



# GOVERNANCE HANDBOOK

FEBRUARY 2019

## BOARD OF TRUSTEES

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Khanh Nguyen, (Trustee Area 3) President  
Frances Nguyen, (Trustee Area 1) Vice President  
Jeremy Khalaf, (Trustee Area 5) Clerk  
Xavier Nguyen, (Trustee Area 2) Member  
Jamison Power, (Trustee Area 4) Member

## INTERIM SUPERINTENDENTS

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Sheri Loewenstein  
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This handbook reflects the governance team's work on a framework for effective governance.

This involves ongoing discussions about unity of purpose, roles, commitment to norms and coming to agreement on protocols/formal structures that will enable the governance team to perform its responsibilities in a way that best benefits all children.

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## WSD VISION

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*Building tomorrow's leaders today.*

## WSD MISSION

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*Prepare all students to be responsible, resilient, resourceful and productive world citizens in a changing and diverse society.*

## WSD BOARD GOALS

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### **Student Achievement**

- All students, regardless of race, ethnicity, socio-economic status, disability, or gender will be prepared for college and career opportunities.
- Optimize student learning by utilizing high quality teaching practices and innovative technologies.

### **Personal and Professional Growth**

- Empower all students to develop character, compassion, civility, and community consciousness.
- Provide professional learning opportunities to promote ongoing and continuous improvement.

### **Fiscal Stewardship**

- Students will be central to all fiscal decisions.
- Ensure fiscal health through investing in today while planning for tomorrow.

### **Learning Environment**

- All students and staff are provided with a safe, high-quality physical environment that promotes 21<sup>st</sup> century teaching and learning.
- Students and staff will feel safe and respected, and will strive to promote positive connections.

## WSD POSITIVE GOVERNANCE TEAM CULTURE

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Culture is the positive or negative atmosphere created by the way people in an organization treat each other. Teams have unwritten (implicit) or written (explicit) agreements about how they will behave with each other and others. These behavioral ground rules, often called norms, enable teams to build and maintain a positive culture or shift a negative one.

Because the community elects school board members to set and monitor the direction of the school district, and the district superintendent translates all efforts into action, it is vital that the board and superintendent have a respectful and productive working relationship based on trust and open communications.

## UNITY OF PURPOSE

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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.

- We are committed to the success of our students and schools
- We promote academic gains that propel toward success in college and/or career
- We are the most progressive, innovative and visionary school district in Orange County
- We are efficient and well-run
- We are the standard of excellence that others measure against
- We are proud and supportive of our people at every level

## GOVERNANCE NORMS

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**We agree to:**

1. Give equal consideration & respect to all members of the team.	2. Bring issues to the team.
3. Refrain from taking things personally.	4. Focus comments on the agenda topic.
5. Identify & clarify conflicts & work to resolution.	6. Remain objective and keep the focus on student achievement and needs.
7. Conduct yourself in a professional manner, including body language, facial expressions, & verbal behavior.	8. Listen to understand and extend grace to each other.
9. Accept decisions made by the Board.	10. Consider new ideas & solutions with an open mind.
11. Allow the past to pass, & focus on the present & the future.	12. Maintain confidentiality of information and discussions as necessary.

## DESCRIPTION OF WESTMINSTER SCHOOL DISTRICT

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The Westminster School District, located in west Orange County, is comprised of over 9,400 students. A total of 17 schools serve students in Pre-K to 8<sup>th</sup> grade consisting of 13 elementary sites, 3 middle schools, and one site with a child-care center and special District programs. The District employs approximately 1,000 employees. The District provides a strong academic program with an emphasis on preparing students for 21<sup>st</sup> century learning. Supplemental funding for a wide variety of specialized curricular programs include STEAM integration, Vietnamese and Spanish Dual Language Immersion Academics, a Computer Science Magnet, a GATE-AVID STEAM Magnet, and Visual/Performing Arts and Physical Education programs at all schools.

## DESCRIPTION OF THE COMMUNITY

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The Westminster School District serves the City of Westminster, California as well as portions of Huntington Beach, Garden Grove, and Midway City. Well-established as a multicultural community with deep roots in Western, Vietnamese, and Mexican histories, in 1996 Westminster was designated as an “All American City” by the National Civic League for civic accomplishments, made possible by the cooperative efforts of business, government, the volunteer sector, and other individuals. Westminster continues to support the needs of a diverse population today and is widely recognized as a welcoming community, with many services and venues to serve its visitors and residents including a 420-seat theater at the Westminster Rose Center, a satellite campus of Coastline Community College, Sid Goldstein Freedom Park, and Westminster Mall. Westminster demonstrates its commitment to continue providing a high quality of life for its residents, property owners, business owners, and visitors.

## EFFECTIVE GOVERNANCE

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There are three dimensions to the effective governance of any organization: The actions of an individual, a group coming together to govern, and the performance of governance responsibilities by the group.

In a school district, the board and superintendent work together as a governance team. For a governance team to work together effectively, members need to (1) Maintain a Unity of Purpose, (2) Agree on and govern within appropriate roles, (3) Create and sustain a positive governance culture, (4) Create a supportive structure for effective governance.

