



North Monterey County Unified School District (Draft) Governance Handbook

January 23, 2016

Board of Trustees

Linda Lines, President
Martha Chavarria, Vice President
Elizabeth Samuels, Clerk
Adrian Ayala, Member
Lillian Mulvey, Member

Superintendent

Kari Yeater

EFFECTIVE GOVERNANCE

Unity of Purpose, Roles, Responsibilities, Norms and Protocols

These workshop notes reflect the governance team's work on creation of a framework for effective governance. This involves ongoing discussions and agreements about unity of purpose, roles, norms, and protocols that enable the governance team to continue to perform its responsibilities in a way that best benefits all children.

North Monterey County Unified School District
(Draft) Governance Workshop Notes
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The North Monterey County Unified School District (Draft) Governance Handbook was developed during an effective governance workshop on October 24 - 25, 2012 facilitated by Leslie DeMersseman, CSBA Senior Governance Consultant, and updated during effective governance workshops on May 16, 2015 and January 23, 2016 facilitated by Luan Burman Rivera, CSBA Governance Educator/Consultant.

UNITY OF PURPOSE

Unity of Purpose is a common focus, the values, beliefs and deeply felt goals governance team members share about children, the district and public education that help them transcend their individual differences to fulfill a greater purpose.

~CSBA

NORTH MONTEREY COUNTY USD MISSION:

An innovative community school system, we equip preschool students to adult students with the skills, knowledge and attitudes they will need to pursue their life goals responsibly and creatively in a radically changing society.

OUR GOVERNANCE TEAM UNITY OF PURPOSE:

We share...

- A sense of community and a belief in public education
- A recognition of the importance of students' learning
- The desire to take care of the people in the district
- An expectation of success for all
- The understanding that cooperation, collaboration, innovation and meaningful parental involvement/engagement are necessary to guarantee student success
- And a sense of pride in...
 - The diversity in our community and that we are all united in our desire to see our kids succeed
 - The passage of our bond, the ongoing work from the bond revenue and the continuation of the positive efforts started during the bond campaign, including, transparency and improved communication.
 - Our strong, competent district office staff
 - The dedication of our administrative leadership, teachers and other staff and their ability to step-up and do whatever they need to do to ensure success for all kids

- The progress we have made toward developing positive energy in the community
- Our sense of family and community
- The fact that we have the best kids and the best parents!

WHAT WE WANT TO ACHIEVE AS A GOVERNANCE TEAM:

To...

- Close the achievement gap to ensure that all students have a great foundation for success, when they leave our schools and that they are college and career ready with 21st Century skills
- Improve the statistic on our graduates attending college and being well-prepared to do so
- Create a good, positive environment
- Hire, keep and support good teachers and other staff and provide them with effective, ongoing professional development.
- Create a sense of unity and trust throughout the district through an enhanced, effective communication structure.
- Create an intentional focus on communicating positive information about our district and our successes
- Form strong partnerships with parents, the community and businesses to support our students and their preparation for careers and future success
- Continue to improve, update and modernize our facilities in order to ensure a safe, sufficient and equitable learning environment.
- Develop a short and long term facilities plan to meet capacity.
- Ensure that staff, parents, and community members are all involved and engaged in our district in meaningful ways

North Monterey County Unified School District
Governance Team Priorities
January 2016

- ❖ North Monterey County USD is a source of pride and the district of choice for our students, employees, and the community.
 - Provide a variety of co- and extra-curricular activities, as well as, course offerings to meet the needs and interests of all of our students
 - Hire, support, and retain highly qualified, competent staff
 - Create a safe, positive, engaging school climate at all campuses
 - Create a sense of unity and trust throughout the district through an enhanced, effective communication structure.
 - Ensure that staff, parents, and community members are all involved and engaged in our district in meaningful ways

- ❖ The NMCUSD Strategic Plan/LCAP is refined to “foster” student and staff success. (*“Failure is not an option!”*)
 - District Priorities and Goals
 - WASC Accreditation at every high school site
 - Career / Tech Education – new 6 year plan
 - The New California Standards
 - Technology at sites
 - Increase staff and student attendance
 - Update special education plan
 - Expulsion/Suspension Systems (implement new laws)
 - Truancy and dropout prevention
 - Education Options
 - Response to Intervention
 - .25 grade point averages – alternatives for those students
 - Counseling supports

- ❖ Resources are maximized in order to provide facilities that support 21st Century Learning.
 - Update Facilities Master Plan to address long and short term facilities needs in order to meet capacity
 - Develop an Educational Technology Plan

- ❖ All district systems are aligned to support teaching and learning.
 - All aspects of LCAP

- Institutionalize new district policies and bylaws
 - New student assessment system – LCAP matrix
 - New negotiations process
 - Performance based budgeting
 - Teacher Effectiveness Plan
 - Handbooks:
 - Employee handbooks
 - Business office manuals
 - Communication systems:
 - Email / websites
 - 2-way communication with staff and the community
 - Evaluation systems
 - Cabinet
 - Administration
 - Teachers
 - Classified staff
- ❖ The Board and Governance Team are unified and work to effectively support the whole district and all students.

