



**SANTA CRUZ**  
COUNTY OFFICE OF  
**EDUCATION**  
DR. FARIS SABBABH • SUPERINTENDENT OF SCHOOLS

Santa Cruz County Board of Education • 400 Encinal Street, Santa Cruz, CA 95060 • Tel (831) 466-5900 • [www.santacruzcoe.org](http://www.santacruzcoe.org)

**Mr. Ed Acosta • Ms. Rose Filicetti • Ms. Sandra Nichols • Ms. Sue Roth •  
Mr. Abel Sanchez • Mr. Bruce Van Allen • Ms. Alyssa Wall**

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**Santa Cruz County Board of Education  
Special Board Meeting  
Thursday March 11, 2021  
Open Session 3:00 P.M.  
Held by Videoconference Only**

**NOTICE:**

In order to meet the most recent guidelines from the Santa Cruz County Health Services Agency in regard to COVID-19, this meeting will be **limited to virtual participation only** and made available online via a live video-conference at the following web address:

<https://santacruzcoe-org.zoom.us/j/89220720132>

Or join by phone:

US: **+1(669) 900-6833**

Meeting ID: 892 2072 0132#

**PUBLIC COMMENT:**

Any person wishing to make a public comment will have the opportunity to do so via videoconference during the virtual meeting for up to three minutes each for any item not listed on the agenda, or for up to two minutes for any item listed on the agenda. To submit a comment to be read aloud on your behalf either listed or not listed on the meeting agenda, please send a comment no longer than 300 words to [cbennett@santacruzcoe.org](mailto:cbennett@santacruzcoe.org) no later than 2pm on March 11th. Each individual may only make one comment per topic.

Cualquier persona que desee hacer un comentario público tendrá la oportunidad de hacerlo por videoconferencia durante la reunión virtual hasta tres minutos cada uno para cualquier tema que no esté incluido en la agenda, y hasta dos minutos para cualquier tema incluido en la agenda. Para enviar un comentario para ser leído en voz alta en su nombre, ya sea para un tema en la agenda o no en la agenda, envíe un comentario de no más de 300 palabras a [cbennett@santacruzcoe.org](mailto:cbennett@santacruzcoe.org) a más tardar a las 2 pm del 11 de marzo. Cada individuo solo puede hacer un comentario por tema.

**AGENDA**

**1. CALL TO ORDER, ROLL CALL AND ESTABLISHMENT OF QUORUM**

Rose Filicetti (President), Ed Acosta, Sandra Nichols, Sue Roth, Abel Sanchez, Bruce Van Allen, Alyssa Wall  
Faris Sabbah, Secretary

**2. PLEDGE OF ALLEGIANCE**

Superintendent Sabbah (Secretary) will lead the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

Agenda deletions and/or changes of sequence will be approved or the agenda will be approved as submitted.

**4. PUBLIC COMMENT**

This is an opportunity for the public to address the Board regarding items not on the agenda. The Board President will recognize any member of the audience not previously placed on the agenda who wishes to speak on a matter directly related to school business. Each speaker, on any specific topic, may speak up **three (3) minutes** unless otherwise limited or extended by the President. The President may allot time to those wishing to speak but no action will be taken on matters presented (EDC § 35145.5). If appropriate, the President, or any Member of the Board, may direct that a matter be referred to the Superintendent's Office for placement on a future agenda. Please refer to, Please Note, on the last item of this agenda.

**5. CORRESPONDENCE**

Official correspondence received by the Board is included herein.

**6. REPORTS, PRESENTATIONS, AND INFORMATIONAL ITEMS**

**6.1 Board Governance Workshop**

Sarah Levitan Kaatz, Partner at Lozano Smith, will provide the Board with a training and presentation regarding Board governance policies. The Governance workshop will include review and discussion of Board Bylaws, Professional Governance Standards, Handbook, and procedures on agenda setting and dissemination of information for the Board.

Presenter: Sarah Levitan Kaatz, Partner, Lozano Smith Attorneys at Law

**7. SCHEDULE OF MEETINGS AND COMING EVENTS**

Santa Cruz County Board of Education  
Regular Meeting (Virtual)  
March 18, 2021  
4:00 p.m.

Santa Cruz County Board of Education  
Regular Meeting (Virtual)  
April 15, 2021  
4:00 p.m.

**8. ADJOURNMENT**

The Board President will adjourn the meeting.

