

The Annual Planning Retreat: Self Assessment, Goal Setting & Work Calendar

Harry Frank, Director of Education Services

Monday May 8, 2017

How the webinar works

- Presentation via PowerPoint
- Participation
 - In writing: Question Box
- Evaluation at end
- Follow Up
 - E-mail to each participant with PowerPoint slides, supporting materials, link to video and answers to questions

Introductions

Harry Frank, Director of Education Services

Kerri Lamb, Director of Operations

Agenda

- Self Assessment
- Goal Setting
- Sample Annual Board Work Plan / Calendar
- The Cycle of Good Governance

Why have an annual planning retreat?

- Review progress to date
- Set goals for the coming year
- Schedule monitoring activities
- Reinforce Good Governance practices

The Role of a School District Board

The school board acts as trustees on behalf of the community to provide oversight of public education, assuring:

- High quality education for every student
- The public gets good return on its investment
- The system operates efficiently, effectively and ethically

The Essential Work of School Boards



**Engage the Community
& Establish a Vision**



**Develop a Budget &
Assure Financial Oversight**



Adopt Policy



Monitor Progress



**Board & Superintendent
Partnership**



**Effective & Ethical
Operations**

Self-Assessment, Goals Setting & Work Planning

- The Essential Work of School Boards
 - Tool Kit available on the VSBA website
 - Includes key responsibilities for the board in each of the six domains
- Self-Assessment
 - Fully Achieved / Mostly Achieved / Partially Achieved / Beginning to Achieve
- Goal Setting
 - Given your response, what can the board do to continually improve its work in this area?

[illegible]

The Essential Work of School Boards

Engage the Community & Establish a Vision

Engage the Community & Establish a Vision

- The Board seeks community input in a variety of settings and contexts to ensure participation that is representative of the community as a whole.
- The Board has established a vision, and the vision is clearly communicated to the community.
- *Self-Assessment*
 - *Fully Achieved / Mostly Achieved / Partially Achieved / Beginning to Achieve*

ANNUAL BOARD WORK CALENDAR

[illegible]

The Essential Work of School Boards

Adopt Policy

Adopt Policy

- We have a policy review protocol that ensures that every policy in our manual is reviewed every 4-5 years.
- *Self-Assessment*
 - *Fully Achieved / Mostly Achieved / Partially Achieved / Beginning to Achieve*

[illegible]

The Essential Work of School Boards

Board & Superintendent Partnership

Board and Superintendent Partnership

- The Board has set clear performance goals for the District/SU.
- The Board has clearly communicated annual performance goals for the superintendent.
- *Self-Assessment*
 - *Fully Achieved / Mostly Achieved / Partially Achieved / Beginning to Achieve*

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Community Engagement & Vision												
Policy												
Board & Superintendent Partnership												
Budget & Financial Oversight												
Monitor Progress												
Board Operations												
<u>January</u> Superintendent Evaluation	<u>February</u> Superintendent Evaluation	<u>March</u> Policy: Board Operations	<u>April</u>	<u>May</u>	<u>June</u> Vision: Proficiency Based Graduation Requirements Policy: Required	<u>July</u> Superintendent Evaluation	<u>August</u> Policy: Student Superintendent Evaluation	<u>September</u> Community: Proficiency Based Graduation Requirements	<u>October</u>	<u>November</u>	<u>December</u>	

The Essential Work of School Boards

Develop a Budget & Assure Financial Oversight

Develop a Budget & Assure Financial Oversight

- The board develops broad budget parameters and expects the administration to create the line item details
- *Self-Assessment*
 - *Fully Achieved / Mostly Achieved / Partially Achieved / Beginning to Achieve*

Develop a Budget & Assure Financial Oversight

- The board assures that internal controls are in place to protect public funds.
- *Self-Assessment*
 - *Fully Achieved / Mostly Achieved / Partially Achieved / Beginning to Achieve*