Effective governance tenets encompass the basic characteristics and behaviors that enable governance team members to effectively create a climate for excellence in a school district and maintain the focus on improved student learning and achievement.

### *Governance – A Definition*

*School district governance is the act of transforming the needs, wishes and desires of the community into policies that direct the community’s schools.*

## GOVERNANCE ROLES AND RESPONSIBILITIES

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Citizen oversight of local government is the cornerstone of democracy in the United States. The role of the trustees who sit on locally elected school boards is to ensure school districts are responsive to the values, beliefs, and priorities of their communities. Boards fulfill this role by performing five major responsibilities. These are setting direction; establishing an effective and efficient structure; providing support; ensuring accountability; and providing community leadership as advocates for children, the school district and public schools.

These five responsibilities represent core functions that are so fundamental to a school system’s accountability to the public that they can only be performed by an elected governing body. Authority is granted to the board as a whole, not each member individually. Therefore, board

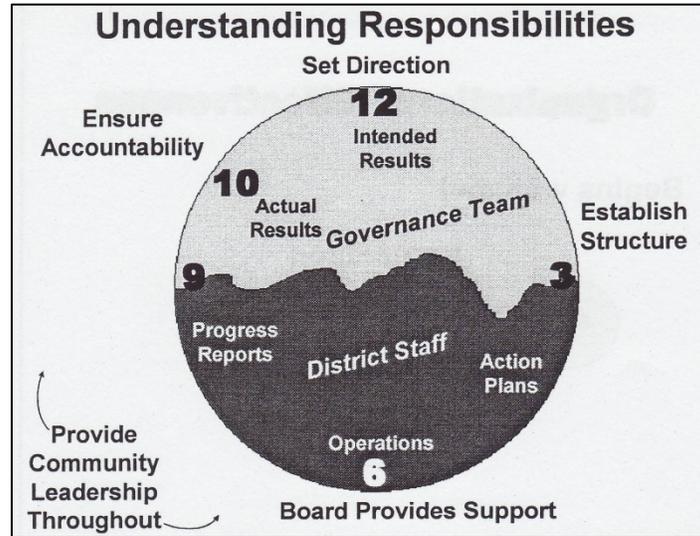
members fulfill these responsibilities by working together as a governance team with the superintendent to make decisions that will best serve all the students in the community.

The board carries out these responsibilities in each of the following job areas: Setting the District's Direction, Student Learning and Achievement, Finance, Facilities, Human Resources, Policy, Judicial Review, Collective Bargaining, Community Relations and Advocacy.

The superintendent assists the board in carrying out its responsibilities in each of the job areas, and leads the staff toward the accomplishment of the agreed upon district vision and goals. The following page provides more detail on how the board performs its governance responsibilities in each job area. It is important to remember that boards who inadvertently get involved in staff functions undercut their ability to hold the superintendent accountable for the results of those efforts.

*Reference: WSD Board Bylaw 9005*

## CLARITY ON ROLES AND RESPONSIBILITIES: BOARD OF EDUCATION



We agree with the responsibilities of School Boards as described below by the California School Boards Association:

### **Set the direction for the community's schools**

Focus on student learning

Assess needs/obtain baseline data

Generate, review or revise setting direction documents (beliefs, vision, priorities, strategic goals, success indicators)

Ensure an appropriate inclusive process is used

Ensure these documents are the driving force for all district efforts

### **Establish and effective and efficient structure for the school district**

Employ and support the Superintendent

Establish a human resources framework that includes policies for hiring and evaluating other personnel

Oversee the development of and adopt policies

Set a direction for and adopt the curriculum and require data-producing assessment systems

Establish budget priorities, adopt the budget and oversee facilities issues

Provide direction for and vote to accept collective bargaining agreements

### **Provide support through our behavior and actions**

Act with professional demeanor that models the district's beliefs and vision

Make decisions and provide resources that support mutually agreed upon priorities and goals

Uphold Board-approved district policies and support staff implementation of Board direction

Ensure a positive working climate exists

Be knowledgeable enough about district efforts to explain them to the public

### **Ensure accountability to the public**

Evaluate the Superintendent

Monitor, review and revise policies

Serve as a judicial and appeals body

Monitor student achievement and program effectiveness and require program changes as indicated

Monitor and adjust district finances and periodically review facilities issues

Monitor the collective bargaining process

### **Act as community leaders**

Speak with a common voice about district priorities, goals and issues

Engage and involve the community in district schools and activities

Communicate clear information about policies, programs and fiscal condition of the district

Educate the community and media about the issues facing students, the district and public education

Advocate for children, district programs and public education to the general public, key community members and local, state and national leaders.