***PLEASE NOTE:***

**Public Participation:**

All persons are encouraged to attend and, when appropriate, to participate in meetings of the Santa Cruz County Board of Education. If you wish to speak to an item on the agenda, please be present at the beginning of the meeting as any item, upon motion, may be moved to the beginning of the agenda. Persons wishing to address the Board are asked to state their name for the record. The president of the Board will establish a time limit of three (3) minutes, unless otherwise stated by the president, for comments from the public. Consideration of all matters is conducted in open session except those relating to litigation, personnel and employee negotiations, which, by law, may be considered in closed session. Expulsion appeal hearings are heard in closed session unless a request for hearing in open session is made by the appellant.

**Backup Documentation:**

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the County Office of Education, located 400 Encinal Street, Santa Cruz, CA 95060, during normal business hours.

**Translation Requests:**

Spanish language translation is available on an as-needed basis. Please make advance arrangements with Christine Bennett by telephone at (831) 466-5900. Traducciones del inglés al español y del español al inglés están disponibles en las sesiones de la mesa directiva. Por favor haga arreglos por anticipado con Christine Bennett por teléfono al numero (831) 466-5900.

**ADA Compliance:**

In compliance with Government Code section 54954.2 (a), The Santa Cruz County Office of Education will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Christine Bennett, Administrative Aide to the Superintendent, 400 Encinal St., Santa Cruz, CA 95060, (831) 466-5900.

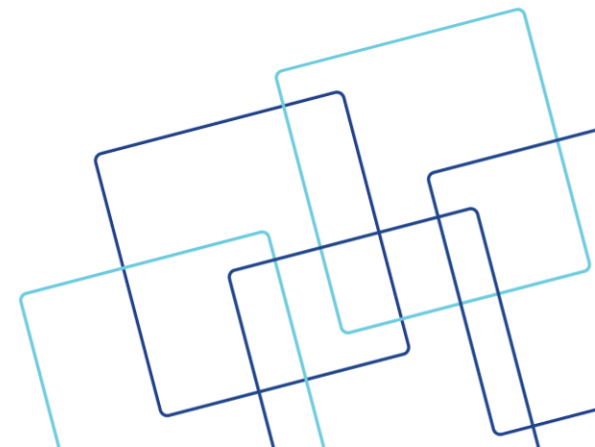


# Board Governance Workshop

Presented by: Sarah Levitan Kaatz

Santa Cruz County Office of Education

March 11, 2021



# Presenter

## Sarah Levitan Kaatz

### AT LOZANO SMITH

Sarah is a partner in Lozano Smith's Monterey office. Her practice focuses on student and employment matters.

### CONNECT

[skaatz@lozanosmith.com](mailto:skaatz@lozanosmith.com)

831.646.1501





# Overview

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1. Bylaws
2. Additional Bylaws to Consider
3. Professional Governance Standards
4. CCBE Handbook Highlights



# Bylaws



# What is The Role of the School Board?



A good school board does not run the public schools; it ensures that they are well run.

While no one can identify the origin of this quote, the California School Boards Association includes it in their publications.



# To Ensure the Schools Are Well Run, We Must:

Clarify roles and responsibilities of the board and county superintendent :

- Understand how the board and superintendent work as a team
- Understand our role
- Stay in our lane
- Support each other as a team



# Role of the Board (BB 9000)

1. The Board's role is to work with the County Superintendent to establish the direction and priorities through its budgetary responsibilities.

2. Provide community leadership



# Role of the Board (BB 9000)

## Basic Responsibilities

- Cooperative and supporting relationships
- Collaborate with the County Superintendent
- Adopt, evaluate and update policies
- Adopt the annual budget
- Expulsion appeals
- Charter schools
- Community leadership
- LCAP for COE schools and programs

# Governance Standards (BB 9005)

- “Keep learning and achievement for all students as the primary focus.”



# CSBA Professional Governance Standards

## ① THE INDIVIDUAL TRUSTEE

In California's public education system, a trustee is a person elected or appointed to serve on a board of education. Individual trustees bring unique skills, values and beliefs to their board. In order to govern effectively, individual trustees must work with each other and the superintendent to ensure that a high quality education is provided to each student.

### TO BE EFFECTIVE, AN INDIVIDUAL TRUSTEE:

- » Keeps learning and achievement for all students as the primary focus.
- » Values, supports and advocates for public education.
- » Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community.
- » Acts with dignity, and understands the implications of demeanor and behavior.
- » Keeps confidential matters confidential.
- » Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- » Understands the distinctions between board, superintendent and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.
- » Understands that authority rests with the board as a whole and not with individual board members.

## ② THE BOARD

County offices of education are governed by a superintendent and board, not by individual board members. While understanding their separate governance roles, the board and superintendent work together as a team. This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.

