

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT

BOARD-SUPERINTENDENT DEVELOPMENT RETREAT/WORKSHOP

Ensuring Success as a School District

Friday, January 27, 2017: 5:00 – 9:00 pm

Saturday, January 28, 2017: 8:30 am – 4:00 pm

Sunday, January 29, 2017: 8:30 am – 1:00 pm (closed session)

Board Room

AGENDA¹

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| 1. Introductions | 5:00 |
| 2. Participants' Expectations for Workshop | 5:05 |
| 3. Review of Agenda | 5:15 |
| 4. A review of concepts related to effective governance/management that were discussed at the Board Workshop held on September 25, 2015 – the basics for going from <i>Good to Great</i> : | 5:20 |
| 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 | |
| k. Self-evaluating Performance of Board | |
| 5. Light Dinner – informal opportunity to get to know each other. | 6:15 |
| 6. Review of roles – discussion will include the roles of the various individuals and the Board as a whole in relation to interacting with others (other board members, superintendent, staff, parents, non-parent community members, vendors, union, etc.) | 6:45 |
| a. Board | |
| b. Superintendent | |
| c. Board President | |
| d. Board Member | |
| Recess for the Evening | 9:00 |

¹ The agenda may be modified to address issues brought up during the retreat that the Board feels have greater relevance than the agenda. However, every attempt will be made to address as many items on the agenda as possible. The times indicated on the agenda are estimates and will be adjusted to address the needs of the Board.

Reassemble on Saturday	Coffee+	8:15
1. Brief review of the District’s mission, strategic goals and core beliefs		8:30
2. Developing an effective Board-Superintendent Relationship:		9:00
a. Common understandings and expectations		
b. Operating within role expectations		
c. Critical nature of communication		
i. Who communicates about what		
ii. Acknowledging concern(s), correcting misinformation, not jumping to premature conclusions, maintaining positive attitude, etc.		
1. Chain of command		
2. Climbing the chain		
3. Documentation		
4. Understanding right to disagree agreeably		
iii. Think before one speaks		
iv. Timeliness of communications		
1. Acknowledging without comment		
2. Communicating on weekends, during school breaks, etc.		
d. Being Strategic – the Role of a Strategic Plan		
i. Who owns it?		
ii. Role of the Board		
iii. Role of Superintendent and Staff		
iv. Use in Goal Setting and Evaluation		
v. Effective Planning Process		
e. Other		
3. Case Study – analysis of recent TTO matter – reflectively looking at the roles of the Board, the Superintendent, the staff, State law, District policy and how they all fit together. Case study will address how this scenario should have unfolded, how it did unfold and what the Board, Superintendent and staff have learned and can learn from the experience.		9:30
Break		10:15

4. Development of goals² (expectations) the Board feels would ensure the success of the District: 10:30
- a. Goals the Board would like to see the District achieve during the next 18 months (establish goals for the remainder of this school year; and also for the 2017-18 school year – they may be the same goals or different goals, dependent on the priorities and needs of the District as reflected by the Board and the Superintendent)
 - b. Goals the Board would like to address during the next eighteen months (reference comment in 3.a.)
 - c. Goals the Board would like to have the Superintendent achieve during the next eighteen months (reference comment in 3.a.)
- 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. Determining whether the goals are District Goals, Board Goals or Superintendent Goals
 - d. Prioritizing - identifying the issues which will have the most significant positive impact on achieving the District’s mission

Lunch 12:00-1:00

5. Continue Goal Setting Discussion 1:00
6. The Board’s role in providing oversight (monitoring and assessing the progress being made toward the achievement of long and short-range goals (expectations)) 3:00
- a. Ensuring clarity of expectations
 - b. Development of action plans
 - c. Building quarterly assessment meetings into the Board-Superintendent Evaluation Process.
7. Recess Workshop – 3:45

Call Special Meeting to Order 4:00

² It is suggested the Board and Superintendent engage (invite to this session) cabinet and other administrators, as appropriate, in the development of these District goals. It is also suggested that they 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?

Reassemble on Sunday (closed session without Superintendent)

8:30

1. Mid-year Assessment of the Superintendent's Performance:
 - a. Review of composite mid-year Assessment responses - discussion
 - b. Agreement on assessment of each item on superintendent evaluation form
2. Superintendent joins closed session - Review and Discuss agreed upon mid-year assessment with Superintendent
3. Board Self-evaluation
4. Review goals tentatively agreed upon at Saturday's session and revise if needed in light of discussion during assessment sessions
5. Discuss next steps needed to Ensure Success in the District
6. Workshop Evaluation
7. Adjourn

1:00