



## **BOARD OF EDUCATION MEETING AGENDA – SPECIAL MEETING**

**June 13, 2017**

A special meeting of the Santa Monica-Malibu Unified School District Board of Education was held on Tuesday, June 13, 2017, in the District Administrative Offices: 1651 16<sup>th</sup> Street, Santa Monica, CA. The Board of Education called the meeting to order at 4:05 p.m. in the Board Conference Room at the District Offices. At 4:06 p.m., the Board of Education moved to Closed Session regarding the items listed below. The public meeting reconvened at 5:35 p.m. in the Board Room.

### **CLOSED SESSION** (4:00-5:00 p.m.)

#### **I. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY**

Persons wishing to address the Board of Education regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

#### **II. CLOSED SESSION** (60 minutes)

- Government Code §54956.8 (30)  
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
  - Property: 1818-1842 4<sup>th</sup> Street, Santa Monica CA 90405
  - Agency Negotiator: Dr. Ben Drati
  - Negotiating Parties: Santa Monica – Malibu Unified School District (SMMUSD), City of Santa Monica
  - Under Negotiation: Price and terms of payment
- Government Code §54957 (30)  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
  - Title: Superintendent

### **OPEN SESSION** (5:00 p.m.)

#### **III. CALL TO ORDER**

##### **A. Roll Call**

##### Board of Education Members

Laurie Lieberman – President

Richard Tahvildaran-Jesswein – Vice President

Oscar de la Torre

Maria Leon-Vazquez

Craig Foster

Jon Kean

Ralph Mechur

##### **B. Pledge of Allegiance**

*Led by Dr. Tahvildaran-Jesswein*

#### **XI. GENERAL 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 (the following rules apply to both general public comments as well as comments about a specific agenda item). The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during 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. Individual members of the public who submit a public speaking card prior to the Board hearing an agenda item or general public comments shall be allowed three (3) minutes to address the Board on each agenda or nonagenda item, depending on the number of speakers. If there are ten or more speakers on an agenda or nonagenda item, the Board shall limit the allowed time to two (2) minutes per speaker. Individual speakers who submit a public speaking card after the Board begins to hear an agenda

item or general public comments shall be allowed one (1) minute to address the Board. A public speaker may yield his/her time to another speaker, but must be present when his/her name is called. The donor would then give up his/her opportunity to speak. The public speaker who receives the donated minutes shall speak for no more than four (4) minutes maximum. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. Individuals represented by a common point of view may be asked to select one individual to speak for the group. The president may, at his/her discretion, allow five (5) minutes for those who are serving as a spokesperson for a group or organization. The Board may limit the total time for public input on each item to thirty (30) 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.**

### **DISCUSSION and MAJOR Items**

*As a general rule, items under DISCUSSION and MAJOR will be listed in an order 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 earlier in the meeting if it appears that there is special interest by the public or as a courtesy to staff members making presentations to the Board.*

#### **XII. DISCUSSION ITEMS (30 minutes)**

These items are submitted for discussion. Any action that might be required will generally be scheduled for the next regularly scheduled Board meeting.

D.0 Reflection on Board Governance Protocols (30) .....1

#### **XX. ADJOURNMENT**

It was moved Mr. Mechur, seconded by Mr. Foster, and voted 7/0 to adjourn the meeting at 7:00 p.m. The next meeting is a special meeting scheduled for 5:30 p.m. on **Thursday, June 22, 2017, at the district office: 1651 16<sup>th</sup> St., Santa Monica, CA 90404.** The next regular meeting is scheduled for **Thursday, June 29, 2017, at 5:30 p.m. at the district office.**

Approved: \_\_\_\_\_

6-29-17

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

**SMMUSD Board of Education Meeting Schedule 2016-17**  
**Closed Session begins at 4:30pm      Public Meetings begin at 5:30pm**

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/20/16 (W)	DO			X	
8/10/16 (W)	DO			X	
8/24/16 (W)	DO				Special Meeting: Retreat
9/1/16 (Th)	DO	X			
9/20/16 (T)	SMC				Special Mtg: Joint Mtg w/ SMC
9/22/16 (Th)	DO		X		
10/4/16 (T)	DO				Special Closed Session
10/6/16 (Th)	M	X			
10/15-16 (S-S)	DO				Special Closed Session
10/20/16 (Th)	DO		X		
10/27/16 (Th)	SBUSD			X	Special Meeting
11/3/16 (Th)	M	X			
11/17/16 (Th)	DO		X		
11/28/16 (M)	DO				Special Meeting
12/13/16 (T)	DO				Special Meeting: Retreat
12/15/16 (Th)	DO			X	
1/12/17 (Th)	DO				Special Meeting: Retreat
1/19/17 (Th)	DO			X	
1/24/17 (T)	DO				Special Meeting: Budget Wrkshp
2/2/17 (Th)	M	X			
2/16/17 (Th)	DO		X		
3/2/17 (Th)	DO	X			
3/7/17 (T)	DO				Special Meeting
3/16/17 (Th)	M		X		
3/23/17 (Th)	DO				Special Meeting: Budget Wrkshp
3/30/17 (Th)	DO				Special Meeting: Retreat
4/20/17 (Th)	DO			X	
5/4/17 (Th)	M	X			
5/18/17 (Th)	DO		X		
6/1/17 (Th)	DO	X			
6/13/17 (T)	DO				Special Meeting: Retreat
6/22/17 (Th)	DO				Special Meeting: Public Hearings
6/29/17 (Th)	DO		X		