### TO OPERATE EFFECTIVELY, THE BOARD MUST HAVE A UNITY OF PURPOSE AND:

- » Keep focused on student learning and achievement, as well as the role of the county office of education in providing services to school districts and the community.
- » Work collaboratively with the county superintendent.
- » Communicate a common vision.
- » Operate openly, with trust and integrity.
- » Govern in a dignified and professional manner, treating everyone with civility and respect.
- » Govern within board-adopted policies and procedures.
- » Take collective responsibility for the board's performance.
- » Periodically evaluate its own effectiveness.
- » Ensure opportunities for the diverse range of views in the community to inform board deliberations.

## ③ THE COUNTY BOARD'S JOBS

The primary responsibilities of the county board are to work with the superintendent to establish the direction and priorities for the county office of education through its budgetary responsibilities, and to provide leadership to support the success of public education. To fulfill these responsibilities, there are a number of specific jobs that effective boards must carry out.

### EFFECTIVE COUNTY BOARDS:

- » Maintain a cooperative and supportive working relationship with local school districts, their school boards and the community.
- » Collaborate with the superintendent so that the shared vision, goals and policies of the county office of education can be implemented.
- » Adopt, evaluate and update policies consistent with law and the county board's vision and goals.
- » Maintain accountability for student learning in schools and programs operated by the county office of education.
- » Adopt the annual budget and review interim reports of the county superintendent of schools.
- » Approve the salary of the county superintendent.
- » Review the real property audit and acquire or dispose of real property as necessary for county office of education schools and programs.
- » Adopt policies to ensure that a safe and appropriate educational environment is provided for all its students.
- » Conduct appeals on student expulsions and inter-district transfers.
- » Conduct public hearings when appropriate.
- » Fulfill statutory responsibilities in connection with charter schools.
- » Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.

# Governance Standards (BB 9005)

## Individual Board Members:

- Value, support and advocate for public education
- Act with dignity
- Keep confidential matters confidential
- Professional development
- Refrain from management functions
- Understand that authority rests with the County Board as a whole and not with individual County Board members
- Support the will of the Board majority after an action has been taken



# The Power of an Individual Board Member

- Individual Board members exercise power only when acting as a collective body at lawfully called Board meetings.
- Outside of Board meetings, Board members have the same power as ordinary citizens – no more and no less.
- But ... others *perceive* Board members as having power.



# Governance Standards (BB 9005)

## The Board:

- Keep focused on student learning and achievement
- Communicate a common vision
- Work collaboratively with the County Superintendent
- Operate openly, with trust and integrity
- Govern in a dignified and professional manner
- Govern with adopted policies and procedures
- Take collective responsibility for Board's performance
- Ensure opportunities for a diverse range of views



# Public Statements (BB 9010)

- All public statements authorized to be made shall be made by the Board President, County Superintendent or designated person
- Exercise restraint and tact to promote public confidence
- Do not disclose confidential information
- Individual members should recognize their statements may be perceived to reflect the view or position of the Board
- Identify personal viewpoints as such
- Be respectful, courteous and professional on social networking sites, blogs, etc.

# Officers of the Board (BB 9210)

The Board President shall:

- Preside over meetings and hearings
- Call special meetings
- Make appointments to committees
- Enforce board policy relating to meetings
- Keep discussion on point, put motions to vote
- Sign all documents as required for Board actions; may delegate such actions to the County Superintendent
- Provide orientation and training, with the Superintendent

# Officers of the Board (BB 9210)

The Board Vice President shall:

- In the absence of the President, to preside at the meetings and act in place of the President
- Assume responsibilities as assigned by the President

# Officers of the Board (BB 9210)

## Preparation of the Agenda

- President and Vice President consult with the County Superintendent
- Board members may send items to the President for consideration
- Agenda item each meeting for future board agendas
- Order of business is set forth in Bylaws

# Officers (BB 9210)

## The Secretary (County Superintendent of Schools)

- Master calendar
- Agenda setting and distribution
- Prepare and present requested reports and information
- Professional advisor to the Board in the formulation of policies for the county school programs
- Guidance on compliance with law and policies
- Orientation and training for board members

# Meeting Conduct (BB 9323)

- Compliance with Brown Act and Bylaws
- Start on time
- Discourages late night meetings
- Encourages public participation
  - Three minutes per speaker
  - Twenty minutes per topic
  - Cannot prohibit criticism
  - President may rule on appropriateness of the topic
  - Inform complainants that employments matters are within the jurisdiction of County Superintendent

# Good Governance

- Your role as a Board member is to “see the big picture” and is not the day-to-day management of the district.



