

Superintendent Development Program

THREE PART BOARD MEETING PROTOCOL

The Three Part Board Meeting is a team activity in the first half of the SDP year, after May 1 but before the Mid-Year Session. The host superintendent for the Three Part Board Meeting is selected by the cohort superintendent.

The activity requires three meetings.

- The **pre board meeting** with the host superintendent (a two hour meeting before the board meeting) is to give associates insights into the following:
 - **agenda development process** - the thoughts and strategies used by the superintendent to structure and control the progress of the district using the board meeting as a platform and the agenda as a tool. Topics might include - how the superintendent decides what to put on the agenda, the order of agenda items, how much information the superintendent gives the board, and what does and doesn't go into executive session.
 - **board politics** – how the superintendent uses the agenda to structure board member actions. Topics might include - how does the history/culture of the board, experience of board members, board member personalities, philosophical splits, and stated or hidden interests, play out in the agenda and subsequent board action / superintendent reaction.
 - **short and long term strategies in play** – what items on the agenda are part of the superintendent's strategies to move the district forward.. Topics might include – what items on the agenda are moving the superintendent's short and long term goals, and how does the placement and emphasis of agenda items influence board understanding and/or support
- The **board meeting** is to familiarize associates with the board members and observe how the superintendent's agenda planning, political management,, and strategies are implemented.
- The **post board meeting** with the superintendent (a two hour meeting, two or three days after the board meeting) is to help associates understand the subsequent actions, analysis and planning that flows from what actually happened at the board meeting.

Team Responsibilities

Send an introduction and the pre board meeting letter to the host superintendent selected by the faculty.

Prepare questions for the pre board meeting and post board meeting.

Discuss the activity after each meeting.

Faculty Responsibilities

This activity is to help associates understand what goes into the board meeting process, what happens in reality, and what superintendent decisions and activities follow from the board

meeting. This activity is not another superintendent interview or a team visit to a board meeting (most associates have attended many board meeting). Some components for the success of this activity are as follows:

- The cohort faculty selects a superintendent with experience and excellent strategic agenda/meeting skills (such as an experienced superintendent just starting a second superintendency).
- The faculty should make the focus of this activity clear to the host superintendent (and the team's associates).
- The pre board meeting, board meeting, and post board meeting should take place within a short period of time (a couple days before the board meeting, the board meeting, and a couple days after the board meeting).
- The pre board meeting and post board meetings should each be scheduled for two hours, to allow the host superintendent and associates time to fully explore the topic.