

Draft Governing Policies

Dr. Don Brann and the Governance Working Group

Organization

Governance Policies are divided into five categories:

- ▶ Governance Process Policies - Board Role and Responsibilities
- ▶ Superintendent Role and Responsibilities
- ▶ Board/Superintendent Linkage
- ▶ Goals and Outcomes (waiting for 7th Board Member)
- ▶ Rules of Order & Administrative Policies

Governing Process Policies

- ▶ Governance is separate from management
- ▶ Role of governance is to specify outcomes and ensure that outcomes are achieved
- ▶ Role of management is to recommend and execute means necessary to achieve outcomes

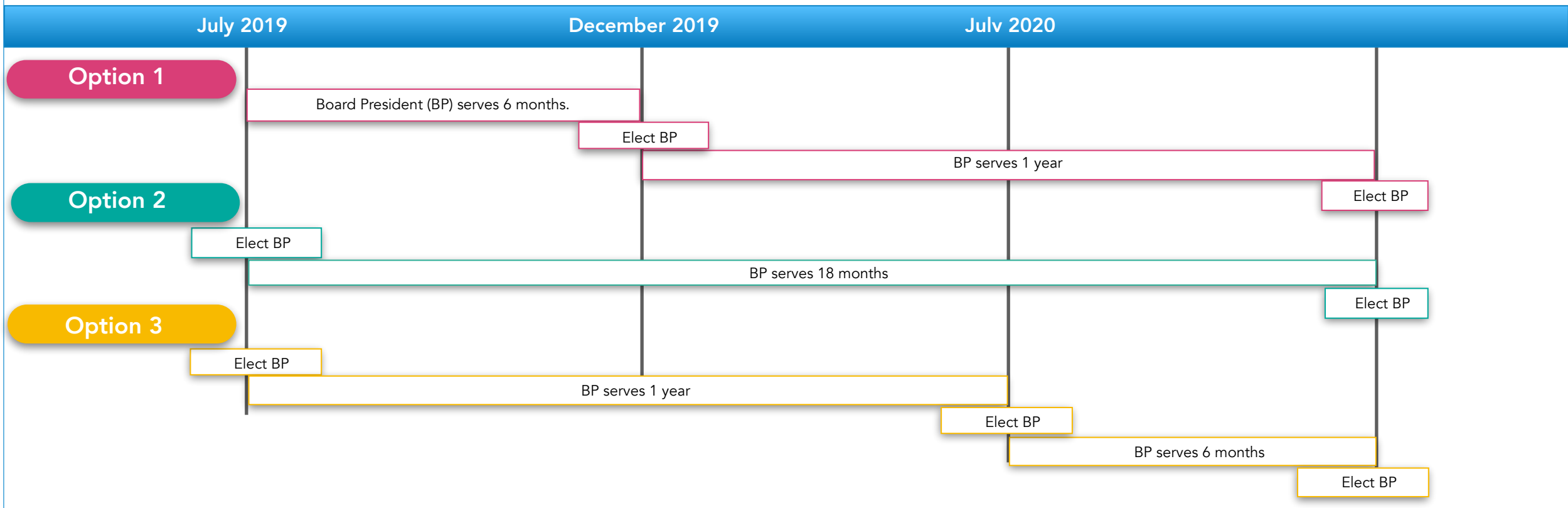
Board's Responsibilities

- ▶ Adopt Mission and Vision
- ▶ Engage communities
- ▶ Use best efforts to ensure outcomes
- ▶ Operate with integrity
- ▶ Hire & Evaluate: Superintendent; Board Secretariat; Inspector General; and Executive Director, Independent Analysis Unit



Governance Process Policy 2.3 Timeline 2019-2020

DRAFT



- Option 1**
- Board President (BP) serves 6 months (July 2019- December 2019)
 - Elect BP December 2019
 - BP serves 1 year (December 2019-December 2020)
 - Elect BP December 2020

- Option 2**
- Elect BP July 2019
 - BP serves 18 months (July 2019-December 2020)
 - Elect BP December 2020

