

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

February 27, 2008

A **special meeting** of the Santa Monica-Malibu Unified School District Board of Education will be held on **Wednesday, February 27, 2008**, in the Conference Room of the District Offices: 1651 16th Street, Santa Monica, CA. The Board of Education will call the meeting to order at 4:00 p.m. in the Board Conference Room at the District Offices: 1651 16th Street, Santa Monica, CA., at which time the Board of Education will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:30 p.m. in the Board Room.

The public meeting will begin at 5:30 p.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.

Time Certain Items: Those items listed for a specified time (indicated in bold) are listed to give the public an indication of when a particular item of interest will come before the Board. The Board will hear the item at the affixed time. However, if it is prudent to do so, the Board may adjust the time stamp to complete an item currently on the floor, but will not delay the time stamped item for more than 15 minutes.

I. CALL TO ORDER

A. Roll Call

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

B. Pledge of Allegiance

II. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY

III. CLOSED SESSION:

- Superintendent’s performance evaluation and 2006-07 Performance Targets pursuant to GC §54954.5 as cited in the Brown Act.

IV. 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 Policies Related to District Advisory Committees 2-18
D.02 Review Board of Education and Superintendent Protocols..... 19-21

V. ADJOURNMENT

This meeting will adjourn to the next regularly scheduled meeting to be held on **Thursday, March 13, 2008**, at **5:30 p.m.** in the **District Office Board Room**: 1651 16th Street, Santa Monica, CA.

SMMUSD Board of Education Meeting Schedule 2007-2008

Public Meetings begin at 5:30pm

July through December 2007					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th 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	11/30 WHERE (5th Thurs)	Thanksgiving 11/22-23
December		12/13 DO		winter break	12/10: Board Retreat
December 24 – 31: Winter Break					
January through June 2008					
January 1 – 4: Winter Break					
January	winter break		1/17 DO	1/31 WHERE (5th 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
March 17 – 28: Spring Break					
April	4/3 DO		4/17 SM		
May	5/1 M		5/15 SM	5/29 WHERE (5th Thurs)	
June	6/5 DO			6/26 DO	Last day of school 6/20

District Office (DO): 1651 16th 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.

DISCUSSION ITEMS

TO: BOARD OF EDUCATION

DISCUSSION

02/27/08

FROM: DIANNE TALARICO

RE: REVIEW BOARD POLICIES RELATED TO DISTRICT ADVISORY
COMMITTEES (DACs)

DISCUSSION ITEM NO. D.01

The Board of Education recognizes that district advisory committees provide a valuable method whereby citizens and educators can better understand the attitudes and opinions which are held in the school-community environment (BP 1220).

The purpose of this discussion is to ensure the committees are functioning at a level that is beneficial and relevant to the needs of the district and the students.

Discussion will involve a review of the structure and number of district advisory committees (DACs), protocols for DACs, and the terms of membership. The Superintendent will make recommendations to clarify the charges and purpose of the specific DACs.

Attached are the following documents:

- Board Policy 1220 - District Advisory Committees
- Administrative Regulation 1220 - District Advisory Committees
- Application to serve on a DAC
- Other Board Policies that mention DACs

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>
1220	Community Relations	District Advisory Committees

<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>
Participation by The Public	X		

DETAIL

The Board of Education recognizes that district advisory committees provide a valuable method whereby citizens and educators can better understand the attitudes and opinions which are held in the school-community environment.

The Board, or the Superintendent with the Board's approval, may appoint district advisory committees to advise the Board on school problems, needs and issues from a balanced, logical, and analytic perspective, as the need arises.

It is not the intention that advisory committees become policy-making bodies or that they manage or direct staff. Committees are advisory in nature only; that is, they inform, suggest, and recommend to the Board of Education.

All meetings of committees shall be held as open meetings in compliance with the Ralph M. Brown Act, also known as the Open Meeting Act of the State of California. It is the intent of the Board of Education that each District Advisory Committee shall schedule two meetings in Malibu each school year. Board appointed Ad Hoc Advisory Committees and Oversight Committees shall establish meeting schedules that best meet the requirements of their respective charges.

