

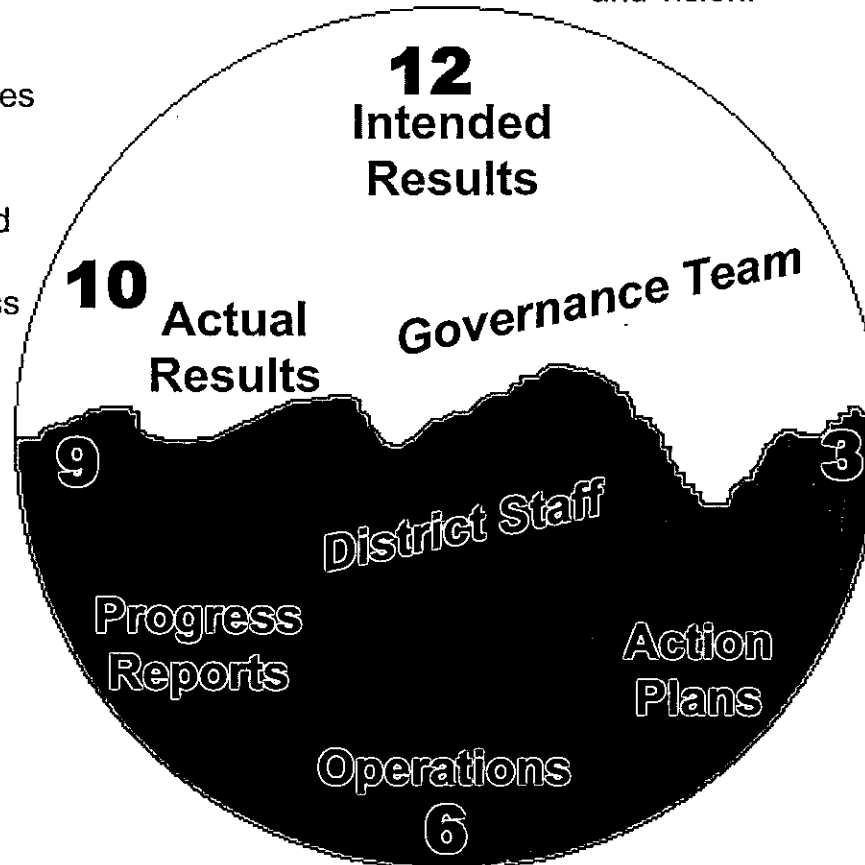
Responsibilities Related to Setting the Direction for the District

Hold the system accountable by evaluating the superintendent based on progress on goals as evidenced by reaching the success indicators we have mutually agreed upon. We hold ourselves accountable by assessing whether our behaviors and actions reflect our beliefs and vision and have helped the superintendent make progress on district goals.

At all times, provide community leadership by involving stakeholders at the front end of the process as we develop the beliefs and vision and after that by reporting progress on goals to those same stakeholders.

Set the direction by ensuring opportunities for stakeholder perspectives to be incorporated into the district beliefs and vision.

Work with the superintendent to establish the structure by adopting priorities, strategic goals and success indicators. (These documents help the vision become the driving force for the school district.)



Provide support while the superintendent and staff develop and implement action plans to accomplish these goals. (We do this by making sure all our behaviors and actions flow from the beliefs and vision and support the goals we are trying to achieve.)

CSBA Effective Governance System



I. THE TRUSTEE - INDIVIDUAL'S ATTITUDE

I keep learning and achievement for all students as the primary focus.

I value, support and advocate for public education.

I respect differences of perspective and style on the board and among staff, students, parents and the community.

I understand that manner and behavior make a difference.

I keep confidential information confidential.

I commit the time and energy necessary to be an informed and effective leader.

I understand the role and responsibilities of the board.

I understand that authority rests with the board as a whole.

I work hard to build and sustain an effective governance team.

ACSA Superintendent's Governance Standards



II. THE GOVERNANCE TEAM - AT THE BOARD TABLE

Unity of Purpose

Role

Culture

Structure & Process

We keep the district focused on learning and achievement for all students.

We communicate a common vision.

We are focused, remain on task and are consistent.

We operate openly, with trust and integrity.

We govern in a dignified and professional manner, treating everyone with civility and respect.

We govern within board-adopted policies and procedures

We take collective responsibility for the board's performance.

We periodically evaluate our own effectiveness.

We ensure opportunities for the diverse range of views in the community to inform board deliberations.

III. THE BOARD'S RESPONSIBILITIES

We set the direction.

