



GOVERNANCE HANDBOOK

BOARD OF TRUSTEES

John Van Geffen, President
Regina Chagolla, Vice President
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SUPERINTENDENT

Quiauna Scott, Ed.D

This governance handbook outlines practices and understandings that build and sustain a positive Board-Superintendent relationship and define a culture of quality, equity, and respect.

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Governance Team

The Governance Team is defined as the Emery Unified School District Board of Trustees working in concert with the Superintendent.

District Mission Statement

The Emery Unified School District is committed to provide to each student with a rigorous education in a welcoming, safe school environment that supports student learning and where there is tolerance, respect, and engagement with people from different cultures, backgrounds, and beliefs.

District Vision Statement

District Vision

- All students in EUSD will be provided with equitable access to educational opportunities and programs for economic, political, and social empowerment
- All students will learn and demonstrate 21st-century skills, including collaboration, critical thinking, and creativity to be college and career ready
- Innovative technology will be integrated to facilitate global awareness, communication, collaborative learning, and critical thinking
- To provide a comprehensive multi-use city-school campus that fosters a respectful environment, engages students in an innovative education, and offers comprehensive resources to bring members of the Emeryville community together to interact and learn

Governance Team Responsibilities

The governance 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 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 respect.
5. Govern within board-adopted policies and procedures.
6. Take collective responsibility for the board's performance.
7. Periodically evaluate the governance team's effectiveness.
8. Ensure opportunities for a diverse range of views in the community to inform board deliberations.

Information adapted from the CSBA Professional Governance Standards for School Boards.

The Board's Responsibilities

The primary responsibilities of the board are to:

1. Set direction for the district.
2. Provide a structure for board operation by establishing policies.
3. Create a supportive environment.
4. Ensure accountability and transparency.
5. Provide community leadership on behalf of the district and public education.

To fulfill these responsibilities, there are a number of specific jobs that effective boards must carry out. These jobs include:

1. Involve the community, parents, students, and staff in developing a common vision for the district focused on learning and achievement and be responsive to the needs of all students.
2. Adopt, evaluate, and update policies consistent with the law and the district's vision and goals.
3. Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.
4. Hire and support the superintendent so that the vision, goals, and policies of the district can be implemented.
5. Conduct regular and timely evaluations of the superintendent based on the vision, goals, and performance of the district, and ensure that the superintendent holds district personnel accountable.
6. Adopt a fiscally responsible budget based on the district's vision and goals and regularly monitor the fiscal health of the district.
7. Ensure that a safe and appropriate educational environment is provided to all students.
8. Establish a framework for the district's collective bargaining process and adopt responsible agreements.
9. Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state, and federal levels.

Information adapted from the CSBA Professional Governance Standards for School Boards.

The Superintendent's Responsibilities

1. Promotes the success of all students and supports the efforts of the Board of Trustees to keep the district focused on learning and achievement.
2. Values, advocates, and supports public education and all stakeholders.
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents, and the community and ensures that the diverse range of views informs board decisions.
4. Acts with dignity, treats everyone with respect, and understands the implications of demeanor and behavior.
5. Supports the Board's continuous professional development and models the value of lifelong learning.
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 administration team.
8. Understand the distinctions between board and staff roles, and respect the role of the Board as the representative of the community.
9. Understand that authority rests with the Board as a whole, provides guidance to the Board to assist in decision-making, and provides leadership based on the direction of the Board as a whole.
10. Communicates openly with trust and integrity, providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications.
11. Accepts leadership responsibility and accountability for implementing the vision, goals, and policies of the district.

Information adapted from the CSBA Professional Governance Standards for School Boards.

Building a Governance Team

Unity of Purpose

Unity of Purpose is a common focus, and the core values and beliefs governance team members share about children, the district, and public education. Unity of Purpose helps them transcend their differences to fulfill a greater purpose.

What does our governance team want to accomplish? What do we stand for?

1. Have the most appropriate and effective learning environment for each student.
2. Build trust.
3. Become an effective team with a focused direction.
4. Understand our individual jobs and collective responsibilities.
5. Become partners with staff and the community for positive change.
6. Make a commitment to continuous improvement.
7. Perpetuate a legacy of positive culture as new members join the team.

Governance Norms

In addition to meeting the norms below, we agree to act in ways that will help us meet the CSBA Professional Governance Standards. This will help create a positive culture within the governance team.