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

**Meeting Format Structures:**

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
<ol style="list-style-type: none"> <li>Closed Session</li> <li>Commendations/Recognitions</li> <li>Study Session</li> <li>Communications</li> <li>Executive Staff Reports</li> <li>Consent Calendar</li> <li>General Public Comments (max. 30 minutes)</li> <li>Discussion Items (as needed)</li> <li>Major Items</li> <li>Continuation of General Public Comments (if needed)</li> </ol>	<ol style="list-style-type: none"> <li>Closed Session</li> <li>Consent Calendar</li> <li>Study Session</li> <li>Discussion Items</li> <li>Major Items (as needed)</li> <li>General Public Comments</li> </ol>	<ol style="list-style-type: none"> <li>Closed Session</li> <li>Commendations/Recognitions</li> <li>Study Session</li> <li>Communications</li> <li>Executive Staff Reports</li> <li>Consent Calendar</li> <li>General Public Comments (max. 30 minutes)</li> <li>Discussion Items</li> <li>Major Items</li> <li>Continuation of General Public Comments (if needed)</li> </ol>

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## **DICSUSSION ITEMS**

TO: BOARD OF EDUCATION

DISCUSSION

06/13/17

FROM: BEN DRATI

RE: REFLECTION ON BOARD GOVERNANCE PROTOCOLS

DISCUSSION ITEM NO. D.01

School board members and staff will reflect on Board of Education discussion protocols that went well during the school year and identify areas for improvement. Superintendent Drati will compile this input in preparation for the August 15, 2017, board retreat.

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*Dr. Drati asked the board members and executive staff to list what they think constitutes an exemplary board meeting and what does not. They each took turns sharing what they had written.*

*When meetings are exemplary: meetings begin on time; board members and staff hold themselves accountable to follow agreed-upon protocols; board members ask clarifying questions and/or communicate concerns with superintendent before the meeting, allowing staff time to respond; reliable and upgraded technology in the board room; staff thoughtfully prepares agenda items wherein the purpose and direction is clear; during agenda review, staff closely examines the draft agenda; during agenda planning, board leadership and the superintendent ensure the number of items on the agenda and the timing allotted for each item are reasonable; discussion during a meeting is limited to the board's scope of work; board members keep each other on topic and on schedule during agenda items; following discussion, a designated person summarizes direction to staff and/or requests for more information; agenda items align to the district's vision, mission, and goals; annual items that include students (or short videos of students) and other celebrations; board members feel comfortable with new technology; board members keep remarks clear and succinct; discussion is brought back on track when it "gets in the weeds;" board follows parliamentary procedures; everyone remains respectful; treat board meetings like a lesson plan, in that staff can provide parameters for the board to provide direction to staff during discussion items. Dr. Tahvildaran-Jesswein suggested the superintendent's office keep a running list of board direction given to staff during study sessions or discussion items in order for everyone to keep track.*

*When board meetings are not exemplary: board members and staff do not follow the agreed-upon meeting protocols; meetings run very late, preventing staff from being able to debrief on board direction/requests; confusing agenda items without a clear purpose or poorly timed; board members come to a meeting not prepared; board members do not communicate with the superintendent if they think an agenda item will be controversial; board asked to take action on an item for which they are not presented with sufficient information; when the board labors to come to consensus on an item (when is it okay to determine if a majority of members are in agreement and move on?).*

*Following discussion, the superintendent remarked that nearly everything mentioned by the board and staff were already included in the agreed-upon meeting norms from 2015. He emphasized the need to implement and follow those protocols. He said he would follow up in a Friday Memo.*



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **BOARD OF EDUCATION MEETING NORMS**

- Contact the superintendent with agenda questions by Monday at noon.
- Make concise comments.
- Avoid repetitive comments.
- Refrain from interacting with public speakers, except for clarifying questions.
- Be attentive and avoid texting.
- Speak no more than twice to a single agenda item.
- Meeting will conclude by 11:00pm, unless board approves 30-minute extension.\*

*\* Board still considering this norm*



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **STAFF NORMS FOR BOARD MEETINGS**

- Answer board member agenda questions by Wednesday at 5:00pm.
- Indicate whether board comments/questions should come during or after a presentation.
- Include the “why” of each presentation.
- Keep presentations concise (include detailed backup material in the Friday packet).
- Communicate what feedback you require from the board as a result of a presentation.
- Be attentive and avoid texting.

Agreed upon at 10/7/15 retreat