## **WHAT THE BOARD NEEDS FROM THE SUPERINTENDENT**

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The superintendent will support trustees in fulfilling their responsibilities by:

- Providing information
- Providing effective leadership
- Being involved with the community
- Displaying professionalism
- Having a humanistic side
- Ensuring members of the governance team follow norms and protocols

## **WHAT THE SUPERINTENDENT NEEDS FROM THE BOARD**

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The trustees can support the superintendent in fulfilling:

- Providing relevant information and timely feedback
- Looking outward and sharing best practices and trends
- Providing support and encouragement
- Paying attention to what happens inside the district – presence and visibility
- Expressing appreciation
- Displaying professionalism
- Ensuring members of the governance team follow our norms and protocols

## **WHAT THE BOARD NEEDS FROM EACH OTHER**

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- Sharing our strengths
- Building trust within the team
- Expressing appreciation
- Respecting all opinions
- Demonstrating professionalism
- Giving ourselves permission to hold each other accountable to follow our agreements

## PROTOCOLS TO SUPPORT EFFECTIVE GOVERNANCE

Effective governance teams discuss and agree on the formal structures and processes used by the trustees and the superintendent in their functioning as a team (e.g., processes or structures for agenda setting, set-up board room and table, agenda structure, handling complaints or concerns from the community, bringing up a new idea); how governance teams operate, how they do business. These agreements about how groups will operate are often called protocols.

Issue	Protocol
<p>Board Structure and Meetings</p> <p><i>Reference:</i> WSD BB 9323, BB 9320</p>	<ul style="list-style-type: none"> <li>• The WSD is served by a five member Board of Trustees. Trustees are elected to a four year term with staggered elections of 2 and 3 members.</li> <li>• Each member is elected to represent a specific trustee area.</li> <li>• An organizational (annual) meeting is scheduled each December.</li> <li>• A trustee’s term of office starts mid-December at the annual meeting and ends mid-December four years later.</li> <li>• Officers of the Board of Trustees are elected at the annual meeting.</li> <li>• The Board approves the appointment of the Superintendent to serve as the Secretary to the Board.</li> <li>• Appointments to other committees are also made.</li> <li>• Board meetings are meetings of the Board held in public in accordance with the Brown Act.</li> </ul>
Confidentiality	<ul style="list-style-type: none"> <li>• Board members are required by law to maintain confidentiality of what is discussed in Closed Session and may not be discussed in Open Session.</li> </ul>
Timing of Board Meetings	<ul style="list-style-type: none"> <li>• The target time for regular meetings is two (2) hours. If an extended meeting is anticipated, every effort should be made to provide prior notification.</li> <li>• The target time for special meetings/study session is one and one-half (1.5) hours. Study sessions are intended to shorten the time for regular meetings and to create interest and understanding in a single topic of discussion. Study Sessions should not add substantively to the workload of the staff.</li> </ul>
Development of the Board Agenda	<ul style="list-style-type: none"> <li>• The Board Agenda is developed by the Superintendent and Executive Cabinet and reviewed by the Board President prior to posting.</li> </ul>
<p>Agenda</p> <p><i>Reference:</i> WSD BB 9322</p>	<ul style="list-style-type: none"> <li>• Board members have an opportunity to communicate with the Superintendent</li> <li>• Board members have an opportunity to communicate with the Superintendent, one-on-one, before the Board meeting to discuss comments/questions on the agenda. Within Brown Act guidelines and to the extent possible, Board members should attempt to have the Superintendent answer questions and resolve concerns with items in the proposed agenda at this meeting in order to save time at the subsequent public meeting.</li> <li>• Board members will let the Superintendent and staff members know ahead of time when a request for information will be made in public, so that staff can be prepared to provide a thorough and accurate answer.</li> </ul>
<p>Posting of agendas and minutes</p> <p><i>Reference:</i> WSD BB 9322 (c)</p>	<ul style="list-style-type: none"> <li>• Meeting agendas are posted as per education code requirements at school sites, at the district office, and online (<a href="http://www.wsdk8.us">www.wsdk8.us</a>) 72 hours before regular meeting. Minutes of held meetings are posted online.</li> </ul>

