



# **3-Year School Board Governance Work Plan**

***Final draft 10.5.23***

***Updating October 2024***

In partnership with



## Board 3-Year Work Plan 2023-24 to 2025-26

**Color Key for the 3-Year Plan:**

Black = Annually recurring items

Blue = Items that link to other processes/schedules

Red = New/to be developed

~~Strikethrough~~ = Completed

<b>DRAFT SoWashCo Board of Education 3-Year Work Plan</b>			
<b>Key Roles of the Board</b>	<b>2024-2025 Proposed</b>	<b>2025-2026 Proposed</b>	<b>2026-2027 Proposed</b>
<b>District Policy</b>	<ul style="list-style-type: none"> <li>● <a href="#">1/3 policy manual review</a> (add #s &amp; frequency)</li> <li>● Student Handbook (annual review &amp; revision)</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">1/3 policy manual review</a> (add #s &amp; frequency)</li> <li>● Student Handbook (annual review &amp; revision)</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">1/3 policy manual review</a> (add #s &amp; frequency)</li> <li>● Student Handbook (annual review &amp; revision)</li> </ul>
<b>Operational Oversight</b>	<ul style="list-style-type: none"> <li>● Review Operational Plan and Progress/Review Strategic Roadmap</li> <li>● Review Long Range Facility Plan and Update</li> <li>● Program Evaluation Process and Review of Programs - K-12 Spanish Immersion</li> <li>● Comprehensive Achievement &amp; Civic Readiness</li> <li>● Achievement and Integration Plan</li> <li>● School and Department Showcases</li> <li>● Monthly Budget Reports</li> <li>● Budget Approval Process: Approval of preliminary and revised budgets, preliminary and final levies, 5-year long term facilities maintenance plan</li> <li>● Contract Negotiations - establish parameters and approve contracts (paraprofessionals, nutrition services, maintenance, Kid's Club, DOSS, bus mechanics)</li> </ul>	<ul style="list-style-type: none"> <li>● Review Operational Plan and Progress/Review Strategic Roadmap</li> <li>● Review Long Range Facility Plan and Update</li> <li>● <b>Program Evaluation Process and Review of Programs- ???</b></li> <li>● Comprehensive Achievement &amp; Civic Readiness</li> <li>● Achievement and Integration Plan</li> <li>● School and Department Showcases</li> <li>● Monthly Budget Reports</li> <li>● Budget Approval Process: Approval of preliminary and revised budgets, preliminary and final levies, 5-year long term facilities maintenance plan</li> <li>● Contract Negotiations - establish parameters and approve contracts (Teachers, bus drivers/assistants, Office professionals, principals)</li> </ul>	<ul style="list-style-type: none"> <li>● Progress/Review Strategic Roadmap</li> <li>● Review Long Range Facility Plan and Update</li> <li>● <b>Program Evaluation Process and Review of Programs- ???</b></li> <li>● Comprehensive Achievement &amp; Civic Readiness</li> <li>● Achievement and Integration Plan</li> <li>● School and Department Showcases</li> <li>● Monthly Budget Reports</li> <li>● Budget Approval Process: Approval of preliminary and revised budgets, preliminary and final levies, 5-year long term facilities maintenance plan</li> <li>● Contract Negotiations - establish parameters and approve contracts (paraprofessionals, nutrition services, maintenance, Kid's Club, DOSS, bus mechanics)</li> </ul>

<p><b>Self-Governance</b></p>	<ul style="list-style-type: none"> <li>● Board Committees (Internal/External)</li> <li>● Annual board self evaluation</li> <li>● School Board Handbook-outlining roles/responsibilities/expectations</li> <li>● Board PD 2X annual (or alternating): Excellence in Governance &amp; Intercultural Development</li> <li>● Board Listening Session training</li> <li>● Review Board Handbook</li> </ul>	<ul style="list-style-type: none"> <li>● Board Seats open(4)</li> <li>● Board Committees (Internal/External)</li> <li>● Annual board self evaluation</li> <li>● Orientation for newly elected board members</li> <li>● Mentoring program for new board members</li> <li>● School Board Handbook-outlining roles/responsibilities/expectations</li> <li>● Informational night about what you do as a school board member for prospective school board candidates prior to filing to be a candidate /election</li> <li>● Board PD 2X annual (or alternating): Excellence in Governance &amp; Intercultural Development</li> <li>● Board Listening Session training</li> <li>● Review Board Handbook</li> </ul>	<ul style="list-style-type: none"> <li>● Board Committees (Internal/External)</li> <li>● Annual board self evaluation</li> <li>● School Board Handbook-outlining roles/responsibilities/expectations</li> <li>● Board PD 2X annual (or alternating): Excellence in Governance &amp; Intercultural Development</li> <li>● Board Listening Session training</li> <li>● Review Board Handbook</li> </ul>
<p><b>Superintendent Relations</b></p>	<ul style="list-style-type: none"> <li>● Evaluation of Superintendent</li> <li>● Annual evaluation/goal setting</li> <li>● Communication with the board (Friday updates, monthly Zoom meetings, bi-monthly board calls)</li> <li>● Retreats 2X annually w/Exec cabinet</li> <li>● Email communication consolidation (* Chair forwards emails to Superintendent when not included in original email)</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluation of Superintendent</li> <li>● Annual evaluation/goal setting</li> <li>● Contract negotiations</li> <li>● Communication with the board (Friday updates, monthly Zoom meetings, bi-monthly board calls)</li> <li>● Retreats 2X annually w/Exec cabinet</li> <li>● Email communication consolidation (* Chair forwards emails to Superintendent when not included in original email)</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluation of Superintendent</li> <li>● Annual evaluation/goal setting</li> <li>● Communication with the board (Friday updates, monthly Zoom meetings, bi-monthly board calls)</li> <li>● Retreats 2X annually w/Exec cabinet</li> <li>● Email communication consolidation (* Chair forwards emails to Superintendent when not included in original email)</li> </ul>
<p><b>Public Engagement</b></p>	<ul style="list-style-type: none"> <li>● Advisory Committees</li> <li>● Student Ambassadors</li> <li>● Community Survey by District</li> <li>● Quarterly District Newsletters</li> <li>● Livestream of Workshop and Business Meeting</li> <li>● Board Listening Session + Special Board Listening Opportunities as needed</li> </ul>	<ul style="list-style-type: none"> <li>● Advisory Committees</li> <li>● Student Ambassadors</li> <li>● Conduct Morris Leatherman Survey</li> <li>● Quarterly District Newsletters</li> <li>● Livestream of Workshop and Business Meeting</li> <li>● Board Listening Session + Special Board Listening Opportunities as needed</li> </ul>	<ul style="list-style-type: none"> <li>● Advisory Committees</li> <li>● Student Ambassadors</li> <li>● Community Survey by District</li> <li>● Quarterly District Newsletters</li> <li>● Livestream of Workshop and Business Meeting</li> <li>● Board Listening Session + Special Board Listening Opportunities as needed</li> </ul>

