

Work Session

Tuesday, September 17, 2024 4:30 PM

Fridley Community Center, 6085 7th Street NE, Fridley, MN 55432

A. **Signing Required Documents**

Presenter: Dr. Brenda
Lewis

B. **3 Year Board Governance Plan**

Presenter: Teamworks:
Ray Queener



3-Year Board Governance Plan & School Board Structures and Workflow

September 17, 2024



Fridley Public Schools Strategic Roadmap

<p>Mission: <i>Our Core Purpose</i></p> <p><i>We are an international, connected community that boldly and passionately supports every student.</i></p>	<p>Core Values: <i>Drivers of Our Words and Actions</i></p> <ul style="list-style-type: none"> ● Belonging: Every colleague, every student, and every family is welcome and valued. ● Rigor: We provide learning experiences in which every student is challenged, engaged, and develops a greater ownership of their learning through increasingly complex levels of understanding. ● Evaluation: We use data, science, and measurable outcomes to ensure we meet our goals. ● Stewardship: We are thoughtful and responsible with our resources. ● Partnership: Together we achieve more than alone.
<p>Vision: <i>What We Intend to Create</i></p> <p><i>As the premier school district of choice, Fridley Public Schools is a learning community through:</i></p> <ul style="list-style-type: none"> ● Empowering Individual Potential: Amplify, challenge, and embrace the individual journey of each learner, helping them forge a compelling path to reach their highest potential both inside and outside the classroom. ● Educational Community and Commitment: Our world-class professional workforce dedicated to collaboration and best-practice education, embraces our dedication to Fridley Public Schools that fosters a deep sense of pride and respect, ensuring a safe, and supportive, environment where everyone belongs. ● Family and Community Partnerships: We build strong partnerships with families that enhance the educational experience through positive interactions, open and honest communication, and honoring diverse perspectives. ● Celebrating Success: Through regular celebrations of achievements and positive experiences, we cultivate an environment of encouragement and school spirit, reinforcing our identity as a vibrant and cohesive community. “We are Fridley Strong.” 	<p>Strategic Directions: <i>Focus of Our Improvement Efforts</i></p> <ol style="list-style-type: none"> A. <i>Providing access to high quality, rigorous, and relevant instruction in each classroom.</i> B. <i>Improving our student support structures and processes to meet students academic, social, behavior needs while increasing engagement and belonging.</i> C. <i>Supporting staff in personal and professional growth to promote collaboration and accountability in the professional community</i> D. <i>Improving our practices to engage families in schools.</i> E. <i>Improving efficiency, effectiveness, equity, and safety in district facilities, finance, and operations.</i>

<p style="text-align: center;">Fridley Public Schools School Board 3-Year Governance Work plan</p>			
<p>Key Roles of the Board</p>	<p>2024-25 SY Proposed</p>	<p>2025-2026 SY Proposed</p>	<p>2026-2027 Proposed</p>
<p>District Policy</p>	<ul style="list-style-type: none"> • 1/3 policy manual review • Discipline Policy Review 	<ul style="list-style-type: none"> • 1/3 policy manual review • Discipline Policy Review 	<ul style="list-style-type: none"> • 1/3 policy manual review • Discipline Policy Review
<p>Operational Oversight</p>	<ul style="list-style-type: none"> • Annual budget • Audit and financial statements • Board finance committee • Review Strategic Plan • State required decisions • Long term facility maintenance plans • World’s Best Workforce report • New building construction 	<ul style="list-style-type: none"> • Annual budget • Audit and financial statements • Board finance committee • Review Strategic Plan • State required decisions • Contract negotiations • Long term facility maintenance plans • World’s Best Workforce report • 	<ul style="list-style-type: none"> • Annual budget • Audit and financial statements • Board finance committee • Review Strategic Plan • State required decisions • Long term facility maintenance plans • World’s Best Workforce report • Achievement and Integration Plan (every 3 years)
<p>Self-Governance</p>	<ul style="list-style-type: none"> • Explore new member orientation (district) • MSBA phase training • MSBA Leadership Conference • Explore board mentor program • Consider board structures, processes and workflow review • Board worksessions • Board evaluation (every other year) • Code of Ethics review (every other year) • 3 Open Seats 	<ul style="list-style-type: none"> • MSBA Leadership Conference • Board candidate training • Explore board mentor program • Board worksessions 	<ul style="list-style-type: none"> • New member orientation (district) • MSBA phase training • MSBA Leadership Conference • Explore board mentor program • Consider board structures, processes and workflow review • Board worksessions • Board evaluation (every other year) • Code of Ethics review (every other year) • 3 Open Seats
<p>Superintendent Relations</p>	<ul style="list-style-type: none"> • Annual evaluation • Monthly executive committee and superintendent meetings • Board committees or superintendent meetings (and as needed) 	<ul style="list-style-type: none"> • Annual evaluation • Monthly board chair and superintendent meetings • Board committees or superintendent meetings (and as needed) • Superintendent contract negotiations 	<ul style="list-style-type: none"> • Annual evaluation • Monthly board chair and superintendent meetings • Board committees or superintendent meetings (and as needed) • New contract for superintendent

