

San Carlos School District
Minutes
Special Board of Education Governance Retreat
January 22, 2016, 10:30 AM
School District Office

1200 Industrial Road, Unit 9B

San Carlos, CA 94070

Attendance Taken at 10:34 AM:

Present:

Nicole Bergeron
Eirene Chen
Carol Elliott
Kathleen Farley
Michelle Nayfack

1. Call to Order

Minutes:

Meeting was called to order at 10:34 a.m. by President Farley. In attendance were:

- Kathleen Farley, Board Member
- Nicole Bergeron, Board Member
- Eirene Chen, Board Member
- Michelle Nayfack, Board Member
- Carol Elliott, Board Member
- Craig Baker, Superintendent
- Robert Porter, Chief Operations Officer
- Mary Jude Doeringhaus, Assistant Superintendent

2. Approval of Agenda

Minutes:

Dr. Baker reviewed a draft of the agenda and solicited feedback. Trustee Farley reviewed outcomes from today's meeting.

3. Communications

Minutes:

There was no public comment.

4. Board Retreat Session

4.A. Annual Board Retreat

Minutes:

Norms were reviewed from 2009 (which have been reviewed/tweaked by previous Boards). Board agreed to these norms for today's meeting.

The Board engaged in a team building activity.

The Board reviewed past retreat discussions including idiosyncrasies and common threads.

The Board discussed protocol for agenda setting, implications for allocating staff resources and prioritization of Board requests. Board discussed communications and decision-making processes including prior Board concerns of "circling the drain" (ongoing discussions on a specific topic without resolution), the process and need to have a decision by a targeted dates with perhaps imperfect information. The Board highlighted the usual protocol for Board Meetings as generally following a "first information, then discussion, then decision-making, when appropriate. All agreed it would be good to be more explicit about this flow of board meetings. Several ideas were floated for making this process explicit, such as modifying existing cards (that are on the chairs in the audience) to include this protocol, as well as posting online and in newsletters.

Board discussed process when staff are seeking "direction" vs. items needing official action of the board. Trustee Farley suggested being more structured at agenda setting. Board confirmed that Superintendent does have right to add agenda items as needed. Board members confirmed a need for sense of agency but it should be balanced with desire of more than one member before placing items on the agenda.

Trustee Bergeron shared it would be helpful for the Chair to share how she wants to facilitate the meeting. Ms. Farley shared that clarifying questions will be in sequential order starting with Ms. Elliott; however, discussion can be more random to feel more "discussion-like". Board members confirmed it's okay to not comment or speak and/or share your rationale for a particular vote.

Board agreed that it is helpful to have Board Chair summarize/paraphrase "understandings"--especially when there is a lengthy perhaps not as clear, roaming discussion has occurred. Staff agreed to help support Board president in this. Board president can also use this to signal the need to move along.

Trustee Chen shared her experience with annual calendars outlining topics, events, etc. to help "map" our organizational work.

Board created a draft timeline of key areas of work needing to be fleshed out. These included World Language, Master Schedule, Play Spaces, Homework, Performance/Evaluation, Math Pathways, and Construction through December, 2016. Staff were directed to fill in broad calendar and then share with the board and community.

World Language

- March: Board Make goal statement
- April: Plan of action for 2016-2017
- December: Step 2 Plan for 2017-2018

Master Schedule

- March: Board Make goal statement
- April: Plan of action for 2016-2017
- December: Step 2 Plan for 2017-2018

Play Spaces

- February: Report commissioned, staff doing legwork, kid conversations?
- March: General Cost discussion, Arroyo/CMS Site conversations
- April: Pre-release of report board discussion, material options
- May: City/SCSD report; community meetings
- June: Community meetings

Homework

- March: Inform
- April: Discussion
- May: Draft 1
- June: Draft 2
- December: Final Decision, policy revised

Staff to clarify/define these for the Board:

- Performance Evaluation system
- Math Pathways
- Construction

Trustee Elliott described the "crystal ball" activity for the benefit of the other Board members. Board engaged in a brainstorming session of possible issues that might be on radar in the coming year as follows:

- Funding/Economy in out years
- TL/new 4-5 Transition & Budget & Staffing
- Professional Evaluation System and Roll-Out
- Planning for Staff Salary and Health/Welfare Benefits
- Significant Enrollment Fluctuation
- Ripple Effect: Challenge Success & Mental Health Collaborative
- Transitional Kindergarten-Universal Preschool Impact
- Vergara and CTA Supreme Court Case
- SMARTE 4-5 Roll-Out
- CCSS Debate
- CAASPP- Comparative Data
- ESSA- Communications
- Data-Security-Privacy

President Farley confirmed the next January 28, 2016 board meeting is cancelled.

Dr. Baker summarized some "next steps" for staff as follows:

- Access to running agenda for all Board members
- Share out "key work" process once finalized by staff
- Explain flow of information to parents

Dr. Baker asked Board Members about their needs with regard to the study session currently scheduled with Greg Dannis next month. Trustee Farley shared prior questions included:

- What is legally in bounds?
- What were lessons learned from his experience?

Board agreed that we could get these answered in written form in lieu of formal meeting and subsequently agreed to cancel the session on February 9th. President Farley highlighted the next meeting will then be February 11th.

5. Adjournment

Minutes:

President Farley adjourned the meeting at 2:33 p.m.

Signature

Signature

DRAFT