	<ul style="list-style-type: none"><li>• Staff Listening Sessions 1/3 - focus on role of Board</li></ul>	<ul style="list-style-type: none"><li>• Staff Listening Sessions 1/3 - focus on role of Board</li></ul>	<ul style="list-style-type: none"><li>• Staff Listening Sessions 1/3 - focus on role of Board</li></ul>
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# Excellence in Governance in Public Education

The key purpose of a board is to serve as a single governing body. The role represents the public interest and provides oversight for the institution of public education.

## District Governance and Policy

- Ends Policy defining what (results) is to be provided to whom (stakeholders) at what cost (budget and capital)
- Limitations Policy (unacceptable means) to attaining the results
- Monitoring Reports (data-informed analysis that describes how effectively the results have been achieved and the unacceptable means have been avoided). Monitoring Reports are tools that communicate high quality data and analysis from the administration to the board. They are based on the district's performance on VisionCards and district goals. The reports explain the performance of the district and implementation of district policy, identify emerging governance and management issues, and recommend processes/programs for refinement. Monitoring Reports are also a key element in the superintendent's annual evaluation.

## Operational Oversight

- Strategic Roadmap articulating the district's Mission (purpose), Core Values (drivers of words and actions), Vision (the desired state in the short term), Strategic Directions (focus of time and resources)
- Oversight of operational issues, challenges, and opportunities
- Partnership through board Excellence in Governance and the superintendent's Excellence in Management to address the dynamic and unpredictable realities of public education

## Self-Governance/Board Governance Policy

- Governance policy and practices
- Structures and systems of governance, partnership, and consultation
- Board self-management and appraisal

## Superintendent Relations

- Superintendent relations policy and practices Partnership relationship and communications
- Recruitment, hiring, appraisal, retention, development, and discipline of the superintendent

## Public Engagement

- On issues of policy development
- On issues of education, public need, and critical systemic decisions
- Advocacy for public education at the local, regional, and state level

2023-2024 SY Proposed
<ul style="list-style-type: none"> <li>· <a href="#">1/3 policy manual review</a> (add #s &amp; frequency)</li> <li>· Student Handbook (annual review &amp; revision)</li> <li>· <b>Transportation policy</b></li> <li>· <b>Revise <a href="#">Policy 206</a></b></li> </ul>
<ul style="list-style-type: none"> <li>· <b>3 Year Operational Plan and Vision Card for measurement of goals (consistent dashboard)</b></li> <li>· <b>An approved Long Range Facility 5 year plan</b></li> <li>· <a href="#">Teaching and Learning Board monitoring Reports</a></li> <li>· Program Evaluation Process and Review of Programs</li> <li>· World's Best WorkForce</li> <li>· Achievement and Integration Plan</li> <li>· <b>School and Department Improvement Process (September &amp; February); Board Showcases</b></li> <li>· Monthly Budget Reports</li> <li>· Budget Approval Process: Approval of preliminary and revised budgets, preliminary and final levies, 5-year long term facilities maintenance plan</li> <li>· <b>Transportation - Guiding Change Document</b></li> <li>· Contract Negotiations - establish parameters and approve contracts (Teachers, bus drivers/assistants, Office professionals, principals)</li> <li>· Bond Election</li> </ul>
<ul style="list-style-type: none"> <li>· Board Committees (Internal/External)</li> <li>· Annual board self evaluation</li> <li>· Orientation for newly elected board members</li> <li>· <b>Mentoring program for new board members (beyond MSBA)</b></li> <li>· <b>School Board Handbook-outlining roles/responsibilities/expectations (review &amp; approve by early 2024)</b></li> <li>· <b>Board Seats open(3)</b></li> <li>· <b>Board PD 2X annual (or alternating): Excellence in Governance &amp; Intercultural Development</b></li> <li>· Board Listening Session training</li> <li>· <b>Work session vs. Business Mtg presentations (budget as example) - monitoring vs action items</b></li> </ul>

- Evaluation of Superintendent
- Annual evaluation/goal setting
- Communication with the board (Friday updates, monthly Zoom meetings, bi-monthly board calls)
- Retreats 2X annually w/Exec cabinet
- Crisis communication process w/board
- Email communication consolidation

- Advisory Committees
- Student Ambassadors
- Community Survey by District
- Quarterly District Newsletters
- Livestream of Workshop and Business Meeting
- Preparing to move Comments to the Board (revise [Policy 206](#))
- Communicate Role of Board & Communication sequence/whom to call with concerns or questions (on website)