<p>Requesting Future Agenda Items</p> <p><i>Reference:</i> WSD BB 9322 (b)</p>	<ul style="list-style-type: none"> <li>• If there is a request from a Board member who wishes to place an item on a future agenda, it shall be placed in a timely manner by the Superintendent.</li> <li>• The items for future consideration can be requested at the Discussion or New Business period of the agenda or the Board president can make a request to the Superintendent when the agenda is being created.</li> <li>• The public may submit written requests for agenda items to any Board members, who will then forward the request to the Superintendent and Board President.</li> </ul>
<p>Consent Calendar</p>	<ul style="list-style-type: none"> <li>• The purpose of the Consent Calendar is to expedite routine operational business with minimal discussion.</li> <li>• The Board will move and approve the Consent Calendar as a whole unless items are pulled. Items on the Consent Calendar may be pulled when approving the agenda at the beginning of the meeting. Discussion and vote on particular items occurs only when an item is pulled. There are two specific times that call for an item to be pulled: when a trustee plans to vote “no” or when a trustee needs further information or discussion before deciding how to vote.</li> <li>• Prior to the vote seeking approval for the Consent Calendar, Board members may comment on an item without pulling it from the Consent Calendar.</li> </ul>
<p>Discussion/Action Items</p>	<ul style="list-style-type: none"> <li>• When an item is up for Discussion/Action, the Board will hear the item and: <ol style="list-style-type: none"> <li>1. Move for action and seek a second on the motion <ul style="list-style-type: none"> <li>- If motion dies for lack of a second, no discussion or vote occurs on the motion,</li> <li>- If there is no second, the president may ask for a new, possibly related motion and seek a second on that motion.</li> </ul> </li> <li>2. Deliberation by Board members</li> <li>3. Call for the vote</li> </ol> </li> </ul>
<p>Information Items</p>	<ul style="list-style-type: none"> <li>• The purpose of an Information Item is to provide the Board with information regarding a relevant or time-sensitive matter. No action can be taken related to this information, however the Board may direct staff to place a Discussion/Action item on a subsequent agenda for consideration.</li> </ul>
<p>Tabling an Item and Abstentions</p> <p><i>Reference:</i> WSD BB 9323 (c)</p>	<ul style="list-style-type: none"> <li>• If a member feels that there is insufficient information to vote on a motion, that member should move that the motion be tabled for lack of information and request the item be placed on a subsequent agenda. If there is no second on his/her motion to table or if the motion does not pass, the member may abstain from a vote. However, agenda action items are known in advance providing Board members an opportunity to receive all information needed to vote intelligently and confidently on the motion in question.</li> </ul>
<p>Conflict of Interest</p> <p><i>Reference:</i> WSD BB 9270</p>	<ul style="list-style-type: none"> <li>• Board members with personal conflicts with any motion are reminded of their obligation as Board members to provide direction and governance within the school district. Abstentions for personal conflicts should be extremely rare and only taken after due consideration of the possible outcomes.</li> <li>• If a Board member has a financial conflict of interest as defined by Government Code 1090, he/she shall make it known to the Board before discussion of the issues and shall recuse him/herself from discussion and/or action taken on the item.</li> <li>• “Conflict of Interest” is defined in Board Bylaw 9270. Before abstaining on any issue, a Board member should be thoroughly familiar with this Bylaw in its entirety.</li> </ul>

Public Comment	<ul style="list-style-type: none"> <li>• There are two opportunities for public input at Board meetings: <ol style="list-style-type: none"> <li>1. Before Closed Session on topics related to Closed Session items</li> <li>2. During the public session of the meeting on any topic</li> </ol> </li> <li>• In both cases, yellow sheets are provided to facilitate public input. Individuals must limit their comments to two (2) minutes for closed session items and three (3) minutes for public session items.</li> <li>• Board members listen to public input and take it into account during discussion and deliberation.</li> <li>• Board members have no direct interaction with the public during Public Comments.</li> <li>• It is incumbent on the Board President to acknowledge and thank members of the public for the input as appropriate.</li> <li>• <b>Exception:</b> If the Board feels additional public/staff input would be helpful in determining a course of action, the Board President may make such a request of the Superintendent.</li> </ul>
Board Comments During the Board Meeting	<ul style="list-style-type: none"> <li>• The purpose of the Board Comments section is to allow for the board members to speak about event(s) they've participated in and/or to voice their opinion(s) on topics they deem appropriate for a future board meeting.</li> </ul>
Communications Between and Among the Board, Board Members and the Superintendent	<ul style="list-style-type: none"> <li>• The Superintendent is easily accessible through email, text and by phone. The Superintendent also sends out a weekly Board Journal every Friday except on board weeks to communicate district events and issues. Board Journals are intended for the sole purpose to inform board members; they are not meant for distribution or for the general public.</li> </ul>
Request for Information	<ul style="list-style-type: none"> <li>• When an individual Board member requests information, it will be provided to all Board members.</li> <li>• An individual Board member will – insofar as possible – work to let the Superintendent and staff know ahead of time when a request for information will be made in public so the staff can be prepared to provide an answer. No surprises or “Got Ya’s” during board meetings!</li> <li>• 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. If the Superintendent feels a request presents a significant diversion, he/she will seek direction from the Board President.</li> </ul>
Communications Between the Board and Other Staff	<ul style="list-style-type: none"> <li>• Always start with the Superintendent and if necessary the Superintendent will contact the appropriate staff member to provide information.</li> </ul>
Request for Action	<ul style="list-style-type: none"> <li>• The only authority to direct action rests with the Board at the Board table.</li> <li>• A majority vote sets such direction.</li> <li>• Individuals may request action by bringing up a new idea, explaining their interest in a particular course of action and working to get a Board majority to support moving in that direction.</li> <li>• When a majority of the Board, sitting in a formal meeting, requests action, it should be done in the context of the intended results, not the methods used to achieve those results.</li> </ul>
Role in Public  <i>Reference:</i> WSD BB 9010	<ul style="list-style-type: none"> <li>• Board members are reminded of their obligations as public servants. Board Bylaw 9010 provides great detail with regards to that obligation and should be reviewed periodically by Board members for compliance.</li> </ul>

