

OAKLAND UNIFIED SCHOOL DISTRICT
GOVERNANCE HANDBOOK, 2011-2012

Board of Directors

~~Gary Yee~~ Jody London, President
~~Jody London~~ Jumoke Hinton Hodge, Vice President
Christopher Dobbins
~~Jumoke Hinton Hodge~~ Gary Yee
Noel Gallo
David Kakishiba
Alice Spearman
Isabel Montoya, Student Director

Superintendent

Tony Smith

This handbook reflects the governance team's work to create a framework for effective governance and realize our Strategic Plan: Community Schools, Thriving Students. The Governance Handbook outlines practices and understandings that build and sustain a positive Board-Superintendent relationship and define a culture of quality, equity, and respect. The Governance Handbook reflects the adopted Board Bylaws and Administrative Regulations, and does not supercede them.

v.1 August 29, 2011

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Unity of Purpose

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

Oakland Unified School District Mission Statement:

All students will graduate. As a result, they will be caring, competent, and critical thinkers, fully informed, engaged, and contributing citizens, and prepared to succeed in college and career.

Oakland Unified School District Theory of Action:

Oakland Board of Education "Theory of Action"

draft content to be proposed at the December 12, 2008 Board of Education Retreat

1. Our Number One Priority is to improve classroom teaching.
(OE-6, OE-11)
2. Classroom teaching will be improved if we:
 - a. increase retention of effective and committed teachers at chronically under-resourced schools; (OE-6.2, OE-6.3)
 - b. improve teacher induction, training, mentoring, collaboration, and observation practices; (OE-6.9, OE-6.11, OE-6.12)
 - c. expand opportunities for teachers to personalize student learning; (OE-11.5, OE-11.6, OE-11.7)
 - d. ensure all of our students are physically, emotionally, and socially prepared to learn; (All Results policies)
 - e. have a principal at every school who is an effective instructional and organizational leader. (OE-6; OE-6.9, OE-6.11, OE-6.12)
3. We will successfully implement our strategies if we:
 - a. cultivate effective strategic partnerships with a broad network of community, labor, business, philanthropic, and governmental stakeholders; (GC-3; GC-3.3, GC-3.4, OE-5)
 - b. generate bigger and better financial investments; (OE-7.7)

c. give schools more money and decision-making authority; (OE-8.9)

d. provide high-quality universal support and services to every school;
(OE-12)

e. continuously manage performance quality and performance impact at every
classroom, every school, and every department[insert]

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Agreements to Facilitate Governance Leadership

Governance Team Norms and Standard of Professional Practice:

The Board of Education of the Oakland Unified School District is entrusted by the community to uphold the Constitutions of California and the United States, to protect the public interest in schools, and to ensure that a high quality of education is provided to each student.

The Board and Superintendent must function together as a governance team in order to effectively meet district challenges. Standards of professional practice support consistent behaviors and actions among team members. The purpose of the Oakland Unified School District governance team agreements is to ensure a positive and productive working relationship among board members, the Superintendent, district staff, students, families, and the community.

The following norms and protocols were developed for ~~an~~and by the members of the governance team, and may be modified over time as needed.

Our Standards of Professional Practice to Facilitate Governance Leadership

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We have reviewed and agreed to the aforementioned governance team Standards of Professional Practice in order to support a positive and productive working relationship among the OUSD Board of Education, Superintendent, district staff, students, families, and the community. We shall renew these agreements at our annual governance workshop.

Affirmed on this _____ day of _____, 2011.

~~Gary Yee~~ Jody London, Board President

~~Jody London, Board~~ Jumoke Hinton Hodge,
Vice President

Christopher Dobbins, Director

Noel Gallo, Director

~~Jumoke Hinton Hodge~~ Gary Yee, Director

David Kakishiba, Director

Alice Spearman, Director

Tony Smith, Superintendent

Operating Norms

- We operate within our respective roles and responsibilities in order to facilitate the efficient and effective running of the school district.
- We recognize that each Board Director brings unique experiences, values, and beliefs to the table, and that we must work with each other and the Superintendent to ensure that high quality education is provided to all students.
 - We view the Superintendent as a key player on the Governance Team, understand his role and responsibilities, respect his expertise, and seek his professional advice on all Board business.
 - We maintain open and honest two-way communication with each other in order to develop a strong Board/Superintendent relationship.
 - We provide direction so that staff presents sufficient, appropriate, specific information that supports the Board's ability to make rational, thoughtful, responsible decision on behalf of student and the community.
 - We take collective responsibility for the success of our Governance Team and are willing to respectfully discuss personal concerns or issues with other individuals on the team if necessary.
 - We work to understand other team members' concerns, perspectives, and interests.
 - We give one another the benefit of the doubt before arriving at a negative conclusion.
 - We support each other, and demonstrate mutual respect and understanding for our respective responsibilities and time constraints, recognizing that the Superintendent is doing his best to treat every Board member equally.
 - We focus our time and energy on important issues, not pettiness or politics.