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT'S GOALS

- All students will be prepared with 21st Century Learning Skills that includes being able to communicate, collaborate, be creative and think critically.
- All students will demonstrate achievement of the Common Core State Standards and be college and career ready.
- All students will be highly engaged in effective instruction.
- Parents will be involved in their child's learning, educational experiences, and engaged in meaningful school related activities.
- Schools will ensure students have safe, sufficient and equitable facilities and other basic services.

NORTH MONTEREY COUNTY UNIFIED SCHOOL
DISTRICT'S CORE VALUES FOR COLLECTIVE
BARGAINING

Student Focus –

The District believes in and promotes success for *ALL* students and will pursue pathways to maximize student achievement. The District strives to continually improve student outcomes through enabling teacher effectiveness. The District is committed to closing the achievement gap to ensure that *ALL* students will leave our schools college and career ready with 21st Century skills.

Professional Practices –

The District believes quality professional practices will promote pride in our District. The District believes in hiring, retaining and supporting quality teachers and other staff. The District is committed to providing all staff members with a variety of opportunities for continuous learning, reflective practices, coaching support, and other forms of professional growth.

Balanced Investment –

The District believes in a balanced investment in students, programs, employees and operations resulting in improved student outcomes. The District allocation of resources must be deliberate, realistic and ensure long-term fiscal solvency for the benefit of students and the District community.

Constructive Communication –

The District believes in building positive relationships based upon mutual respect, integrity, and transparency and a collective responsibility with all stakeholders. The District is committed to a productive, collaborative, problem-solving collective bargaining process that focuses on the issue(s), using information and data to inform decision-making which fully aligns and is in support of our core values.

ROLES AND RESPONSIBILITIES

There are important distinctions to be made between the board's role and that of the superintendent and staff. Boards and superintendents must team together to ensure a district has effective leadership. Effective teams value and respect their essential roles, reach mutual agreement on the roles of the board and superintendent, and strive to operate within them.

~CSBA

THE BOARD OF EDUCATION AT A GLANCE *

The Board of Education consists of five members whose four-year terms are staggered so that one half of the members are elected in each odd-numbered year, commencing on the first Friday in December next succeeding their election. The Superintendent serves as Secretary to the Board and at least one student representative (non-voting) is selected by the District's high school students to represent student interests in accordance with procedures approved by the Board. The term of a student Board member is one year and he/she attends all Board meetings except closed sessions.

The role of the Board is to provide leadership and citizen oversight of the District and ensure that the District is responsive to the values, beliefs, and priorities of the community. Major responsibilities include:

- Setting the direction for the District
- Establishing an effective and efficient organizational structure for the District
- Providing support to the Superintendent and staff as they carry out the Board's direction
- Ensuring accountability to the public for the performance of the District's schools
- Providing community leadership and advocacy on behalf of students, the District's education program, and public education

The Board also approves the District's budget and adopts all policies and curriculum. At the annual organizational meeting in December, the Board elects its president, clerk, vice president, and a parliamentarian from its members.

* North Monterey County USD Website

The Board Bylaws and Policies that follow are from the NMCUSD Policy Manual. Cross-references and legal references have been removed for ease of reading. Bylaws and policies with all cross-references and legal references included can be found on the NMCUSD website.

NMCUSD Board Bylaws

Role of the Board

BB 9000

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement
2. Establishing an effective and efficient organizational structure for the district by:
 - a. Employing the Superintendent and setting policy for hiring of other personnel
 - b. Overseeing the development and adoption of policies
 - c. Establishing academic expectations and adopting the curriculum and instructional materials
 - d. Establishing budget priorities and adopting the budget
 - e. Providing safe, adequate facilities that support the district's instructional program
 - f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
3. Providing support to the Superintendent and staff as they carry out the Board's direction by:
 - a. Establishing and adhering to standards of responsible governance
 - b. Making decisions and providing resources that support district priorities and goals
 - c. Upholding Board policies
 - d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons

4. Ensuring accountability to the public for the performance of the district's schools by:
 - a. Evaluating the Superintendent and setting policy for the evaluation of other personnel
 - b. Monitoring and evaluating the effectiveness of policies
 - c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
 - d. Monitoring student achievement and program effectiveness and requiring program changes as necessary
 - e. Monitoring and adjusting district finances
 - f. Monitoring the collective bargaining process
5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

NMCUSD
Board Bylaw
Limits of Board Member Authority

Board Bylaws

BB 9200

The Board of Education recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act.
(Government Code 54952.1)

Bylaw
Adopted: May 17, 2012

NORTH MONTEREY UNIFIED SCHOOL DISTRICT
Moss Landing, California

NMCUSD
Board Policy
Concepts and Roles

Administration

BP 2000

The Board of Education recognizes that district administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of noninstructional operations. The Superintendent or designee may make decisions concerning district operations within the parameters of law and Board policy.

