

**DEPARTMENT**  
**ANNUAL PLAN FORM for 16-17**

<b>DEPARTMENT NAME:</b>	Board of Education
<b>DEPARTMENT STATEMENT OF PURPOSE:</b>	The PUSD Board of Education represents the community's interests, sets direction for the district and holds the superintendent accountable for meeting that direction.
<b>(OPTIONAL) DEPARTMENT THEORY OF ACTION:</b>	If the Board of Education is provided with sufficient, timely information from staff, And if the Board reflects the voices of the stakeholders, And if the Board sets direction and goals for the district, And if the Board makes decisions and sets policy to support staff in achieving those goals, And if the Board holds themselves and staff accountable to the community for achieving those goals, Then, PUSD will be a high performing, accountable organization, And then PUSD will meet the needs of all students so that they exemplify our PUSD graduate profile.

Services provided by the Board:

1. Hold regularly scheduled public meetings in order to accomplish the business of the district that requires board approval and oversight. Maintain records of board meetings.
2. Provide district staff with direction by setting District goals.
3. Provide a timely evaluation to the Superintendent.
4. Review and approve LCAP and district budget that ensure support for district goals while being fiscally prudent.
5. Set policy and make other decisions that support staff in meeting the district goals.
6. Set Board goals and self-evaluate the board's progress annually.
7. Ensure that Board members receive sufficient professional development to perform their role.
8. Maintain relations with internal and external stakeholders and reflect the community voice while governing.

Organization Chart - Personnel

7 Board Members

Support provided by Superintendent's office staff

<b>1. Department Outcomes (Goals) 2016-17</b> <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	<b>Metrics</b> <i>How will you measure impact?</i>	<b>Target</b> <i>Include baseline level, if available</i>
Increase and improve board communication with the community.	Community Survey - % of people who agree (would need to develop this survey)	No baseline data Target for 16-17 - 60%
Board meeting conversations should be deeper, have a wider range of presenters, and be more authentic, honest and courageous.	Board Survey - % of people who agree (would need to develop this survey)	No baseline data Target for 16-17 - 75%
Board functions/processes are efficient, effective and documented.	Board Handbook	Completion of Board Handbook

<b>2. Department Actions for 16-17 (Ongoing, basic services listed above)</b> <i>What will we do in 16-17 to achieve our outcomes and meet our targets?</i>	<i>Will this take additional resources to do in 2016-17?</i>
	<b>Yes/No</b>
Develop communication to community mechanism – open letter to community? Town halls?	No
Change tone and culture of board meetings so that honest, courageous conversations can take place. Show support for staff in board meetings	No
Demonstrate transparency around the budget and LCAP to the public and demonstrate accountability to the public by scheduling and discussing student and system results and program evaluations at public meetings.	No
Implement governance calendar, with appropriate staff reports to board for accountability. Schedule important board functions (direction setting) so that they are done in a way that supports staff process timelines.	No
Hold quarterly staff retreats. Encourage members to participate in CSBA training and suggested readings. Implement a structured board self-evaluation system.	No
Look at ways to shorten meetings of the board while maintaining/improving productivity.	No