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Action Plan Template

Project:

- **Create and implement a new board meeting cycle.**
- Improve the use of Board of Education subcommittees. Evaluate and refine Board subcommittee descriptions.
- Evaluate and refine Board/community advisory committees.

Provide a “Work Session” to allow BoE members a forum to have substantive discussion of items, hear subcommittee reports, hear and engage in brief presentations about specific issues, and analyze and ask questions about the major items for action that month, at the subsequent Action Meeting.

Team Members: President Dow, Dr. Manno, Ms. LaColla

Date: June 2017

Project Action Plan Objectives (<i>What needs to be accomplished?</i>)	Action(s) (<i>What are the actions steps required to accomplish the objective?</i>)	Responsible (<i>What person(s) are responsible?</i>)	Timeline (<i>By what date is this due?</i>)	Measureable Outcome (<i>What is the product?</i>)	Status (<i>What's happening with this?</i>)
Conduct Summer Board Retreat to develop Shared Values and Team Commitments.	Engage in activities to develop Shared Values and Team Commitments.	President and Supt. to schedule	By August 2016	Shared Values and Team Commitments Document.	DONE
Develop School District Goals	Engage in process during Summer retreat	President and Supt. to	By August 2016	District Goals Short Version of District	DONE



	to develop District Goals	schedule		Goals	
Improve the use of BoE subcommittees.	Evaluate and revise BoE subcommittee descriptions.	Dr. Manno and President Dow	By August 30th	BoE Subcommittee descriptions on website.	DONE
	Schedule Organizational meetings for each subcommittee. Set annual meetings. Set overarching agenda and work flows	Dr. Manno and Committee Chairs	By September 30th	Subcommittee schedules and agendas in Google Drive.	DONE
	Subcommittee chairs and Dr. Manno create monthly standard subcommittee reports on a standard template to communicate committee work to the full Board.	Dr. Manno and committee chairs	Ongoing	Board subcommittee reports in Board Docs for each Work Session Meeting.	DONE
Reestablish Community Advisory Committees	Review and revised Community Advisory Committee descriptions. Send out “all calls” for participation and	Dr. Manno and Ms. LaColla	By September 30th	List of participants for each Advisory Committee in Board Docs under Advisory Committees.	DONE





	establish Community Advisory Committees.				
Establish a monthly cycle of various committees and meetings.	<p>Establish a coherent flow of meetings:</p> <p>First two weeks of the month: Community Advisory Committees and Board Subcommittees. Community Adv. Committees feed information to Subcommittees for vetting, review and recommendations to the full BoE.</p> <p>Third week of the month: Board Work Session for Subcommittee reports, presentations, discussion, review of Business/Action</p>	President Dow, Dr. Manno and Ms. LaColla	By September 30th	Schedule of Community Advisory Committee Meetings, Board Subcommittee Meetings, and Board Work Session and Board Business Meetings for entire school year.	<p>DONE.</p> <p>January 2017:</p> <p>Budget Advisory Committee and Space and Enrollment Committee to report to BoE February 8, 2017. Reports on website.</p>





	meeting consent agenda review, and routing consent agenda items. Final week of the month: Business Meeting; consent agenda action and special celebratory presentations.				
Evaluate and refine BoE meeting setup to promote collaborative and productive work.	Revise Board meeting table setup.	President Dow, Dr. Manno, Ms. LaColla	By August 30th	New board table format.	Evaluate in the Spring 2017. June 2017: The cycle was very effective in providing structure and coherence to the Board's work, and the work of its subcommittees and community advisory groups. For the coming year, we will continue the cycle. We will schedule all BoE work sessions and business meetings upon





					reorganization, as well as subcommittee meetings and community advisory meetings. Some Board members feel we can now lessen the number of total meetings. Some months there is not a need for a work session and business meeting. Some months, especially during budget development, there is.
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