District Advisory Committees shall be appointed for a specific purpose. The Board of Education will review the purposes/charges of the committees on an annual basis no later than October of each year. Annually, an Assessment/Evaluation form will be distributed to District Advisory Committees for their review and input regarding the committee charges and their yearly accomplishments. The Board seeks to be highly collaborative in determining committee charges. When a committee has fulfilled or completed its purpose/charge, it may be given a new or revised charge or it may be dissolved. The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committees.

All residents and taxpayers of the district attendance area, parents of children enrolled in its schools, school employees,

and experts/professionals, as stipulated in this Board Policy, shall be eligible for membership and participation, a prerequisite being solely an unselfish interest in public schools, the community and every child.

Every effort shall be made to select committee members in a manner which ensures that the committee represents a cross section of qualified people throughout the district. A balance of males and females, ethnic representation and geographic location shall be sought in the composition of each committee, except in those cases where a committee is established to address the needs of a particular segment of the school population or community. The Board shall review this balance before making final the appointments of committee members and alternates.

A staff Liaison will be assigned to each advisory committee and will serve as the district representative and as a communication link between the committee and the other district administrative staff. The Staff Liaison is not a member of the committee and may not vote.

Staff members may be appointed to advisory committees as deemed appropriate by the Board of Education. Staff may also be appointed to serve as expert advisors. An expert advisor is not a member of the committee and may not vote.

Membership recruitment will be ongoing throughout the year. Minimally, information about the District Advisory Committees will be shared with the public in August, November, and January. Applications for appointment to advisory committees may be submitted at any time during the year. Once per quarter, an item shall be placed on the Board of Education agenda listing committee vacancies.

The Superintendent is authorized to accept letters of resignation from individual committee members.

EXPENSES, TRAVEL, REIMBURSEMENT

When the Board approves a request by a committee that members be authorized to provide translation services at meetings, to attend a conference, visit an educational facility, or otherwise participate in an activity which involves expense to the member in carrying out the mission of the committee, the Superintendent is authorized to reimburse the member at the same rates and under the same conditions as those provided for district employees and officers.

REFERENCE

EDUCATION CODE

8070 Vocational education advisory committee

11503 Parent involvement program

35147 School site councils and advisory committees
 35172 Promotional activities
 44032 Travel expense payment
 44033 Automobile allowances
 52012 School site council
 52065 American Indian advisory committee
 52176 Advisory committees (LEP program)
 52208 Parent participation (GATE)
 52852 Site council, school-based program coordination
 54425 Advisory committees; compensatory education
 54444.1-54444.2 Services to migrant children; parent advisory councils
 54724 Site council, motivation and maintenance program
 56190-56194 Community advisory committee, special education
 62002.5 Continuing parent advisory committees; schools receiving funds from economic impact aid or bilingual education act
 GOVERNMENT CODE
 820.9 Members of local public boards not vicariously liable
 54950-54962 Meetings

MANAGEMENT RESOURCES

ADOPTED

January 4, 1989

REVISED

February 16, 2006

January 5, 2006

October 15, 1998

September 17, 1998

May 14, 1998

March 10, 1994

CSBA DATE

October 1994

DISTRICT GOAL

Quality Education for All

THIS IS CURRENT SMMUSD ADMINISTRATIVE REGULATION - February 22, 2008

<u>NUMBER</u>	<u>ARTICLE</u>	<u>TITLE</u>
1220	Community Relations	District Advisory Committees

<u>SUBTOPIC</u>	<u>POLICY</u>	<u>REGULATION</u>	<u>EXHIBIT</u>
Participation by The Public		x	

DETAIL

SUBJECT: DISTRICT ADVISORY COMMITTEES

ISSUED BY: SUPERINTENDENT

I. EFFECTIVE DATE: February 16, 2006

II. AUTHORITY

Board of Education Policy 1220

III. PROCEDURES

Consistent with Board of Education Policy, the following General Guidelines apply to District Advisory Committees.