The Superintendent shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the district to fulfill its vision and goals. The Board also expects the Superintendent to help shape the culture and environment of the district in a manner that focuses district operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in district schools.

The Board and Superintendent shall work together as a team in the exercise of district governance. The Board and Superintendent shall establish protocols that describe how the governance team will operate, including, but not limited to, agreements regarding Board meeting operations and communications between the Superintendent and the Board.

Because the Superintendent is the only district employee who is directly selected and evaluated by the Board, the Board has a responsibility to ensure that the Superintendent possesses the skills and attributes that best meet the needs of the district.

The Board and Superintendent shall agree upon a system for evaluating the Superintendent, including the evaluation criteria, method, evaluation instrument, process, and timeline.

The Superintendent may delegate to other district staff any duties imposed upon him/her by the Board. This delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

Policy
Adopted: May 17, 2012

NORTH MONTEREY UNIFIED SCHOOL DISTRICT
Moss Landing, California

NMCUSD
Board Policy
Superintendent Responsibilities and Duties

Administration

BP 2110

The Board of Education desires to establish a productive working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning and achievement and the attainment of the district's vision and goals. The Board also desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

The Board shall clarify expectations and goals for the Superintendent at the beginning of every evaluation year.

As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage the instructional and noninstructional operations of the schools. The Superintendent also serves as a member of the district's governance team and has responsibilities to support Board operations and decision-making.

The Superintendent may delegate any of his/her responsibilities and duties to other district staff, but he/she remains accountable to the Board for all areas of operation under the Superintendent's authority.

Policy
Adopted: May 17, 2012

NORTH MONTEREY UNIFIED SCHOOL DISTRICT
Moss Landing, California

NMCUSD
Board Bylaw
President

Board Bylaws

BB 9121

The Governing board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

The President shall preside at all Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Put motions to a vote, and state clearly the results of the vote
8. Be responsible for the orderly conduct of all Board meetings

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board
2. Consulting with the Superintendent or designee on the preparation of the Board's agendas
3. Working with the Superintendent to ensure Board Members have necessary materials and information
4. Subject to Board approval, appointing and dissolving committees
5. Calling such meeting of the Board as he/she may deem necessary, giving notice as prescribed by law
6. Representing the district as governance spokesperson, in conjunction with the Superintendent

The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.

When the president resigns or is absent or disabled, the vice president shall perform the president's duties

Bylaw
Adopted: May 17, 2012

NORTH MONTEREY UNIFIED SCHOOL DISTRICT
Moss Landing, California

GOVERNANCE TEAM AGREEMENTS (norms and protocols)

Effective governance teams have clear agreements, (norms that identify expectations for behavior, and protocols that describe how the team will operate), set by the Board and Superintendent. Norms and protocols must be consistent with district policies and other regulations that guide School Board and District work. Once developed, these norms and protocols shape how governance team members behave with each other and with district stakeholders, and define how they will carry out their responsibilities.

~CSBA

North Monterey County Unified School District School Board Operating Norms

We respect and support one another.

We communicate openly.

We focus on the needs of the whole district.

We welcome input.

We're willing to take risks for children.

We listen with our hearts.

We take our responsibilities seriously, but not ourselves.

We don't surprise staff, nor do we expect to be surprised by staff.

NMCUSD Board Bylaw

Governance Standards

Board Bylaws

BB 9005

The Board of Education believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents, and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity

4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

Bylaw
Adopted: May 17, 2012

NORTH MONTEREY UNIFIED SCHOOL DISTRICT
Moss Landing, California

NMCUSD
Board Policy

Superintendent Governance Standards

Board Policy

BP 2111

The Governing board recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the district and the quality of education provided to the community's students.

