



Menlo Park Academy Governing Board

Board Retreat for Strategic Discussions

Date and Time

Saturday October 14, 2017 at 9:00 AM EDT

Location

2149 W. 53rd Street, Cleveland, OH 44102; 3rd Floor Boardroom

OUR MISSION: Menlo Park Academy is a public school that develops the potential of gifted learners through an exemplary program of rewarding experiences that nurtures the whole child.

Agenda

I. Opening Items

Opening Items

- A. Social Time & Continental Breakfast
- B. Record Attendance and Guests
- C. Call the Meeting to Order

II. Leadership Team Rapport

- A. Personal History Activity

III. KRAs - Discuss & Vote

A. Discuss KRAs

CHANGE & IMPROVEMENT Initiatives (110 minutes)

Confirm that we have the right objectives and goals in the KRA document:

- is everything that is in the chart important

- what important things are not in the chart and should be added

- Are there any other change or improvement initiatives that we expect to be accomplished in the 2017/18 school year?

ONGOING Performance Indicators (10 minutes)

Our KRA document focuses on change initiatives. A great strategic plan also includes ongoing performance goals. What are the 2 to 4 key performance indicators that we want to be measuring throughout the year, likely monthly, to track our success? This usually includes finances and productivity at the least. For MPA it may include finances, enrollment, academic progress, and others.

VOTE (5 minutes)

IV. KRAs - Implementation & Monitoring

A. KRA Implementation & Monitoring - The Role Description for Lead Implementer & the Monitoring Agent

Who is going to do what and when for each KRA? Discuss and then vote. Initial suggestions of what might be expected of the Lead Implementer and the Monitoring Agent are below.

a) Lead Implementer (Lead Doer of the Work) - ensure quality work is done towards achievement of this KRA in a timely manner within budget, Board policy, and board-minuted direction; provide informative reports that answer the questions asked by the Board and/or the Monitoring Agent on the schedule requested by the Board and/or the Monitoring Agent (generally no more frequently than monthly); get off-track work back on-track; notify the Monitoring Agent if there are barriers that the Lead Implementer does not have the authority or ability to overcome (such as board policies, MPA resource limitations, etc.)

b) Monitoring Agent - monitor progress on this KRA, remind the lead about reporting requirements and deadline, follow-up for the report the day it is due or the next day if it is not received, ensure the report is provided and contains all the information requested in writing with at least two weeks notice, ensure the report is reviewed and progress is compared to the goal, ask additional

questions if progress is not on track for goal achievement, learn about challenges and bottlenecks, ask the Lead how it can get back on track, if a modified plan for action is required give a near future date for such that reflects the urgency of the matter and is reasonable considering the Lead's work load, brainstorms solutions to implementation barriers if the Lead Implementer is stuck or asks for input, provides scorecard status (green/yellow/red) to the board by the Board on Track upload deadline for every regular monthly board meeting

B. KRA Implementation & Monitoring - Who is the lead for each role?

Who is the Lead Implementer and who is the Lead Monitoring Agent for each KRA.

If the Lead Monitoring Agent is a Board Committee, who will monitor them? For example, it could be the Board Chair's job or the Board Secretary's job or the Governance Committee's job to ensure that the Finance Committee has updated the scorecard color in the KRA chart and has uploaded their report alerting the board to any concerns it has about MPA's financial position upon reviewing the previous month's financial statements. If the Governance Committee is the Lead Implementer on some KRAs then a board officer might be the Monitoring Agent for those KRAs.

V. Other Business

- A.** Teacher Hire
- B.** Staff Handbook
- C.** Parent/Student Handbook
- D.** Operations Manager Job Description
- E.** Hours of Authorized Access to the School - Board & Staff

VI. Meeting Administration

- A.** Upcoming Meetings
Purpose & Dates
- B.** What Went Well - Wishes & Concerns - Suggestions for Future Meetings

VII. Closing Items

- A.** Adjourn Meeting