

MONTEREY COUNTY BOARD OF EDUCATION
SPECIAL MEETING – BOARD RETREAT
MARCH 15, 2017
APPROVED MINUTES

1. Opening Business

1.1 Call to Order: President Judy Pennycook called the Special Board Meeting Retreat to order at 9:08 AM at the Harden Foundation located at 1636 Ercia Street, Salinas, California.

1.2 Roll Call

BOARD MEMBERS PRESENT:

Judy Pennycook, President	Trustee Area #3
Mary Claypool, Vice-President	Trustee Area #6
Harvey Kuffner	Trustee Area #1
John McPherson	Trustee Area #2
Janet Wohlgemuth	Trustee Area #4
Ronald Panziera	Trustee Area #5
Dr. Nancy Kotowski, Secretary to the Board	

BOARD MEMBERS ABSENT WITH NOTIFICATION:

Sergio Alejo	Trustee Area #7
--------------	-----------------

STAFF TO SUPERINTENDENT:

Ginny Brown
Dr. Deneen Guss
Carla Stewart

GUESTS:

Brigid McGrath-Massie

2. Getting to Know Each Other and the Superintendent: The Board and Superintendent engaged in an exercise to better know each other, including discussion of spouse's name, number of children, number of grandchildren, high school or college attended, and hobbies.
3. The Balancing Act of Being a Board Member: The Board and Superintendent participated in an exercise to fully understand the balancing act of being a Board Member among the many other responsibilities in life, including career, learning and education, personal relationships, leisure satisfaction, status and respect, spiritual growth, and available time.
4. Time Management "Truths": The Board and Superintendent completed an exercise to rank their personal priorities in terms of importance to them, and the percentage of time spent on the priority or activity. This activity helped the Board members clarify their priorities and how they allocate their time.
5. Insights from the Board's Self-Assessment

Board Meeting Optimization

The Board participated in extensive discussion regarding an ideal Board meeting, including start time, day of the week, number of meetings per month, duration of meeting, number of board member reports and duration, number of staff reports and duration, types of refreshments, materials requested in advance, materials to be received at the meeting.

The consensus of the Board was to continue conducting the meetings at 9 AM. If a situation occurs that will not work with the 9 AM start time, the Board will discuss changing the start time to accommodate.

The Board was also in agreement that Wednesdays worked well for conducting the meetings. All Board agenda item materials should be included in the Board packet and not distributed at the Board meetings, including PowerPoint presentations; however, the Board would prefer no PowerPoint presentations. Staff reports should be an executive summary. Staff will be given eight minutes for their presentations, and there will be two minutes for questions and answers. The first Board meeting of the month will focus on the business of the Board, and when possible, the second meeting of the month will focus on the Board goals, Board discussion of issues, and site visits. If the second meeting is not needed or necessary, it will be cancelled.

The Board agreed to the following:

- Current snack offerings as well as healthy snacks are agreeable;
- Board Members will not interrupt presentations with questions until the end;
- If a PowerPoint is involved, it must be included in the Board packet sent out in advance and staff is not to read directly from slides, but rather speak about the highlights;
- Printouts of PowerPoints for public, if applicable;
- Timer or clock for public hearings;
- Eight minutes for presentations, with two minutes for question and answers at the end.

Presentations will contain pertinent information and highlights targeted to Board Members and their trustee areas. It was suggested the County of Monterey staff report template be used. Presentations will also be limited to department updates as well as interagency updates.

Ms. McGrath-Massie spoke regarding body language and the importance of presenting an interested, professional image to both staff and the community.

The Board participated in a discussion about behaviors that are in need of development or improvement. The following lists were created:

Start Doing:

- Skype instead of calling in;
- Encourage creativity for board organization, thought, and action; more discussion – budget time appropriately;
- More big picture;
- Discussion on issues regarding the quality of education;
- Future strategic planning;
- Local district reports from board members;
- More impact for county as a whole and our districts;
- Brevity, eight-minute presentations and two-minute discussions

Stop Doing:

- Talking about chairs;
- Board members wandering away while presentations going on, rather be attentive;
- PowerPoints and lengthy staff reports;
- Wasting time, rather be more focused;
- Minutia;
- Call in for meetings, rather be there.

Do Less:

- Phone-in attendance. If there isn't a critical vote, it isn't urgent to call if there is a quorum;
- Don't feel guilty if you have to miss a meeting;
- Legislative reporting unless it is timely.

Do More:

- Respectful demeanor;
- Board discussion about issues;
- Collaboration;
- Agents of change;
- Facility visits – with enough time to find out what's going on where you're visiting;
- Schedule facility visits with director and board member when their schedule permits;
- Put together a schedule of visits and publicize so board members can sign up;
- Timed items at the beginning of meeting;
- Lofty goals where we can make a difference for kids in the county;
- Keep on target.

