The Humboldt Schools.
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GOVERNING BOARD MEETING

Tuesday, October 25, 2016

District Office Conference Room
6411 N. Robert Road, Bldg. 100
Prescott Valley, AZ

Work-Study Session @ 6:30

Mr. Daniel Streeter, Superintendent

Brian Letendre, President
Suzie Roth, Vice President
Richard Adler, Member
Gary Hicks, Member
Paul Leon, Member

POSTED
10-24-2016
2:00 p.m.

HUMBOLDT UNIFIED SCHOOL DISTRICT #22

A Caring, Learning Community Transforming Today's Learners into Tomorrow's Successes

NOTICE OF COMBINED PUBLIC MEETING AND EXECUTIVE SESSION OF THE GOVERNING BOARD OF EDUCATION

Notice is hereby given that the Governing Board of the Humboldt Unified School District #22 will convene during a meeting open to the public on **October 25, 2016,** in the **District Office Conference Room,** located at **6411 N. Robert Road (bldg. 100), Prescott Valley, Arizona.**

- If authorized by a majority vote of the members of the Governing Board, any matter on the Open Meeting Agenda may be discussed in executive session for the purpose of obtaining legal advice thereon, pursuant to A.R.S. 38-431.03 (A)(3). The Board may also vote to convene in executive session to review and discuss issues marked with an asterisk (*). These sessions are not open to the public; however, Board decisions will be made in open public assembly.
- Members of the HUSD Governing Board who are not able to attend in person may participate via an electronic medium.
- The Agenda may be revised up to twenty-four (24) hours prior to the meeting. Revisions will be posted at the HUSD District Office located at 6411 N. Robert Road, Prescott Valley, Arizona, and on the district website www.humboldtunified.com and go to the Governing Board tab.
- Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Mary Diaz at (928)759-5007 or mary.diaz@humboldtunified.com. Requests should be made as early as possible to arrange the accommodation.
- Members of the public wishing to address the Board are requested to complete a Public Participation Form provided at the entrance of the meeting area.
- Discussion by the Board is limited to items posted on the agenda.

AGENDA

6:30 PM WORK-STUDY SESSION

1. **WELCOME AND CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE/FLAG CEREMONY**
3. **ROLL CALL**
4. **AGENDA REVIEW/ACCEPT**
5. **DISCUSSION ITEMS (*no action will be taken*)**

(Pages 1-9) A. Annual Self-Assessment of the Governing Board

6. **ANNOUNCEMENTS**

A. Next Scheduled Board Meetings are:

November 8, 2016	6:30 p.m.	Regular Meeting	@ Lake Valley Elementary
December 13, 2016	6:30 p.m.	Regular Meeting	@ Mountain View Elementary

7. **ADJOURNMENT**

Copies of agendas and supporting documentation relative to public meetings (with the exception of materials relating to possible executive sessions) are available at the District Administration Office during normal work hours, 24 hours prior to a meeting. Please call ahead (759-4000) to arrange copies to be picked up. Documentation is also available on the District website www.humboldtunified.com; on the home page, go to the School Board tab →Board Packets →Select Year →Select Meeting Date. (Note: Large packets are saved in multiple sections).

DISCUSSION
Item 5A.

Governing Board Self-Assessment

EVALUATION OF SCHOOL BOARD / BOARD SELF-EVALUATION

The Board may meet at least annually, not later than October 30, for the purpose of appraising its functioning as a Board and to evaluate Board performance. The appraisal plan approved by the Board will be developed by the Board President working with the Superintendent.

Evaluation instruments for Board operation may be used in the process.

The Superintendent and others who regularly work with the Board may be asked to participate in all or a portion of the appraisal.

Areas of Board operations and relationships that may be appropriate to consider during the evaluation of Governing Board procedures may include, but are not limited to:

- Board meetings/decision-making process.
- Policy development/implementation.
- Board/District goal setting.
- Curriculum and instruction management/program.
- Fiscal management/resource allocation.
- School plant planning/management.
- Board member orientation.
- Board member development.
- Board officer performance.
- Board member relationships.
- Board-Superintendent relationship.
- Board-community relationship.
- Legislative and governmental relationships.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-321

CROSS REF.: BDD - Board-Superintendent Relationship

H.U.S.D. Board Self-Assessment

Directions: Using the following 5-point rating scale, rate the operation of your school board. Please circle the appropriate number in each area. If appropriate, do not hesitate to qualify or clarify your answer with a short written comment.

1 = Never
2 = Rarely
3 = Most of the time
4 = Always

Revised 9/2015

AREAS OF ASSESSMENT	RATING
A. ORIENTATION & CONTINUING DEVELOPMENT	
1. A program is conducted for newly elected or appointed board members to orient them to duties and responsibilities and to acquaint them with board policies, operating procedures, and current issues facing the district. A training program is provided by the Superintendent and staff, as needed.	1 2 3 4 Comment:
2. Resource groups, professional publications, and electronic media are used to bring appropriate information to the board and to engage board members in learning activities.	1 2 3 4 Comment:
3. Board members take advantage of opportunities for board in-service training including continuing education trainings, an annual self-assessment, and an annual retreat with the Superintendent and other stakeholders.	1 2 3 4 Comment:
4. The board allows for relationship building as part of its orientation process.	1 2 3 4 Comment:
B. MEETINGS OF THE BOARD	
1. The agenda is accompanied by an appropriate amount of rationale and/or data and received by board members within sufficient time for them to study and review it prior to the meeting.	1 2 3 4 Comment:
2. The board president and superintendent review the agenda together prior to its distribution and appropriate procedures are in place to permit any member to add items to the agenda.	1 2 3 4 Comment:

