



## BOARD OF EDUCATION Norms and Standards

### Unity of Purpose - Why we serve

#### Board Goals based on LCAP 2014-2017:

<http://www.mhusd.org/Board-of-Education/Board-Goals/index.html>

- 1. College and Career Readiness**  
With an equity lens, MHUSD will provide vigorous curriculum and instruction that includes critical thinking skills, academic and digital literacy in all subjects areas to ensure post-secondary success (college or career readiness) for all students
- 2. Parent Engagement**  
All parents are valued as partners in their child's education and are empowered to support their child's preparation for college or career readiness
- 3. Student Engagement & School Climate**  
Increase student engagement, connectedness to school and community, and inspire productive persistence in ALL students to graduate college and career ready

#### Governance Role and Responsibilities:

*School governance is the act of providing guidance and oversight to the district at a level above and removed from direct managerial control. We accomplish this by reaching agreements as a unified team with a common vision, consistent with the law that will:*

- Set direction by establishing district goals
- Establish structures through policy and policy documents
- Monitor and verify district performance against board goals
- Solicit community input, support and involvement in district efforts, achievements, and needs

#### Receiving Community or Staff Concerns and/or Complaints:

- When approached with an issue or concern, trustees agree to:
  - Listen openly, being careful to remain neutral.
  - Remind staff and members of the community that no individual trustee has the authority to solve the issue or concern
  - Encourage addressing this with the person who can most directly help them with their concern, e.g. teacher, principal, superintendent
  - As appropriate, explain the district complaint or grievance process.
- Trustees will notify the superintendent of the issue or concern, as appropriate

#### Visiting Schools:

- Trustees requesting a meeting with school staff or administration will schedule this meeting through the Superintendent
- The superintendent and/or principal will, at their option, accompany trustees on classroom visits
- The superintendent will ensure that staff is aware of the process and protocols for trustees visiting the classrooms
- Board members are encouraged to attend school events

#### Board Governance Self Assessment:

- The board supports continuous improvement through ongoing evaluation of governance effectiveness.
  - The board will participate in a self-assessment process annually
  - The self-assessment provides an opportunity to reflect, evaluate, prioritize and focus on strengthening the governance team
  - The board will review progress towards the district goals, the governance handbook, the governance calendar, and perform a self-evaluation annually
  - The assessment process will align with the assessment of progress on district goals and the superintendent evaluation

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#### BOARD OF EDUCATION

Bob Benevento, President  
Ron Woolf, Vice-President  
Rick Badillo  
Gino Borgioli  
David Gerard  
Amy Porter Jensen  
Donna Ruebusch

Steve Betando, Superintendent

Adopted March 8, 2011  
Latest Revision: January 2015

## Our Culture

### Norms and Standards:

#### *Our Board Culture:*

- Treat each other with respect by being kind, cordial and listening to each other
- Work collaboratively – each member is given the opportunity to participate in deliberations and decisions
- Understand and respect each other’s perspectives, values, beliefs, experience and styles
- Understand that authority rests with the board as a whole and not with individuals.

### Governance Team Norms:

- Focus on student learning and achievement
- Be on time and prepared
- Be respectful of each other and open minded
- Maintain confidentiality
- Be open and honest with each other
- No surprises for anyone
- Represent our district well. Be an advocate for students and public education
- Know the issues. Be familiar with current district and educational issues
- Respond to requests in a timely manner
- Respect staff’s time
- The superintendent and board president are spokespersons for the district and the board president will handle board positions and actions

### Conduct of Meetings:

- The board strives to conclude its public business within 3.5 hours
- Trustees deliberate in light of:
  - Impact on students and achievement
  - District goals
  - Constituent perspectives and interests
  - Legal requirements
  - Fiscal implications
- Trustees agree the board president may bring deliberations to a close

- Trustees present their ideas during deliberation; they do not explain their votes once a vote is called
- Trustees can share professional knowledge and experience during deliberations to help the board discern the reasonableness of a decision or course of action
- Trustees try to avoid repeating comments already made by other trustees
- Trustees should remain attentive and respectful throughout the meeting
- Trustees act with dignity and understand the implication of demeanor and behavior
- Board reports should focus on:
  - School functions
  - Community events
  - Board/Trustee development activity
  - Legislation that affects educational issues

### Role of the Board President:

- Confer with the superintendent before the board meeting to prepare, as necessary, for the upcoming meeting
- Establish the agenda for each board meeting jointly with a rotating member of the board in consultation with the superintendent and staff
- Facilitate the board meeting, supporting the effective flow of discussion and encouraging input from all trustees while staying on task and moving forward
- Model the tone and behavior the board wishes to convey to the community
- Work with the superintendent following the board meeting to ensure appropriate follow-up and clarification of possible options for the board
- Serve as the primary spokesperson for the board

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### Requesting Information from Staff:

- Board members will always work through the superintendent when asking questions or requesting additional information on board meeting agenda items
- The superintendent will ensure timely responses to requests and will provide the information or direct trustees to the correct source. As appropriate, the superintendent will distribute answers to all trustees
- Individual board members will self-monitor to ensure one person’s request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals. Requests determined by the superintendent to require an inordinate amount of time will be brought to the board to decide whether to support the request
- Casual requests to staff will be communicated by email and copied to the superintendent; verbal communication with staff will take place assuming the staff member will notify the superintendent

### Confidentiality:

- The responsibility of the board includes being privy to closed sessions or confidential information about district litigation, personnel, negotiations, superintendent evaluation, or other issues permitted under the Brown Act
- We will work to maintain the public’s trust by not breaching confidentiality
- If we inadvertently or accidentally violate a confidential issue, we will take immediate responsibility for our action
- Confidential items will be reserved for full board discussion whenever possible
- For especially high profile confidential issues, the superintendent will provide board members with relevant legal references that might be helpful when responding to questions