

**For a Listing of Upcoming Board Meetings See Page v of this Table of Contents**  
**Santa Monica-Malibu Unified School District**  
**Board of Education Meeting**  
**AGENDA**

**April 12, 2008**

A **retreat** of the Santa Monica-Malibu Unified School District Board of Education will be held on **Saturday, April 12, 2008**, at the Roberts Art Gallery at Santa Monica High School: 601 Pico Blvd., Santa Monica, CA. The Board of Education will call the meeting to order at 8:30 a.m.

**The retreat will begin at 8:30 a.m.**

Persons wishing to address the Board of Education regarding an item that is scheduled for this meeting must submit the “Request to Address” card **prior** to discussion of that item. Persons wishing to address the Board of Education regarding an item that is **not** scheduled on this meeting’s agenda may speak during the Public Comments section by submitting the Request to Address card at the beginning of the meeting. The same card is used for either option and is printed in both Spanish and English. Cards are located with meeting materials at the back of the room. Completed cards should be submitted to the Recording Secretary.

**I. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**II. APPROVAL OF THE AGENDA**

**III. APPROVAL OF MINUTES**

- A.01 Approval of Minutes .....1  
*No Minutes to Approve*

**IV. CONSENT CALENDAR**

Consent agenda items are considered routine, as agreed by the President, Vice President and Superintendent, requiring no discussion, and are normally all approved at one time by the Board of Education. However, members of the Board of Education, staff, or the public may request an item be removed from the consent agenda for clarification and/or discussion. Consideration will occur during Section XI (Major Items).

**V. PUBLIC COMMENTS**

Public Comments is the time when members of the audience may address the Board of Education on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there are a large number of speakers, the Board may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during “VIII, Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff. This Public Comment section is limited to 20 minutes. If the number of persons wishing to address the Board of Education exceeds the time limit, additional time will be provided in Section XVI, **CONTINUATION OF PUBLIC COMMENTS.**

**MAJOR and DISCUSSION Items**

*As a general rule, items under MAJOR and DISCUSSION will be listed in order of importance as determined by the President, Vice President and Superintendent. Individual Board members may move to request a change in the order prior to consideration of any Major item. The Board*

*may also move any of these items out of order to be heard immediately following PUBLIC COMMENTS if it appears that there is special interest by the public or as a courtesy to staff members making presentations to the Board.*

**VI. MAJOR ITEMS**

These items are considered to be of major interest and/or importance and are presented for **ACTION (A)** or **INFORMATION (I)** at this time. Many have been reviewed by the Board at a previous meeting under the Discussion Items section of the agenda.

**VII. DISCUSSION ITEMS**

These items are submitted for information (FIRST READING) and discussion. Action will generally be considered at the next regularly scheduled meeting of the Board.

D.01 Review Board of Education and Superintendent Protocols..... 2-4

**VIII. INFORMATIONAL ITEMS**

**IX. CLOSED SESSION**

The Board of Education will, if appropriate, adjourn to CLOSED SESSION to complete discussion on items listed for CLOSED SESSION following the regular business meeting.

**X. ADJOURNMENT**

This meeting will adjourn to a special workshop to be held on **Wednesday, April 16, 2008**, at **4:00 p.m.** at the District Administrative Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA.

**Meetings held at Santa Monica City Hall are broadcast live - City TV2, Cable Channel 16.  
Meetings held at the District Office and in Malibu are taped and rebroadcast  
in Santa Monica on CityTV2, Cable Channel 20 - Check TV listing.  
Meetings are rebroadcast in Malibu on Government Access Ch. 3 every Saturday at 8pm**

**Board of Education Meeting Schedule – 2007/2008**  
**Public Meetings will begin at 5:30 p.m.**

July through December 2007					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July		7/12 DO	7/19* DO		*Special Meeting
August		8/9 DO		8/23 DO	8/29: Board Retreat
September	9/6 DO			9/27 DO	9/4: Board Retreat 9/29: Closed Session
October	10/4 M		10/18 SM	10/25* DO	10/1: Brd Retreat 10/2: Special Mtg *Special Meeting
November	11/1 M		11/15 SM	<del>11/30</del> WHERE (5 <sup>th</sup> Thurs)	Thanksgiving 11/22-23
December		12/13 DO		winter break	12/10: Board Retreat
<b>December 24 – 31: Winter Break</b>					
January through June 2008					
<b>January 1 – 4: Winter Break</b>					
January	winter break		1/17 DO	<del>1/31</del> WHERE (5 <sup>th</sup> Thurs)	
February	2/7 M	2/11* DO	2/21 SM	2/26* DO 2/27* DO	*Special Meeting
March	3/5* DO	3/13 DO	spring break	spring break	*Special Meeting Stairway 3/6 & 3/7
<b>March 17 – 28: Spring Break</b>					
April	4/3 DO	4/7* DO	4/17 SM	4/24** DO	*Special Meeting **Brd Retreat
May	5/1 M		5/15 SM	<del>5/29</del> WHERE (5 <sup>th</sup> Thurs)	
June	6/5 DO			6/26 DO	Last day of school 6/20

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.  
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA  
 Santa Monica City Council Chambers (SM): 1685 Main Street, Santa Monica.

