

According to research at Cambridge University, it doesn't matter in what order the letters in a word are, the only important thing is that the first and last letter be at the right place.

The rest can be a total mess and you can still read it without problem. This is because the human mind does not read every letter by itself, but the word as a whole.

Pretty amazing, huh?

# The Top TEAM

**TASB/TASA State Conference  
September 21, 2003 Dallas, Texas**

**Carol Moffett**

**Diana Barnes**

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[www.txschoolsolutions.com](http://www.txschoolsolutions.com)

# **Top Team Agenda**

**Be a TEAM Player**

(Play your Position)

**Develop a Game Plan**

(Long term vision/short term goals)

**Have a TEAM Playbook**

(Execute! Execute ... Processes and Documents)

**Evaluate your Game**

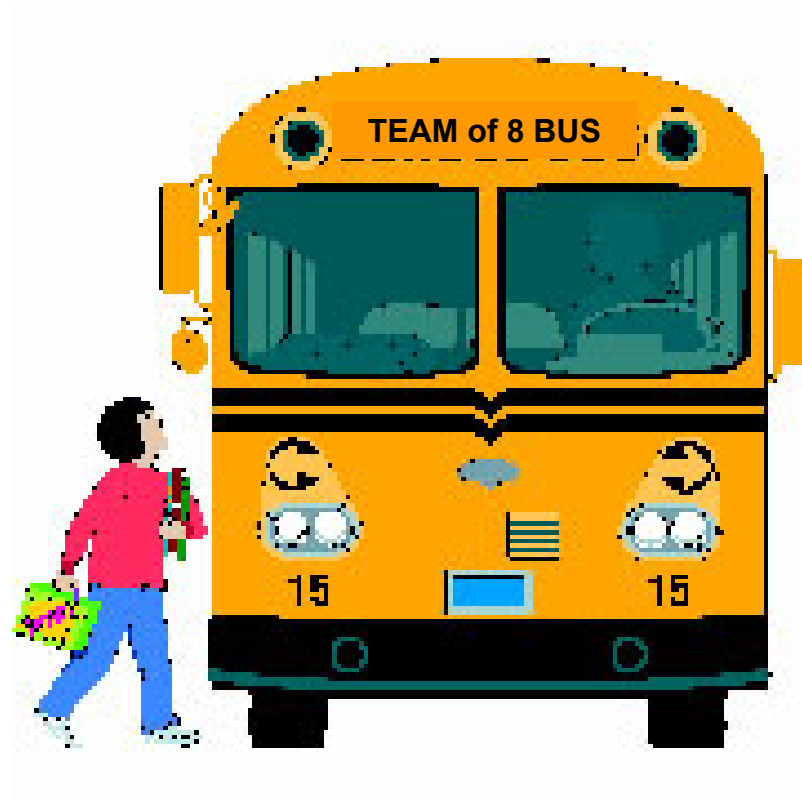
(Don't forget the skull session)

# BE A TEAM PLAYER

Play your position!

- The Team Roles
- Board President
- Superintendent

You Need to Ride the **TEAM Bus**  
to and from the **GAME!**



**The School Community**

**The School Organization**

**BOARD of TRUSTEES**

**SUPERINTENDENT**

**Tax Patrons**

**COMMUNICATION**

**Administrators**

**Parents**

**STUDENTS**

**School Employees**

**X**  
**Micropolicing**

**X**  
**Micromanaging**

Who Answers these

# Organizational Questions?

Board

Superintendent

**WHAT**

Do we want?

**When**

**Who**

**How**

# Roles Review

## The Board

- Tax rate/budget
- Liaison with the community
- Vision /Goals
- Superintendent
- Policy

## The Superintendent

- Personnel
- Budget Implementation
- Buses, food, buildings, grounds
- Curriculum & programs
- Parents & Community
- Students

# **The Board President**

Board policies, legal and local, specify the formal functions of the President

## **But in addition, a strong president:**

- Assumes responsibility for the success of the Board as a whole – doing whatever it takes to make the Board work well
- Always is positive and optimistic toward the district, the Board, the community
- Assures that the Superintendent is always included as part of the Team of Eight
- Encourages each Board member participate in the deliberations and attempts to keep one member from dominating deliberations
- Boosts spirit and morale of Board members and of the Superintendent
- Speaks for the Board when called upon
- Mentors new Board members
- Assures that the Board meets its obligation to include community input and to respond to community concerns

# The Superintendent

- **Makes sure the Board has more than adequate information about agenda items and has time to think and consider**
- **Makes sure that the same information is always communicated to each Board member**
- **Keeps the Board informed of hot issues**
- **Is always positive about each member of the Board**
- **Supports decisions of the Board which may be contrary to the administration recommendation**
- **Models respect for the Board and insists that the administrative team show the same respect**
- **Makes certain all Board materials are examples of our very best work**
- **Meets each members need for communication and information in a manner which is appropriate for each member's style**
- **Promptly answers members questions.**

