



**BOARD RETREAT OF THE
GOVERNING BOARD OF THE
SOLEDAD UNIFIED SCHOOL DISTRICT
SOLEDAD HIGH SCHOOL
MULTI-PURPOSE ROOM
425 GABILAN DRIVE, SOLEDAD, CALIFORNIA
SATURDAY, AUGUST 20, 2016
MINUTES**

I. **OPEN BUSINESS – 8:45 AM**

A. **Roll Called**

Mrs. Marie Berlanga, President
Mrs. Jodi Massa, Vice-President
Mrs. Josie Perez-Aguilera, Clerk
Mr. Jaime Fernandez, Trustee
Mr. Javier Galvan, Trustee - ABSENT
Mr. Jorge Z. Guzman, Interim Superintendent

B. Approved the Board Agenda

MOTION TO APPROVE AGENDA BY: Josie Perez-Aguilera SECONDED BY: Jaime Fernandez AYES: Mrs. Berlanga, Mr. Fernandez, Mrs. Massa, Mrs. Perez-Aguilera NAYS: None ABSENT: Mr. Galvan

II. **BOARD RETREAT**

Members of the Board, the Superintendent, and Cabinet met for Segment One for the morning session with Mr. Tom DeLapp, Facilitator from Communication Resources for Schools. In Segment Two, Principals and Learning Directors joined the group and participated in skill and team building sessions.

III. **NEW ITEMS OF BUSINESS**

None

IV. **ADJOURNMENT**

Meeting adjourned at 2:45 p.m.

Board Approved: September 14, 2016

AGENDA
SOLEDAD USD LEADERSHIP TEAM RETREAT
August 20, 2016

8:30 AM Welcome, Refreshments, Overview of our plans and expected outcomes for the day by facilitator Tom DeLapp, Communication Resources for Schools

SEGMENT ONE: School Board and Cabinet only

8:45 AM **Opening Activity: DREAM BIG**
"I have a dream that . . ."
Each participant takes a few minutes to finish this sentence by writing down three dreams they wish would come true for the school district this year. These are then posted on the walls. We review the statements, ask questions to better understand them, categorize them into challenges, and see how they overlap or can be narrowed into a set of Goals & Objectives as leaders.

9:45 AM Break
10:00 am **Skill Building Session: Communicating Leadership**
Brief presentation by Tom DeLapp on how interpersonal and group communication is the hydraulic fluid in education systems that drives organizational leadership and change management

10:30 AM **Team Building Session: Communication Protocols**
Discussion of expectations and processes we use to communicate among trustees and within the leadership team. The outcome is to agree, even when we disagree, on how we communicate to and with each other. Norms of conduct, protocols, procedures, and standards will be identified and the group will be asked to sign off on these guiding leadership principles.

SEGMENT TWO: Principals and other administrators join the group

11:45 AM Break for lunch with other district administrators present. Facilitator reviews highlights of the morning session so others can see how the Goals and Norms impact them.

12:30 PM **Skill Building Session: Communication Planning**
The team will participate in an interactive SWOT analysis (strengths, weaknesses, opportunities & threats) to identify the challenges for the coming year and how communication plays a role in driving this agenda.

1:30 PM Break
1:45 PM **Team Building Session: Speaking with One Clear Voice**
Working in small groups the team will engage in a progressive messaging exercise. The leadership team will be divided into three mixed groups and will spend 25 minutes, 15 minutes and then 10 minutes rotating between three topics areas to help shape our key messages for the year. The topics will be Administration, Finance & Operations, Educational Performance, and Communication & Community Engagement. As they rotate, each group refines and expands the Key Messages in these three areas.

2:15 PM SUSD Mission, Vision and Tenets
2:30 PM **Closing Thoughts, Reflections & Commitments as a Team**
2:45 PM Adjourn