



## Special Meeting Agenda

DuPont Public Safety Building    1780 Civic Drive    DuPont, WA

3/8/2014 9:00 AM

### **I. CALL TO ORDER** **(Action)**

- A. Pledge of Allegiance
- B. Roll Call
- C. Approval of Agenda

### **II. COMMENTS FROM THE AUDIENCE** **(Information)**

Members of the audience wishing to comment on specific items on this agenda will be allowed to comment briefly during the Comments From the Audience portion of the agenda. Those wishing to speak will please sign the Speaker List in order to be recognized by the Board. **Please limit your comments to three (3) minutes.** The Board will not entertain comments during any other part of the meeting. Remarks of a negative nature singling out specific employees, other than the Board or Superintendent, will be heard in executive session following the business meeting. The Board reserves the right to terminate presentations containing personal attacks on individuals.

### **III. WELCOME/OVERVIEW** **(Information)**

Presenter: Colleen Miller, WSSDA

### **IV. BOARD/SUPERINTENDENT ROLES & RESPONSIBILITIES** **(Discussion)**

### **V. BOARD OPERATING PROTOCOL** **(Discussion)**

Board Operating Protocol 8.13.pdf (p. 3)

### **VI. BREAK**

### **VII. DISTRICT GOALS** **(Discussion)**

2013-14 Board District and Supt Goals.pdf (p. 7)

### **VIII. BOARD GOALS** **(Discussion)**

### **IX. SUPERINTENDENT GOALS** **(Discussion)**

### **X. SUPERINTENDENT EVALUATION** **(Discussion)**

### **XI. NEXT STEPS** **(Discussion)**

**XII. WORKING LUNCH**

**XIII. STRATEGIC PLANNING**

**(Discussion)**

1. CAPITAL PROJECTS
2. CAPITAL ASSETS
3. MAINTENANCE/FACILITIES
4. FINANCE
5. ACADEMICS
6. COMMUNITY

**XIV. ADJOURNMENT**

**(Action)**

**Steilacoom Historical School District No. 1**  
**Board of Directors' Operating Protocol**  
**Adopted August 22, 2013**

The most effective way to operate and supervise a dynamic, growing school district is through close cooperation between the school board, the superintendent, and the administrative leadership team. Each group plays a different role, and each role is essential to the success of the entire system (staff and students). In order to allow each group to compliment and ensure the success of the others, there must be agreement on some philosophical ideas and practical ways of working together to achieve the common goal – quality education programs for each student. To achieve, within the legal and financial limits of the District, quality education programs for each student, the Board pledges to strive toward excellence in performance and expects the same from each individual who works in Steilacoom Historical School District.

Board directors and administrators have an obligation to provide educational leadership. The public expects the best in planning, decision-making, communication, and educational expertise. However, all decisions and policies of the Board-Administration Team must be gauged and tested against two fundamental beliefs: schools are for kids; and schools belong to the people.

For the purpose of enhancing teamwork among members of the Board and between the Board and the Administrative Team, we, the members of the Steilacoom School District Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

**PRINCIPLES FOR BOARD-ADMINISTRATION RELATIONS**

The following philosophical ideas, operating principles, and behaviors, when adhered to by all, will create an open, productive environment for a team approach to school leadership:

**1. Positive Approach**

Each member of the team is charged with the responsibility of working with the team to find the best way to meet the needs of the students and staff. An open, positive, and problem solving atmosphere toward designing, implementing, and assessing plans to achieve the goals of the organization is critical.

**2. Judgment and Trust**

To develop an effective team process, each group must support and cooperate with team members, collectively and individually.

### **3. Loyalty and Disagreement**

Cooperation, support, and loyalty do not mean there will be agreement on every issue. Dialogue, divergent thinking, and debate will encourage the best decisions. To clarify this principle, a few ground rules must be covered:

- Each team member has the responsibility for being loyal to the District, to each member of the team, and to the primary goal -- a quality education for every child.
- Board Directors should not be contacting employees of the District on operational issues. Questions about operations, direction, etc., should be directed to the Superintendent.
- Board Directors are encouraged to offer praise for employees, but criticism must be channeled through the Superintendent's office.
- Debate the issues, not one another. Avoid personal slurs and snide comments.
- Information about employees, negotiations, and other confidential areas discussed in executive session will remain completely confidential. Information given in confidence, particularly when planning and exploring alternatives must also remain confidential. Team members should state in advance whatever they consider to be confidential information.
- When Board Directors or the superintendent find themselves in disagreement with another team member, a one-to-one meeting with that person should be arranged to resolve the disagreement. Once resolved, the disagreement will remain a private matter.
- Discussion at meetings and debate over issues should be open and honest. Once a final team decision is reached, each member has the responsibility to support the decision.
- Agendas must be open and on the table for meaningful dialogue to occur. Information upon which decisions are to be made, with accompanying alternatives, will be given to the Board in a timely manner so that appropriate input and analysis can take place prior to the time of the decision. Surprises at meetings are counterproductive.

### **4. Accountability to Community**

The School Board, Superintendent, and administrative team are accountable to the public for the decisions made and for the quality of their work. Responsibility to the community is demonstrated by listening to them and by using effective systems of gathering information as assessment.