3. The agenda is divided into action items and discussion items and items are rarely added to the agenda at the last minute, in order to avoid "surprises".	1 2 3 4 Comment:
4. Board members who want additional information about agenda items contact the superintendent, board president, or the person listed on the agenda item, in advance of the meeting.	1 2 3 4 Comment:
5. If new issues or additional questions requiring research arise at the meeting, the superintendent is given sufficient time to research those issues or questions.	1 2 3 4 Comment:
6. Board members display good listening skills and a spirit of compromise when impasses arise. Members vote their conscience, but support the majority decisions.	1 2 3 4 Comment:
7. The board follows its prescribed role as a policy-making body and does not become involved in micro-managing or making administrative decisions.	1 2 3 4 Comment:
8. The meeting is conducted in a business-like manner, and follows accepted parliamentary procedures and rules. Members speak loudly and clearly enough so everyone present can hear them.	1 2 3 4 Comment:
9. The president takes charge of the meeting and keeps the meeting under control and on topic.	1 2 3 4 Comment:
10. Board members treat school personnel and each other politely and with respect during the meeting.	1 2 3 4 Comment:

11. The location and setting of the meeting is comfortable and conducive to getting business done with adequate room for the public.	1 2 3 4 Comment:
12. A conscious effort is made to make the public feel welcome at board meetings, providing them with copies of the agenda and board rules, and a policy for public participation is well articulated at each meeting by the board president and is followed to maintain order.	1 2 3 4 Comment:
13. The meeting starts on time and concludes within a reasonable period of time.	1 2 3 4 Comment:
C. SCHOOL EXTERNAL RELATIONS AND COMMUNICATIONS	
1. Board members participate in school/community affairs.	1 2 3 4 Comment:
2. Board members channel all concerns, complaints, and criticisms of the district through the chain of command for study with the expectation that the superintendent will report back to the board.	1 2 3 4 Comment:
3. Board members refrain from publically committing to a position on an issue before all relevant facts are presented at a meeting.	1 2 3 4 Comment:
4. The board encourages public participation at board meetings and other school and district events.	1 2 3 4 Comment:
D. RELATIONSHIP WITH SUPERINTENDENT	
1. The board provides the superintendent with a job description and clear statement of its expectation of performance and personal qualities against which he/she will be measured.	1 2 3 4 Comment:

2. A fair and comprehensive evaluation system exists for the superintendent and is discussed with him/her.	1 2 3 4 Comment:
3. The board displays confidence in the superintendent and reaches decisions only after consideration of all available background data and the recommendation of the superintendent.	1 2 3 4 Comment:
4. The board requests information from staff members through the superintendent or with the knowledge of the superintendent.	1 2 3 4 Comment:
5. There is a climate of mutual respect and trust, including commendation offered whenever earned, and constructive criticism given when necessary.	1 2 3 4 Comment:
6. Matters tending to alienate either board members or the superintendent are discussed immediately.	1 2 3 4 Comment:
7. The superintendent provides clear options and an administrative recommendation on issues brought to the board.	1 2 3 4 Comment:
8. The board and superintendent work to achieve a climate of good faith and good will through collaborative team work and clear communication.	1 2 3 4 Comment:
E. PLANNING AND GOAL SETTING	
1. The board utilizes and is guided by adopted board goals.	1 2 3 4 Comment:

2. Administrators, teachers, students, and parents are involved in the development of board goals. Board goals are reviewed and updated annually, or more frequently, as needed.	1 2 3 4 Comment:
3. Service organizations, community and business groups are consulted during the board goal development process.	1 2 3 4 Comment:
F. POLICY-MAKING	
1. The board adheres to its written policies, and updates policies as needed.	1 2 3 4 Comment:
2. The board provides the superintendent with the opportunity to develop policy proposals in a timely manner.	1 2 3 4 Comment:
3. The board utilizes an in-state school board association as its primary source for policy services and updates.	1 2 3 4 Comment:

ASSESSMENT OF STRENGTHS AND OPPORTUNITIES

A. What do you think are the three most important issues confronting the board during the next six months?

1.
2.
3.

B. What do you think are the three most important issues confronting the board during the next 6-24 months?

1.
2.
3.

C. Name three "combined strengths" of the board – as a board. (What does the board have going for it?)

1.
2.
3.

D. Name three "opportunities" of the board – as a board, that you think the board needs to improve.

1.
2.
3.

E. Other comments for discussion:

Individual Governing Board Member Self-Assessment Goals and Action Plan

(To be completed by individual board members prior to the self-assessment meeting)

Goal: To: _____

Actions to be taken	By whom?	Due Date	Benchmarks of success:

Goal: To: _____

Actions to be taken	By whom?	Due Date	Benchmarks of success:

Governing Board Self-Assessment Goals and Action Plan

(To be completed by board members at the self-assessment meeting)

Goal: To: _____

Actions to be taken	By whom?	Due Date	Benchmarks of success:

Goal: To: _____

Actions to be taken	By whom?	Due Date	Benchmarks of success: