

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT

BOARD-SUPERINTENDENT DEVELOPMENT RETREAT/WORKSHOP

Setting the Stage for Effective District Performance

September 25: 5:00 – 9:00 pm
Saturday, September 26, 8:30 am – 4:30 pm

Board Room

AGENDA

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| 1. Introductions | 5:00 |
| 2. Participants' Expectations for Workshop | 5:05 |
| 3. Review of Agenda | 5:15 |
| 4. A brief review of the District's mission, strategic goals and core beliefs | 5:20 |
| 5. A review of concepts related to effective governance/management: | 5:30 |
| a. Trusteeship | |
| b. Governance | |
| c. Management | |
| d. Presenting My Perspective | |
| e. Working Together | |
| f. Continuous Improvement | |
| g. Providing Oversight | |
| h. Avoiding Micro-managing | |
| i. Evaluating Organizational Success | |
| j. Evaluating Performance of Superintendent | |
| 6. Light Dinner – informal opportunity to get to know each other. | 6:15 |
| 7. Review of roles: | 6:45 |
| a. Board | |
| b. Superintendent | |
| c. Board President | |
| d. Board Member | |
| Recess for the Evening | 9:00 |
| Reassemble on Saturday Coffee+ | 8:15 |
| 8. Developing an effective Board-Superintendent Relationship: | 8:30 |
| a. Communication | |
| b. Common understandings and expectations | |
| c. Operating within role expectations | |
| d. Being Strategic – the Role of a Strategic Plan | |
| i. Effective Planning Process | |
| ii. Use in Goal Setting and Evaluation | |
| e. Other | |
| 9. Development of goals (expectations) the Board desires the | 9:00 |

Superintendent to accomplish during the next two years¹. These will be developed through:

- a. Brainstorming - providing each participant an opportunity to place any issue, concern or need on the table for discussion
- b. Categorizing - grouping the issues so that those in the same category can be addressed with less effort and greater effectiveness
- c. Prioritizing - identifying the issues which will have the most significant positive impact on achieving the District's mission

Break	10:00- 10:15
Lunch	12:00
10. The Board's role in monitoring and assessing the progress being made toward the achievement of long and short-range goals (expectations).	12:45
11. Evaluation of the Superintendent:	1:00
a. Process – to include development of timeline, desirability of benchmark meetings and identification of individuals to be involved in providing input to evaluation.	
b. Instrument to be used in evaluation of superintendent.	
Break	3:00
12. Board self-evaluation:	3:15
a. Desirability?	
b. If so, process and instrumentation	
13. Delineation of Planning Process and Planning Calendar which would provide a framework for Continuous Improvement	3:30
14. Next Steps	4:00
15. Workshop evaluation	4:20
16. Adjourn	4:30

¹ It is suggested that goals be *SMART* goals:

- *Specific (significant, stretching)* – do the goals clearly delineate what outcomes are anticipated?
- *Measurable (meaningful, motivational)* – what metrics/products will be used to determine whether the goals are achieved?
- *Attainable (achievable, action oriented)* - can the goals be realistically achieved within constraints that may be prevalent?
- *Relevant (realistic, results oriented)* – do the staff and community feel these goals will move Mountain View Whisman toward its vision and mission?
- *Time-framed (timely, tangible, trackable)* - is there a realistic timetable for their attainment?