

Eureka City Schools Board of Education  
3200 Walford Avenue, Eureka, CA  
**SPECIAL "Workshop" MEETING**  
*January 13, 2006*  
12:30 P.M.  
**MINUTES**

12:30 PM (an audio recording is made of open session)

**A. CALL TO ORDER OF SPECIAL SESSION**

The special meeting was called to order by Anderson at 12:30 p.m.

**Members Present :** Anderson, Taplin, Pace, Fullerton, Gray

**Members Absent :** None

**Staff Present :** Scott, Davis

**B. PLEDGE OF ALLEGIANCE TO THE FLAG**

Member Gray led the Pledge.

**C. ADJUSTMENTS TO THE AGENDA**

There were no adjustments to the agenda.

**D. VISITOR COMMENTS**

There were no visitor comments.

**E. DISCUSSION - The Board is Asked to Receive**

**(1) General Information**

**(a) The Governance Calendar**

The board considered the calendar a good idea. The board adopts a budget calendar each year, which will come to the board in the near future. Gray spoke of the HCOE's letter on the district budget and the importance of communicating to the unions. The unions are kept informed of the status of the district's budget through various forms of communication including study sessions. This item can be addressed when on the agenda. Attaching dates to the functions in the calendar was suggested. Anderson will customize the calendar to Eureka City Schools' activities and return the form to the board for further review. Annual calendar development would be a good item for the July meeting.

**(b) Governing Board Members**

Minor corrections were made to the roster.

**(c) Board Liaison (1 or 2-year terms)**

The board agreed with a 2-year term. Members will try to commit to 2 staff meetings a year and as many activities that can be attended. Scott will talk to principals to make sure they contact board members about activities. Liaisons will be chosen at the August meeting.

**(2) Annual District Goals**

**(a) Delineation between District Goals, Board Goals, Superintendent Goals**

**(b) Definitions/Philosophy**

Anderson recalled the transition of the goal process. Gray said goals should be "noble and global," and the board goals are a mixture of activities and big, broad ideas. The board has attempted to make their goals more concrete and simple. Strategic planning is the tool used in the district. Gray offered to take the ideas and rewrite them for 2007 making them no longer than one page. The Superintendent's goals are a blend of district goals and Superintendent goals. Scott explained how many of the goals are work projects. The broad goals are in the strategic plan with the strategic initiatives, the strategies, and learning objectives. This spring at one of the regular workshop meetings, Scott would like the board and leadership team members to work in a strategic planning session to frame the work plan for 2006-07. Anderson commented the district goals emanate from the Superintendent and are brought to board for discussion.

**(2) Annual District Goals (continued)**

- (a) Delineation between District Goals, Board Goals, Superintendent Goals**
- (b) Definitions/Philosophy**

Since the Superintendent receives his evaluation on his goals, it may make the evaluation process easier if the district and Superintendent goals are separate. This summer the board can return to the Superintendent's goals and how they may be structured.

**(c) Communication Plan as Tool to Accomplish District Goals**

It was suggested the communication plan emanate from the district goals as tasks. It is important to remember to ask how an important issue will be communicated. Sheldon added there are mini-communication plans that come up throughout the year and are not reflected in the board communication plan. Staff is still trying to identify funding for some of the tactics in the board communication plan.

The new School Accountability Report Card (SARC) format example was distributed to the board. The advantage of the new format was explained by Sheldon. The fact sheet portion of the SARC will be ready by the annual School Fair that will be held on January 28, 2006, at the Bayshore Mall from 10:00 a.m. to 2:00 p.m. Each school SARC will have their emblem and personal message from the principal. SARCS will be translated in Spanish. School Wise is a labor effective approach to the mandated SARC.

**(3) Governance Handbook**

**(a) Shall We Develop a Handbook?**

The board agreed the Governance Handbook is a good idea. Anderson suggested working on each page separately beginning with Building a Governance Team Unity of Purpose. Anderson will type the questions to develop the Unity of Purpose (Page 27) and include examples from other districts and provide them to the board. Each page will be approached separately. Once each page receives input, a meeting can be facilitated to bring the input together and finalize the handbook. The District Strategic Plan will be included as information.

**(b) CSBA Governance Standards for School Boards (Have Been Adopted into Bylaws)**

For Gray's information, the board has adopted the CSBA Professional Governance Standards into the board bylaws, and currently this is what the board is operating under. The board's evaluation tool matches these standards and is how the board evaluates themselves. Anderson suggested the board evaluation should be done in the summer. The board uses Area I, "The Individual Trustee" as a self-evaluation tool and Area II, "The Board" and Area III, "The Board's Job" as a whole.

**(c) Reminder Card – Yes or No?**

The reminder card would be placed at the board's seat at every meeting. Pace asked that a picture of a helicopter be on the card. The helicopter is a result of CSBA Governance Training and signifies the board is in the helicopter guiding the fire fighting, not on the ground with the fighting the fire; i.e. no micromanaging. The "Board" Governance Standards will be placed on a banner to display in the boardroom. This item will return with the Governance Handbook development.

**(d) Worksheet for Creating Protocols**

**1. Online Communications – The Brown Act**

CSBA recommends no E-mails be transferred between board members. It is up to each individual board member to decide if they would like to E-mail other board members. Opinions should not be used in E-mails. Anderson stated that she does not answer E-mails that she

**(d) Worksheet for Creating Protocols**

The board reviewed the worksheet touching upon some items:

- Seating: Some members feel it is important to make eye-contact with the public and others feel it is important to view each member while discussing an item. Staff will work with moving the outside tables to more of an angle.
- Staff seating: While in the audience, the board asked staff stand while responding to a question. • If a board member has questions regarding an agenda item, contacting staff for answers (or letting them know the answer will be asked) before a meeting has been a common courtesy practice and a good exchange for both board member and staff. Staff is open for board contact at anytime. The Superintendent needs to know if a board member has a concern with any particular site, employee, program, etc.

Role in the public: It is important to remain professional.

Board/Superintendent communication: An acknowledgement receipt will be developed for communication through E-mail along with a follow-up alternative communication.

**(e) Meeting Start Time**

Scott recommended the evening business meetings start at 7:00 p.m. rather than 7:30 p.m. Executive session would start at 6:30 p.m. The board agreed with this change. This will be acted upon at the February 1 meeting.

**F. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

At 2:25 p.m., Anderson moved the meeting to closed session.

**G. CLOSED SESSION (closed to the public)**

**Members Present:** Anderson, Taplin, Pace, Fullerton, Gray

**Members Absent:** None

**Staff Present:** None

The Board will consider and/or take action upon the following consent items:

*With respect to every item of business to be discussed in closed session pursuant to E.C. Sec. 54957:*

(4) Employee discipline, dismissal, release, accept the resignation of, or otherwise affect the employment status of a public employee (no additional information required)

*With respect to every item of business to be discussed in closed session pursuant to E.C. Sec. 54957.6:*

(5) Conference with labor negotiator Scott/Anderson regarding ETA, CSEA, and/or Unrepresented Employees

**H. REPORT OUT FROM CLOSED SESSION**

There was no action taken in closed session.

**I. ADJOURNMENT**

President Anderson adjourned the meeting at 2:50 p.m.

Respectfully submitted,

James W. Scott, Ed.D.  
Secretary of the Board of Education

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THE BOARD

\_\_\_\_\_  
DATE

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CLERK OF

(MINUTE WS1.13.06.new/md)