GENERAL GUIDELINES

A. Purpose

The basic purpose of a district advisory committee is to advise the Board of Education regarding school problems, needs and issues from a neutral party point of view.

The district advisory committee provides a method whereby citizens and educators can understand better the attitudes and opinions which are held in the school-community environment. Such a committee shall have as its purpose improved communication and understanding. It is not the intention that advisory committees become policy-making bodies or that they manage or direct the schools. Committees are advisory in nature only; that is, they inquire, inform, suggest, recommend. It is assumed, however, that through improved understanding and information, the district can and will move in the direction of clearly demonstrated needs and desires of the community to be served.

B. Roles

Committees established/approved by the Board of Education are responsible to the Board, the superintendent in his capacity as secretary to the Board of Education, or a designated representative. Committees shall function as recommending

agencies.

Each committee shall serve for a specific purpose to be stated to the committee at the time it is formed. The committee shall then begin its work which, when completed, will result in recommendations to the Board or the superintendent.

C. Functions

The basic district goal is to provide a quality education for every pupil. It is expected that district advisory committees will contribute to the attainment of this goal. The committee's functions may include but shall not be limited to the following:

1. To act as a channel of effective communication between schools, the administration and the community, thereby assisting in promoting community pride in district and schools.
2. To improve joint exploration of future school needs regarding the community's aspirations and the improvement of school programs.
3. To assist in the overall planning of the educational program and of budget resources.
4. To assist in identifying, mobilizing and coordinating resources, both human and material, available from the community for the benefit of the schools.
5. To assist in providing support for educational programs.
6. To act as a sounding board for additions to or changes in the school district's education projects.
7. To keep the Board and superintendent informed of the committee's progress and activities, and advise regarding the committee's recommendations, proposals and decisions.

D. Responsibilities

District advisory committees may have the responsibility to:

1. Advise the Board and superintendent on matters related to educational needs, problems and suggested priorities.
2. Advise the Board and superintendent regarding opinions and attitudes of parents and other citizens of the total school community on significant issues of a general or specified nature.
3. Assist in establishing liaison with, and strengthening

communication between the district and the communities it serves.

4. Assist in identifying educational needs unique to a local school community.

5. Assist in interpreting educational needs and programs to the community.

6. Advise the Board and superintendent on adoption of educational programs.

7. Approach all issues from an objective, neutral party point of view.

E. Membership

Being aware that the schools belong to the people who created them by taxation and consent; and believing that the schools will only be as successful as the intelligent and knowledgeable support of the people permit them to be; and knowing that committees are advisory in nature with decision-making powers retained by the Board of Education; all residents and taxpayers of the district attendance area, all parents of children enrolled in its schools, and school employees as stipulated in these Guidelines shall be eligible for membership and participation, a prerequisite being solely an unselfish interest in public schools, the community and every child.

1. Size

The committees shall be of sufficient size to assure representation of a cross section of the community; normally seven (7) to twenty (20) active members are desirable.

2. Representation

Committee members shall be selected in a manner to provide reasonable geographic, socioeconomic and ethnic representation. No person, however, may be excluded from nomination because of race, color, creed, religion, sex, sexual preference, handicap or expressed opinions so long as that person can assume an objective point of view in all committee deliberations.

Each committee shall elect a chairperson. Each committee shall have a district representative whose function shall be to furnish information and services needed by the committee.

3. Duration

It is intended that committee members be appointed by the Board for a term of up to four (4) years. If at the end of a four (4) year-term a member wishes to remain on the committee, the Board invites and encourages the member to complete a new application

for committee membership.

4. Selection of Members

Committee members and alternates shall be appointed or approved by the Board of Education, and serve thereafter at the pleasure of the Board.

5. Selection of Alternates

If the need arises, alternate members may be appointed or approved by the Board.

