

THE CONSOLIDATED SCHOOL DISTRICT OF AIKEN COUNTY
AIKEN COUNTY BOARD OF EDUCATION
SPECIAL CALLED MEETING
FEBRUARY 7, 2012

The Aiken County Board of Education met for the Regular Meeting on Tuesday, February 7, 2012, at the District Office, 1000 Brookhaven Drive, Aiken, at 6:30 p.m. Print and broadcast news media were notified of the time, date, and place of this meeting.

BOARD MEMBERS PRESENT:

Mrs. Rosemary English, Chairman
Mr. Ray Fleming, Vice-Chairman
Dr. John A. Bass
Mr. Levi Green
Mr. Richard Hazen
Mr. John Wesley Hightower
Mr. Keith Liner
Mr. Dwight Smith
Mrs. Donna Moore Wesby

STAFF MEMBERS PRESENT:

Dr. Elizabeth Everitt, Superintendent
Mr. David Caver, Deputy Superintendent
Mr. William H. Burkhalter, Board Attorney
Dr. Cecelia Davidson, Associate Superintendent
for Administration
Dr. Kevin O'Gorman, Associate Superintendent
for Instruction/Accountability
Mrs. Janice Kitchings, Academic Officer
for Elementary School
Mrs. Peggy Trivelas, Academic Officer
for Elementary School
Mrs. Joy Shealy, Academic Officer
for Middle School
Dr. Tim Yarborough, Academic Office
for High School
Dr. Randy Stowe, Director of Administrative Services
Mrs. Vicky Durden, Administrative Assistant
To Board of Education

Chairman English called the special called meeting to order at 6:00 p.m. and welcomed those in attendance. Superintendent Everitt introduced Mrs. Sharon Kahl, Facilitator of the meeting.

Mrs. Kahl discussed the time limits and parameters of the Work Study.

A. Time Management

1. Parliamentary Procedures
2. Time Limits on Comments
3. Time Limit on Meeting Duration
4. Other

Brainstorm

What is Working?

1. Agenda planning is good, want information to do the job, volume requires smart planning, more efficient use of time (Mr. Liner)
2. Duration of Executive Session, paperless, electronic receipt of information (Mrs. Wesby)
3. Improved amount of information we receive, separate night for appeals (Mr. Smith)
4. Agenda planning, select items of discussion, limiting “long winded” discussion on same item (Mrs. English)
5. Getting home earlier (Mr. Fleming)
6. Respectful Interaction (Mr. Green)
7. Self-imposed limits (Mr. Hazen)

What to do differently?

1. **Look at procedure and limit comments twice per board member on each topic, set limit on how many times a member can speak on a topic (Mr. Green)**
2. Make meetings more productive, helpful to guests to have information on what we are doing, communicating more with visitors, useful information on the agenda, quiz on back of agenda, more involved and interaction, inform the public (Mr. Fleming)

3. Boggled down at beginning of the agenda and rushing through end of agenda, review amount of information, equal time on each topic (Mr. Smith)
4. **Improve “encouragement” with public, not everyone has internet access, handouts available, instruction/pilot programs information for guests, hard copies, student appeals before Regular Session (Mrs. Wesby)**
5. Link agenda items to policies (Mr. Liner)
6. Presentation bullets, public participation allow them to ask questions at the end (dialogue with public) (Mr. Hightower)
7. **Decide if we are retrying an appeal or just hearing case all over again, presentations too lengthy – long meetings (Mr. Hazen)**

Next Steps

- Follow Robert’s Rules for speaking
- Board attorney give synopsis/presentation of Robert’s Rules, what parts to apply, terms of speaking
- Attend conference session
- Clarify process to audience – lack of dialogue explanation
- Provide copies of agenda and presentations for public
- Make available online prior to meeting
- Rotate questions during appeals, taking the lead, reconsider how questions are handled during appeal
- Board attorney to script board dialogue
- Revisit questioning technique, limit questions and comments

B. Policy Review

1. Develop Process for New/Old Policies
2. Development vs, Implementation
3. Other

Brainstorm

What is in place?

1. Board attorney brings policies to the Board's attention for review regularly (Mr. Green)
2. Website availability (Mr. Fleming)
3. Cosmetic changes not needed (Mr. Hightower)
4. **Cabinet and Board attorney bring information on what may affect our policies (Dr. Bass)**

What is needed?

1. **Scheduled review and discussion of policies, frequently, include proper amount of time, be proactive – not reactive, Board members need to read/learn policies, consider adding 2 per meeting to review prior to meeting, modernize the policies, review policies outside of subcommittee, everyone to review (Mr. Fleming)**
2. Not easy to find policies, improve access to policy finding, make user friendly (Mrs. Wesby)
3. Rotate subcommittee members (Dr. Bass)
4. **Do we need new policies, look forward to new policies as needed, talk to other school boards (Mr. Smith)**

Next Steps

- Put policy reference next to agenda item
- Generate a priority list
- Designate a time to review policy/work session
- Continue to bring forward policies that need review
- Communicate with other school boards
- Develop new policies for new initiatives
- Consult with SCSBA

C. Communication

1. Written Policy
2. Internal and External
3. Funding for Consultant
4. Proactive
5. Other

Brainstorm

What we like?

1. Enjoy the video presentations during meeting (Mr. Fleming)
2. Enjoy the Superintendent's Journal online (Dr. Bass)

What do we envision?

1. Make public more aware of website, features, offerings
2. **Phone calls for good news, all good news is announced and shared, advocacy and PR, facebook, twitter, avenues to get the word out, reach the masses, different mechanisms of communication, career and technology center, communications media, utilize broadcast program Education Matters, ASTV link, illiterate adults are listeners, communicate with wider percentage of community, senior citizens, spread the word, voice overlay, Q&A, updated technology, community outreach (Mrs. English)**
3. Advocates, staff costs, management companies, outside agency, additional staff (Mr. Hazen)
4. Internal communication to all staff, all level of employees, internal communications improvement both ways, employees and councils, 24,000 students and administration (Mrs. Wesby)

Next Steps

- Subcommittee, include outside sources, ideas to share, action plan (staff, board, community, students)
- Allow time for public to share

Chairman English thanked Mrs. Kahl for facilitating the meeting and thanked all those that attended the meeting.

The meeting adjourned at 8:32 p.m.

Submitted by: Vicky Durden

APPROVED: