

UPPER LAKE UNIFIED SCHOOL DISTRICT

BOARD WORKSHOP JANUARY 30, 2016

A G E N D A

Notice is hereby given that a Board Workshop of the Upper Lake Unified School District Board of Education will be held at the Upper Lake High School, 675 Clover Valley Road, Upper Lake CA 95485 on January 30, 2016, beginning at 10:00 a.m. The agenda was sent to Board Members and posted for public viewing on January 27, 2016.

The agenda for the meeting will consist of:

I CALL TO ORDER

ESTABLISH QUORUM:

Mel O'Meara, *President*
Diane Plante, *Clerk*

Keith Austin, *Member*
Don Meri, *Member*
Claudine Pedroncelli, *Member*

II APPROVAL OF AGENDA

It was moved by _____, seconded by _____, to
___approve, ___not approve, the Agenda of the Board Workshop of January 30, 2016.

___Austin; ___ Meri; ___ O'Meara; ___ Pedroncelli; ___Plante - Motion Carried ___ Lost ___

III PUBLIC INPUT

Those in the audience desiring to address the Board regarding items not on the agenda may do so at this time. Each speaker may address the Board and make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system. Please note that the Board does not take action on non-agendized items.

IV BOARD WORKSHOP

1. See attached guide from Education Leadership Solutions

V COMMENTS FROM THE BOARD

VI ADJOURNMENT

The Board Workshop of the Upper Lake Unified School District Board of Education adjourned at _____ p.m.

Submitted by,

Secretary to the Board
Upper Lake Unified School District

Consideration of items not appearing on the posted agenda, if necessary, requires the following action prior to consideration: 1) A determination by a majority vote of the Board that an emergency situation exists (as defined in Section 54956.9 of the Brown Act); or 2) A determination by a two-thirds vote of the legislative body or, if less than two-thirds of the members that are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Board subsequent to the agenda being posted.

REQUEST FOR DISABILITY-RELATED MODIFICATION OR ACCOMMODATION: *A request for a disability-related modification or accommodation necessary to participate in the Board meeting should be made in writing to our office at least 48 hours prior to the meeting.*

DRAFT



ULUSD Board Workshop: Draft Planning Guide Draft: 1-21-16

Workshop desired length 3-4 hours, 180 -240 minutes

(Includes working lunch and snacks, breaks) plan for 180 minutes of dedicated work time

******* Formally call to order, roll, approve agenda, public input, etc. *******

Draft Workshop Agenda

- 1. Welcome, Introductions, purpose of the workshop, review of the day, logistics, workshop guidelines (30 minutes)**
- 2. How we work together, Effective Board operational procedures, Setting the tone**
 - **Review Board resources**
 - **Brown Act Booklet**
 - **CSBA Policy Standards**
 - **The 4-way test**
 - **Short term agreements for the workshop (60 minutes)**
- 3. What do we need to do? And, how do we want to do it? Structure and process**
 - **Grouping focus areas:**
 - **Curriculum & Instruction**
 - **Finance & Budget**
 - **Personnel, Human Resources**
 - **Facilities, Maintenance, Operations (includes transportation, food services, etc.)**
 - **Communication & Governance**
 - **Other? (15 minutes)**
- 4. Determining Board Committee/Task Force structure & representation**
 - **2 Board reps per committee?**
 - **Admin. Representation**
 - **Staff representation, certificated/classified**
 - **Parent/community representation**
 - **Role of the leader or facilitator?**
 - **Reporting/recommendations/progress to the Board (15 minutes)**
- 5. Identify Key tasks for Committee work (examples)**
 - **Budget**
 - **LCAP**
 - **Personnel Issues (general, non-specific)**
 - **Facilities Master Planning**
 - **Compliance**
 - **Textbook/materials adoption**

- **Communication**
 - Website
 - Community forums
- **Other items????**
- **What goes to committee and what can be accomplished by the Board, advisor, or others? (15 minutes)**

6. Next steps, putting it all together, who does what? When?

- **Prioritizing tasks**
- **Establishing update schedules and timelines**
- **Communicating our work**
- **Formatting workshop notes (30 minutes)**

7. Evaluation of the day, concluding remarks (15 minutes)

8. Adjourn (180 minutes)

To be Determined:

Date: Location: Time: Food/logistics: