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# Memo

**To** Board of Education

**From** Shanthi Gonzales, Board  
Kyla Johnson-Trammell, Superintendent  
Jody Talkington, Senior Director of Strategic Projects  
Joshua Daniels, General Counsel

**Meeting Date** June 29, 2021

**Subject** Board/Staff Retreat – Review and Discussion of Draft Superintendent and Board Work Plans

**Action** Discuss and give feedback, as appropriate, regarding the draft Superintendent and Board work plans

**Background & Discussion** It is the practice of the Superintendent and the Board of Education to follow annual work plans to guide their respective activities each year. The Superintendent usually drafts her work plan and then presents it to the Board for review, comment, and (ultimately) approval. The Board President typically takes the lead in drafting the Board’s work plan with input from all Board members, with the Board ultimately approves its work plan as well.

It is also typical (and important) for the Superintendent and Board work plans to be aligned. This often takes the form of using the same overarching goals, initiatives, and focus areas and then developing deliverables that are complementary (e.g., a Superintendent work plan deliverable may be to present a plan while the corresponding Board work plan deliverable may be to adopt a plan). Without such alignment, the efforts of the Superintendent (and staff) will be focused certain areas while the efforts of the Board will be focused on others. This divergence can lead to inefficiencies and a lack of implementation with respect to both work plans.

For this item, the Superintendent’s work plan will be presented, reviewed, and discussed first through the use of breakout groups. There will not be enough time for each group to discuss all aspects of the draft plan. However, Board members will be able to provide written feedback on all aspects of the draft plan through the feedback document provide during the meeting. The

Superintendent will collective the feedback and bring back a proposed final Superintendent's work plan, including final deliverables, in August for Board action.

The Board's work plan will be presented, reviewed, and discussed next. There are currently 17-18 deliverables and more may be proposed during the discussion. The goal is to eventually narrow down the number of deliverables to no more than 15 (and ideally less than that). There will be a scoring exercise that will help the Board collectively prioritize the deliverables. Each Board member will be asked to allocate points on a preliminary basis prior to the discussion. Then Board members will be permitted to reallocate points as they see fit through out and at the end of the discussion. The Board President will use the point allocation to bring back a proposed final Board work plan, including final deliverables, in August for Board action.

**Attachment**

- Presentation
- Draft 2021-22 Superintendent Work Plan
- Draft 2021-22 Board Work Plan
- Handouts