# Policy Processes

## Process One:

- GAMUT full review
- Revisions/recommendations go to Policy Committee


## Process Two:

- Board or staff requests special review
- Policy Committee reviews, creates, or updates


## Process Three:

- Board member may email President with request or raise for future agenda item
- Referred to the Policy Committee





For Your  
Consideration



# Obtaining Legal Services (BB 9124)

## Basic Provisions:

- Authorizes use of legal counsel
- Process for selecting counsel
- When County Board or Committee may use independent counsel
- Who may consult with counsel

# Electronic Communications (BB 9012)

## Basic Provisions:

- Brown Act considerations with electronic communications
- Updated provisions on social media, “likes”, etc.
- Limits on blocking members of the public
- Public Records Act and electronic communications
- Preference for using COE device or account

# Board Self Evaluation (BB 9400)

## Basic Provisions:

- Annual self-evaluation of Board
- Generally, covers performance of roles, relationships, communication and boardsmanship
- CSBA has a good tool



# CCBE Handbook Highlights



# Boardsmanship

“Boardsmanship” refers to the basic characteristics and behaviors that effective board members have in common. It describes how board members respond to and interact with the superintendent, fellow board members, community, students, parents and staff.

# Boardsmanship

“It is important to remember that board members are board members whether they are in the board room or at home or in the grocery store. From the moment of election or appointment, board members become public officials whose actions are scrutinized by the public. Thus it is important to demonstrate good boardsmanship at all times in all public settings.”

# Boardsmanship: Verbal

- Sarcasm
- Raised voices
- Condescending tones



- Civil
- Reasonable
- Patient
- Courteous
- Ask questions



# Boardsmanship: Non-Verbal



- Yawning
- Shuffling papers
- Cutting off or interrupting
- Crossing arms
- Walking around

- Looking directly at people
- Listening carefully
- Sitting up straight

# Teamwork

“Coming together is a beginning; keeping together is progress; working together is success.”

- Henry Ford

# Elements of Teamwork



Positive Climate

Common Interest

Positive Attitude

Listen and Respect Views

Open, Honest and Tactful  
Communication

# Elements of Teamwork



Earn Trust

Professionalism

Operate with Fairness

Maintain Focus

# Teamwork

- What would you like to see from each other to make things easier?
- From staff?
- What can the Board do to better work with staff?

# Teamwork

- How do you disagree agreeably?
- How do you implement decisions?

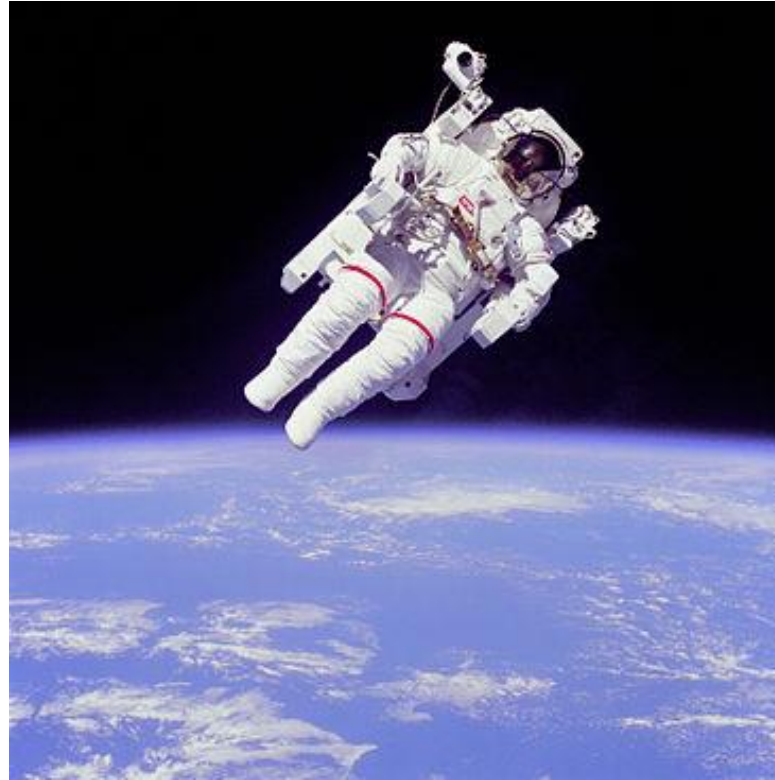


# Support for Board Positions

- How the Board votes and acts after the vote is a litmus test.
- When is a unanimous vote important?
- How does the minority act following a 3-2 vote?
- How does the majority act?

# How are you doing as a Board?

Watch for mission drift







# Next Steps





# Thank you from Lozano Smith.

Together with you, we're impacting communities and lives through:

- Professional development
- Volunteer projects
- Sponsorships and award programs
- Scholarships

#BlueHatProject  
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*For more information, questions and  
comments about the presentation,  
please feel free to contact:*

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*Or any of the attorneys  
in one of our 8 offices.*







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