# Develop the TEAM Gameplan

## What the Board Sees...

- The Mission and Vision of the District vision
- The multi-year Goals
- Vision for the Board

## **iS** What the Superintendent Does...

- The Annual Goals and Objectives
- The District Improvement Plan
- Goals for the Administrative Team

**Develop and Use a**

# **TEAM PLAYBOOK**

- I. Develop Handbook of Operating Procedures**
- II. Assure proper Conduct of Meetings**
- III. Put processes in place**
- IV. Specific Documents**
  - Annual Board Calendar**
  - Agenda Development Format**
  - Superintendent Evaluation**

# Annual Board Calendar

Flour Bluff Independent School District  
Annual Calendar of Board Agenda Items  
Tentative and Subject to Change

Month	1998-1999 Special Reports and Presentations	Current Regular Agenda Items
December	<ul style="list-style-type: none"> <li>Report on Self-Esteem Programs</li> <li>Format on Extra-curricular Organizations Information Sheet</li> <li>Budget/Goals Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Approve Annual Performance Report</li> <li>Review Campus Report Cards</li> <li>Review and approve donations received by District</li> </ul>
January	<ul style="list-style-type: none"> <li>Report on updated Crisis Plan for District</li> <li>Update on Alternative Education Programs</li> <li>Review Gifted/Talented Program</li> <li>Develop the Y-2K Plan</li> <li>MAC Report</li> </ul>	<ul style="list-style-type: none"> <li>Select audit firm (every 3 years: 99, 03, 06)</li> <li>Review Board/Superintendent goals*</li> <li>Conduct evaluation and renewal of Superintendent's contract*</li> <li>Mid-year review of District goals</li> <li>Report on employee contract status</li> <li>Board guidelines for calendar for coming year</li> <li>Submit Impact Aid application</li> </ul>
February	<ul style="list-style-type: none"> <li>Physical Education Program Report</li> <li>Goal Report:                             <ul style="list-style-type: none"> <li>Early intervention for at-risk students</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Proclamation for Texas Public Schools Week</li> <li>Call for Trustee election</li> <li>Consider renewal of administrative and instructional officer contracts</li> <li>Establish goals for Superintendent/Review job description and evaluation form</li> <li>Certification of Board Member training hours</li> <li>Review draft district and campus dress code revisions</li> <li>Report additions and deletions for course offerings for coming school year</li> </ul>
March	<ul style="list-style-type: none"> <li>Review of personnel procedures</li> <li>Finance Detail Report</li> <li>Report on Proposed Local Accountability System</li> <li>Report on program for student safety and proposals for new program components</li> </ul>	<ul style="list-style-type: none"> <li>Review School Food Program prices for the coming year</li> <li>Award bids for property, liability, and fleet insurance</li> <li>Approval of textbooks for next year</li> <li>Official filing of candidates for trustee election and set date for canvassing election returns</li> <li>Consider renewal of teacher contracts</li> <li>Final approval of campus and district dress code revisions</li> <li>Review superintendent evaluation format</li> <li>Approval of district calendar for coming year</li> <li>Conduct board candidate training</li> </ul>
April	<ul style="list-style-type: none"> <li>Summer Schedule for Central Office</li> <li>Y2K Update</li> <li>Review progress on Local Accountability System</li> </ul>	<ul style="list-style-type: none"> <li>Approval of transfer students for coming school year</li> <li>Review transfer policies</li> <li>Approval of state compensatory education extended year services, grades 1-6</li> <li>Approval of summer school for grades 7-12</li> <li>Approval of summer school administrative personnel</li> <li>Receive depository contract proposals (Every 2 years: 99, 01, 03)</li> <li>Review Board assessment instruments for next year</li> <li>Approve Athletic Bids</li> </ul>

# Board Agenda

AGENDA  
FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
June 24, 1999  
6:00 p.m.

is the official agenda and by law the Board of Trustees may only take action on these items.

