

ARLINGTON PUBLIC SCHOOLS
School Board, Superintendent and School Board Staff Retreat
August 15, 2017

Item C-1-c

The Arlington School Board convened on Tuesday, August 15, 2017, at 8:30 AM at 1301 N. Stafford Street, Arlington, VA 22201.

Present were:

Barbara Kanninen, Chair
Reid Goldstein, Vice Chair
James Lander, Member
Tannia Talento, Member
Nancy Van Doren, Member
Melanie Elliott, Clerk of the Board

Also present were:

Dr. Patrick K. Murphy, Superintendent
Claudia Mercado, Deputy Clerk and Communications Liaison
JulieAnne Jones, Clerical Assistant

1. Opening Remarks and Objectives

Dr. Kanninen called the meeting to order and confirmed that the retreat was focused on sustainable School Boarding and the Board and staff plan to work together to best accomplish the work ahead.

General topics reviewed were Board operations, functions, roles and procedures. The roles and responsibilities of both Board members and Board leadership were outlined. The group brainstormed about how to ensure that all Board members are informed of topics of interest, meetings and other scheduled events. The Board also discussed the decision making process, and individual members shared preferences on how to receive information and provide input to the group. All agreed with the importance of being both fair and efficient when providing input. In terms of Board roles, there was a discussion of how members can best facilitate responses to community inquiries, especially those that relate to the administrative functions. Recognizing the many demands on Board members' schedules, the group also discussed best practices in managing expectations and commitments.

A broader discussion of Board communications was then held. The group identified and reviewed division-wide sources of information, as well as the ways the Board can best communicate with the Superintendent, ELT, and Board staff. Additionally, the group discussed and refined the process that has been established to respond to communications received by the entire Board or by individual members. The importance of communicating consistently, clearly and appropriately was highlighted, particularly to concerns in the community that need immediate attention.

How office staff is available to support the Board members was reviewed next. The group was then joined by Julia Burgos, Chief of Staff and Lizette Torres-Barthel, Executive Assistant to the Superintendent, to review how information is provided to the Board from the Superintendent's office, through the Friday Letter or other mechanisms. Further discussed was how concerns or questions that come in to the Board Office are managed and addressed by the appropriate staff throughout APS.

Board staff then provided a brief update on the constituent response management software to be implemented in the fall, and responded to Board questions about the process that will be followed.

The Board took a brief break from 12:30 to 12:45 p.m. then continued with a working lunch.

Board meeting processes were reviewed, and the Board discussed speaker guidelines and the types and procedures for recognitions at the meetings. Support was heard for including student showcases in the recognitions so that the Board and community see what students are doing in the classrooms.

A brief discussion of the draft School Board priorities for the 2017-18 school year was also held. The retreat ended with Board members looking ahead, recognizing challenges and reaffirming that all efforts will be focused on preparing for the future of APS.

The meeting adjourned at 2:40 PM.

ATTEST:

Melanie Elliott, Clerk
Arlington School Board

Barbara Kanninen, Chair
Arlington School Board