F. Officers

1. Officers

The officers of a district advisory committee shall be a chairperson, a vice chairperson, a secretary, and such other officers as a committee may deem desirable.

2. Election and Term of Office

The officers of a district advisory committee shall be elected as soon as feasible after the first meeting, and in no case later than the conclusion of the third regular meeting. They shall serve one (1) year, or until the committee's task is completed.

3. Notification

The Board and superintendent shall be presented with a list of officers following the election.

4. Definition of Roles

It is important that each member of a district advisory committee understand his/her own role as well as the roles of the other members. By an understanding of these roles the committee will better fulfill its responsibilities and functions. The roles of committee members are as follows:

a. Committee Chairperson

(1) Works closely with the other officers of the committee and the district representative to plan each meeting and make proper notification of meetings to each member.

(2) Presides at all meetings, maintains order and sees that the meeting is properly adjourned.

(3) Takes general responsibility for the maintenance of committee minutes and other records.

(4) Sees that business is ordered, considered and disposed of properly.

(5) Reports to the superintendent directly on behalf of the

committee. Thus, comments by individual members shall not be construed as the committee's position.

(6) Is an impartial, conscientious arbiter of discussion and debate and insists on fairness in the actions and debate of the members.

(7) Is responsive to the concerns of all members and visitors.

(8) Directs the preparation of reports of the actions of the committee and submits them to the superintendent through the district representative.

b. Vice-Chairperson

(1) Substitutes for the chairperson during his/her absence and represents the chairperson in assigned duties.

(2) Performs such other duties as may be assigned by the chairperson or by the committee.

(3) In the event that the chairperson cannot fulfill his/her term of office, the vice-chairperson shall serve in that capacity for the remainder of the term.

c. Recording Secretary

(1) Keeps accurate, complete minutes of all meetings, both regular and special, and promptly transmits them to the chairperson and the district representative.

(2) Is custodian of the committee's records.

(3) Sees that all notices are duly given.

(4) Keeps the committee's membership and attendance records, including the address and telephone number of each member.

(5) Keeps a list of special duties of the members.

(6) Prepares a copy of the order of business for the presiding officer and reminds the presiding officer of the order of business and time limitations, when necessary.

(7) Performs all duties incident to the office of secretary and such other duties as may be assigned to the office by the chairperson or by the committee.

(8) Keeps on file a summary written report of actions of the committee.

d. District Representative (Appointed by the superintendent)

(1) Serves as the appointed district representative and as a communication link between the committee and the other district administrative staff.

(2) Provides staff services to the committee.

(3) Arranges for the typing, reproduction and distribution of all minutes, reports, letters and other records and communications of the committee.

(4) Arranges any resource allocations needed by the committee to carry out designated functions. All such allocations shall be approved by the superintendent.

e. All Members

(1) Participate regularly in committee meetings and carry out committee assignments.

(2) Become knowledgeable about the topics to be considered by the committee and their impact on the District.

(3) Serve as a communications link between the committee and any group they may represent, keeping such groups informed of actions and activities of the committee.

(4) Avoid use of committee membership/position for personal purposes.

f. Board Members

Applies when Board members are appointed as liaison members to a committee.

(1) Provide liaison between the committee and the Board of Education. Keep the Board informed of discussion and actions of the committee(s).

(2) Represent the position of the entire Board in all committee deliberations on subjects where the Board has taken a position.

(3) May not serve as an officer of a committee.

(4) Are not voting members.

G. Meetings

1. Regular Meetings

District advisory committees shall meet regularly as determined by each committee at the first general meeting. Meetings shall be scheduled to permit the greatest number of members to attend. The first official meeting of district advisory committees shall be held as soon as practicable following completion of appointments.

2. Special Meetings

Special meetings may be called by the chairperson, by majority vote of a committee, or at the request of the Board of Education.

3. Place of Meetings

All regular meetings shall be held within the geographical boundaries of the school district.

4. Notice of Meetings

Notification of all meetings shall be duly publicized at least two (2) days in advance.

