



# APPROVED

## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1i

**Meeting Date:** May 5, 2016

**Subject:** Approve Minutes of the April 3, 2016, Board of Education Retreat and Special Board Meeting

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Superintendent's Office

**Recommendation:** Approve Minutes of the April 3, 2016, Board of Education Retreat and Special Board Meeting.

**Background/Rationale:** None

**Financial Considerations:** None

**LCAP Goal(s):** Family and Community Engagement

**Documents Attached:**

1. Minutes of the April 3, 2016, Board of Education Retreat and Special Board Meeting

<p><b>Estimated Time of Presentation:</b> N/A</p> <p><b>Submitted by:</b> José L. Banda, Superintendent</p> <p><b>Approved by:</b> N/A</p>
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Putting  
Children  
First

# Sacramento City Unified School District

## BOARD OF EDUCATION

### BOARD RETREAT/SPECIAL MEETING

#### Board of Education Members

*Christina Pritchett, President (Trustee Area 3)*  
*Jay Hansen, Vice President (Trustee Area 1)*  
*Jessie Ryan, Second Vice President (Trustee Area 7)*  
*Ellen Cochrane (Trustee Area 2)*  
*Gustavo Arroyo (Trustee Area 4)*  
*Diana Rodriguez (Trustee Area 5)*  
*Darrel Woo (Trustee Area 6)*

Sunday, April 3, 2016  
*10:00 a.m.*

Shriners Hospital  
*7th Floor*

*2425 Stockton Boulevard*  
*Sacramento, CA 95817*

## **MINUTES**

### *2015/16-19*

#### **1.0 OPEN SESSION / CALL TO ORDER / ROLL CALL**

*The meeting was called to order at 10:15 a.m.*

*Members Present: President Pritchett, Second Vice President Ryan, Member Cochrane, Member Rodriguez, and Member Woo*

*Members Absent: Vice President Hansen (arrived at 10:20 a.m.)*  
*Gustavo Arroyo (arrived at 10:20 a.m.; left after lunch, approximately 1:00 p.m.)*

*A quorum was reached.*

#### *Public Comment:*

*Alex Visaya spoke about how superintendents can be micromanaged by board members. He noted that he has been involved with the District for the last 30 years, and he feels the current Board does not micromanage, is a great working board, and he gives them an A+. He noted that it is in the Board's best interest to fulfill promises made to students.*

#### **2.0 BOARD/SUPERINTENDENT GOVERNANCE RETREAT**

*Steve Lamb, a consultant with the California School Board Association (CSBA) began the presentation by going over his background and then asking each Board member why they ran and what is it they enjoy most about their duties. He then noted that the focus of the workshop will be roles, purpose, norms, and protocols. This focus will help build a more effective governance team.*

*He suggested that board by-law No. 9005 be included in the District by-laws. The District does not currently have this by-law, but it was adopted and passed unanimously by the CSBA Board Assembly.*

*He also said the Board members should re-read their By-laws once a year.*

*A discussion was then had on the value of school boards and a video was shown.*

*As part of a conversation around unity of purpose, Board members were then asked (without discussion) what percentage of District students are succeeding. Answers ranged from 37 to 80%. The meaning of success was then discussed, and the Board was asked what decisions they feel contributed the most to student achievement this year. The Board then discussed what they hoped would be major improvements over the next 10 years.*

*After a short half hour lunch break, roles of the Board and Superintendent were discussed. Mr. Lamb then asked what the goals of the District are. He said there seems to be a disconnect between stated goals and those included in the Local Control Accountability Plan (LCAP) of 1) Safe, Clean and Healthy Schools; 2) Family and Community Engagement; and 3) College and Career Ready Students. Mr. Lamb suggested creating a monitoring plan and governance calendar. He said one of the most difficult goals is to get buy-in and that staff needs to be given clear, realistic goals.*

*Member Rodriguez noted that the current goals/pillars came about during the time of past Superintendent Jonathan Raymond. The Board allowed him to develop them, and he was to monitor results and report to the Board. There was a plan in place for priority schools, and all but one school improved. Only three current Board members were on the Board at that time.*

*Mr. Lamb then discussed some requirements of change, one of which is trust. The Board then participated in an exercise demonstrating the requirement of trust and the feelings it evoked.*