<p>Self-Monitoring</p> <p><i>Reference:</i> WSD BB 9323</p>	<ul style="list-style-type: none"> <li>• Individual trustees agree to review and adhere to meeting norms, goals, and Board member roles as defined CSBA and Board Bylaws.</li> <li>• In order to conduct efficient and effective Board meetings, Board members will come to the Board meetings prepared and ready to do business. Board members agree to speak to the issues on the agenda and attend to fellow Board members respectfully. Facts and information needed from the administration will be referred to the Superintendent. Points are to be made in as few words as possible; speeches at Board meetings are discouraged.</li> <li>• Key questions for Board members to consider for effective meetings: <ol style="list-style-type: none"> <li>1. Are Board members prepared for the meeting?</li> <li>2. Do Board members refrain from monopolizing discussion?</li> <li>3. Does everyone really understand the issues?</li> </ol> </li> <li>• How much work has already been done at preliminary Board sessions?</li> </ul>
<p>Site Visits</p>	<ul style="list-style-type: none"> <li>• Board members who wish to visit school sites during the work day shall schedule those visits through the superintendent’s office. “Drive-bys” or “drop-ins” on staff and schools are discouraged. The superintendent will consult with the principal when scheduling visits during the work day.</li> <li>• Visits to evening or weekend special events can be arranged directly with the principal. However, a contact to the principal, copied to the superintendent, is expected to ensure you are properly recognized and welcomed.</li> <li>• Be mindful that more than two Board members at an event constitutes a quorum and should be avoided unless it is a large, special event (e.g., graduations, ribbon cutting ceremonies).</li> </ul>
<p>Trustee Area Representation</p>	<ul style="list-style-type: none"> <li>• Although each trustee is elected by the voters of a defined trustee area, when all are seated at the Board table the needs and well-being of the entire district is the ultimate mission when making decisions, developing policy, directing resources, and setting goals.</li> <li>• It’s appropriate for trustees to bring forward the unique needs and priorities of his/her zone as part of a well-informed and representative decision-making process.</li> <li>• Although trustees are elected by a specific area, members are encouraged to engage with all schools throughout the district.</li> <li>• Trustees zones will be periodically reviewed to ensure they continue to meet the intent and spirit of the California Voter Rights Act.</li> </ul>
<p>Spokesperson</p> <p><i>Reference:</i> WSD BB 9270</p>	<ul style="list-style-type: none"> <li>• The Board President is the spokesperson in response to emails and communications addressed to the entire board. Therefore, he/she will provide an initial response confirming receipt of the communication, explaining how the Brown Act restrains us from conducting business/discussion in non-public communications, and encouraging the sender to attend a future board meeting where the Board’s business is properly and publically conducted. The Board President shall courtesy copy the superintendent and other Board members with any such response.</li> </ul>
<p>Requests/Complaints Made Directly to Individuals Board Members by Parents or Community Members</p>	<ul style="list-style-type: none"> <li>• When someone brings a request directly to a board member, he/she will listen carefully, remember that we are hearing only one side of the story, and then direct that person to the superintendent. The superintendent will refer the request to the office in the district most appropriate to help resolve the concern.</li> <li>• If the request/complaint is in the form of an email, he/she will forward it as appropriate for resolution.</li> </ul>

	<ul style="list-style-type: none"> <li>• This will ensure everyone is treated fairly, equally and expeditiously and that district procedures and policies are upheld. It will also clarify that no individual board member has the authority to fix a problem.</li> <li>• It is important that the staff member assigned to the issue circles back to the board member to share the ultimate resolution.</li> <li>• The board member will invite the person with the request/complaint to get back to him/her if the issue is not resolved.</li> <li>• When a complaint comes to one board member and is referred to the superintendent, the superintendent will inform the whole board about the complaint and resolution.</li> </ul>
Request by Businesses or Vendors Made to Individual Board Members	<ul style="list-style-type: none"> <li>• When someone brings a request to a board member, he/she will refer the person to the Superintendent’s Office.</li> <li>• This will ensure everyone is treated fairly, equally and expeditiously and that district procedures and policies are upheld. It will also clarify that no individual board member has the authority to grant a request. Purchasing, use of facilities and other operational decisions follow specific legal guidelines and mandates.</li> <li>• The board members would like to support Westminster businesses whenever appropriate or possible.</li> <li>• It is important that the staff member assigned to the issue circles back to the board member to share the ultimate resolution.</li> <li>• The board member will invite the person with the request/complaint to get back to him/her if the issue is not resolved.</li> </ul>
Orientation of New Board Members	<ul style="list-style-type: none"> <li>• New trustees will be invited to participate in trainings designed to support his/her success “on-boarding.”</li> </ul>

## EVALUATION OF THE BOARD AND SUPERINTENDENT

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### Board Self Evaluation

Annually or as often as necessary, the Board will conduct a self-evaluation to promote unity of purpose as an ongoing process in accordance with Board Bylaw 9400.

- The Board may elect to work with an outside facilitator who is an expert in School Board functions, procedures and practices to assist with the Board's self-evaluation.
- The Board may select an evaluation form(s) that will be used for the Board's self-evaluation (for example, use a template from the California School Board Association (CSBA) and customize it for Westminster School District).
- The main motivation of the Board's self-evaluation is student focus; is what the Board doing making a difference for our students?

