

SBE Goals	Priority Goals	Priority Activities	Status
1-5	Prepare and manage all aspects of State Board of Education (SBE) meetings, including follow-up activities	Review, edit, and finalize all regular monthly Board meeting materials, ensuring that the Board's agenda items align with the Board's mission, vision, and goals; schedule agenda for committee meetings and the official Board meeting; and maintain policy manual	On-track
		Post all Board materials on eBoard software for electronic access to Board, staff, and the public	On-track
		Maintain files for all Board materials, minutes for open and closed sessions, and other required files and documents (resolutions, other meetings, etc.) in order to sustain historic and legal records of the Board's activities and decisions, meeting all legal obligations regarding open meetings and public access to materials and activities of the Board	On-track
		Plan, prepare, and manage all other Board meetings, such as annual work and planning sessions, Executive Committee meetings, and others as may be required	On-track
1-5	Provide liaison services between the SBE and the Department of Public Instruction (DPI)	Coordinate with DPI staff on the preparation of all Board materials and scheduling, ensuring that all materials align with the Board's mission, vision, and goals	On-track
		Attend meetings with DPI senior-level staff to hear program developments for the purpose of updating the Board	On-track
		Collaborate with DPI in implementation of the Board's mission, vision and goals through program development and implementation and collaborate with DPI to monitor and ensure fidelity to the Board's mission, vision, and goals	On-track
1-5	Provide legal services for the SBE and DPI	Inform the Board as a whole and Board members of any legal proceedings that involve them and the consequences of action, inaction, and related matters	On-track
		Investigate licensure violations that may result in revocation of licenses and hold hearings for those candidates of revocation	On-track
		Serve as counsel for the Board's position in matters of litigation and personnel cases	On-track
		Represent the Board in the Rules Review process with the Office of Administrative Hearings	On-track
		Provide legal guidance and contract review for DPI	On-track
1-5	Provide legislative services for the SBE	Lobby the legislature on the Board's position regarding legislation, programs, and funding	On-track
		Collaborate with the Board and DPI in the development of legislation that aligns with the Board's mission, vision and goals	On-track
		Attend legislative committee meetings and other events to monitor legislative activities related to education and update the Board on public education legislation	On-track

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		Monitor federal legislation, working with national education organizations on federal program development updates	On-track
1-5	Serve State Board of Education members	Provide orientation for new Board members and advisors, informing them of the Board's history, procedures, function and related information	On-track
		Assist Board members with information on research questions, presentations, and replies to constituents' requests	On-track
		Maintain various forms of communication for and with Board members as needed (web page, frequent e-mails providing needed information, phone calls, letters, memoranda, and other forms)	On-track
		Prepare communication materials intended for the general public when needed	On-track
		Coordinate preparation of Board Committee Chairs and Vice Chairs for Board meetings through regular meetings and calls monthly, ensuring that they are assured of alignment of materials and issues with the Board's mission, vision, and goals	On-track
		Initiate Board member discussion that will identify issues related to the Board's mission, vision, and goals as a means of facilitating the Board's leadership in public education issues and responsiveness to them	On-track
		1-5	Establish and implement procedures to ensure policy development and amendments and timely release to the public
Implement and monitor compliance with the procedure for policy and rule amendment or new policy or rule monthly	On-track		
Lead the Rules Review Council twice monthly as a part of policy review and development to ensure that all policies are written in rule form and are clear	On-track		
Coordinate all of the process to publish Board directives and policies online within ten days of approval by the SBE	On-track		
1-5	Establish and develop relationships with external public education stakeholders	Identify external public education stakeholders, including business and community organizations, with which collaborative and cooperative relationships will enhance the Board's ability to share its mission, vision, and goals and to receive feedback	On-track
		Participate in meetings, conferences, calls, and other means of relationship building, to develop collaboration and understanding of the Board's mission, vision, and goals and to promote understanding of the Board's mission, vision, and goals with external stakeholders	On-track
		Develop opportunities for collaboration with and inclusion of external education partners and stakeholders to develop support and understanding of the Board's mission, vision, and goals and to increase the Board's awareness of external initiatives and ideas	On-track

For more information regarding the State Board of Education, please see <http://stateboard.ncpublicschools.gov/>.