We establish the structure.

We provide support.

We ensure accountability.

We act as community leaders.

Job Areas

Setting the District's Direction

Student Learning and Achievement

Finance and Facilities

Human Resources

Policy and Judicial Review

Collective Bargaining

Community Relations and Advocacy

STUDENT LEARNING AND ACHIEVEMENT

Current Trends and Issues in Public Education System

What Every New Board Member Needs to Know

About Governance Team Operations –

Need to Know:

7. GOVERNANCE PROTOCOLS – How we do business:

How the Board meeting agenda is developed and reviewed and by whom:	The Superintendent and Board President meet weekly to plan Board agendas.
Placing items on the Board meeting agenda:	Individual Board members may request an item be placed on a future agenda during the Board meeting. If two other members agree, the item will be added to a future agenda.
Obtaining additional information about Board meeting agenda items before the meeting:	Direct questions and inquiries to the Superintendent, who will ask staff to respond to all Board members.
Obtaining answers to questions about Board meeting agenda items before the meeting:	Direct questions and inquiries to the Superintendent, who will ask staff to respond to all Board members.
Alerting the Board president of the desire to speak on a particular agenda item:	Board members raise their hands to indicate a desire to speak.
Introducing new ideas for the Board's consideration:	The agenda includes a opportunity for individual Board members to suggest items for future agendas. If two other members agree, the item will be added to a future agenda.
Responding to staff or community complaints or concerns at Board meetings:	Any Board member may respond as an individual Board member, but only the Board president speaks on behalf of the entire Board.
Communications between and among the Board, Board members and the superintendent:	Board members must be aware at all times of the Brown Act, which limits the ability of Board members to discuss action items either directly or indirectly. This is a significant matter, which requires extensive training for all new Board members. In addition, no individual Board member should seek to direct the actions of the Superintendent. The authority of the Board is a collective one, not held by any individual member.
Communications between the board and other staff:	Board members should not contact district staff members without the knowledge and approval of the Superintendent. To the extent communication is permitted, it should be limited to the purpose of obtaining and providing information only. Board members should never seek to directly or indirectly give directions to district staff.



What Every New Board Member Needs to Know

About Governance Team Operations –

Need to Know:

Responding to community or staff complaints or concerns outside of board meetings:	The Board president speaks on behalf of the entire Board. If a complaint or concern is directed to all Trustees, then the Board president is responsible for responding. Individual trustees should only respond to those communications directed to them as individuals. Board members are held to a strict code of confidentiality regarding a variety of matters, including personnel, litigation, and negotiations.
How, when and whom to notify about visiting school sites or participating in district activities:	Board members may participate in any event or meeting open to the general public, but professional courtesy suggests advance notification of principals or administrators. School or classrooms visits must be scheduled in advance through the Superintendent.
Individual board member requests for information from staff:	See above.
Board member participation on district committees and in district activities:	Board member participation is determined at the annual organizational meeting. Board members may attend any public meeting, but must be sensitive to possible conflicts with the Brown Act.

9. When and how the board evaluates the superintendent: Formal evaluation is completed on an annual basis. The Board considers the superintendent's progress periodically throughout the year. Evaluation occurs in Closed Session.
10. When and how the board conducts a self-evaluation: This varies based upon the discretion of the Board

GOVERNANCE DOCUMENTS: The following documents are available for review on the district website or the District Office.

• District Policies	• Board Bylaws – (9000 Series of Policy Book)
• The Brown Act	• CSBA Professional Governance Standards
• District Setting Direction Documents	• District Budget Development Calendar
• Annual Governance Calendar	• Governance Handbook



What Every New Board Member Needs to Know

– About Governance Team Operations –

Need to Know:

11. BOARD MEMBER BENEFITS:

Stipend:	\$260 per month, prorated based upon number of meetings attended.
Health Benefits:	Medical available for purchase at full cost from the district. Dental provided for Board member and family. The Board member pays a portion of the premium costs; this varies depending on number of dependents covered.
Attending conferences / educational meetings / community events:	Up to \$500 for each Board member to attend conferences, etc. In addition, the District pays the costs associated with attendance at the annual CSBA conference. Travel expenses are subject to the District's travel expense procedures.
Making reservations for conferences / workshops / district business trips:	The Superintendent's Executive Assistant is responsible for making all arrangements for Board travel, conferences, and workshops.
Travel Expenses and Reimbursements:	Travel expenses are subject to the District's travel expense procedures. A copy of these procedures is available from the Superintendent's Executive Assistant.



