

**SPC Executive Board Retreat
February 11, 2019; 6:00 p.m.
7124 N 79th Place, Scottsdale, AZ 85258**

To promote communication and collaborative relationships between Scottsdale Unified School District families, district leadership and staff; to support and to advocate for the highest quality of education for all students attending schools managed and governed by Scottsdale Unified School District.

Uniting our educational community for the success of all students.

SPC's Values

- Single words that are our guiding principles. Our beliefs about what really matters.

Trust (7 votes)	Excellence (2 votes)
Transparency (6 votes)	Ethical (1 vote)
Compassion (0 votes)	Accountability (2 votes)
Inclusion (8 votes)	Possibility (0 votes)
Proactive (3 votes)	Growth-mindset (0 votes)
Integrity (8 votes)	Pedagogy (0 votes)
Student-focused (5 votes)	Legacy (0 votes)
Collaboration (3 votes)	Responsive (0 votes)
Reachout (0 votes)	Community (0 votes)

SPC's Values: Trust, Transparency, Inclusion, Integrity, and Student-focused

Job Description/Role

Co-Presidents, Nikki Territo and Karen Gifford

(From Bylaws)

- Presides at all meetings
- Represent SPC at outside meetings or assign a designee
- Coordinate work of officers
- Coordinate work of Committees
- Work through process of appointing a Nominating Committee

Other duties that co-presidents have assumed:

- Chair 4 committees
- Plan strategy (i.e., this meeting)
- Keep board focused on success
- Acknowledge accomplishments
- Prepare for public meetings (Power Point, agenda, sign-in, copies) and coordinate on-site needs for public and Board meetings. Assure we have a speaker.
- Have translator present at public meetings, if necessary
- Manage issues from public as they arise
- Meet with Dr. Kriekard monthly

Job Description/Role
Secretary, Brehan King

(From Bylaws)

- Parliamentary
- Historian-preserve all records, books, documents and communications of SPC
- Record and submit for approval and publish the minutes of all Executive Board, Executive Committee and general, public meetings.
- Other duties as assigned by the president

Other duties that secretary has assumed:

- Chair of Membership and Community Outreach Standing Committee

Job Description/Role
Co-Treasurers, Lara Shemen and Lisa Kanarish

(From Bylaws)

- Keep a full and accurate account of receipts in accordance with the budget adopted by the Executive Committee
- Present financial report at each general meeting
- Prepare a written annual budget for the Executive Committee at the 1st general meeting

Other duties that co-treasurers have assumed:

- Lara Shemen-Chair of Communication Standing Committee
- Quickbooks historical accounting and reconciliation
- Chart of accounts
- Pay Pal
- Tax ID
- 501c3 Research
- AZ Corporation Commission Articles of Incorporation and amendment
- Track costs
- Budget (remains to be approved)

- Transition Policy (remains to be approved)
- Lisa Kanarish-Chair of Legislative Standing Committee
- Nominating Committee
- Research Board Titles/Structure for 2019-2020

Job Description/Role

Vice President, Calvin Lowrey

Chair of Emergency Preparedness Standing Committee

(From Bylaws)

- Shall serve as Chairperson of at least one Standing Committee and perform duties assigned by the President or Executive Board in as much as it furthers the purpose of SPC.

Other duties that Calvin has assumed:

- Arranged James Doherty for March public meeting
- Nominating Committee
- Research Board Titles/Structure for 2019-2020

Job Description/Role

Vice President, Wendy Clifford

***Chair of the Exceptional Student Services (Special Education Services) Standing Committee**

(From Bylaws)

- Shall serve as Chairperson of at least one Standing Committee and perform duties assigned by the President or Executive Board in as much as it furthers the purpose of SPC.

Other duties that Wendy has assumed: none so far

Job Description/Role

Vice Presidents, Jan Voelkel and Susan Hughes

Chair of Excellence and Inclusion Standing Committee

(From Bylaws)

- Shall serve as Chairperson of at least one Standing Committee and perform duties assigned by the President or Executive Board in as much as it furthers the purpose of SPC.

Other duties that Jan and Susan have assumed:

- Nominating Committee
- Research Board Titles/Structure for 2019-2020

Short-term Goals

- To be completed by June 30, 2019
 - These goals are the foundation for achieving our long-term goals for success
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- ☐ Increase voting (school reps) membership from 25-30 to 40.
 - ☐ Increase general membership from 76 to 100.
 - ☐ Establish Nominating Committee
 - ☐ 4 Board members named
 - ☐ Establish Board titles/structure/description for 2019-2020
 - ☐ Put out a form to find 5 voting (school reps) members for Nominating Committee
 - ☐ Determine rubric used to identify the 5 school reps
 - ☐ Hold Elections
 - ☐ Hold initial committee meeting for each standing committee by March 22nd
 - ☐ Schedule all meetings through June 30 (end of AY).
 - ☐ Board meeting (Zoom and In person) (by 2/18)
 - ☐ Monthly in person meeting for each committee posted on website and fb by 3/15/19
 - ☐ Hold Remaining monthly public meetings
 - ☐ Determine remaining public meeting speakers
 - ☐ Feb--AZSBA and Governing Board
 - ☐ March--James Doher
 - ☐ April--TBD
 - ☐ May--elections, speaker (?)
 - ☐ Vote on budget submitted by Lara and Lisa
 - ☐ 501c3
 - ☐ Communications Committee recommendation to Board
 - ☐ Renew Go Daddy, Constant Contact, Webly
 - ☐ Insurance
 - ☐ Engage PTOs