

**Mississippi Board of Education
Retreat
Friday, April 24, 2015
Mississippi Power Company Operations Center
16080 Jim Banks Road – Gulfport, Mississippi
9:00 a.m.**

Minutes

The members of the Mississippi Board of Education met at 9:00 a.m. on Friday, April 24, 2015, at the Mississippi Power Company located at 16080 Jim Banks Road, Gulfport, Mississippi.

Board members present: Ms. Rosemary G. Aultman, Dr. Karen J. Elam, Mr. Johnny Franklin, Dr. O. Wayne Gann, Mr. William H. Jones, Dr. John R. Kelly, and Mr. Charles McClelland

Board members absent: Ms. Kami Bumgarner and Mr. Richard Morrison

MDE staff present: Ms. Sonya M. Amis, Dr. Kim S. Benton, Mr. Washington Cole, Ms. Jean Cook, Ms. Patrice Guilfoyle, Mr. Todd Ivey, Dr. John Q. Porter, Mr. Quentin Ransburg, Mr. Pete Smith, Mr. Pat Ross, and Dr. Carey M. Wright (State Superintendent of Education)

Mississippi School Boards Association representative present: Dr. Michael W. Waldrop

Mississippi State University/Research and Curriculum Unit representative present: Ms. Julie Jordan

Welcome and Opening Remarks

Dr. John R. Kelly, Chairman, Mississippi Board of Education

The meeting was called to order by Dr. John R. Kelly. Dr. Kelly welcomed all who were present and thanked everyone for attending the retreat.

Mississippi School Boards Association Training Session

Dr. Michael Waldrop, Executive Director, Mississippi School Boards Association (MSBA)

Dr. Kelly introduced Dr. Michael Waldrop, Executive Director of the Mississippi School Boards Association (MSBA). Dr. Waldrop has been a partner with the Department for many years as well as working with school district superintendents.

Dr. Waldrop thanked everyone and extended the invitation for Board of Education members to attend the training modules conducted by the MSBA.

Dr. Waldrop described the main topic of discussion to be covered is the difference between a governance role and a management role. The governance role is what a board does, and the management role is what department administrators do. Boards should focus on governance.

Strategic Plan:

Dr. Waldrop discussed the Mississippi Board of Education's 2016-2020 Strategic Plan, and stated that the current Strategic Plan is a good governance plan. PEER was very critical of the 2010-2015 Strategic Plan as indicators of success were not included. A Strategic Plan should have definitive data indicators to know if the Strategic Plan is being accomplished. The purpose of a governance report should prove that the goals are being met. Strategies are the responsibility of management, and a board should monitor the results of the Strategic Plan.

State Board's Role and Responsibilities:

The major responsibilities of a state board are:

1. Establishing a shared vision for the State
2. Translating vision into long- and short-range goals
3. Adopting an accountability structure to accomplish the vision
4. Recruiting, hiring, and evaluating the performance of the superintendent of education—oversight of management
5. Developing and adopting policies that clearly communicate how the Board will operate
6. Advocating for all children

A board's governing role should focus on answering three fundamental questions:

1. Where should our organization be headed over the long run?
2. Where should our organization be now and in the short run?
3. How well is our organization performing?

Board Committees:

A board needs to know how committees fit into the Strategic Plan. The board should define what each committee is responsible for doing. A monitoring committee may look at the indicators to determine what type of reports will be presented to the board. Governing reports should speak for themselves so that board members can ask the right questions. A planning committee should include the superintendent and their designee.

Evaluation of State Superintendent:

Dr. Kelly inquired how an instrument to evaluate the superintendent based on a Strategic Plan is established because there currently is no evaluation instrument in place. Dr. Waldrop stated that the superintendent must report to the board that he/she has met their goals. The superintendent's evaluation should be connected to the Strategic Plan goals. Boards sometimes make the mistake of telling the superintendent how to accomplish the goals. A board should not monitor the strategies in the Strategic Plan. That is the administrator's job. The board should monitor the indicators of success/results, not the process.

The Superintendent works with the board in the following ways:

- Working closer with the board to provide reports
- Ensuring standing committees are fully functional
- Paying attention to relationships with the board
- Ensuring the board is involved in the development of the Strategic Plan
- Ensuring hands-on leadership with employee morale (executive leadership staff should be evaluated on the same goals as the superintendent)

Agenda Setting:

Dr. Waldrop discussed board agendas and how they provide the easiest way to discover if the focus is on governance and goals. The Strategic Plan should drive board meetings. There needs to be a policy on the structure of board meetings.

Dr. Waldrop discussed how a board member can get an item placed on the agenda.

Dr. Waldrop stated the Superintendent's Report should include topics that the Board of Education would like to be informed of related to meeting the goals of the Strategic Plan. Many items could be submitted via the Friday update rather than via a Board of Education item.

The board should determine which reports should be presented to them. Reports should tie to the Strategic Plan goals. The reports should define how the Superintendent is meeting the board's goals.

The board should develop an annual board calendar and list the topics to be discussed monthly.

Strategic Plan

Dr. Julie Jordan, Director, Mississippi State University/Research and Curriculum Unit (RCU)

The members of the Board of Education continued the discussion of the Mississippi Department of Education's Five-Year Strategic Plan. Action Plans were developed by various program offices at the Mississippi Department of Education that support the Board of Education's Strategic Plan.

Dr. Julie Jordan stated that a reporting calendar should be developed based on indicators.

Key questions regarding the Strategic Plan:

- How will the Board of Education monitor the Strategic Plan?
- Where are the baselines?
- How will the data be captured to ensure we are able to give the Board of Education updates?

Board of Education members were allowed to go through the Strategic Plan and ask questions. There was table discussion on the questions and suggested revisions to the Strategic Plan.

Dr. Jordan suggested bringing forth approval of a schedule of when reports will be presented to the Board of Education at the July Board meeting.

Dr. Jordan stated that Department staff should address interim goals to determine the progress on how we are moving things or evaluating things/programs in the interim; this will establish accountability down the line.

Dr. Kelly suggested reviewing the Strategic Plan revisions in June or July, and the Board of Education will approve the suggested changes.

No official action was taken during the retreat.

On a motion by Mr. Charles McClelland, seconded by Dr. O. Wayne Gann, the Board unanimously voted to adjourn the meeting at approximately 2:30 p.m.

Approved:


Dr. John R. Kelly, Chair
Mississippi Board of Education


Dr. Carey M. Wright
Executive Secretary
Mississippi Board of Education