



Board of Trustees Time Management Log

Board Meeting: August 2, 2017

Section	Time Started	Time Ended	Total Elapsed Time
Call to order and Roll Call and Closed/Executive – 1 hour			
Call to order and Roll Call	6:00 PM	6:02 PM	2 Min.
Closed Session	6:02 PM	6:25 PM	23 Min.
Total section time: 25 Min.			
Presentations/Reports – 14 Minutes			
Item #1	6:25 PM	6:49 PM	24 Min.
Item #2	6:49 PM	7:33 PM	44 Min.
Total section time: 1 HR. 8 Min.			
Discussion Possible Action – 14 Minutes			
Item #1	7:33 PM	8:18 PM	45 Min.
Item #2	8:18 PM	8:33 PM	15 Min.
Item #3	8:33 PM	8:34 PM	1 Min.
Item #4	8:34 PM	8:34 PM	0 Min.
Item #5	8:34 PM	8:44 PM	10 Min.
Item #6	8:44 PM	8:45 PM	1 Min.
Item #7	8:45 PM	8:47 PM	2 Min.
Total section time: 1 Hr. 14 Min.			
Adjournment	8:47 PM	8:47 PM	0 Min.

Total Meeting Time: **2 hours and 47 minutes**

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

Board's Time Use Tracker

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision	Student Outcome Goal Setting			
Vision	Student Outcome Goal Monitoring			
Vision	Constraints Setting	44	31%	Theory of Action pg. 42
Vision	Constraints Monitoring			
Accountability				
Accountability	Superintendent Evaluation			
Accountability	Board Self-Evaluation			
Structure				
Structure	Voting			
Advocacy				
Advocacy	Community Engagement			
Advocacy	Student/Family Engagement			
Advocacy	Community Training			
Other				
Other	Other	100	69%	
Total Student Outcome Goal-focused Minutes				
		44	31%	
Total Minutes		144	100%	23 Minutes - Closed Session not included

Total Meeting 2 hours and 47 minutes = 167 minutes
167-23 Closed Session = 144 Total Tracker Minutes



Board of Trustees Time Management Log

Public Hearing: August 22, 2017

Section	Time Started	Time Ended	Total Elapsed Time
Call to order and Roll Call	6:00 PM	6:00 PM	0 Min.
Total section time: Hr. Min.			
Public Hearing – 14 Minutes			
Item #1	6:00 PM	6:07 PM	7 Min.
Total section time: 7 Min.			
Citizens to be heard – 35 Minutes	6:07 PM	6:07 PM	0 Min.
Total section time: 0 Min.			
Adjournment	6:07 PM	6:07 PM	0 Min.

Total Meeting Time: 7 minutes

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

Board's Time Use Tracker

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision	Student Outcome Goal Setting			
Vision	Student Outcome Goal Monitoring			
Vision	Constraints Setting			
Vision	Constraints Monitoring			
Accountability				
Accountability	Superintendent Evaluation			
Accountability	Board Self-Evaluation			
Structure				
Structure	Voting			
Advocacy				
Advocacy	Community Engagement			
Advocacy	Student/Family Engagement			
Advocacy	Community Training			
Other				
Other	Other	7	100%	Public Hearing - Budget
Total Student Outcome Goal-focused Minutes				
		0	0%	
Total Minutes				
		7	100%	No Closed Session

Total Meeting 7 minutes
No Closed Session = 7 Total Tracker Minutes



Board of Trustees Time Management Log

Board Meeting: August 22, 2017 Regular Called

Section	Time Started	Time Ended	Total Elapsed Time
Call to order and Roll Call	6:15 PM	6:18 PM	3 Min.
Citizens to be heard and Superintendent's Remarks – 35 Minutes			
Citizens to be heard	6:18 PM	6:50 PM	32 Min.
Superintendents Remarks	6:50 PM	6: 57 PM	7 Min.
Total section time: 42 Min.			
Presentations/Reports – 14 Minutes			
Item #1	6:57 PM	7:45 PM	48 Min.
Item #2	7:45 PM	8:12 PM	27 Min.
Total section time: 1 Hr. 15 Min.			
Closed/Executive Session – 1 Hour			
Closed Session	8:12 PM	9:01 PM	49 Min.
Item #2	9:01 PM	9:03 PM	2 Min.
Total section time: 51 Min.			
Consent – 14 Minutes			
Items 1, 3, 4, 5, 6, 8, 9, 10, 12, 13, 14, 15, and 17	9:03 PM	9:05 PM	2 Min.
Pulled Item #2	9:05 PM	9: 08 PM	3 Min.
Pulled Item #7	9:08 PM	9:14 PM	6 Min.
Pulled Item #11	9:14 PM	9:20 PM	6 Min.
Pulled Item #16	9:20 PM	9:22 PM	2 Min.
Pulled Item #18	9:22 PM	9:24 PM	2 Min.
Pulled Item #19	9:24 PM	9:25 PM	1 Min.