ALL TO ORDER  
TERMINATION OF QUORUM  
VOCATION (D. Eubank)  
EDGE OF ALLEGIANCE  
ECIAL RECOGNITIONS  
MPUS SPOTLIGHT (V. Soliz-Garcia)  
IDIENCE COMMENTS

Page  
Number(s)

## REPORTS/PRESENTERS

Summary of the Collection of Taxes (M. LaNoue)

Summary of Finance Reports (M. LaNoue)

Update on Construction Projects (X. Gonzalez)

Library Update (C. Moffett/B. Serota)

Budget Planning for Fiscal Year 1999-2000 (X. Gonzalez)

Technology Infrastructure and Policy Overview (D. Earwood)

Annual Print Shop Report (X. Gonzalez)

Review of Student/Parent Handbook (J. Carbajal)

Review of Hurricane Plan (X. Gonzalez)

Preview of Draft of Local Accountability System (C. Moffett)

Recommendations for Alternative Education Program for 1999-2000 (R. Torres)

Health Report for 1998-1999 (J. Carbajal)

504 Program (J. Carbajal/ R. Voyles)

Dyslexia Program (J. Carbajal/J. Sykora)

Gifted/Talented Program Evaluation for 1998-1999 (J. Carbajal)

**AGENDA ITEMS FOR REGULAR BOARD MEETING  
JULY 2003  
REPORTS / DISCUSSIONS / PRESENTATIONS**

1. Report: Summary of the Collection of Taxes
2. Report: Summary of Finance Report
3. Report: Update on Construction Projects
4. Report: Quarterly Investment Report
5. Report: Update Out of District Student Transfer Requests
6. Report: Review Safety Management and Crises Intervention Plan for 2003-2004
7. Report: Review Title I; Title II, Part B; Title IV; Title VI; Accelerated Instruction
8. Program; Eisenhower Professional Development Act; ESEA; Drug-Free Schools
9. Proposals for 2003-2004.
10. Report: Goal IV.3: Report on 5-Year Sunset Review of Programs
11. Report: Report on Literacy Collaborative
12. Report: Report on Public School Foundation
13. Action: Approval of PDAS Appraisers and Appraisal Calendar for 2003-2004
14. Action: Approval of Primary Vendors for Food and Non-Food Items for 2003-2004
15. Action: Approval of Student Code of Conduct and Student/Parent Handbooks
16. Action: Approval of Employee Handbook
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_



# Link Improvement to Superintendent's Evaluation

**FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES' GOALS  
1998-1999**

**INSTRUCTION: A STRONG ACADEMIC FOUNDATION FOR LIFELONG SUCCESS**

- 1) Earn TEA Exemplary Recognition on all campuses
- 2) Ensure that all students read on or above grade level
- 3) Initiate a cycle of annual program reviews
- 4) Initiate the development of a local accountability system

**DISCIPLINE: A SAFE, EFFECTIVE LEARNING ENVIRONMENT**

- 1) Improve alternative education programs
- 2) Review the scope and quality of student safety education

**COMMUNICATION: EFFECTIVE COMMUNICATION OF SCHOOL DISTRICT AND COMMUNITY NEEDS**

- 1) Collaborate to form a Board/Superintendent team to serve the district
- 2) Ensure employees, parents, businesses, and community participate in an inclusive and meaningful planning and decision-making process
- 3) Develop regular channels of communication with employees, parents, and community regarding district issues and student success
- 4) Communicate positive actions to improve employee morale
- 5) Utilize technology in communication

**FINANCE: FINANCIAL ACCOUNTABILITY THAT STRESSES PLANNING**

- 1) Develop a financial system that supports:
  - 3-year planning cycle
  - A budget which is reconcilable and reliable
  - Accounting procedures
  - Continued improvement of the information system

**FACILITIES: INFRASTRUCTURE THAT ENABLES AN EFFECTIVE LEARNING ENVIRONMENT**

- 1) Implement improvement of facilities through bond expenditures
- 2) Install new telecommunications systems
- 3) Update the district facility site plan

**FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT  
SUPERINTENDENT EVALUATION**

Name of Superintendent: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Appraisal Period: \_\_\_\_\_

**I. INSTRUCTIONAL MANAGEMENT**

▪ **Earn TEA Exemplary Status for all campuses**

Comments:

Monitor student performance data and provide the Board with timely reports \_\_\_\_\_  
\_\_\_\_\_

Research local accountability system models \_\_\_\_\_  
\_\_\_\_\_

Work collaboratively with campus principals and central office staff to set targets for progressive student growth in AEIS indicators \_\_\_\_\_  
\_\_\_\_\_

➔ ▪ **Initiate the development of a local accountability system**

Review models from other districts \_\_\_\_\_  
\_\_\_\_\_

Develop process for district criteria for measuring progress toward excellence \_\_\_\_\_  
\_\_\_\_\_

Develop an accountability instrument \_\_\_\_\_  
\_\_\_\_\_

Growth Plan/Time Line: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Superintendent's E



FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT  
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LINKING PROCESS

