

D97 Board Agenda & Board Protocols and the Mission of Moving District 97 from Great to World Class

Board Meeting Agenda Efficiency Work Team Brisben, Gates



**"Without continual growth
and progress, such words as
improvement, achievement,
and success have no
meaning."**

... Benjamin Franklin

**“Good is the enemy of great.
That's why so few things
become great .”**

... Jim Collins

Why is our effective board taking time to discuss the board meeting agenda and board protocols?

- ▶ Because our board is on a mission to provide every D97 student a world class educational experience rooted in excellence and equity
- ▶ Because our board will dedicate more time and thought to and at board meetings than any other board activity
- ▶ Because the board agenda and board protocols will play a central role in the district's ability to move from mission to reality in service of children

Part 1: What is the vision for board agenda / board protocol revision?

- ▶ **Develop a board meeting agenda and board protocols which build upon and recognize prior board experiences and accomplishments while:**
 1. Striving to operate at the highest level of board governance as outlined in the “IASB Principles of Effective Governance” via a purposeful and constant “Balcony” mindset
 2. Adding an increased focus on board governance centered on District 97’s:
 - Mission
 - Vision
 - Goals
 - policy
 - Budget

Pt. 2: What is the vision for board agenda / board protocol revision?

► **Develop a board meeting agenda and board protocols which build upon and recognize prior board experiences and accomplishments while:**

3. Effectively and efficiently provides time to monitor district performance and assess organizational success related to:

- Sound fiscal Stewardship
- classroom instruction
- student achievement
- stakeholder relationships

4. Dramatically minimizing board “reporting” to dedicate more board time to listening, questioning, learning, monitoring, and assessing



Colleagues,

Board agenda and board protocol revisions offered for consideration in this slide deck were informed by:

- ✓ Notes from last year's Board Self-evaluation
- ✓ Current and former board member comments and reflections
- ✓ Board officer conversations between Sheryl Marinier and Dr. Roberts, who included feedback from cabinet members
- ✓ One-on-one conversations between Jim G. and chairs of FAC (incoming), FORC (former), and CLAIM (current)
- ✓ IASB *Leader Shop* Workshop, Leading Leaders: The Job of the Board President
- ✓ IASB publication, Coming to Order— A Guide to Successful School Board Meetings

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- ▶ Pre-agenda inclusions in Board Book
- ▶ Executive Session
- ▶ Special Reports
- ▶ Public Comment
- ▶ Super 7 to “Core Mission 4” or the “Drive for 5”
- ▶ Standing Board Committees
- ▶ Concluding Items

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► Pre-agenda inclusions in Board Book

1. Principles of Effective Governance*
2. District Mission
3. District Vision
4. District Goals
5. Policy Link

* And post related signage in Board Room

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► EXECUTIVE SESSION

- Develop an approach to make Executive Session an “as needed event” not a routine
- Begin Executive Session at 6:00 PM (when Executive Session is needed) to avoid a return to Executive Session after Open Session adjournment in all but the rarest of instances
- Limit the use of Executive Session relating to student / staff discipline unless board action is requested
- Going forward, conduct and analyze an Executive Session audit: topics, time committed, etc. to improve efficiency and ensure board member acuity when board members are deciding / taking critical action

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► 1.2. SPECIAL REPORTS

- 15 -20 minute time limit for reports or presentations by external groups e.g. Bravo, OPEF (with superintendent option for more time) while continuing to publish full report in Board Book.
- For administrative Special Reports, Board Book agenda includes a table providing clarity on the purpose of the report, e.g.

Special Report	Mission Related?	Vision Related?	Relates to District Goal #	Related to Policy #
Report X on budget				
Report Y on instruction				

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► 1.2. SPECIAL REPORTS

- Board and superintendent develop a protocol for Special Reports. e.g. Protocol identifies:
 1. **Timeline:** when the board will receive the report for study and send their questions in advance, date of the report to the board, tentative date/s of follow up report if appropriate , etc.
 2. **Report presenter(s):** administration and/or certified staff, citizens
 3. **How the report supports / advances the district mission, goals, etc.**
 4. **The purpose of the report:** informational, funding request, follow up to previous report, etc.
 5. **The format of the report:** Oral report with handout, power point, etc.
 6. **The next steps:** further study, board action, etc.

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▶ 1.2. SPECIAL REPORTS

Additional Special Report considerations

- 30 minute time allotment, executive summary presentation and questions, with full report in board book (Superintendent may request additional time based on nature of the report)
- Maximum 2 Special Reports per meeting
- Others TBD

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- ▶ **PUBLIC COMMENT (Usually 1.2. or 1.3.)**
 - Limit of 3 speakers on the same topic during Public Comment
 - Others wishing to offer Public Comment on the same topic may submit a hard or electronic copy to the board and superintendent
 - To respect the time commitments of citizens, unless a given board agenda includes Special Reports, Public Comment will immediately follow Roll Call

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▶ 3.1. SUPER 7

- Transition to the “*Core Mission Four*” or “*Hard Drive for Five*” tied directly to the District’s 4 or 5 goals
- Establish 4 or 5 Work Teams that coordinate with the superintendent to:
 1. Develop a calendar regarding goal updates, status, etc.
 2. Meet as deemed mutually appropriate
 3. Prepare for a superintendent goal status, progress, update, etc. during 4.1
- Please note: Past board discussions have indicated that one of the 4 or 5 goals should relate directly to enhancing board efforts to connect with the community

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▶ 3.3.2 STANDING BOARD COMMITTEES

- Modeled after successful transition of Policy from a Standing Board Committee to an Administrative Committee, FAC, FORC, and CLAIM become administrative committees
- Continued community member participation; co-chair with administrative representative as determined by the Superintendent
- Continued board participation / oversight via meeting liaison assignment and liaison email report to the board
- Timely and as needed updates and response to board member questions during 4.1 *Superintendent's Report* or via email *Superintendent's Weekly Report*

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► RE: 4.4.2. CONCLUDING ITEMS

- On a monthly basis and at the board table, members will complete a 5 minute, one-page written “Board Meeting Monitoring / Reflection” form styled after IASB models
- The tabulated results will be sent to board members via an “Information Only” email and posted in the next Board Book
- The aggregated information will be used to inform and modify, as appropriate and with board support, the board agenda and board protocols and procedures

Next Steps...

► **Authorize the Board Agenda Work Team to:**

- Request 60 minutes at the August 29, 2015 Self Evaluation for agenda discussion, revision and approval
- Email members a one-page Board Agenda Interest Survey
- Partner with the superintendent and the board secretary to develop a draft agenda for the August 29, 2015 self evaluation
- Seek board feedback and approval of that draft agenda
- Brisben / Gates facilitate the section of Self-Evaluation dedicated to the board agenda and board protocols

Closure

- ▶ Are there any requests for a clarification related to the next steps?



**“To improve is to change; to
be perfect is to change
often.”**

...Winston Churchill

“Never doubt that a small group
of thoughtful, concerned
citizens can change the world .
Indeed it is the only thing that
ever has .”

...Margaret Mead