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

Pulled Item #20	9:25 PM	9:32 PM	7 Min.
Pulled Item #21	9:32 PM	10:00 PM	28 Min.
Percentage of Consent Item Pulled (total pulled divided by total consent items then times 100 = total percentages of pulled items) : 38%			
Total section time: 57 Min.			
Discussion Possible Action – 14 Minutes			
DPA Item #1	10:00 PM	10:03 PM	3 Min.
DPA Item #2	10:03 PM	10:05 PM	2 Min.
DPA Item #3	10:05 PM	10:06 PM	1 Min.
DPA Item #4	10:06 PM	10:07 PM	1 Min.
DPA Item #5	10:07 PM	10:08 PM	1 Min.
Total section time: 8 Min.			
Adjournment	10:08 PM	10:09 PM	1 Min.

Total Meeting Time: 3 hours and 54 minutes

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

Board's Time Use Tracker

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision	Student Outcome Goal Setting			
Vision	Student Outcome Goal Monitoring	50	27%	
Vision	Constraints Setting			
Vision	Constraints Monitoring			
Accountability				
Accountability	Superintendent Evaluation			
Accountability	Board Self-Evaluation			
Structure				
Structure	Voting			
Advocacy				
Advocacy	Community Engagement			
Advocacy	Student/Family Engagement			
Advocacy	Community Training			
Other				
Other	Other	133	73%	
Total Student Outcome Goal-focused Minutes				
		50	27%	
Total Minutes		183	100%	51 Minutes - Closed Session not included

Total Meeting 3 hours and 54 minutes = 234 minutes
 234-51 Closed Session = 183 Total Tracker Minutes



Board of Trustees Time Management Log

Board Meeting: September 6, 2017 Special Called

Section	Time Started	Time Ended	Total Elapsed Time
Call to order and Roll Call	6:00 PM	6:01 PM	1 Min.
Total section time: 1 Min.			
Presentations/Reports – 14 Minutes			
Item #1	6:01 PM	6:27 PM	26 Min.
Item #2	6:27 PM	6:39 PM	12 Min.
Item #3	6:39 PM	6:49 PM	10 Min.
Total section time: 48 Min.			
Closed/Executive – 1 hour			
Closed Session	6:49 PM	8:18 PM	1 hour 29 Min.
Total section time: 1 Hr. 29 Min.			
Adjournment	8:18 PM	8:18 PM	0 Min.

Total Meeting Time: **2 hours and 18 minutes**

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

Board's Time Use Tracker

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision	Student Outcome Goal Setting	12	24%	
Vision	Student Outcome Goal Monitoring	26	53%	
Vision	Constraints Setting			
Vision	Constraints Monitoring			
Accountability				
Accountability	Superintendent Evaluation	10	20%	
Accountability	Board Self-Evaluation			
Structure				
Structure	Voting			
Advocacy				
Advocacy	Community Engagement			
Advocacy	Student/Family Engagement			
Advocacy	Community Training			
Other				
Other	Other	1	2%	
Total Student Outcome Goal-focused Minutes				
		48	98%	
Total Minutes		49	100%	89 Minutes - Closed Session not included

Total Meeting 2 hours and 18 minutes = 138 minutes
 138-89 Closed Session = 49 Total Tracker Minutes



Board of Trustees Time Management Log

Board Meeting: September 20, 2017

Section	Time Started	Time Ended	Total Elapsed Time
Call to order and Roll Call	6:00 PM	6:02 PM	2 Min.
Total section time: 2 Min.			
Citizens to be heard and Superintendent's Remarks – 35 Minutes			
Citizens to be heard	6:02 PM	6:15 PM	13 Min.
Superintendents Remarks	6:15 PM	6:22 PM	7 Min.
Total section time: 20 Min.			
Recognitions – 14 Minutes			
Item #1	6:22 PM	6:24 PM	2 Min.
Item #2	6:24 PM	6:31 PM	7 Min.
Total section time: 9 Min.			
Presentations/Reports – 14 Minutes			
Item #1	6:31 PM	6:52 PM	21 Min.
Item #2	6:52 PM	7:06 PM	14 Min.
Total section time: 35 Min.			
Discussion Possible Action Item #2	7:06 PM	7:31 PM	25 Min.
(Partial section time: 25 Min.)			
Closed/Executive Session– 1 hour	7:31 PM	8:22 PM	51 Min.
Total section time: 51 Min.			
Consent – 14 Minutes			
Item #1	8:22 PM	8:23 PM	1 Min.
Pulled Item #2	8:23 PM	8:27 PM	4 Min.