Flour Bluff Independent School District  
Annual Calendar of Board Agenda Items  
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June	<ul style="list-style-type: none"> <li>• Summary of Finance Report</li> <li>• Print Shop Annual Report</li> <li>• Goal Report:                             <ul style="list-style-type: none"> <li>• 504</li> <li>• Dyslexia</li> </ul> </li> <li>• Recommendations for Alternative Education 1999-2000</li> <li>• Preview Draft of the Local Accountability System</li> <li>• Technology Infrastructure and Policy Overview</li> </ul>	<ul style="list-style-type: none"> <li>• Award depository contract (Every 2 years: 99, 01, 03)</li> <li>• Approve TASE resolutions to be submitted to Delegate Assembly</li> <li>• Review district mission statement, goals, and objectives for coming year*</li> <li>• Review district and campus improvement plans evaluations for past year</li> <li>• Award bids for worker's compensation (2 year contract: 98, 01, 04)</li> <li>• Award bids for maintenance, custodial, transportation uniforms (alternating years)</li> <li>• Preview district budget*</li> <li>• District Safety Report for preceding year</li> <li>• Health Report for preceding year</li> <li>• Review of Hurricane Plan</li> </ul>
July	<ul style="list-style-type: none"> <li>• Review board policy on grading practices and graduation requirements</li> <li>• Final Recommendations for Local Accountability System</li> <li>• Review Extracurricular Information Sheets</li> <li>• Review Special Education Program</li> </ul>	<ul style="list-style-type: none"> <li>• Review Title I, Title II, Part B, Title IV, Title VI, Accelerated Instruction Program, Eisenhower Professional Development Act, ESEA, Drug-Free Schools proposals for coming year</li> <li>• Approval of primary vendors for food and non-food items for coming year</li> <li>• Conduct formative review of Superintendent's performance*</li> <li>• Approval of District mission statement, goals, and objectives for coming year*</li> <li>• Review District budget*</li> <li>• Approval of health insurance carrier/dental/california plan for coming school year</li> <li>• Approval of Code of Student Conduct and Student/Parent Handbooks</li> </ul>

AGENDA  
FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
June 24, 1999  
6:00 p.m.

This is the official agenda and by law the Board of Trustees may only take action on these items.

CALL TO ORDER  
DETERMINATION OF QUORUM  
INVOCATION (D. Eubank)  
PLEDGE OF ALLEGIANCE  
SPECIAL RECOGNITIONS  
CAMPUS SPOTLIGHT (V. Soliz-Garcia)  
AUDIENCE COMMENTS

REPORTS/PRESENTERS

1. Summary of the Collection of Taxes (M. LaNoue)
2. Summary of Finance Reports (M. LaNoue)
3. Update on Construction Projects (X. Gonzalez)
4. Library Update (C. Moffett/B. Serota)
5. Budget Planning for Fiscal Year 1999-2000 (X. Gonzalez)
6. Technology Infrastructure and Policy Overview (D. Earwood)
7. Annual Print Shop Report (X. Gonzalez)
8. Review of Student/Parent Handbook (J. Carbajal)
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- 10. Preview of Draft of Local Accountability System (C. Moffett)
11. Recommendations for Alternative Education Program for 1999-2000 (R. Torres)
12. Health Report for 1998-1999 (J. Carbajal)
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14. Dyslexia Program (J. Carbajal/ J. Sykora)
15. Gifted/Talented Program Evaluation for 1998-1999 (J. Carbajal)

Page Number(s)

FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT  
SUPERINTENDENT EVALUATION

Name of Superintendent: \_\_\_\_\_  
Date of Review: \_\_\_\_\_  
Appraisal Period: \_\_\_\_\_

I. INSTRUCTIONAL MANAGEMENT

- Earn TEA Exemplary Status for all campuses

Monitor student performance data and provide the Board with timely reports \_\_\_\_\_  
\_\_\_\_\_

Research local accountability system models \_\_\_\_\_  
\_\_\_\_\_

Work collaboratively with campus principals and central office staff to set targets for progressive student growth in AELS indicators \_\_\_\_\_  
\_\_\_\_\_

- • Initiate the development of a local accountability system

Review models from other districts \_\_\_\_\_  
\_\_\_\_\_

Develop process for district criteria for measuring progress toward excellence \_\_\_\_\_  
\_\_\_\_\_

Develop an accountability instrument \_\_\_\_\_  
\_\_\_\_\_

Growth Plan/Time Line: \_\_\_\_\_  
\_\_\_\_\_



# Evaluate your Game

## (Don't forget the skull session)

- TASB has some great evaluation instruments
- Review your TEAM operating procedures: How well have we followed them? What changes/additions do we need to make?
- Our Draft Instrument for TEAM review
- Questions

**Thanks for Attending**

**HAVE A WINNING SEASON!**

Download all Documents

[www.txschoolsolutions.com](http://www.txschoolsolutions.com)