*Mr. Lamb then referenced the report developed from the last Board retreat of June 27, 2015, where it is noted that the Board was to continue developing the governance handbook. Superintendent Banda said some work was done on committee structure by himself, President Pritchett, and Special Assistant to the Board of Education Nathaniel Browning. President Pritchett handed out some draft protocols she has been working on with Mr. Browning.*

*Mr. Lamb noted that it has been difficult to find common dates that all Board members are available to meet for retreats. He asked if smaller blocks of time would work better. Vice President Hansen said he feels too much time is spent in closed sessions on non-important issues. He suggests meeting one time per month. Mr. Lamb asked if the majority of staff reports are justifying or informing Board decisions. Member Rodriguez said justifying, and this concerns her. Second Vice President Ryan said she likes the idea of a set of topics to explore with an outcome in mind one time per month. Member Cochrane agreed. Member Rodriguez noted that this is the responsibility of the Executive Committee. Vice President Hansen suggested building one hour per month into what the Board is already doing. Member Rodriguez said that the Board committees used to report at the Board meetings. President Pritchett said some of the ad-hoc committees may be made standing committees so that posting of the agenda and minutes is required. Mr. Lamb said he included a page of sample meeting norms in his handouts, and he will include them in his report.*

*Mr. Lamb said he understands that we have a superintendent evaluation process under review. He asked what the Board needs from the Superintendent and what the Superintendent needs from the Board. The Board and Superintendent discussed. A video was shown on Board member communication with each other, and traits that promote better communication were discussed. A*

*working styles questionnaire is included in the handouts. In the interests of time, the questionnaire was not discussed, but Mr. Lamb asked the Board members to fill it out and give it to Mr. Browning. Mr. Browning will use it to prepare a report.*

*Mr. Lamb then went over four public values. He noted that we do not have a Board evaluation process in place; he feels it is a good idea to have that and noted our by-laws state we will have Board self-evaluations. Member Rodriguez said self-evaluations were done under coherent governance before they voted to do away with coherent governance. There were problems with it, so they tried going to paper, but not all Board members turned it in. Mr. Lamb said CSBA has an on-line self-evaluation. He included a one page sample in his handouts.*

*The discussion again turned to Board member roles and protocols. Mr. Lamb pointed out that any individual board member has no authority and that the Board is the unit of authority. Board requests should go to the Superintendent, and the Board should not become involved in personnel issues. Member Cochrane asked if a community member requests a simple report, is it appropriate to refer to the staff member. President Pritchett pointed out that there are seven Board members making potentially multiple requests, so all should go through either Superintendent Banda or Mr. Browning. Mr. Lamb brought up Board By-law 9200 which states that “unless agreed to by the Board as a whole, individual members shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee”. He then noted four Board policies concerning District employee complaints, instructional materials complaints, uniform complaint procedures, and the Williams uniform complaint procedures. He then went over the subject of confidential information acquired during closed sessions and potential liability.*

*Mr. Lamb then referred to a protocol questionnaire that was included in his handouts. He asked which of the items on the list Board members felt should be included in a protocol. He will complete a protocol from the developed list. He noted that it is easy to develop protocol, but difficult to implement.*

*Mr. Lamb discussed the role of the President and said it is rooted in service, not authority. He gave a recap of the retreat and asked Mr. Browning to send the communication protocols to him. He said that going forward the Board will review and approve the governance handbook, conduct a Board self-evaluation, develop a shared understanding of success, review and adopt communication protocols, and conduct a committee review structure. The Executive Committee will develop a proposal for future Board development.*

*The Board concluded the Retreat at 3:15 p.m. and went into Closed Session.*

### **3.0 ANNOUNCEMENT AND PUBLIC COMMENT REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**

*None.*

### **4.0 CLOSED SESSION**

*Government Code 54957.6 (a) and (b) Negotiations/Collective Bargaining CSA, SCTA, SEIU, Teamsters, UPE Unrepresented Management*

**5.0 RECONVENE INTO OPEN SESSION AND ADJOURNMENT**

*The meeting was adjourned at 5:12 p.m.*



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*José L. Banda, Superintendent and Secretary to the Board*

*NOTE: The Sacramento City Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Board of Education Office at (916) 643-9314 at least 24 hours before the scheduled Board of Education meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54953.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)] Any public records distributed to the Board of Education less than 24 hours in advance of the meeting and relating to an open session item are available for public inspection at 5735 47<sup>th</sup> Avenue at the Front Desk Counter and on the District's website at [www.scusd.edu](http://www.scusd.edu)*