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

Percentage of Consent Item Pulled (total pulled divided by total consent items then times 100 = total percentages of pulled items) : 50%			
Total section time: 5 Min.			
Discussion Possible Action – 14 Minutes			
DPA Item #1	8:27 PM	8:28 PM	1 Min.
DPA Item #3	8:28 PM	8:31 PM	3 Min.
DPA Item #4	8:31 PM	8:37 PM	6 Min.
DPA Item #5	8:37 PM	8:38 PM	1 Min.
(DPA 2 =25 min + 1,3,4,5 =11 min)		Total section time: 36 Min.	
Adjournment	8:38 PM	8:38 PM	0 Min.

Total Meeting Time: 2 hours and 38 minutes

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

Board's Time Use Tracker

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision	Student Outcome Goal Setting	21	20%	
Vision	Student Outcome Goal Monitoring	25	23%	
Vision	Constraints Setting			
Vision	Constraints Monitoring			
Accountability	Superintendent Evaluation	31	29%	
Accountability	Board Self-Evaluation			
Structure	Voting			
Advocacy	Community Engagement			
Advocacy	Student/Family Engagement			
Advocacy	Community Training			
Other	Other	32	30%	
Total Student Outcome Goal-focused Minutes		75	70%	
Total Minutes		107	100%	51 Minutes - Closed Session not included

Total Meeting 2 hours and 38 minutes = 158 minutes
 158-51=107 Total Tracker Minutes



Board of Trustees Time Management Log

Board Meeting: October 11, 2017

Special Called

Section	Started	Ended	Total Time	Lone Star Governance
Call to order and Roll Call	6:00 PM	6:02 PM	2 Min.	N
Total section time: 2 Min.				
Closed/Executive Session – 1 Hour				
Closed Session	6:02 PM	7:45 PM	1 Hour 43 Min.	Unknown
Total section time: 1 Hour 43 Min.				
Presentations/Reports – 14 Minutes				
Item #1	7:45 PM	7:46 PM	1 Min.	N
Item #2	7:46 PM	8:05 PM	19 Min.	Y-CPM 1
Item #3	8:05 PM	8:26 PM	21 Min.	Y-Goal 3
Total section time: Hr. Min.				
Consent – 14 Minutes				
Items 1 and 3	8:26 PM	8:28 PM	2 Min.	N
Pulled Item #2	8:28 PM	8:36 PM	8 Min.	N
Percentage of Consent Item Pulled (total pulled divided by total consent items then times 100 = total percentages of pulled items) : 33%				
Total section time: 10 Min.				
Discussion Possible Action – 14 Minutes				
DPA Item #1	8:36 PM	8:37 PM	1 Min.	Y-Supt. Eval.
Total section time: 1 Min.				
Adjournment	8:37 PM	8:37 PM	0 Min.	N

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

Total Meeting Time: 2 hours and 37 minutes

**Board Goals*

- 1.) 14 minutes or less spent on each item*
- 2.) 2 hours total meeting time or less*

Board's Time Use Tracker

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision	Student Outcome Goal Setting			
Vision	Student Outcome Goal Monitoring	21	39%	
Vision	Constraints Setting			
Vision	Constraints Monitoring	19	35%	
Accountability				
Accountability	Superintendent Evaluation	1	2%	
Accountability	Board Self-Evaluation			
Structure				
Structure	Voting			
Advocacy				
Advocacy	Community Engagement			
Advocacy	Student/Family Engagement			
Advocacy	Community Training			
Other				
Other	Other	13	24%	
Total Student Outcome Goal-focused Minutes				
		41	76%	
Total Minutes		54	100%	103 Minutes - Closed Session not included

Total Meeting 2 hours and 37 minutes = 157 minutes
 157-103 Closed Session = 54 Total Tracker Minutes