Continue Doing:

- More time for visits. Such as 2nd meeting being discretionary where it might include a site visit;
- Respectful demeanor has been developed;
- Summit with hot topics and mini-trainings plus networking.

The Board had an extensive discussion regarding goal setting and roles of the Board.

GOAL #1:

Provide School Board Members throughout Monterey County with the opportunity to exchange best practices in the areas of bullying prevention and human trafficking awareness by providing workshops at the November Leadership Summit.

BOARD MEMBER'S ROLE:

All Board members agree to promote the Leadership Summit with personal phone calls, emails, or in-person visits. Staff will prepare an invitation to the Summit with Board member signature.

Judy Pennycook will chair the Summit. She will provide leadership and recruitment of the keynote speaker; Harvey Kuffner will assist with fundraising.

STAFF'S ROLE:

1. Identify presenters for the Summit workshops, including bullying prevention and human trafficking as well as staff members from schools who have best practices to share.
2. Draft a letter for Board members to sign.
3. Supply Board members with contact information for the Superintendent and School Board members in their individual trustee areas.

ACTION STEPS:

1. Identify presenters and school staff with best practices to share.
2. Develop invitation letter for board members.

3. Share database of contact information by Trustee District for email, phone or in-person contact by Board members.
4. Board members to make the described contacts and report on their success at Board meetings prior to the Summit.

GOAL #2:

Educate the business community about best practices in the detection and prevention of human trafficking by providing a workshop at the November Leadership Summit and special presentations to members of the Grower Shipper Association and the Farm Bureau.

BOARD MEMBER'S ROLE:

Board Members Ron Panziera, John McPherson and Dr. Kotowski will contact the Grower Shipper Association and the Farm Bureau regarding scheduling an event for agricultural businesses to learn about and plan to address human trafficking.

STAFF'S ROLE:

1. Identify presenters for the human trafficking session.
2. Ensure that the session includes action-oriented steps that attendees can take back to their agricultural organizations and put into practice.

ACTION STEPS:

1. Staff will report when the materials for the session are ready.
2. Ron Panziera and John McPherson will assist with planning the Summit session on human trafficking.
3. Ron Panziera and John McPherson (and other interested Board members) attend the sessions and describe the overall human trafficking detection and prevention efforts of the County Office.

PROJECT #1:

Add demographics of district schools and charters in Monterey County to County Office website.

BOARD MEMBER'S ROLES:

None.

STAFF'S ROLES:

Links to what already exists.

ACTION STEPS:

Link to www.greatschools.org and CDE DataQuest.

PROJECT #2:

Gain awareness regarding how Head Start students are learning English.

BOARD MEMBER'S ROLES:

Visit the Head Start facility.

STAFF'S ROLES:

Report to the Board regarding how Head Start students are learning English.

ACTION STEPS:

Share progress reports with the Board.

PROJECT #3:

Investigate the quality of drinking water at schools in Monterey County.

BOARD MEMBER'S ROLES:

Receive a report on the quality of drinking water at schools in Monterey County.

STAFF'S ROLES:

Get the results of the free analysis of water quality being done and share with the Board.

ACTION STEPS:

Provide updates as the information becomes available.

PROJECT #4:

Receive a report from Migrant and Alternative Education staff regarding the preparation of students to be 21st Century learners.

BOARD MEMBER'S ROLES:

Ask the Migrant and Alternative Education staff to focus their reporting on the preparation of students to be 21st Century learners.

STAFF'S ROLES:

Provide a report to the Board.

ACTION STEPS:

Reports to the Board.

TASK #1:

The Director of Compliance will provide a schedule of visits to Charter Schools.

BOARD MEMBER'S ROLES:

Accompany the Director of Compliance to the charter school site visits within the Trustee's area.

STAFF'S ROLES:

Director of Compliance to lay out schedule and inform Trustee when there is a visit scheduled for their area.

ACTION STEPS:

Attend the site visit and report observations back to the entire Board.

TASK #2:

Ensure Board and Staff reports are delivered in a pithy, impactful and timely manner.

BOARD MEMBER'S ROLES:

It was agreed that Board member's reports should not exceed 10 minutes.

STAFF'S ROLES:

It was agreed that Staff member's reports should not exceed 8 minutes with 2 minutes available for questions at the end.

ACTION STEPS:

Purchase a larger timer from www.trainerswarehouse.com, if desired.

8. Superintendent's Recognition and Summary: Dr. Kotowski shared notes of gratitude personalized for each Board Member.
9. Board Member Comments: Members of the Board thanked Ms. McGrath-Massie for facilitating the meeting, and conveyed their appreciation to staff for their work.
10. The meeting was adjourned at 1:25 PM.

Approved: April 5, 2017

Judy Pennycook, President

Nancy Kotowski, Ph. D.,
Secretary to the Board