5. Openness of Meetings

All meetings of committee shall be held as open meetings.

6. Agenda

The chairperson, in consultation with the district representative, shall be responsible for preparation of the agenda for each meeting. When appropriate, the agenda shall include an opportunity for presentation of new business from the floor, and shall provide for public comment.

7. Decisions

All decisions of the district advisory committees shall be made only upon an affirmative vote of a majority of its members in attendance, provided a quorum is present.

8. Quorum

A quorum consists of a simple majority of the committee, excluding vacancies.

9. Minutes

Minutes shall be kept for each meeting and submitted for

approval at the next meeting. The minutes of the meeting shall be made available for any interested person or group.

10. Subcommittees

Subcommittees may be established as necessary and may include participants other than appointed members.

H. Operation

A guide for the operation of district advisory committees is as follows:

1. Selection of members
2. Orientation of members
3. Outline of procedures
4. Election of officers
5. Selection of materials and resources
6. Work on the project
7. Report of findings by members
8. Agreement on reports
9. Development of committee recommendations
10. Delivery of recommendations to Board and superintendent
11. Consideration of suggestions by Board and superintendent and staff
12. Action by the Board of Education and dissolution of committee

Each committee shall evaluate its own operation and make needed changes.

I. Orientation

Orientation and general information shall be provided for district advisory committees as needed. This shall be a shared responsibility of the committee chairperson, Board representative and district representative. Inservice training shall be provided if requested by the committee.

J. Limitations

Reproductions of district advisory committee products, such as newsletters, handbooks and general communications must be previewed by the superintendent or his designee prior to distribution.

Responsibility for the establishment of policy is vested by law in the district's elected Board of Education.

K. District Support

The Board may establish an operation budget for a committee, as deemed necessary. The district representative shall see that reasonable committee needs for typing services, franking assistance, duplicating services, inservice education, conference/convention attendance, etc., are met.

IV. RELATED FORMS

Application for Membership District Advisory Committee(s)

V. APPROVAL

SUPERINTENDENT John Deasy, Phd DATE 1/5/06

**Santa Monica-Malibu Unified School District (SMMUSD)
Office of the Superintendent**

APPLICATION FORM – DISTRICT ADVISORY COMMITTEE

2007 – 2008

TYPE OR PRINT IN BLACK INK

Name:			
Mailing Address (include City, State, ZIP):			Is this a RE-APPLICATION? (Are you a current DAC member who is applying for a different membership category?): ___ Yes ___ No
Home Phone:	Work Phone:	Fax Number:	Email Address:

Please indicate the DAC for which you wish to be considered (mark in order of preference – 1, 2, 3):	
<input type="checkbox"/> English Learners Advisory Committee (ELAC)	<input type="checkbox"/> Special Education District Advisory Committee (SEDAC)
<input type="checkbox"/> Child Care & Development Advisory Committee	<input type="checkbox"/> Sports & Physical Education Advisory Committee
<input type="checkbox"/> Community Health & Safety Advisory Committee	<input type="checkbox"/> Visual & Performing Arts (VAPA) Advisory Committee – circle a subcommittee: 1) Music 2) Visual 3) Dance/Dramatic Arts

What group(s) do you feel you would represent particularly well? (Check all that apply):		
<input type="checkbox"/> Parent (Also indicate if you have children in nonpublic schools)	School:	Grade Level(s) of Children:
<input type="checkbox"/> Expert or Professional in a Field Related to the Committee	Please Specify:	
<input type="checkbox"/> School Site or District Employee (SMMUSD)	Location & Position:	
<input type="checkbox"/> Student (currently)	Name of School / Grade:	
<input type="checkbox"/> Community Member (non-parent)	Prior District Involvement:	

Please list any local or community service organizations to which you belong. Also list any District Advisory Committees (DACs) on which you are currently serving or have previously served (include dates of service):

Specific abilities, experience, interest you would bring to the District Advisory Committee (DAC) (please include community / business expertise and/or occupation:

What would you hope to accomplish as a member of a District Advisory Committee (DAC)?

