



The Atlanta Board of Education

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ATLANTA PUBLIC SCHOOLS

Disciplined Process for Board Work Sessions

PURPOSE

APS Board and Administration have jointly developed and agreed upon a four-step Disciplined Process for Board Work Sessions. The Disciplined Process defines the ways in which both Administration and Board prepare for, and then conduct, Work Sessions. The Disciplined Process has been developed in order to accomplish the following objectives:

1. Enhance shared ownership (Board and Administration) for the process;
2. Create a more streamlined and efficient process;
3. Provide the opportunity for a deeper exploration of major focus topics;
4. Enhance opportunities for genuine dialogue and discussion among Board members and between Board and Administration;
5. Assist the Board in making high-quality decisions; and
6. Clarify expectations concerning communications and follow-up.

DESCRIPTION

Step 1

Once a topic has been identified and agreed on by the Board and Administration, background Information on the "major focus topic" is provided by Administration to Board. Administration frames the background information using the following Protocol:

- Proposed Implementation Plan, including Timelines
- Budget Impact (programmatic and operational)
- Policy and/or Legislative Implications
- Technology issues
- Communications and Community Engagement Strategy
- Accountability and Responsibility for Progress, including Progress Reports
- Board's Role

Step 2

Individual Board members provide input concerning the background information by forwarding questions and comments, via e-mail, to the Board Administrator (Howard Grant). Board members frame their questions and comments using the Protocol outlined above. The complete set of all Board members' questions and comments is collected and communicated back to the Board, so that each Board member can see the kinds of questions and comments that have been generated. Board members' questions and comments are also forwarded to Administration so they can be used to help refine and inform the Work Session Presentation by Administration. Board Members agree not to expect "answers" to their questions or responses to their comments prior to the Administration's formal Presentation.

Step 3

Administration provides a Presentation at the Board Work Session. The Presentation is framed using the Protocol outlined above.

Step 4

During the conversations and discussions that flow from the Administration Presentation, Board and Administration alike continue to frame their dialogue (questions, responses, comments, etc.) using the Protocol outlined above.

The **formal Implementation Plan** that is developed by Administration as a result of these discussions is itself framed using the Protocol outlined above, as follows:

- Major responsibilities for progress, accountability for progress (“owners”), and timelines for progress reports;
- Long-term and short-term budget options and impact (programmatic and operational);
- Current and/or future policy and/or legislative implications;
- Technology issues;
- Internal communications and community/parent engagement strategies; and
- Board’s role and recommended “talking points” for Board communication to stakeholders.