

Work Session
Monday, August 25, 2025 5:00 PM Mountain

HS Room #223 - Boardroom
355 Grand Ave
Mancos, CO 81328

Craig Benally: Present
Victor Figueroa: Present
Tim Hunter: Absent
Emily Hutcheson-Brown: Present
Rachel McWhirter: Present

Present: 4, Absent: 1.

Tim Hunter: Present

Present: 5.

1. Establish Quorum
2. Approval of Agenda
3. Strategic Plan Objective Report
4. Linkage Updates
5. Policy Review
6. Board - "Other" Work Session
 - 6.A. BOE Communication Guide
 - 6.B. Student Board of Education Update
7. Calendar Review
8. New Business
9. Debrief
10. Adjourn

MSD Board of Education Communication Plan

DRAFT 2025-26 School Year

Goals of Communication Plan

- Establish trust across and within district leadership and the Board of Education
- Ready us to engage in purposeful, effective and efficient work
- Build transparency in our work and communication
- Uphold consistent and predictable practices
- Foster a respectful and cohesive environment
- Ensure all voices are heard
- “Working document.” Reviewed regularly at Work Sessions, updated when necessary

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Purpose of Board of Education

In the Mancos School District, the governance is provided by a Board of Education made up of individuals elected by the residents of our district. This Board is responsible for establishing and maintaining an educational system that aligns with the constitution and laws of the state of Colorado. Our school board members are dedicated community volunteers who generously contribute their time to oversee and support our public schools. The Mancos School District is governed by a five-member board.

Communication Norms

- Use 7 Norms of Communication for goal setting, debriefing and growth
 - [7 Norms of Collaboration](#), [7 Norms Annotated](#)
 - Work Session Suggested Protocol:
 - Beginning of meeting: Review norms, set individual goals privately
 - End of meeting: Share appreciations of norms in action, reflect privately on goals
- Inquiries/Concerns that come to BOE members
 - Follow Communication Protocol:
 - Connect first with the Superintendent to discuss need, inquiry and/or concern.
 - If superintendent is not available, contact the Secretary to the Board of Education (currently Tiffany Aspromonte).
 - Connect with the President of the Board to discuss need, inquiry and/or concern.

BOE Schedule & Planning Calendar

- BOE Work Session and Board Meeting Calendar
- Planning Calendar

Articulated Agenda Planning Process

- **Providing Input on Agenda:** There are many avenues for board members to provide input on the work session and board agenda including:
 - Communication with the board president and/or the superintendent including email, phone calls, and 1-1 meetings
 - Input during work session and board meetings

- **Collaborative Agenda Planning Meeting:** The goal of this meeting is to collaboratively discuss and set the general agenda for upcoming work sessions and board meetings. Following each board meeting, a collaborative agenda planning session will be held with the superintendent, board president and additional board member. This additional board member will rotate each month which will ensure diverse board perspectives are included in the agenda planning session. The detailed, final agenda will be finished by the board president and superintendent prior to the meeting dates.

- **Agenda Release Schedule*:**

*Best efforts will be made to post agendas with time for board members and the public to review. All agendas are required to be posted 24 hours before a public meeting.

 - **Work Sessions:**
 - Dates and topics will be posted on the district website one week prior to the work session.
 - The agenda will be posted and shared with links on the Wednesday before the Monday work session.
 - **Board Meetings:**
 - Dates and topics will be posted on the district website one week prior to the work session.
 - The agenda will be posted and shared with links one week prior to the Board meeting.

Engagement and Communication Opportunities

- **1-1 Meetings with the Superintendent:** Board members should have a recurring monthly meeting with the Superintendent*. The 1-1 meeting format is an effective way to build a strong working relationship between board members and the superintendent by sharing community perspectives and discussing successes, challenges, concerns and solutions. Reschedule when necessary. *Note: The President of the board should communicate with the Superintendent in their official capacity as needed, and/or at a minimum of once per week.

- **District Communications:** Board members will receive all district communications including Mancos Matters, Community Connections, Kids' Corner, Little Jay Express, Blue Jay Express and the monthly staff newsletter, Campus Connections.
 - Mancos Matters Monthly Board Note schedule: 1st Wednesday of the month (10 days after Board Meeting)

- **School Visits in Official Capacity as Board Member***
 - At all times, board members will check into an office when on campus and inform the office staff of the purpose of their visit.

- If the board member would like to visit a school in their official capacity as a board member, the board member must set up a time with the superintendent in advance. The board member and the superintendent should define and agree on the purpose of the visit. Principals and teachers will be informed of visits ahead of time. The superintendent, principal, or staff member will accompany the board member throughout a school visit.
- Board members will receive invitations or a calendar links to all grade-wide and school-wide events to their school based e-mail/calendar. When possible and appropriate, they may be sent invitations to class-based events.
- If a board member is on campus as a parent, volunteer, or coach, or spectator they should follow regular protocols for checking into the office and/or the event coordinators upon entry.

*(Resource: CASB New Member Handbook 2.9, pg 9)

- **District Accountability Committee (DAC):** The District Accountability/Accreditation Committee's primary purpose is to monitor and support the academic achievement of District students. The committee offers patrons, students, and staff the opportunity to become involved with the improvement of the educational system. The committee serves as an advisory panel to the Board of Education and reports to the Board as directed in state law. The DAC is a formal way for School Board members and the superintendent to work together with stakeholders in service of students and the district.
- *Other opportunities to be articulated:*
 - *coffee chats*
 - *quarterly informal work sessions*
 - *forums*
 - *Committees*

ADDITIONS NEEDED: