



Sumner School District Board Retreat: Calendaring the Board's Work

January 25, 2017, 6:00-9:00 pm

Facilitated by Tricia Lubach, WSSDA Leadership Development

A. Review Desired Meeting Outcome — Complete the board planning calendar

1. Review the desired work of the board for 2017, attaching action items to “big picture” goals
2. Categorize the work
3. Plug the categorized work into assigned dates to ensure completion in a timely, consistent and transparent manner
4. Complete a functional board calendar that can be accessed, updated and modified as needed to guide the work of the board/superintendent team to focus on the most critical work

B. Determine the categories, subcategories and individual components (a component is a discrete event, task or process):

Current Categories	Category Revisions	Potential Categories
Routine Operating Business		Bond Oversight?
Study Sessions/Strategic Issues/Executive Sessions	Separate strategic planning from study sessions? Vision 2020?	School Visits
Policy Review		Board Professional Development?
Reports		
General Operating Business	Different from Routine Operating Business (first category)?	
Information		

C. Determine placement of components on calendar

1. Where do they make sense seasonally/timewise?
2. Balance intensity and work load
3. Consider how to schedule follow-up work
4. Will color-coding improve usability of calendar? What other elements would improve its functionality?

D. Wrap up

1. How will the board access the calendar?
2. Discuss process for board to make revisions to calendar
3. What else is on the horizon?