## 5. Communication

Effective interpersonal communication requires a healthy communication climate with high levels of trust and respect for individuals and for the mission of providing a quality education for all students. To achieve this, messages must be open, straightforward, and honest.

- The Superintendent and the Board will make deliberate attempts to share information and data with all team members. Team members shall utilize the chain of command as outlined by District policy/procedures.
- When an individual Board Director is contacted by a staff or community member, each member has agreed to the following procedures:
  - a. Hear out the individual's concern.
  - b. Ask if the issue has been discussed with the person immediately responsible.
  - c. Express concern about the issue and a desire to assist in resolution, while reinforcing the need to resolve the issue at the immediate local level. If unsuccessful, proceed to the next level(s) of responsibility.
- Only the Superintendent, his/her designee, or a Board-designated representative may contact the District's negotiator, should one be used, on current negotiations. If a Board Director feels a need to talk to District counsel or the negotiator, he or she is to contact the Superintendent who will arrange for all meetings. The Board president may contact the District's legal counsel in reference to the Superintendent's contract.
- It is important to keep the Superintendent and other Board members informed of unusual happenings as quickly as they occur.
- The Superintendent is responsible for communicating official district operational positions to the media. There will also be occasions when the Board president communicates the official District position. Board members may certainly state personal positions; as long as they make it known they are not speaking for the Board or the District.
- The Board will emphasize planning, policy making, and public relations rather than becoming involved in the daily operations of the schools.
- After reviewing the agenda, Board members agree to ask questions when clarification is needed so that the Board meetings can proceed smoothly and efficiently. Board members can also contact the Superintendent to discuss issues prior to the meetings. Members may also request addition of items to the agenda prior to its adoption.
- Each Board member will become conversant with matters on which the Board acts, reviewing all materials prior to meetings. They will attend

essential Board training and inform themselves about important issues through individual readings.

- All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent.
- Members agree to operate as a team and employ appropriate group problem solving techniques. They agree to focus on issues rather than personalities, to propose viable alternatives to problems, to disagree constructively and communicate with each other in a respectful manner.

Signed this 22nd day of August, 2013;

Kathi Weight  
Kathi Weight, Superintendent

Sam Scott  
Sam Scott, Board Chair

Kevin Callanan  
Kevin Callanan, Vice Chair

Don Denning  
Don Denning, Legislative Representative

Mike Winkler  
Mike Winkler, Board Director

Yoshie Wong  
Yoshie Wong, Board Director



# Steilacoom Historical School District #1 Board of Directors

Board, District and Superintendent Goals

For the 2013-2014 School Year

# 2013-2014 District Goals

- o Resource the student learning environment to positively impact student achievement, as measured by district, state, and national standards.
- o Continue the development of the district's capital facilities plan, to include the completion of the conversion of the 1918 building to serve as a district administrative facility.
- o Continue focus on facilities maintenance and preservation plan.
- o Common Core State Standards professional development and communication with full implementation by 2014-2015 school year.

# 2013 - 2014 Board Goals

- o Correlate the relationship and consistency of decisions to board goals and our district's vision, mission, and values.
- o Maintain open communications with the community, focusing on the use of taxpayer funds entrusted to the district.
- o Maintain a minimum 6 percent unreserved ending fund balance in the general operations account.
- o Maintain the working relationship of the board and the board/superintendent team.
- o Review the 3000 (Students) series policies, moving to a four year review cycle for all policies.

# Vision Statement

- o The best education for every student

# Mission Statement

- o The mission statement of the Steilacoom Historical School District No. 1, in partnership with our communities, is to educate and prepare responsible citizens who can contribute and adapt in a changing world.

# District Core Values

## **Academics**

We commit to engage all students by using effective instructional practices, challenging students to reach their fullest potential.

## **Climate**

We ensure a positive, respectful, and safe learning climate, responsive to students' individual needs.

## **Community**

We welcome and encourage family and community involvement where each member of the school community is a valued partner.

## **Collaboration**

We practice purposeful, professional, student-centered collaboration.

## **Integrity**

We commit to act with honesty and integrity, respecting all diversity.

## **Accountability**

We, the SHSD learning community, share in the responsibility for attaining academic and fiscal goals by providing educators with the necessary tools and resources for success.

# Superintendent Goals

## 1. Engage stakeholders in school improvement planning

- o Assist schools in moving toward fully functioning improvement teams with benchmarks and data collection progress monitoring goals.
- o Involve community and schools in a systematic strategic planning process with goals and measures of success completed by June 2014.

# Superintendent Goals

**2. Maximize resources – prioritize allocation and expenditure of funds. Maintain fiscal transparency, integrity and responsibility**

- o Engage in fiscal planning, maintaining financial stability for district.
- o Prepare accurate and informative budget documents to monitor and assess district financial status.
- o Monitor progress of capital facilities plans ensuring current construction projects are on time and within budget.

# Superintendent Goals

3. **Guide development of new performance evaluation tools for principals and teachers**
  - o Leadership development for administrators through Instructional Framework training and completion of the Rater Reliability process.
  - o Fully implement district and school based assessments to accurately assess student growth component of new evaluation criteria.