- Option 3**
- Elect BP July 2019
 - BP serves 1 year (July 2019- July 2020)
 - Elect BP July 2020
 - BP will only serve 6 months (July 2020-December 2020)
 - Elect BP December 2020

Board President's Role

- ▶ Facilitate Board meetings
- ▶ Work with Board and Superintendent to prepare agenda
- ▶ Ensure Board acts consistently with its policies
- ▶ Communicate with legal counsel and press
- ▶ Represent Board to outside parties

Vice President's Role

- ▶ Presides over meetings when President is absent
- ▶ Current Board Rule provides that Board President appoint Vice President
- ▶ Suggestion - Board Vice President be elected by the Board

Board Secretariat's Role

- ▶ Serves as Officer of the Board
- ▶ Ensures that Governance Policies reflect most current Board decisions
- ▶ Drafts Board minutes in a timely manner for approval following a regular Board meeting
- ▶ Keeps comprehensive records of all Board actions

Board Code of Conduct

- ▶ Uphold policies and regulations
- ▶ Make decisions based on full findings of fact
- ▶ Act in the best interest of students
- ▶ Avoid conflicts of interest
- ▶ No individual authority over the organization
- ▶ Maintain confidentiality
- ▶ Properly prepared for meetings
- ▶ Proper use of authority

Board Committees

- ▶ Current Board Rule allows the Board President to establish and abolish committees
- ▶ Proposal for Board majority to establish and abolish committees
- ▶ Board Committees shall consider the recommendations of its committees
- ▶ Board Committees may not exercise authority over Supt.
- ▶ Board Committees are bound by the Brown Act

Superintendent's Role

- ▶ Promotes success of all students
- ▶ Communicates transparently
- ▶ Recognizes diversity
- ▶ Values and supports public education
- ▶ Works with the Board
- ▶ Understands the distinction between Board and Administration
- ▶ Understands that authority rests with the Board (CSBA)

Treatment of Students and Their Families

- ▶ Ensure fairness, dignity, and safety
- ▶ Ensure privacy and confidentiality
- ▶ Establish written policies accessible to parents and students
- ▶ Protect from retaliation
- ▶ Avoid discrimination

Treatment of Employees

- ▶ Ensure conditions are fair, safe and dignified
- ▶ Maintain confidentiality and privacy
- ▶ Operate with written policies
- ▶ Allow employees to express concerns
- ▶ Acquaint employees with their rights

Finance and Budget

- ▶ Supt. adheres to Budget and Finance Policy
- ▶ Budget should be based on Board Goals
- ▶ Budget must never put District in jeopardy
- ▶ Supt. shall not expend more funds in the year-to-date than have been received
- ▶ Supt. shall provide adequate information, in a reasonable amount of time, to allow the Board to make an educated approval of the budget

Asset Protection/Compensation

- ▶ Ensure assets are protected, maintained and utilized
- ▶ Act responsibly when creating compensation obligations

Communication and Support to the Board

- ▶ Submit data requested by the Board
- ▶ Provide written detailed monitoring
- ▶ Notify the Board of litigation
- ▶ Marshal for the Board stakeholder points of view
- ▶ Supply for the agenda all items delegated to the Supt.

Board-Supt Linkage Policies

- ▶ Board shall direct and oversee operation through the Supt. (CSBA)
- ▶ Board and Supt. shall work together (CSBA)
- ▶ Board shall evaluate Supt.
- ▶ Only decisions by the Board collectively are binding on the Supt.
- ▶ Supt. is authorized to establish all practices and develop all activities of the organization delegated by the Board

Rules of Order

- ▶ Remaining Board Rules categorized as Rules of Order
- ▶ Approximately 50 Board Rules have been “re-organized” into a logical sequence beginning with Conduct of Meeting
- ▶ Most Board Rules have not been changed
- ▶ Agenda will now include a section dedicated to board goals and student outcomes

Rules of Order

- ▶ Public Comment - GWG suggests Board limit public comment to 2 minutes
- ▶ GWG suggests Board determine if public appear via video conference
- ▶ Suggestion by a GWG member that Special Meetings be approved of by a Board majority
- ▶ Working group is reviewing tomorrow