**Santa Monica-Malibu Unified School District  
Board of Education  
April 12, 2008**

**I CALL TO ORDER**

A Roll Call

Oscar de la Torre –President  
Jose Escarce – Vice President  
Maria Leon-Vazquez  
Ralph Mechur  
Kelly Pye  
Barry Snell  
Kathy Wisnicki

Student Board Members

B Pledge of Allegiance

**II CLOSED SESSION**

TO: BOARD OF EDUCATION  
FROM: DIANNE TALARICO  
RE: APPROVAL OF MINUTES

ACTION  
12/10/07

RECOMMENDATION NO. A.01

It is recommended that the Board of Education approve the following Minutes:

*There are no minutes for approval.*

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:

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## **DISCUSSION ITEMS**

TO: BOARD OF EDUCATION

DISCUSSION

04/12/08

FROM: DIANNE TALARICO

RE: REVIEW BOARD OF EDUCATION AND SUPERINTENDENT PROTOCOLS

DISCUSSION ITEM NO. D.02

The Board of Education and Superintendent will be working to develop protocols between a board and Superintendent.

These protocols will guide the Board of Education and Superintendent with their work in leading the district.

Attached are the draft protocols provided by Mr. Brown.

## **Board/Superintendent Protocols - DRAFT**

**Please view these protocols as a starting point for our conversation.**

### **As members of the Board and as Superintendent, we will...**

1. Keep teaching and learning as the primary focus of our work.
2. Value, respect and support public education.
3. Model good learning by participating in professional development.
4. Respect the differences between governance and management.
5. Recognize and respect differences of perspective and style on the board and among staff, students, parents and the community.
6. Operate with trust and integrity.
7. Keep confidential matters confidential.

### **As a Board, we will...**

1. Understand that the authority of the board rests with the board as a whole, and not individual board members.
2. Define the district's core values and beliefs.
3. Develop with the superintendent a vision of a district with high performing students and staff.
4. Establish clear expectations for student success that promote equity of outcomes for all students.
5. Make sure our agenda and behaviors reflect the district's core values.
6. Govern in a professional manner, treating everyone with civility and respect.
7. Take collective responsibility for the board's performance.
8. Evaluate the board's effectiveness regularly against a pre-determined set of criteria.
9. Adopt, evaluate, update and set new policies that enable the district to achieve its vision, mission, core values and strategic goals.
10. Adopt a budget that supports achievement of the district's vision and mission and monitor the fiscal health of the district on a regular basis.
11. Establish a framework for collective bargaining that supports high-quality teaching and learning.
12. Ensure that the district operates within the legal parameters established by local, state and federal governmental agencies.

### **As Superintendent, I will...**

1. Work toward creating a team with the board that is dedicated to students and their achievement.
2. Respect and acknowledge the board's role in setting policy and overseeing the performance of the superintendent.
3. Recognize that the board-superintendent governance team requires support from the district's management team.
4. Develop and communicate the clear and common vision established collaboratively with the board.
5. Understand the distinction between board and staff roles, and respect the role of the board as the representative of the community.
6. Accept leadership responsibility and be accountable for implementing the vision, goals and policies of the district.
7. Provide data to the board so it can make data-driven decisions.
8. Communicate with board members promptly and effectively.
9. Distribute information fully and equally to all board members.

10. Not bring a matter to a public meeting that is a surprise to the board.
11. Provide requests for additional information through board updates, special reports, board agenda item, or as a board workshop or special meeting.
12. Be visible in the schools and the broader communities.
13. Value life-long learning and be the instructional leader of the district.

These protocols are adapted/condensed from the book Jim Brown provided for us, A Practical Guide to Effective School Board Meetings.

## Take stock of the board/superintendent relationship

Use this checklist to assess the current state of your district's board/superintendent relationship:

### The board knows its role

- Does the board understand and practice the difference between making policy and interfering in the management of the schools?
- Does the board evaluate the superintendent each year?
- Does the board engage in regular planning activities and monitor progress on the district's strategic goals?
- Does the board educate itself (attend association events, use case studies, and discuss roles and responsibilities with the superintendent) to affirm roles?
- Does the superintendent orient new members to the board's and superintendent's roles and responsibilities?
- Are new board members with personal agendas told by the president that they won't be successful? Is this reaffirmed by the full board?
- Do board members understand the varied relationships they have (with the superintendent, with policy, with the public/parents, with employees, with committees, with board members)?

### The board and superintendent communicate effectively

- Does the board request and receive a weekly "Superintendent's Update" type of communication from the administrator?
- Does the superintendent communicate her personnel decisions to the board?
- Does the superintendent make efforts to communicate with board members in between board meetings?

### The board and teamwork

- Do the board and superintendent take an annual retreat?
- Does the board recognize and thank employees for their contributions to the district?
- Does the board regularly perform a self-appraisal (at least every three years)?
- Does the board evaluate the status of how the team functions (no sense of boredom, conflicts aired and resolved without rancor, all board members have a chance to speak)?

### The board supports the superintendent

- Does the board support the superintendent when she makes a difficult or unpopular personnel decision?
- Do the board and superintendent compliment one another, share jokes, and celebrate family and individual accomplishments?
- Is the superintendent's wage-and-benefits package competitive with similar districts?

### The board trusts the superintendent

- Does the board route staff complaints to the superintendent or attempt to resolve the problem itself?
- Does the board route citizen/parent complaints to the superintendent or attempt to resolve the problem itself?
- Does the superintendent keep the board informed about the resolution of staff/parent complaints? ■

## Cement positive board/superintendent relationship

In *Insights on Issues*, the Colorado Association of School Boards states: "A positive board/superintendent relationship is essential to district success."

CASB identifies five areas the board should emphasize to build a strong relationship with the superintendent:

1. Know your roles and responsibilities.
2. Communicate with clarity.
3. Be a team.
4. Follow through.
5. Build trust.

For more information, visit [www.casb.org](http://www.casb.org). ■