We agree to:

1. Work in the interest of all students.
2. Be prepared for board meetings by asking questions ahead of time and follow the “No Surprise Rule”.
3. Treat everyone with dignity and respect/
4. Respect differences in leadership and style.
5. Maintain confidentiality.
6. Support decisions once made.
7. Work as a team – we speak with one voice.
8. Maintain a big-picture view.
9. Understand and respect the past – work towards the future.
10. Abide by the Brown Act.

Board Protocols

Effective governance teams discuss and agree on the formal structures and processes used by the board and superintendent in their functioning as a team. These formal agreements about how groups will operate are often called protocols.

Emery Unified School District Board of Trustees has adopted the following protocols.

Communication between meetings	
	What is our process?
<p>1 Board – Superintendent Communication</p> <p>Purpose: Specify how board members generally ask for information from the district and how the district responds.</p>	<p><i>Principles:</i></p> <ul style="list-style-type: none"> • The superintendent wishes to provide the board with efficient, accurate information. • Board members have access to the same information. <p><i>Agreements:</i></p> <ol style="list-style-type: none"> 1. For easily available information, board members can contact district staff directly. 2. Superintendent will direct district staff to inform the superintendent of all communication from board members. 3. The superintendent uses his judgment to determine which information is shared with all board members but will err on the side of over-informing. When in doubt, the superintendent will share questions and answers with all trustees.
<p>2 Email Communication From Superintendent to Trustees/Board</p> <p>Purpose: Specify how the board and superintendent will use email appropriately.</p>	<p><i>Principles:</i></p> <ul style="list-style-type: none"> • Trustees wish to avoid unintentional violations of the Brown Act • Governance team members wish to be courteous and responsive to each other. <p><i>Agreements:</i></p> <ol style="list-style-type: none"> 1. If the superintendent sends an email to all board members and needs no response, he/she may indicate this by placing the words “Do Not Reply” in the subject header of the email. 2. If the superintendent sends an email to all board members and seeks a response, he/she may indicate this by placing the text “Reply Requested” in the subject header of the email. <ol style="list-style-type: none"> a. Board members will use the “reply” function so that only the superintendent receives the response. Members will not use “reply to all.” a. Governance team members will make every reasonable effort to respond to emails (and calls) within 24 hours.
<p>3 Information re: board packet information</p> <p>Purpose: Specify how board members ask for information</p>	<p><i>Principles:</i></p> <ul style="list-style-type: none"> • Trustees are prepared for board meetings. • Trustees have equal access to board information. • The governance team demonstrates respect for staff.

<p>regarding board meeting agenda materials.</p>	<p>Agreements:</p> <ol style="list-style-type: none"> 1. Board members may email the superintendent anytime with questions regarding board meeting materials. 2. To ensure questions can be answered prior to the board meeting, questions will be submitted as early as possible. 3. The staff may not be able to address questions submitted after 12:00 noon on the day of the meeting. 4. The superintendent may direct a trustee to the appropriate staff member for answers to questions. 5. The Superintendent will, if appropriate, share any question and answer with all board members by email. 6. Staff will determine whether items agendized for action require two readings. Should staff present an item on the agenda for action after one reading, the Board may, at its discretion, request that the item be agendized for a second review before action is taken.
<p>4 Questions in Advance – No Surprises</p> <p>Purpose: Specify how board members and the superintendent will attempt to avoid surprises.</p>	<p><i>Principle:</i></p> <ul style="list-style-type: none"> • The governance team demonstrates respect for staff. • The board has the information it needs to make decisions. <p>Agreements:</p> <ol style="list-style-type: none"> 1. Trustees will, if possible, inform the Superintendent if there is additional information on an agenda item that they feel should come forward during the board meeting. 2. Trustees may not always anticipate questions in advance. If so, trustees will let the board and community know before asking. <ol style="list-style-type: none"> a. For example: “I did not ask this in advance, so you may not have the answer here, but here...”
<p>5 Keeping Informed</p> <p>Purpose: Specify how board members and superintendent keep each other informed of important developments.</p>	<p><i>Principle:</i> Trustees have access to sufficient and equal information.</p> <p><i>Agreement:</i></p> <ol style="list-style-type: none"> 1. The superintendent and board members will inform each other as soon as possible regarding serious issues that include but are not limited to: liability exposure, media exposure, serious injury, unexpected/dramatic staff issues, or other serious concerns. <ol style="list-style-type: none"> a. The superintendent exercises discretion and independent judgment on what to report to the board. a. All governance team members will err on the side of over-communicating.
<p>6 How do Board Members Propose New Agenda Items?</p> <p>Refer to BB 9322</p> <p>Purpose: Specify the process for adding new items to the board’s agenda.</p>	<p><i>Principles:</i></p> <ul style="list-style-type: none"> • Any board member has the right to request that an item be placed on the agenda. • The agenda belongs to the full board. • Members need to understand the process for making these requests. <p>Agreements:</p> <p>Accepting new agenda items shall be achieved by the following guidelines:</p>