THIS INFORMATION IS VOLUNTARY

In order to have racial / ethnic balance on these committees, we request that you complete this section. Please indicate which of the following describes your identification:

- | | |
|--|--|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> African American / Black |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Multi-racial/Multi-ethnic _____ |

All persons are invited to apply for membership on Santa Monica-Malibu Unified School District Advisory Committees, regardless of race, age, sex, religion, marital status, national origin, ancestry, sexual orientation, or disability.

Applicants should not serve on more than one District Advisory Committee (DAC). The membership of these committees is appointed or is considered for appointment by the Board of Education at one of its regularly scheduled meetings. Appointees agree to serve one-year terms and will be notified by the Office of the Superintendent or district liaison. Current committee members who no longer represent the membership category to which they were originally appointed, but who wish to continue as members of their respective committees, must submit new applications and will be considered for appointment.

You do not need to answer every question on this application. All applicants should attach a copy of their **most current resume** and return with this application.

Applicant's Signature: _____ **Date:** _____

Return completed application and resume to:

Superintendent's Office
Santa Monica-Malibu Unified School District
1651 16th Street
Santa Monica, CA 90404
FAX: 310.581.1138

THANK YOU FOR APPLYING!

Other board policies that mention DACs

BP 3030 - Facilities Accessibility (July 22, 1991)

An Accessibility **District Advisory Committee**, including members who have disabilities, will be appointed by the Board to study and advise the Board on accessibility issues.

BP 8320.1 - Agendas (February 15, 2001)

VIII. COMMUNICATIONS

- A. School Reports
- B. Student Board Member's Reports
- C. SMMCTA Representative's Report
- D. S.E.I.U. Representative's Report
- E. PTA Council President's Report
- F. **District Advisory Committee** Report
- G. SM-M Education Foundation President's Report
- H. Proposition X/State Modernization
- I. Proposition X Oversight Committee
- J. Financial Oversight Committee
- K. Malibu Youth Coalition

XII. REQUESTS BY MEMBERS OF THE PUBLIC OR **DISTRICT ADVISORY COMMITTEES** TO ADDRESS THE BOARD OF EDUCATION

These items are submitted by members of the public to address the Board of Education on a matter within the jurisdiction of the Board, as per Board Policy 8320(c). Requests must be submitted to the Superintendent in writing ten days before the Board meeting or prior to agenda planning, in accordance with the established agenda planning schedule, whichever is less. The written request will not exceed 500 words and will include, as an attachment, brief background information and the reason for the request.

BP 8320 - Preparation (October 9, 1997)

b. **District Advisory Committees**

A **District Advisory Committee** may request an item be placed on the Board of Education agenda as a Discussion or Information item following a majority vote of a quorum of Committee members at a duly posted meeting of the **Advisory Committee**. In compliance with Education Code Section 35147(c), the proposed request must appear on the posted committee meeting agenda and must be posted 72 hours in advance of the meeting.

Upon the request of a **District Advisory Committee**, an information or discussion item will be scheduled on the agenda. Such a request needs to be submitted in writing ten (10) days before the Board meeting or prior to agenda planning, in accordance with the established agenda planning schedule, whichever is less. The written request will not

exceed 500 words and will include background information and the reason for the request. The request, as submitted by the **Advisory Committee**, will then be placed as an item on the Agenda.

AR 1312.3 - Uniform Complaint Procedures (December 31, 2007)

B. Notifications

The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the **district advisory committee**, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

BP 5030 - Student Wellness (July 27, 2006)

2. A **District Advisory Committee** shall exist for Health and Safety and Physical Activity. This group will assist in assessing adherence to this Wellness Policy and setting goals for improvement in student wellness.

TO: BOARD OF EDUCATION

DISCUSSION

02/27/08

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 with James R. Brown - an education consultant for SpringBoard Schools, an author, and a retired Superintendent - to begin the development of 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.