



**WESTLAKE ACADEMY
BOARD OF TRUSTEES PLANNING WORKSHOP**

May 20, 2011

PRESENT: President Laura Wheat and Trustees, Tim Brittan, Clif Cox, Carol Langdon, and Rick Rennhack.

ABSENT: David Levitan

OTHERS PRESENT: Facilitator Mike Conduff, Superintendent Tom Brymer, Board Secretary Kelly Edwards, Assistant to the Superintendent Ginger Awtry, Primary Principal Jamie Schmitz, Middle Years Principal Rod Harding, Clint Calzini, Administrative Coordinator Ben Nibarger, PYP Coordinator Allison Schneider, Terri Watson, MYP Coordinator Tracy Odom, DP Coordinator Stacy Stoyanoff, Special Projects and Municipal Court Administrator Amanda DeGan, Finance Director Debbie Piper, Human Resources and Administrative Services Todd Wood, and Facilities and Recreation Director Troy Meyer.

Workshop Session

1. CALL TO ORDER

Facilitator Mike Conduff began the meeting at 8:49 a.m.

2. DISCUSSION ITEMS

I. Defining the High Performance Governance Team

Mike Conduff facilitated group introductions, provided an overview of individual profiles and descriptors, and the group reviewed the Board and WALT surveys regarding governance.

Discussion then ensued regarding the planning of the meetings, length of discussion per item, and how to focus the discussion of each item on the agenda.

II. Academy Strategic Planning

The group reviewed the current Mission, Vision, and Values statement. Each table proposed additional guiding principles.

Discussion ensued regarding the current mission and values, and additional values.

During the lunch break the Board conducted a break-out session to discuss in further detail the current Vision/Mission statement.

Superintendent Brymer and Administrative Coordinator Nibarger provided a presentation and overview of the current process of formatting a new strategic plan and the implementation of the Balanced Scorecard.

Discussion also ensued regarding the data that would be available for staff to incorporate into the Dashboard reports and the format linking the Strategic Plan to the agenda into an actionable format.

III. Financial Planning / Human Resources

Superintendent Brymer provided a presentation and overview of the Capital Improvement Plan and five-year financial forecast.

Discussion ensued regarding the Hayes facility report, financial assumptions, five-year financial forecast, and student and staff recruitment.

In depth discussion ensued regarding the current facilities, facilities as presented in the Hayes report, adding additional students, the academy culture, financial assumptions and debt issuance.

MYP Principal Harding provided a presentation and overview of Student and Teacher recruitment.

Discussion then ensued regarding recruitment and retention strategy and additional uses of Fund 100 such as recruitment fairs.

3. BOARD RECAP / STAFF DIRECTION

I. Defining the High Performance Governance Team

- a. Individual Profiles / Team Profile
 1. Quality of Decision Making
- b. Governance 101 – Diagnostic Tool
 1. Identify 4-5 things from the diagnostic tool and bring policy solutions to the Board.
 2. Implement the 'clock' system to improve effectiveness of workshops.

3. Re-administer the diagnostic tool and outcome on an annual basis.
- c. Board – Staff Team Development

II. **Academy Strategic Planning**

- a. Review and Revise Mission, Vision & Values
 1. "What one thing do you want to see at Westlake Academy that we don't have?"
 1. Follow-up: Staff will take draft's prepared at retreat of MVV – direction was for staff to refine and bring to Board for discussion and consideration at future workshop.
- b. Review formatting of the strategic planning document with IB Standards & Practices, BSC and dashboard
 1. Board consensus was to proceed with proposed SP framework as presented by staff. Directed that staff bring back answer to the Board as to completion time frame (i.e., hard dates for the deliverables).
- c. Discuss ways to integrate the strategic plan into the BOT agenda
 1. Tom's idea: Structure agenda items that report on aspects of the SP by each Desired Outcome and the BSC.

III. **Financial Planning / Human Resources**

- a. Five-year financial forecast ~ from 3/10
Option B with class size of 20 -
 1. Tom presented 5-year forecast and assumptions (including holding enrollment at 20 per class, 620 total students) on which it is based – showing the out year's based on the assumptions where school's general fund falls below the Board's 45 day fund balance policy in 13-14.
- b. Review Hayes report in conjunction with proposed CIP
- c. Five-year financial forecast relative to the Hayes projections
 1. Reviewed the Hayes report and draft CIP reflecting Hayes recommendations – Board directed a review of alternative approach with incremental implementation.
- d. Review financial policy
 1. Reviewed the Town's financial policy relative to debt issuance and indicated while it identified approved instruments of various kinds (GO, CO, revenue bonds, etc.), this policy doesn't prescribe a particular type of debt instrument for a particular type of project; which then doesn't provide guidance for the holding of an election. No Board consensus reached on this issue.
- e. Student & Staff Recruitment
 1. Board favored recommendations of staff for recruitment/retention strategy, including the proposal on the use of Fund 100; however, no decision was made regarding performance pay program as it relates to Fund 100.

IV. In-depth Governance Analysis

Deferred until Monday's retreat

- a. Board of Trustees Policy Manual
- b. Town Council / Board of Trustees Relations & Ethics Policy
- c. Advisory Board / Affiliates Policy

4. BOARD CALENDAR

- Decoration Day
May 30, 2011, Westlake I.O.O.F Cemetery 6:00 p.m.
- Westlake Academy Commendations Ceremony
June 3, 2011, (8:30-9:30 a.m. in the gymnasium)
- BOT Budget Retreat
June 09, 2011, (9:00 – 1:00 p.m.)
- BOT Meeting
August 15, 2011
- First Day of School
August 22, 2011

5. ADJOURNMENT


The meeting adjourned at 5:19 p.m.

APPROVED BY THE BOARD OF TRUSTEES ON JUNE 6, 2011.



Laura Wheat, Board President

ATTEST:



Kelly Edwards, Board Secretary