### Superintendent Evaluation

The Board will meet at least annually for the purpose of performance evaluation. Evaluations will be based on goals mutually agreed upon by the Board and Superintendent and using the following schedule unless there is a mutually agreed upon change to the timeline:

- At a mutually agreed upon date and in accordance with his/her contract the Superintendent will provide the Board with written goals for the coming school year, including measurable outcomes.
  - The Board may also prescribe goals and expectations for the Superintendent and include the outcome of these goals in the Superintendent's evaluation.
- During Closed Session at a mid-year meeting, the Board and Superintendent will review the goals and progress toward each one. At this time, any other issues should be brought forward by either party to clarify concerns regarding goals, progress, or contractual matters.
- During Closed Session not later than the July Board meeting, Board members will meet without the Superintendent to evaluate his/her performance based on the aforementioned goals. Assigned Board members may create a quantitative matrix and/or other helpful subjective tools to help rate and quantify the Superintendent's performance. This detailed evaluation will be discussed in Closed Session with the Superintendent and a written summary of overall performance will be presented to Human Resources prior to September 1.
  - The Board may ask that the Superintendent submit a portfolio of his/her work, demonstrating their accomplishments and measurable outcomes based on the agreed goals by the Superintendent and Board.
  - The Board may select an evaluation form(s) that will be used for the Superintendent's evaluation (for example, use a template from the California School Board Association (CSBA) and customize it for Westminster School District.
  - The main motivation of the Superintendent's evaluation is student focus; is what the Superintendent doing making a difference for our students?

## ADDITIONAL RESOURCES

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<b>The Brown Act: Open Meetings for Local Legislative Bodies</b>	Copy of the Ralph M. Brown Act is available through the Superintendent's office or at <a href="http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf">http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf</a>
<b>Robert's Rules of Order</b>	A summarized description of Robert's Rules is available through the Superintendent's office. The complete official Robert's Rules is available at <a href="http://www.robertsrules.com">http://www.robertsrules.com</a>
<b>Annual Statement of Economic Interests – Form 700</b>	Annual filing deadline is April 2 <sup>nd</sup> . Copies are maintained in the Superintendent's office and are available upon request or <a href="https://cobcoi.ocgov.com/edisclosure/">https://cobcoi.ocgov.com/edisclosure/</a>
<b>California School Boards Association</b>	<a href="http://WWW.CSBA.ORG">WWW.CSBA.ORG</a>
<b>WSD Board Bylaws</b>	<a href="http://www.wsdk8.us">www.wsdk8.us</a> Table of Contents – Appendix A
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## 9000 – Board Bylaws

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<b>BB</b>	<b>9120</b>	Board Members; Election of Officers
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<b>BB</b>	<b>9122</b>	Secretary
<b>BB</b>	<b>9123</b>	Clerk
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<b>BB</b>	<b>9130</b>	Board Subcommittees
<b>BB</b>	<b>9140</b>	Board Representatives
<b>BB</b>	<b>9200</b>	Members (Limits of Authority)
<b>BB</b>	<b>9220</b>	Governing Board Elections
<b>BB</b>	<b>9222</b>	Resignation
<b>BB</b>	<b>9223</b>	Filling Vacancies
<b>BB</b>	<b>9224</b>	Oath Or Affirmation
<b>E</b>	<b>9224</b>	Oath of Affirmation
<b>BB</b>	<b>9230</b>	Orientation
<b>BB</b>	<b>9240</b>	Board Development
<b>BB</b>	<b>9250</b>	Remuneration, Reimbursement And Other Benefits
<b>BB</b>	<b>9260</b>	Legal Protection
<b>BB</b>	<b>9270</b>	Conflict Of Interest
<b>E</b>	<b>9270</b>	Conflict Of Interest
<b>BB</b>	<b>9300</b>	Governance
<b>BB</b>	<b>9310</b>	Policy Manual
<b>BB</b>	<b>9311</b>	Board Policies
<b>BB</b>	<b>9312</b>	Board Bylaws
<b>BB</b>	<b>9313</b>	Administrative Regulations
<b>BB</b>	<b>9314</b>	Suspension of Policies, Bylaws, Administrative Regulations
<b>BB</b>	<b>9320</b>	Meetings And Notices
<b>E</b>	<b>9320</b>	Meetings Outside District Boundaries
<b>BB</b>	<b>9321</b>	Closed Session Purposes And Agendas
<b>BB</b>	<b>9321.1</b>	Closed Session Actions And Reports
<b>BB</b>	<b>9322</b>	Agenda/Meeting Materials
<b>BB</b>	<b>9323</b>	Meeting Conduct
<b>BB</b>	<b>9323.1</b>	Order of Business
<b>BB</b>	<b>9323.2</b>	Actions By The Board
<b>BB</b>	<b>9324</b>	Minutes And Recordings
<b>BB</b>	<b>9400</b>	Board Self-Evaluation



# Board Member Fact Sheet

# Board Member Fact Sheet

## - Westminster School District –

### Need to Know:

1. Name of school district: [Westminster School District](#)
2. School district address: [14121 Cedarwood Avenue Westminster, CA 92683](#)
3. Main district phone number: [714-894-7311](#)

4.

<i>Superintendents:</i>	<i>Phone:</i>	<i>Cell Phone:</i>	<i>Email:</i>
<a href="#">Interims – Dr. Gary Rutherford &amp; Sheri Loewenstein</a>	<a href="#">714-894-7311 ext. 1002</a>		<a href="mailto:grutherford@wsdk8.us">grutherford@wsdk8.us</a> <a href="mailto:sloewenstein@wsdk8.us">sloewenstein@wsdk8.us</a>

5.

