

**WILLIAMSBURG COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES' WORK SESSION
Tuesday, September 20, 2011 – 5:00 P. M.
Board/Staff Development Meeting Room
423 School Street – Kingstree, SC**

Members Present: Mrs. Barbara McKenzie, Ms. Norma Bartelle, Mr. Charles Garner, Mr. James Darby, and Rev. W. C. Henryhand.

Members Absent: Rev. Norman Gamble and Mr. Joseph Lee

Others Present: Dr. Cheryl Already, Dr. Paul Krohne, Dr. Yvonne Jefferson-Barnes, Dr. Bernice D. Cooper, Ms. Christine Green, and Mrs. Joann Fulton.

The meeting was called to order by the Chair, Mrs. Barbara McKenzie.

Rev. W. C. Henryhand led the group in prayer. All persons were asked to recite the Pledge of Allegiance.

ADOPTION OF THE AGENDA

A motion was made by Mr. James Darby and seconded by Mr. Charles Garner to adopt the agenda. The motion was carried unanimously, (3-0). The Chair did not vote.

Information Item

A. Review of Procedures Related to the SACS/AdvancEd Review

Dr. Jefferson-Barnes introduced the Board Workshop Facilitators, Dr. Cheryl Allread from SACS/AdvancEd and Dr. Paul Krohne, Executive Director of the South Carolina School Boards Association

Dr. Allread provided a summary of the AdvancEd accreditation program, and stated that it is not only in 38 states across the country, but is also recognized globally.

She stated that there are seven (7) standards that currently must be met to receive accreditation: (1) Vision and Purpose, (2) Governance and Leadership, (3) Teaching and Learning, (4) Documenting and Using Results, (5) Resources and Support Systems, (6) Stakeholder Communications and Relationships, and (7) Commitment to Continuous Improvement. There are 56 indicators within the 7 standards that give the details of what is required of each standard. Dr. Allread proceeded to explain the accreditation process. She said:

- The process begins with a vision...what is your future? All stakeholders, board, and school staff must be included in formulating the vision.
- A Needs assessment must be performed to determine where the district is now, demographics, test scores, free and reduced lunch students, and then a plan must be formulated.
- Goals come directly from the district's vision. Accreditation Teams look at goals set for testing, teacher quality, etc. It must be evident that parents and other stakeholders were involved in the process of setting the goals.

Dr. Allread shared with Board Members the reason for going through accreditation, which is quality assurance. She said accreditation indicates that the district is protecting the public's trust, and that the system is willing to be evaluated. She further stated that if the district is saying that something is being done, and it is not being done, then it will surface during the accreditation process. She said that the district

will complete a Self Assessment to be sent to the AdvancEd office in early October, and that the external visiting team will be at the district in late November.

Dr. Allread further stated that the Quality Assessment Review (QAR) Team Chairperson cannot be from South Carolina, to avoid conflict of interest. She said other teams members will come from various states, including South Carolina,

She proceeded to inform the Board of the following:

- The team will access each of the seven standards, and write a narrative of the findings, highlighting the strengths and the opportunities for growth. The required action is also highlighted, i.e. things the district needs to address.
- Accreditation is performed every five years. However, required actions must be reported on within two years after the accreditation.
- Make sure the schools and Board are in agreement with what is being said and done within the district.
- The district will receive a qualitative grade, but each of the seven standards will be rated as highly functional, operational (everything in place) and/or emerging (work to do). Overall the district will receive an accreditation grade. The grade will be one of four:
 - 1. Highly Functional and Operational (everything correct);
 2. Accredited with Advisement (1 standard reported as emerging);
 3. Accredited with Warning (two standards reported as emerging); and
 4. Accredited with Probation (three standards reported as emerging).

Dr. Allread said that Board Members have a role in each of the standards, but to make sure they know everything about Standards 1 and 2. She said Standard 1, Vision and Purpose, looks at whether the district has a vision, and has six indicators. She urged Board Members to know the vision, not word-for word, but be able to talk about what the district stands for and wants for the future. Dr. Allread said the Team will want to know:

- Has the district collaborated with stakeholders to develop and write the strategic plan?
- How does the strategic plan connect with the vision? The Board will not have to remember all goals, but the Board must have knowledge of what is included in the plan.
- Is the needs assessment current reality? (Ex. You are here; and where do you want to go?)
- Regarding the Vision Statement, the Board needs to know if it was changed, what was changed, and why it was changed. (If you did not sit on the planning committee, you had to review and approve it as the Board.)
- How do you communicate the district's Vision? It should be posted on the website, on board agendas, and other documents from the district.
- Is the school board actively involved in the community? How? What involvement in connection to the success of the school district? Active involvement must be documented.

Dr. Allread said that Standard 2 has 13 indicators, and rests on the shoulders of the Board. She provided the following information as to what the Team would expect of Board Members:

- Does the district have updated policies?
- What are the procedures for updating policies?
- Which policies were upgraded, and why were those chosen?
- A big part of the process is recognizing and preserving the leadership of the superintendent.