Fridley Public Schools School Board 3-Year Governance Work plan			
Public Engagement	<ul style="list-style-type: none"> ● Annual Meeting ● Visibility, board members’ access to community and at school and community events ● Strategic public engagement forums with large district initiatives (boundaries, etc.) ● Board visits to schools ● Public comment at board meetings 	<ul style="list-style-type: none"> ● Annual Meeting ● Visibility, board members’ access to community and at school and community events ● Strategic public engagement forums with large district initiatives (boundaries, etc.) ● Board visits to schools ● Public comment at board meetings ● Public awareness of board work through eNews ● Community Survey 	<ul style="list-style-type: none"> ● Annual Meeting ● Visibility, board members’ access to community and at school and community events ● Strategic public engagement forums with large district initiatives (boundaries, etc.) ● Board visits to schools ● Public comment at board meetings ● Public awareness of board work

Excellence in Governance Series

Board of Education Structure and Workflow

When a Board of Education desires to move towards excellence in governance, improvement in its key role of self-governance requires assessment and refinement of the Board structure and workflow. The graphic describes an effective structure for consideration.

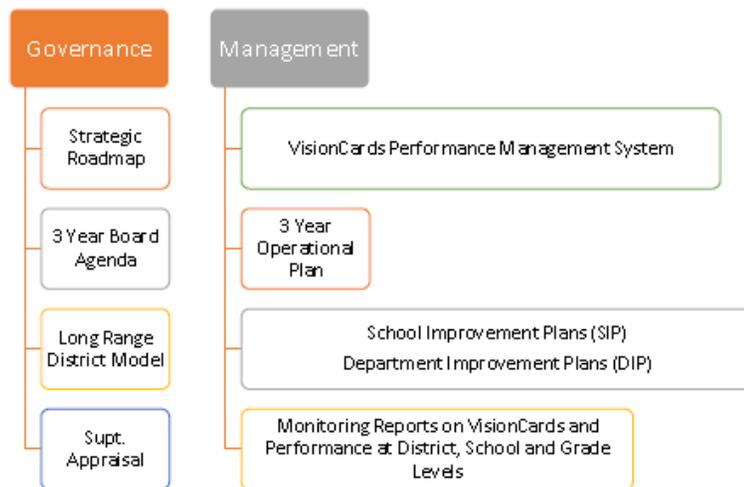
Some key points to begin with are:

1. Board generally operates in two patterns:
 - a. Committee of the Whole where all work of the Board is done by all in Work Sessions, or
 - b. Committees to effectively do the work of the Board and are limited in number, usual examples are
 - i. Policy,
 - ii. Finance, Facilities and Long-Range Planning,
 - iii. Executive and Superintendent Relations,
 - iv. Public Engagement and Legislative Agenda, and sometimes,
 - v. Negotiations

2. The Office of the Superintendent has Councils, which are consultative to the management work of the district, with examples such as:
 - i. Technology
 - ii. Curriculum
 - iii. Special Education
 - iv. Community Education

3. Boards also have Assignments for members such as liaisons or appointments to other Boards

4. Governance and Management “own” different and parallel elements of a District Strategic Plan and Performance Management Systems