<i>Superintendent’s Secretary/Assistant:</i>	<i>Phone:</i>	<i>Email:</i>
<a href="#">Priscilla Ard</a>	<a href="#">714-894-7311 ext. 1002</a>	<a href="mailto:pard@wsdk8.us">pard@wsdk8.us</a>

6.

Board Members:	Titles:	Cell Phone:	Email:
<a href="#">Khanh Nguyen</a>	<a href="#">President</a>		<a href="mailto:khanhnguyen@wsdk8.us">khanhnguyen@wsdk8.us</a>
<a href="#">Frances Nguyen</a>	<a href="#">Vice President</a>		<a href="mailto:fnguyen@wsdk8.us">fnguyen@wsdk8.us</a>
<a href="#">Jeremy Khalaf</a>	<a href="#">Clerk</a>		<a href="mailto:jkhalaf@wsdk8.us">jkhalaf@wsdk8.us</a>
<a href="#">Xavier Nguyen</a>	<a href="#">Member</a>		<a href="mailto:xnguyen@wsdk8.us">xnguyen@wsdk8.us</a>
<a href="#">Jamison Power</a>	<a href="#">Member</a>		<a href="mailto:jpower@wsdk8.us">jpower@wsdk8.us</a>

7. Communities served by the district: [Garden Grove, Huntington Beach, Midway City and Westminster.](#)

8. Number of employees in district (not including subs): [Certificated-512; Classified-556](#)

9. What unions are in place?

<a href="#">CSEA (California School Employees Associations)</a>	<a href="#">President – Jackie Jenkins</a>
<a href="#">WTA (Westminster Teachers Association)</a>	<a href="#">President – Kim Bui</a>

10. Grade levels served by the district: [Pre K – 8<sup>th</sup> Grade](#)

11. Number of students enrolled: [9,136 as of 12/10/18](#)

- |   |   |
|---|---|
| a. Pre-school: <a href="#">881</a>          | d. Continuation school: <a href="#">n/a</a> |
| b. High-school: <a href="#">n/a</a>         | e. Middle-school: <a href="#">2,739</a>     |
| c. Elementary school: <a href="#">6,397</a> | f. Adult Ed.: <a href="#">n/a</a>           |

12. Student Population:

- |   |                                 |
|---|---------------------------------|
| a. Ethnic Groups by %   |                                 |
| i. Hispanic: <a href="#">44%</a>                                | iii. White: <a href="#">13%</a> |
| ii. Asian: <a href="#">38%</a>                                  | iv. Other: <a href="#">5%</a>   |
| b. Percentage of English Language Learners: <a href="#">40%</a> |                                 |

- c. Primary languages spoken at home other than English: [Vietnamese & Spanish](#)
  - d. Percentage of students receiving free or reduced lunch: [72%](#)
13. Number of square miles the district covers: [32.6 square miles](#)
14. Home to school transportation: District operated? [Yes](#); Contracted to? [No](#)
15. Number of schools: [17](#)
- a. Pre-schools: [1](#)
  - b. Elementary schools: [13](#)
  - c. Middle schools: [3](#)
  - d. High schools: [n/a](#)
  - e. Continuation schools: [n/a](#)
  - f. Charter schools: [n/a](#)
  - g. Adult Ed.: [n/a](#)
- 16.

<b>District Office Departments:</b>	<b>Contact Person:</b>	<b>Phone Number:</b>
<a href="#">Accountability &amp; Assessments</a>	<a href="#">Tricia Urbaniec, Executive Director</a>	<a href="#">714-894-7311 ext. 1101</a>
<a href="#">Benefits</a>	<a href="#">Tina Gestoso, Insurance Technician</a>	<a href="#">714-894-7311 ext. 1027</a>
<a href="#">Business Services</a>	<a href="#">Dr. Tony Wold, Asst. Sup., Business Services</a>	<a href="#">714-894-7311 ext. 1010</a>
<a href="#">Educational Services</a>	<a href="#">Myrlene Pierre, Asst. Sup., Ed. Services</a>	<a href="#">714-894-7311 ext. 1032</a>
<a href="#">Educational Technology</a>	<a href="#">Gerardo Martinez, Executive Director</a>	<a href="#">714-894-7311 ext. 1042</a>
<a href="#">Facilities</a>	<a href="#">Brian Johnson, Executive Director</a>	<a href="#">714-894-7311 ext. 1121</a>
<a href="#">Human Resources</a>	<a href="#">Art Jimenez, Asst. Sup., HR</a>	<a href="#">714-894-7311 ext. 1162</a>
<a href="#">Information Technology</a>	<a href="#">Samuel Plambeck, Director, IT</a>	<a href="#">714-894-7311 ext. 1052</a>
<a href="#">Office of Language Acquisition</a>	<a href="#">Olivia Yahya, Executive Director</a>	<a href="#">714-894-7311 ext. 1083</a>
<a href="#">Payroll</a>	<a href="#">Kim Lemus, Payroll Technician</a>	<a href="#">714-894-7311 ext. 1018</a>
<a href="#">Special Education</a>	<a href="#">Reagan Lopez, Executive Director</a>	<a href="#">714-894-7311 ext. 2101</a>
<a href="#">Teaching &amp; Learning</a>	<a href="#">Lori Hernandez, Executive Director</a>	<a href="#">714-894-7311 ext. 1081</a>
<a href="#">Transportation</a>	<a href="#">Brian Johnson, Executive Director</a>	<a href="#">714-894-7311 ext. 1121</a>

17.