- The Board's role is governance and policy making. The superintendent and principals are in charge of implementation of policies. When the Team interviews community persons, make sure that the Board is doing what the Board is suppose to, and not doing things assigned to administration.
- The Team will be looking at administrative meetings, board retreats, etc.
- Principals' relationships with the board. (Ex. Are principals reluctant to present test scores, because of a fear of being attacked by the Board?)
- Schedule for the visit:
 1. Sunday – Team Members' Meeting
 2. Monday – Interviews (community, students, staff, board)
 3. Tuesday – Visit schools (Team will try to visit all schools for 5 to 10 minutes.)
 4. Tuesday Evening – Report with different standards...finalize report
 5. Wednesday – Continue to write...go back if needed to collect more evidence.
 6. Wednesday Afternoon – Exit Interview

Dr. Allread emphasized that the purpose of the Team is to support and validate, and that it's not an "*I got you*" visit. She commended the Board for the work session. She, then, stated that standards 1 and 2 will depend on the Board...if the Board is not working together, the district will not receive accreditation, and the Board cannot blame the superintendent.

Dr. Krohne explained that he has no affiliation or connection with AdvancEd, that he was 100% SCSBA, and that he was at the meeting to provide additional encouragement and insight to Board Members. He stated that the Board does not have to go through the process alone; his staff is in place to assist the Board. He said the Board has to set the tone for what it wants for the school district. Dr. Krohne advised that Board Members to make sure that the Board functions in a fair manner for taxpayers, and is protecting the interest of the students and tax payers. Dr. Krohne said that at the end of the process, the Board should set some goals for themselves; just as goals are set for the superintendent and principals. He said the community will not necessarily know the vision, but will know how the group functions as a Board.

Ms. Bartelle asked if the Board has functioned with a divided unit, or had confrontations in the past; you cannot change what's previously occurred, can the process be lost? Dr. Krohne said that yes, and that it will come out; especially if it's reoccurring. However, he said the key is how the Board is dealing with the problem. Dr. Krohne said that the Board must show what's in place to try to make relations better. Dr. Allread said that if it comes out, Board Members should explain that there are problems, that they are not satisfied, and that the Board is working to improve things. She emphasized to the Board, Standard #7 – Continuous Improvement; are we seeing efforts that the Board is making towards improving.

Dr. Krohne asked the last time the board policy manual had been reviewed by the Board. He said the SCSBA could assist by coming to the district, and going through the policy manual with the Board. He said Section B – Board Operation is especially important, and that the SCSBA could take a half day discussing section B with the Board. He also, said that the Review Team will find out how the Board functions, when the community is interviewed.

Dr. Krohne said Board relation with the personnel office, should not be overly involved, and if that is happening, SCSBA could discuss why this is happening, and the type damage that Board is causing once Board Members gets involved with personnel. He stated that it is not the Board's job to run the school district; it's that of the superintendent. He stated that it is not the Board's job to run the district; it is your job to make sure she runs it right, and that's why the board is involved in policy. Dr. Krohne reiterated that he was not a part of the AdvancEd Team, but was there to clear up a few things with the Board and offer assistance. He said that Board Members are a team, like it or not, and that they have no authority as an

individual. He said Board members need to know their job, and to stay on their page, and the superintendent should stay on her page, as well.

Dr. Allread said that if the Team is informed that the Board is not functioning as a Board that it would help if they could show evidence that training is being provided, and there is a commitment to improvement.

Dr. Allread called attention to Standard #3, Role of the Superintendent and Board. She said that since a new superintendent was hired in 2010, the district had an opportunity to review the Strategic Plan, regarding roles and responsibilities. She also said that if there is a constant turnover with superintendents and principals, it may be conceived as micro-management from the board. She asked the following:

- Are you telling the superintendent who to hire?
- Do you see yourselves as a team that works well together?
- Did you sign a "Code of Ethics?"
- Are Board Members acting outside of their areas?

Reasons for not being accredited that were provided by Dr. Allread:

- Decorum – Do you have shouting matches during meetings?
- Is the Board civil and respectful toward one another?
- Do you receive lots of support from the community?

Dr. Krohne said that Standard 2 brings about the most difficulty for Board Members.

Dr. Jefferson-Barnes stated that the entire document will be available to Board Members, as a group. Dr. Allread encouraged the group not to let the document overwhelm them. She said to pick out the vision and purpose, and communicate them on the website, etc.

Board Chair McKenzie and Superintendent Jefferson-Barnes thanked Dr. Allread and Dr. Krohne for facilitating the workshop.

ADJOURNMENT

The meeting was adjourned at 7:10 p. m.

Note: There is a difference in votes, because Board Member Norma Bartelle arrived after the adoption of the agenda.

Submitted by: Joann M. Fulton Date: 9/26/11
Board Secretary: Charles T. Kiser Date: 9/26/11