Standards of Professional Practice

<p>Role of the Board President</p>	<p>The Board President:</p> <ul style="list-style-type: none"> • Meets with the Superintendent, the Vice President, the Secretary to the Board, and the General Counsel to develop the Board meeting agenda. • Facilitates the Board meeting, seeking public input as appropriate. • Ensures all Board members have an opportunity to participate equally. • Is the spokesperson for the Board. • Is the liaison for the Board to the Superintendent. • Facilitates completion of the Superintendent’s annual performance evaluation. • Facilitates the annual Board self-evaluation.
<p>Placing Items on the Agenda</p>	<p>The Board’s business meetings, driven by the agenda, are the vehicle by which the Board sets and maintains policy direction in furtherance of our mission.</p> <p>Agendas are shall be drafted by the Superintendent Secretary of the Board pursuant to Board Bylaw 9322.¹ in consultation with the Board President, as described in “Role of the Board President.” Final approval of the agenda is the sole authority of the Board President.</p> <ul style="list-style-type: none"> • Board members who wish to place an item on the agenda must make the request in writing to the Board President (Board Secretary?) at least 14 days before the scheduled Board meeting, or during the “Introduction of New Legislative Matter” section of a prior Board meeting. shall do so pursuant to Board Bylaw 9322.² <p>Should the Board President decline to place an item on the agenda, the Board member, by signature of one other Board member, can place the item on the agenda, provided the item is submitted to the Board President at least 10 days before the Board meeting.</p> <p>Agenda shall be finalized in the weekly agenda review meeting between the Secretary, General Counsel, Superintendent of Schools, Vice President and President of the Board.</p>
<p>Individual Board Member Requests</p>	<p>Individual Board Member Request for Information, Materials or Action shall be handled pursuant to Board Bylaw 9322.</p>

¹ ~~The Secretary shall consult and confer with the President of the Board, the Superintendent of Schools and the General Counsel regarding the scheduling of Agenda items. Agenda items shall be accepted by the Secretary upon recommendation from the Superintendent of Schools, the General Counsel and on his/or her own initiative for scheduling on an appropriate subject matter agenda, save a directive from the President of the Board or a majority of the Board to otherwise schedule or handle such matter.~~

² ~~Every Regular Meeting Agenda shall provide for the Introduction of New Business. Board members, except a Student Director, desiring to have a motion, resolution, order, or other subject matter scheduled for action by the Board shall announce the subject nature of the intended matter at a regular meeting, provide written language of the specific legislative proposal and supporting documentation for such item and file it with the Secretary. Or alternatively, the member may file his or her request in the same manner as a member of the public. The President, without objection of the majority, shall assign the subject matter to the appropriate standing or special committee for consideration of its programmatic, financial and/or other impact or consideration.~~

for Information, Materials, or Action	
Board Member Reports at Board Meetings	<p>Each Board member should have the opportunity to report on his/her work in support of the District, and activities of interest to the public.</p> <ul style="list-style-type: none"> • Each Board member shall have the opportunity to provide a 3-5 minute report at each regular business meeting. • Board members who represent the District to other bodies shall have the opportunity to make an additional 2-3 minute report on relevant issues from the other body(ies)
Annual Board Calendar	<p>The Master Calendar allows the governance team and the public to know when specific issues will be addressed.</p> <ul style="list-style-type: none"> • No later than <u>May-first Regular Meeting in December</u> of each year, the Board President, in cooperation and consultation with the <u>members, Secretary, General Counsel, and Superintendent</u>, shall develop the Board's <u>proposed</u> annual calendar of regular and pre-agenda Board meetings and Board workshops <u>for adoption at the January Annual Organizational Meeting</u>. The calendar shall be posted on the District's web site after it has been approved by the Board <u>at the Annual Organizational Meeting</u>. • No later than <u>August-1st Regular Meeting in December</u> of each year, the Board President, in cooperation and consultation <u>members, General Counsel, Secretary and Superintendent with the Superintendent</u>, shall develop the Board's annual <u>legislative</u> calendar. This calendar shall be distributed to the Board for input and approval before <u>at August-31st the January Annual Organizational Meeting</u>. The calendar will include items legally required at specific times, items legally required annually but not at specific times, and items required by Board policy. It may also include items of specific interest and priority to the Board. • The annual Board calendar may be modified at any time by <u>consensus-vote</u> of the Board.