
MEMO

DATE: FEBRUARY 15, 2006

TO: SOUTH KINGSTOWN SCHOOL COMMITTEE

FROM: PROFESSIONAL DEVELOPMENT SUB-COMMITTEE

RE: 2006 PROFESSIONAL DEVELOPMENT PLAN

C: BOB HICKS, SUPERINTENDENT

Article 8 of our September 2005 adopted bylaws, describes our expectation for all members of the South Kingstown school committee to engage in continuous professional development to maximize our service to the community. The stated purpose is to insure that school committee members develop and improve their knowledge, skills, and abilities to enhance their leadership role in the district. To that end, the school committee established a subcommittee charged with the responsibility to design, initiate, and evaluate professional development plans and practices including coaching and mentoring.

The work of the subcommittee is reflected in the following pages as our initial proposal for a professional development plan. At this date, we seek committee input. There are three components for your review and comment:

- Proposed Professional Development Plan
 - o Goal and Outcomes
 - o Candidate Induction and New Member Orientation
 - o Continuous Improvement for school committee and chair
- Proposed Expectations for Executive Coaching
- Proposed PD Implementation Calendar

School Committee Charge: The subcommittee will be charged with the responsibility to design, initiate, and evaluate professional development plans and practices including coaching and mentoring.

PROPOSED PROFESSIONAL DEVELOPMENT PLAN

GOAL: Design a professional development system that addresses two main functions

1. Candidate Induction and New member Orientation
 - i) Candidate outreach plan
 - ii) Formalized orientation program
2. Continuous improvement for school committee members and chair
 - i) Commitment to annual self- assessment
 - ii) Formalized coaching system developed with community leadership
 - iii) Investment in local, regional, state, and national trainings

OUTCOMES

- ✓ High performing school committee with excellent decision-making skills
- ✓ Community confidence in school committee leadership
- ✓ Productive relationship with Town Council and other elected officials
- ✓ *Quality or expanded* candidate pool for school committee

Candidate Induction and New Member Orientation

- Candidate outreach plan
- Formalized orientation program

Candidate INDUCTION

Share “real world” of School Committees with candidates	
<p>TASKS:</p> <ul style="list-style-type: none"> ✓ Develop set of expectations based on current school committee experiences ✓ Develop outreach plan to orient candidates ✓ Provide pre-election work sessions ✓ Encourage meeting attendance to observe and question 	
<p>What does it mean to have a trustee perspective? How does the School committee set goals? How do individuals influence decision-making?</p>	<p>What is governance? How does the school committee make decisions?</p>

New Member ORIENTATION

Strategies to “soften” the learning curve	
<p>TASKS:</p> <ul style="list-style-type: none"> ✓ Identify key events to inform orientation priorities (e.g. budget) ✓ Identify just-in time in-service needs (e.g student hearings) ✓ Identify external training resources (RIASC, NSBA, other) ✓ Develop orientation calendar ✓ Develop electronic resource guide 	
<p>How does the school committee work? How are meetings structured to facilitate committee work? What is the role of the Chair? Vice-chair? What is OMA? What are Robert’s Rules of Order? Why do we use Robert’s Rules? What are school committee operating procedures? How do we make decisions? What are we accountable to do?</p>	<p>What is the school system’s administrative organization? What are the areas of responsibility for administrators (e.g. superintendent, assistant, directors of administration, technology, and PPS, principals)? How does the school committee give direction to and evaluate the superintendent? Include New Member reference binder</p>

Continuous Improvement for School Committee Members and Chair

- Commitment to annual self- assessment
- Formalized coaching system developed with community leadership
- Investment in local, regional, state, and national trainings

CONTINUOUS IMPROVEMENT

Strategies to build knowledge, skills, and abilities...

1. Commit to annual self-assessment
2. Formalize executive coaching
3. Invest in local, regional, state, national training

TASKS:

- ✓ Complete self assessment to identify professional development priorities
- ✓ Identify appropriate PD strategies
- ✓ Identify coaching needs and resources
- ✓ Develop coaching strategies w/ external party
- ✓ Develop calendar for PD activities
- ✓ Plan and schedule annual retreat
- ✓ Plan and schedule local work sessions on specific topics
- ✓ Assess PD plan

SCHOOL COMMITTEE MEMBERS

- Team-Effectiveness
- Data-based decision-making
- Goal setting
- Team Operating Procedures/How-To's
- Hearings & Grievances
- Negotiations
- Public Hearings
- Town Relations
- Policy Role

CHAIR

- Boot Camp Basics
- Agenda Operations Skills
- Communicating with the Media
- Working with the superintendent
- Other

PROPOSED IMPLEMENTATION CALENDAR 2005 - 2006

2005 – 2006 ACADEMIC YEAR	DEC - FEB	DECEMBER 2005	JANUARY 2006	FEBRUARY 2006
<p>GOAL: Develop a professional development system that addresses two main functions:</p> <p>1. Induction and Orientation through:</p> <ul style="list-style-type: none"> - candidate outreach - formal orientation <p>2. Continuous improvement for school committee members and chair leadership through:</p> <ul style="list-style-type: none"> - annual self-assessment - executive coaching - local, regional, state, & national training 	<p>Identify Professional Development design</p> <p>Inquire of SORICO re: Chair coaching</p>	<p>Initiate professional development conversation</p>	<p>Review school committee self-assessment tools</p> <p>Indicate interest to participate in NSBA conference</p>	<p>Contact SORICO</p> <p>Contact SK Chamber & other community leadership entities</p>
	MAR – MAY	MARCH 2006	APRIL 2006	MAY 2006
	<p>Identify self-assessment tool</p> <p>Develop Coaching plan</p> <ul style="list-style-type: none"> - committee - chair <p>ID funding needs and opportunities</p>	<p>Seek SC input on PD design</p> <p>Conduct committee self –assessment to inform PD planning</p> <p>Prioritize PD needs</p>	<p>Contract w/ SK Chamber or other contacts, establish working schedule</p> <p>Structure coaching system around self-assessment needs</p> <p>NSBA Conference</p>	<p>Initiate coaching for school committee</p> <p>Initiate coaching for Chair</p>
JUN -AUG	JUNE 2006	JULY 2006	AUGUST 2006	
<p>PD resources:</p> <ul style="list-style-type: none"> ✓ RIASC trainings ✓ RIASC quarterly Chair meetings ✓ SORICO Key Work sessions ✓ National events ✓ Local work sessions ✓ Books articles, websites, etc 	<p>Focus on 3-month executive coaching plan</p> <p>Prepare induction plan for candidate outreach</p> <p>Plan and schedule annual retreat</p>	<p>Initiate candidate outreach</p> <p>Identify induction activities</p>	<p style="color: red;">Annual retreat</p>	<p>Begin candidate induction activities</p>
	SEP - NOV	SEPTEMBER 2006	OCTOBER 2006	NOVEMBER 2006
	<p>Continue induction activities</p> <p>Develop orientation calendar</p> <p>Develop electronic orientation resource guide</p> <p>Develop PD plan assessment strategy</p>	<p>Complete orientation calendar</p>	<p>Complete induction activities</p> <p>Assess 6 months coaching experience</p> <p>Design coaching process going forward</p>	<p>Implement Orientation Process w/ new school committee members</p> <p>Assess professional development plan to date</p>