ANNUAL BOARD WORK CALENDAR

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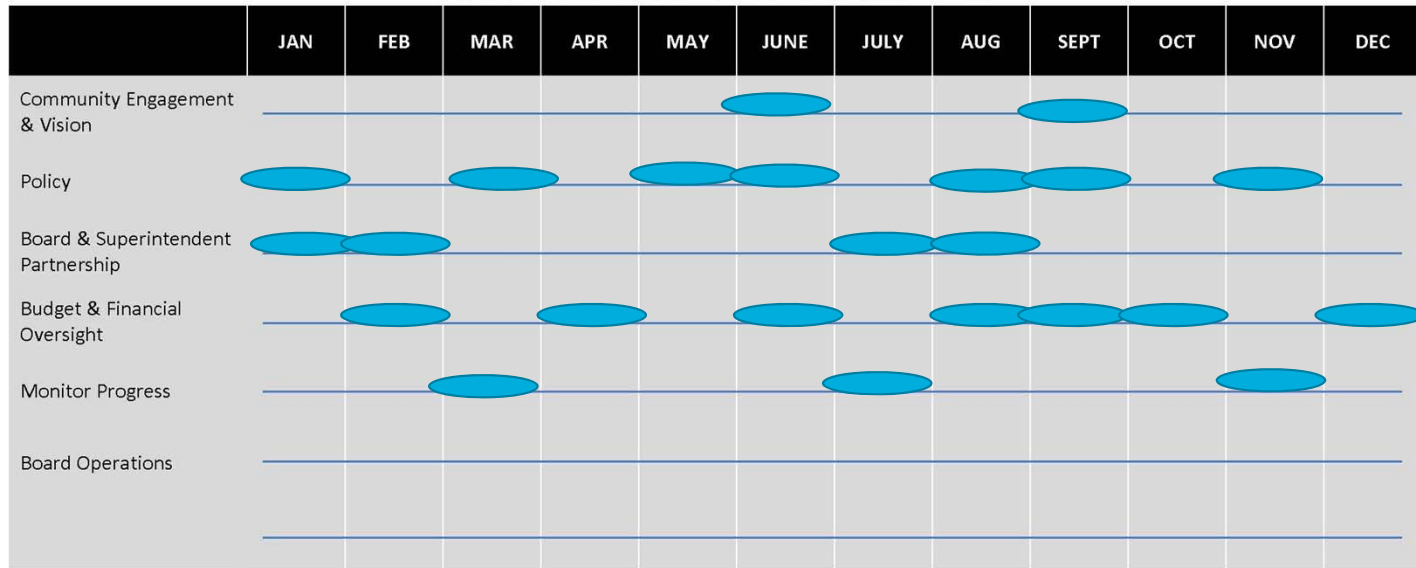
The Essential Work of School Boards

Monitor Progress

Monitor Progress

- When monitoring progress toward the vision, the Board uses student achievement benchmarks to make decisions and establish district priorities.
- Our district publishes an annual report of progress that includes data from prior years.
- *Self-Assessment*
 - *Fully Achieved / Mostly Achieved / Partially Achieved / Beginning to Achieve*

ANNUAL BOARD WORK CALENDAR



January
Superintendent
Evaluation

February
Superintendent
Evaluation
Finance: Internal
Controls

March
Policy: Board
Operations
Monitor: Annual
Report of
Progress

April
Finance: Internal
Controls

May

June
Vision: Proficiency
Based Graduation
Requirements
Policy: Required
Finance: Internal
Controls

July
Superintendent
Evaluation
Monitor: Student
Learning
Benchmarks

August
Policy: Student
Superintendent
Evaluation
Finance: Annual
Audit

September
Community:
Proficiency Based
Graduation
Requirements
Budget:
Parameters

October
Finance: Internal
Controls

November
Monitor: Student
Learning
Benchmarks

December
Budget: Approve,
submit to voters

The Essential Work of School Boards

Effective and Ethical Operations

Effective and Ethical Operations

- The board adopts and has signed a Code of Ethics that outlines expectations and commitments.
- Board members annually participate in board development activities.
- *Self-Assessment*
 - *Fully Achieved / Mostly Achieved / Partially Achieved / Beginning to Achieve*

ANNUAL BOARD WORK CALENDAR

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Community Engagement & Vision												
Policy												
Board & Superintendent Partnership												
Budget & Financial Oversight												
Monitor Progress												
Board Operations												
<u>January</u> Superintendent Evaluation	<u>February</u> Superintendent Evaluation Finance: Internal Controls	<u>March</u> Policy: Board Operations Monitor: Annual Report of Progress Operations: Code of Ethics	<u>April</u> Finance: Internal Controls Operations: Essential Work of School Boards	<u>May</u> Operations: Board Chair & Superintendent Training	<u>June</u> Vision: Proficiency Based Graduation Requirements Policy: Required Finance: Internal Controls	<u>July</u> Superintendent Evaluation Monitor: Student Learning Benchmarks Operations: Board Operations: Board Self-Assessment	<u>August</u> Policy: Student Superintendent Evaluation Finance: Annual Audit	<u>September</u> Community: Proficiency Based Graduation Requirements Budget: Parameters	<u>October</u> Finance: Internal Controls Operations: Annual Conference	<u>November</u> Monitor: Student Learning Benchmarks	<u>December</u> Budget: Approve, submit to voters	

Key Activities

- Hold annual planning retreat
 - Conduct Self-Assessment
 - Set Goals
 - Approve Plan Work / Calendar
- Discuss and Agree on goals for superintendent
- Going forward...
 - Use Work Plan / Calendar to inform monthly meeting agendas

- **Thank you**

- for participating in tonight's webinar

- **Please complete the on-line evaluation**

Board Development Opportunities

- **Essential Work of School Boards – Webinar**
 - Tuesday May 23rd / 6:00-7:30PM
- **Regional Meetings**
 - September - October
 - Dates and Locations to be announced
- **Annual Conference**
 - October 19th & 20th
Lake Morey Resort, Fairlee

**The VSBA exists to achieve Vermont's vision
for public education by supporting all
school boards to serve as effective trustees
for education on behalf of their communities
and by providing a strong collective voice
toward enhancing the cause of
public education in Vermont.**

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