATIVE LIAISON**

LABOR MANAGEMENT

PTA COUNCIL

**SAFETY:
INSURANCE/WORKPLACE
ENVIRONMENT**

**TOWN OF COLONIE
PLANNING COMMITTEE**

**CURRICULUM REVIEW
BOARD**

SAFE SCHOOLS (SAVE)

SPECIAL EDUCATION

**INSTRUCTIONAL
TECHNOLOGY**

MULTICULTURALISM

HEALTH/WELLNESS

HALL OF FAME

Effective Use of Board Committees

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??QUESTIONS??

www.southcolonieschools.org

Thank You!



Thank You!

THANK YOU

*Thank
you*