Board of Trustees Time Management Log

Board Meeting: October 18, 2017

Regular Called

Section	Started	Ended	Total Time	Lone Star Governance
Call to order and Roll Call	6:00 PM	6:02 PM	2 Min.	
Citizens to be heard and Superintendent's Remarks – 35 Minutes				
Citizens to be heard	6:02 PM	6:11 PM	9 Min.	Y
Superintendents Remarks	6:54 PM	6:56 PM	2 Min.	
Total section time: 13 Min.				
Presentations/Reports – 14 Minutes				
Item #1	6:12 PM	6:24 PM	12 Min.	Y
Item #2	6:57 PM	7:22 PM	25 Min.	Y
Item #3	7:22 PM	7:31 PM	9 Min.	Y
Total section time: 46 Min.				
Closed/Executive Session – 1 Hour				
Closed Session	6:24 PM	6:54 PM	30 Min.	
Total section time: 30 Min.				
Recognition – 14 Minutes				
Item #1	6:56 PM	6:58 PM	2 Min.	
Total section time: 2 Min.				
Workshop and Possible Action – 14 Minutes				
Item #1	7:31 PM	8:20 PM	49 Min.	Y
Total section time: 49 Min.				
Consent – 14 Minutes				
Items 1, 3, 4, 5, 6, 7, 8, 11, 12, and 13	8:20 PM	8:21 PM	1 Min.	

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

Pulled Item #2 5 Minute Recess 8:26 PM – 8:32 PM Recalled consent motion above Items 1, 3, 4, 5, 6, 8, 11, 12, and 13	8:21 PM	8:33 PM	12 Min.	
Pulled Item #7	8:33 PM	9:00 PM	27 Min.	
Pulled Item #9	9:00 PM	9:03 PM	3 Min.	
Pulled Item #10	9:03 PM	9:06 PM	3 Min.	
Percentage of Consent Item Pulled (total pulled divided by total consent items then times 100 = total percentages of pulled items) : 31%				
Total section time: 46 Min.				
Discussion Possible Action – 14 Minutes				
DPA Item #1	9:06 PM	9:07 PM	1 Min.	
DPA Item #2	9:07 PM	9:08 PM	1 Min.	
DPA Item #3	9:08 PM	9:08 PM	0 Min.	
Total section time: 2 Min.				
Adjournment	9:08 PM	9:08 PM	0 Min.	

Total Meeting Time: 3 hours and 8 minutes

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

BOARD'S TIME USE TRACKER

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision	Student Outcome Goal Setting			
Vision	Student Outcome Goal Monitoring			
Vision	Constraints Setting			
Vision	Constraints Monitoring	9	5%	Presentation/Report #3
Accountability	Superintendent Evaluation			
Accountability	Board Self-Evaluation	49	31%	Self Eval Workshop
Structure	Voting			
Advocacy	Community Engagement	9	5%	Citizens to be heard
Advocacy	Student/Family Engagement	37	23%	Repurpose & Leader in Me
Advocacy	Community Training			
Other	Other	54	34%	call to order, supers remarks, and pulled consent items
Total Vision-focused Minutes		104	66%	
Total Minutes		158	100%	30 closed session minutes not included

Total Meeting 3 hours and 8 minutes = 188 minutes
 188-30 closed session = 158 Total Tracker Minutes





Board of Trustees Time Management Log

Board Meeting: November 1, 2017

Special Called

Section	Started	Ended	Total Time	Lone Star Governance
Call to order and Roll Call	6:00 PM	6:02 PM	2 Min.	
Closed/Executive Session – 1 Hour				
Closed Session	6:02 PM	6:33 PM	31 Min.	
Total section time: 33 Min.				
Discussion Possible Action – 14 Minutes				
Item #1	6:33 PM	6:33 PM	0 Min.	Y
Item #2	6:33 PM	6:34 PM	1 Min.	Y
Total section time: 1 Min.				
Presentations/Reports – 14 Minutes				
Item #1	6:34 PM	7:15 PM	41 Min.	Y
Item #2	7:15 PM	9:02 PM	1 hr 47 Min.	
Total section time: 2 hr 28 Min.				
Adjournment	9:02 PM	9:02 PM	0 Min.	

Total Meeting Time: 3 hours and 2 minutes

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

BOARD'S TIME USE TRACKER

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision	Student Outcome Goal Setting	1	1%	DPA Item #2
Vision	Student Outcome Goal Monitoring	41	35%	Presentation/Report #1
Vision	Constraints Setting			
Vision	Constraints Monitoring			
Accountability				
Accountability	Superintendent Evaluation			
Accountability	Board Self-Evaluation	0	0%	DPA Item #1
Structure				
Structure	Voting			
Advocacy				
Advocacy	Community Engagement			
Advocacy	Student/Family Engagement			
Advocacy	Community Training			
Other				
Other	Other	75	64%	
Total Vision-focused Minutes				
		42	36%	
Total Minutes				
		117	100%	31 closed session minutes not included

Total Meeting 2 hours and 28 minutes = 148 minutes
 148-31 closed session = 117 Total Tracker Minutes