Board of Education Structure and Workflow

Board Committees	Board Work Session	Board Business Meeting
<ul style="list-style-type: none"> ● Purpose and focus of work is defined by the Board ● Committees are standing, generally meeting quarterly or monthly ● Agenda is developed by Committee Chair and assigned Executive ● Session is managed by Committee Chair ● Session is more informal ● Members may or may not include public persons ● Public comment is generally not provided ● Task Forces are created for some short term and task-bound efforts which report back to Committee 	<ul style="list-style-type: none"> ● Agenda is developed by Executive Committee ● Session is managed by Vice Chair ● Session is more informal, inclusive of Office of Superintendent ● Ideal for reception of Reports from Committees or Superintendent with robust discussion by members ● Robert’s Rules are not used and voting does not take place ● End of meeting is a good point for Board members to suggest future Agenda items ● Public input is limited to end of meeting and only on Agenda items discussed 	<ul style="list-style-type: none"> ● Agenda is developed by Executive Committee ● Session is managed by Chair ● Session is formal and follows Robert’s Rules of Order ● Ideal for formal Action with brief recap of Board Committee and Work Session efforts that led to readiness for Board Action ● Meeting Agenda usually includes an open comment by the public without Board response or discussion ● Meeting Agenda is structured with or without timeframes into <ul style="list-style-type: none"> ○ Consent Agenda ○ Superintendent Report ○ Information Items ○ Discussion organized by Strategic Directions ○ Decisions organized by Strategic Directions
<p>Action Options</p> <ol style="list-style-type: none"> 1. Research and exploration of focus of work 2. Develop Recommendations for Board 3. Develop Recommendations for Office of Superintendent 4. Informal consultation to Office of the Superintendent 	<p>Action Options</p> <ol style="list-style-type: none"> 1. Extend, delay, or drop 2. Delegate / Send to Board Committee 3. Delegate / Send to Office of Superintendent 4. Informal consultation to Office of the Superintendent 5. Move to Board Business Meeting for Action 	<p>Action Options</p> <ol style="list-style-type: none"> 1. As defined by Robert’s Rules of Order 2. Informal consultation to Office of the Superintendent



Discussion Items and Review

Review Board Committees	Board Work Sessions	Board Business Meeting
<ol style="list-style-type: none"> 1. Governance / Management T-Chart to determine functions (see below) 2. Are there any board exclusive committees? <ol style="list-style-type: none"> a. Are they defined in Board Policy including roles and responsibilities? 3. Representative committees - governing boards <ol style="list-style-type: none"> a. Authority to vote? b. How discussed at board meetings? c. Consider future discussions around parameters for authority - balance between extremes (full control, no control) 	<ol style="list-style-type: none"> 1. Review structure of worksession 2. Working well? Any desired changes? 3. What changes are considered? <ol style="list-style-type: none"> a. Consideration of vice chair to lead? b. Worksession posted three days in advance - not special meeting 4. Minutes <ol style="list-style-type: none"> a. Summary of session versus like a regular business meetings b. Executive Assistant shares minutes with clerk c. Do worksession minutes need to be approved? Need to check with legal. 5. How is worksession publicized? 	<ol style="list-style-type: none"> 1. Review structures of board meeting 2. Public Comment – Working? <ol style="list-style-type: none"> 1. How do you handle comments? 2. Typically, no questions, no comments, refer to the superintendent with commitment to follow up at a subsequent meeting and do so. 3. Agenda structures 4. Board packet distribution timelines – typically they are one day short for effective <ol style="list-style-type: none"> 1. Questions before meeting 2. Does not mean cannot ask questions at meeting 3. May need to determine timelines for packet, staff, agenda setting 5. Treasurer review of payables? 6. Discussion of reports <ol style="list-style-type: none"> 1. What is helpful? 2. What could be more efficient? 3. What are the governance questions? 4. Key messages provided to board summarizing the report 5. Time boxed for reports 6. Don't read the slides to board

Difference Between Governance and Management

<u>Governance</u>	<u>Management</u>
<ul style="list-style-type: none"> ● Why? ● To what end? ● At what cost? ● Through what policies? 	<ul style="list-style-type: none"> ● What? ● When? ● How will this get done? ● Who will be responsible for doing it?

Questions to use to annual review processes:

As a board and as board members

1. What are things you definitely want to keep doing?
2. What are things you should improve?
3. What are things you should stop doing?
4. What are things you should start doing?