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the district, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Board to keep the district focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognized and respects differences of perspective and style on the Board and among staff, students, parents/ guardians and the community and ensures that the diverse range of views inform Board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development
6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
7. Recognizes that the Board/Superintendent governance relationship is supported by the management team in the district
8. Understands the distinction between Board and staff roles, and respects the role of the Board as the representative of the community
9. Understands that the authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership

10. Based on the direction of the Board as a whole.
11. Communicates openly with trust and integrity, including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications.
12. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district

Policy
Adopted: May 17, 2012

NORTH MONTEREY UNIFIED SCHOOL DISTRICT
Moss Landing, California

NMCUSD
Board Bylaw
Meeting Conduct

BB 9323

Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The Board president shall conduct Board meetings in accordance with Robert's Rules of Order that enable the Board to efficiently consider issues and carry out the will of the majority.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board.

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item.
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law.
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities.

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda.

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak.
5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. 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.

6. The Board president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. In addition, the Board may not prohibit public criticism of

district employees.

Whenever a member of the public initiates specific complaints or charges against an employee, the Board president shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code [54957](#). The Board president shall also encourage the complainant to file a complaint using the appropriate district complaint procedure.

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda.

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement.

Recording by the Public

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph, or tape record open meetings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board.

Bylaw
Adopted: May 17, 2012

NORTH MONTEREY UNIFIED SCHOOL DISTRICT
Moss Landing, California

Meeting Guidelines

- We will work toward the future – learning from the past.
- We will keep our focus on the best interest of our students.
- We will communicate openly, honestly and professionally and we will respect each other and our differences.
- We will give helpful feedback directly and openly
- We will ensure that there are no hidden agendas; we will be open and honest with each other.
- When we have a difference of opinion, we will debate the facts of the situation and avoid personalities. We will address process -- not personalities.
- We will all remember that all people in the district are important and contribute to our children's well-being and education. We will never dismiss or devalue others.
- All team members will offer their ideas and resources.
- We will keep our remarks brief and to the point.
- We will build upon the ideas of others, look for common ground and paraphrase for understanding.
- We will be supportive rather than judgmental.
- Each member will take responsibility for the work of the team.
- Anyone can call a "time out" if s/he feels the need for a break.

TOPIC:	PROTOCOL:
<p>Responding to Staff or Community Concerns or Complaints</p>	<p>Rationale: We believe that a protocol on this issue is essential because:</p> <ul style="list-style-type: none"> • We wish to ensure that all of us understand the process and exhibit consistent behavior. • We care about our constituents and want to hear their concerns. • We represent our constituents and should hear their concerns, • But we recognize that individual Board Members do not have the authority to resolve issues and complaints, as stated in BB 9200. <p>Therefore, when a Board Member is approached by a community or staff member with an issue or concern, he/she will:</p> <ul style="list-style-type: none"> • Receive – Listen without interruption and without preparing a response to the person’s issues or concerns. • Repeat – Paraphrase or ask a clarifying question to ensure understanding of what has been said. • Request – Ask what the person sees as the solution to the problem or concern. Ask what they would have us do with the information they have given us. • Review – The conversation (and next steps, if any). • Redirect – Put the person back into the system at the appropriate place. • Report - Notify the Superintendent of the conversation so that she has the full picture and can follow through as appropriate and/or necessary.

Board Meeting Management – Effective Deliberation and Public Comment

Rationale:

- The purpose of our Board Meetings is to conduct district business in public.
- We want to hear the views of our constituents, but we recognize that an appropriate process must be in place in order to have orderly, effective meetings.

Therefore:

- The Board President will facilitate Board discussions and manage public input.
- When opening public comment, the Board President will refer to the public input guidelines on the board meeting agenda, as stated in BB 9323.
- Each agenda item will have a 20-minute time limit for public comment. Three minutes are allotted per person. The board president may ask that the public limit their comments to new information. Board Members will direct their questions/comments to the Board President and not communicate directly with members of the public.
- The Board President has discretion to add time to the discussion, if the majority of the board agrees to the additional time.
- A timer will be used to manage public input.

Managing Action items:

- Step 1. The Board President will introduce the item.
- Step 2. The Superintendent or other staff may provide a presentation of background information and a recommendation, if necessary.
- Step 3. Board Members may ask questions for clarification.
- Step 4. The Board President will open the issue for public comment.
- Step 5. After public comment is completed, the Board President will close public comment.
- Step 6. The Board will discuss the item.
- Step 7. The President concludes deliberation by calling for a motion.
- Step 8. If a motion is made and seconded, the Board will vote on the motion.

We have reviewed and agree to follow the aforementioned governance team norms and protocols in order to support a positive and productive working relationship among the North Monterey County Unified School District Education Board of Education, Superintendent, staff, students and the community. We shall renew this agreement annually.

Affirmed on this 25th day of February, 2016

Linda Lines, Board President

Martha Chavarria, Vice President

Elizabeth Samuels, Clerk

Adrian Ayala, Member

Lillian Mulvey, Member

Kari Yeater, Superintendent