

Eureka City Schools Board of Education  
3200 Walford Avenue, Eureka, CA  
**SPECIAL MEETING**  
May 9, 2007  
8:45 A.M.  
**MINUTES**

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

The special meeting was called to order by Anderson at 8:55 a.m.

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

**Members Absent :** Fullerton

**Staff Present :** Jones, Davis

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

**C. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

**D. DISCUSSION/ACTION – The Board is asked to discuss/act**

**(1) Draft Mitigated Negative Declaration – EHS Gym**

Legal Council Steve Hartsell was present to explain the Draft Mitigated Negative Declaration and the need for the board to authorize circulating the document. At the conclusion the formal hearing and the public comment period, it can be brought to the board at their June 13 special meeting for acceptance. The law requires a certain protection of historic buildings whether they are on the historical list or not. The historical list requires higher regulations.

*It was M/S by Taplin/Gray to direct staff to make available for public comment the Eureka High School J. Willard Gymnasium Mitigated Negative Declaration. Governing Board: ayes 4, noes 0, absent 1, Fullerton. Motion carried.*

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

**( 2) Board Self-Evaluation**

**• Team Building Activity**

The board felt they have worked very well together in the past year moving forward in the hiring of a superintendent. The board president has led the meetings with distinctive goals and all have worked well together to accomplish the goals.

**Protocols**

- Board room layout: The board agreed the new arrangement works well. Gray suggested moving positions every six months. *This suggestion will return for the December organizational meeting.*
- Developing agenda: The current process works well.
- Deliberations: When appropriate, it is important to ask questions prior to stating an opinion. The board was encouraged to speak up on their different view points. The board recognizes the board president is the spokesperson. Other board member being interviewed does show unity.
- Explaining no votes: When a yes or no vote is reluctant, board members will make a “statement for the record” and then vote yes or no. To abstain is a yes vote.
- Board meeting management, length of meetings: Anderson asked that the second meeting of the month return to a 7:00 p.m. business meeting rather than a 4:30 p.m. workshop meeting. The change would occur in September. *This will come back at the May 16 meeting for action.*
- Under “board comments” on the agenda, the board will bring up items they would like on a future agenda. These items will be kept in a tickle file for agenda review.
- Complaints: The board will continue to follow the policy in place. All anonymous complaints will go to the superintendent to be processed which will usually result in no response.
- Addressing concerns of the community: The board is trying very hard to address community concerns.

**Protocols (continued)**

- Use of committees: The Superintendent Advisory needs to have a dedicated person from each school site. This year Jones has been pulling together a team for students with severe problems.
- Communication: Each Friday, the board would like to be e-mailed a weekly informational letter from the superintendent.
- Use of E-mail: boards cannot e-mail to all members, because this becomes a serial meeting.

**A Personal Commitment**

- The Ad Hoc committee was discussed. The goals of the committee should be very clear before moving into the process.
- Unity of Purpose should be a clear statement. The number-one task of the board is setting the direction of the district. The first five years of the strategic plan changed the culture of the district, but does not seem as effective as when it was adopted. The strategic thinking process that has developed is good.
- Meetings have been very effective, but it would be good if more employees attended.
- The board has done well in leading through change and the hiring of a new superintendent.
- Public Comment by Byrd Lochtie: State on announcements of board meetings and staff communication that the board is the leadership of the district. The board meetings are where the determinations are made for the district and input and participation by staff is very important. Put forward a pro-active approach: this is our job; we do it every time we meet, and we provide an opportunity for input.

**( 3 ) Superintendent Job Description**

**( 4 ) Superintendent Goals and Evaluation Tool**

The board agreed with the job description being incorporated into the evaluation tool. From the current superintendent job description, the board chose five items each that they felt will be the most important issues for the new superintendent to consider in his first six months. Italics indicate the title from the job description.

**#1 Communication with staff and community**

**Public relations**

*III. Communication*

- Identify, track, and deal with issues. Formulate and carry out plans for internal and external communications. Exhibit an understanding of school districts as political systems by applying communication skills to strengthen community support.

**#2 Student Achievements**

*I. Leadership and Culture*

- Set priorities in the context of community, student, and staff needs and serve as an articulate spokesperson for the welfare of all students in a multicultural context.

**#3 Policy audit**

*II. Policy and Governance*

- Establish a governance team with mutual expectations, positive working relationships, and strategies for success.

**#4 Fiscal stability**

**Declining enrollment**

*IV. Organizational Management*

- Facilitate budget development process.

**SPECIAL MEETING MINUTES**

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- ( 3) Superintendent Job Description
- ( 4) Superintendent Goals and Evaluation Tool

(Continued)

**#5 Facilities**

- Acquire, allocate, and manage human, material, and financial resources to effectively and accountably ensure successful student learning.

In addition to the first five important items, the following were discussed:

V. Curriculum Planning and Development

VI. Instructional Management

To be initially overseen by Educational Services.

VII. Human Resources

Management Job Descriptions are in need of upgrading. FCMAT may be contacted to assess job descriptions and salary schedules.

- A year from July 1, the board would like a plan in place for evaluation, selection, retention, and dismissal of management staff.

VIII. Values and Ethics of Leadership

- Understand and model appropriate value systems, ethics, integrity and moral leadership.
- Public Comment from Byrd Lochtie: Culture, values and ethics of leadership are an umbrella over the goals and job description and extremely important to include in the tool to evaluate. She supported the evaluation tool coming from the job description.

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

There were no public comments. At 11:30 a.m. the board moved to closed session.

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

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

**Members Absent:** Fullerton

**Staff Present:** Jones, Kellenberg

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

- (5) Employee discipline, dismissal, release, appoint, accept the resignation of, or otherwise affect the employment status of a public employee (G.C. Sec. 54957)
- (6) Conference with Labor Negotiator(s) Interim superintendent Jones Regarding Eureka Teachers Association and Classified Units (GC Sec 4957.6)
- (7) Conference with Legal Counsel - Existing Litigation: Eureka Heritage Society v. Eureka School District and the Board of Trustees – Humboldt Superior Court #CV (GC Sec 54956.95)

**H. REPORT OUT FROM CLOSED SESSION**

Pace reported that G(5) and G(7) were not discussed and there was no action to report on G(6).

**I. ADJOURNMENT**

President Anderson adjourned the meeting at 12:31 p.m.

Respectfully submitted,

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Recording Secretary, Micki Davis

Denise C. Jones  
Secretary of the Board of Education  
(MINUTE WS5.9.07.new/md)

Original signed 6/13/07  
Clerk of the Board, Lisa Pace – APPROVED Date