<b>Standing Advisory Committees, Panels or Commissions:</b>	<b>Staff Member Responsible:</b>
<a href="#">Budget Advisory</a>	<a href="#">Dr. Tony Wold</a>
<a href="#">LCAP Strategic Team</a>	<a href="#">Tricia Urbaniec</a>
<a href="#">Dual Language Task Force</a>	<a href="#">Olivia Yahya</a>
<a href="#">CA State Preschool Program &amp; School Age Care Program (annual program self-evaluation in May)</a>	<a href="#">Beverlee Mathenia</a>
<a href="#">Citizens' Oversight Committee</a>	<a href="#">Dr. Tony Wold</a>
<a href="#">CSEA Communications</a>	<a href="#">Art Jimenez</a>
<a href="#">WTA Communications</a>	<a href="#">Art Jimenez</a>
<a href="#">CSEA &amp; WTA Interest Based Bargaining (IBB)</a>	<a href="#">Art Jimenez</a>
<a href="#">School Safety Task Force</a>	<a href="#">Art Jimenez, Myrlene Pierre &amp; Dr. Tony Wold</a>

18. Budget: \$112,895,644; General Fund Budget: \$112,895,644
19. Mission Statement: "Prepare all students to be responsible, resilient, resourceful, and productive world citizens in a changing and diverse society."
20. Vision Statement: "Building tomorrow's leaders today."

21. **Current District Initiatives:**

Franklin Property – Obtain Exchange Property	Future Ready Classroom Comm.
General Obligation Bond Measures	STEAM Programs
Computer Science School	AVID Schools
Spanish Dual Immersion Program	Saturday Academy
Vietnamese Dual Immersion Program	Digital Academy
GATE Magnet Academy	LCAP-Local Control Acct. Plan
1-1 Chromebook Initiative	i4 Blended Learning

22. **District Schools:**

Name of School:	Grade Levels:	Principal:	Phone Number:
Anderson	K-6	Kim Breckenridge	714-894-7201
Clegg	K-5	John Staggs	714-894-7218
DeMille	K-6	Shannon Villanueva	714-894-7224
Eastwood	K-6	Jonathan Edelman	714-894-7227
Finley	K-5	Raul Olivas	714-895-7764
Fryberger	K-5	Michelle Scheiber	714-894-7237
Hayden	K-5	Mark Murphy	714-894-7261
Johnson	K-8	Daniel Owens	714-894-7244
Meairs	K-5	Kathy Kane	714-372-8800
Schmitt	K-5	Orchid Rocha	714-894-7264
Schroeder	K-5	Carrie Hernandez	714-894-7268
Sequoia	K-6	Michelle Watkins	714-894-7271
Stacey	K-8	Heidi DeBritton	714-894-7212
Warner	K-8	Tiffany Harville	714-894-7281
Webber	K-6	Vanessa DeSantis	714-894-7288
Willmore	K-5	Dr. Nicole Jacobson	714-895-3765
Land Child Development	Pre-school	Beverlee Mathenia	714-898-8389
Land Student Services	Pre-school	Reagan Lopez	714-894-7344

23. **Board Member Benefits:**

Stipend:	\$277.83 per month. If a member does not attend all Board meetings during the month, he/she is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings attended unless otherwise authorized by the Board in accordance with law.
Reference: WSD BB 9250	
Health Benefits:	Board Members are eligible for medical, dental and vision.  <i>The district's contribution:</i> <i>Employee only \$7,800</i> <i>Employee +1 \$10,863</i> <i>Family \$14,100</i>

<p>Attending conferences/educational meetings/community events:</p>	<p>CSBA – The California School Boards Association has an annual conference that takes place every year typically during the first few weeks in December. The location of the conference rotates from San Francisco to San Diego every year.</p> <p>CSBA also has a board member training called the ‘Masters in Governance Program’ that helps guide board members. Course schedules can be provided to you by the secretary to the Superintendent.</p> <p><i>All conferences must be approved by the Superintendent prior to attending.</i></p>
<p>Making reservations for conferences/workshops/district business trips:</p>	<p>The secretary to the Superintendent will make all of the appropriate arrangements for conferences and workshops.</p>
<p>Travel Expenses and Reimbursements:</p>	<p>Any approved travel expenses or reimbursements must follow Board Bylaw 9250: Remuneration, Reimbursement, &amp; Other Benefits. All travel must be pre-approved by the Superintendent. Any reimbursable expenses will require you to turn in original receipts. These can be submitted to the secretary to the Superintendent. Per Diem for travel cannot exceed the following amounts:</p> <p><i>Per Diem for Meals:</i>  <i>Breakfast: \$25.00</i>  <i>Lunch: \$25.00</i>  <i>Dinner: \$40.00</i>  <i>Gratuuity cannot exceed 18%</i></p>