An individual Board member may request that a matter be placed on the agenda of a regular Board meeting:

1. In writing 5 calendar days before the next regularly scheduled meeting date; or
2. Orally at a regular board meeting.

The item will be placed in a portion of the agenda entitled “Agenda Items Requested by Individual Board Members.” Unless a Board majority has directed the expenditure of district staff time and district resources for preparation regarding such a Board Member requested agenda item, the individual Board member who requested the item will prepare any desired supporting documentation and information and shall not individually expend or seek to direct the expenditure of district staff time or district resources.

At the Board meeting, when the agenda item is presented, the individual Board member who requested the item will present the item without staff assistance. In order to ensure the timely conduct of the meeting, the Board member’s presentation on the agenda item requested will be limited to 5 minutes unless the time is extended by a vote of the majority of the Board. If, after the individual Board member presents the requested agenda item, a Board majority so directs, the item may be placed on a future Board agenda. District staff can expend district time and resources to make a further presentation on the Board agenda item. If a Board majority does not give such direction, the agenda item will not be re-agendized for future consideration unless the Superintendent and Board President re-agendizes the item.

If the Board directs that an item shall be placed on an upcoming agenda, the Board President and Superintendent shall meet and determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda. In addition, the Board President and Superintendent shall decide:

- whether an agenda item is appropriate for discussion in open or closed session; and
- which upcoming meeting the agenda item will be placed on; and
- whether the item should be an action item, informational item, discussion item, or consent item.

The decisions of the Board President and Superintendent on the above issues shall be binding on the Board.

Nothing in the state law or these Bylaws shall be construed to require that the Board consider the same agenda item on multiple occasions. Once an item is heard by the Board, the Board may direct that the item not be placed on future Board agendas absent proper written justification for doing so in accordance with these Board bylaws, state law, or Roberts’ Rules of Order.

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Conduct of meetings

What is our process?

7 Staff Reports

Purpose: Provide guidance to the superintendent in helping district staff prepare materials and presentations for the board.

Principles - The board:

- receives sufficient information to do its work.
- values the contributions of district staff.
- keeps meetings focused and efficient.

Agreements

1. Staff reports will be provided in advance whenever possible.
2. Staff reports should address as applicable:
 - Impact on students
 - District Priorities
 - Policy
 - Cost
 - Options & Alternatives
 - Rationale for Proposed Action
3. Guidelines for Staff
 - Think ‘executive summary’
 - Assume the board has read the report.
 - Focus on the most important aspects of the issue.
 - Avoid jargon. (Provide a glossary.)
 - Don’t read slides or reports to the board.

8 Deliberations

Purpose: Set broad guidelines to help board members use a common framework for deliberations.

Principles:

- Trustees are prepared for deliberation by advanced study of board materials.
- Deliberations are informed by public comment.
- All trustees have an opportunity to participate.
- All trustees work to demonstrate understanding of the views of all trustees.

Agreements:

Order

- The president introduces item
- Staff report on item
- Public comment on item
- Clarifications by the board
- Board deliberation

In deliberations, and for responding to staff recommendations, the board will reflect on:

	<ul style="list-style-type: none"> • District mission, values and priorities. • Policy • Budget • Impact on students • The perspectives of the community • Impact on other systems: Staff, Facilities • Reasonableness
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Trustee in public

	What is our process?
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<p>9 Trustee Presence at District Events</p> <p>Purpose: To clarify the expectation for board representation at district events.</p>	<p><i>Principles:</i></p> <ul style="list-style-type: none"> • The board should be represented at key district events. • Trustees will share responsibility for attending community events as their availability allows. <p>The board shall strive to ensure representation at:</p> <ul style="list-style-type: none"> • Graduation • Town Hall Meetings • Other <p>The superintendent will keep Trustees informed of events and opportunities for Board presence.</p>
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<p>10 Trustees Visiting Schools</p> <p>Purpose: To clarify the expectation for board members visiting schools.</p>	<p><i>Principles:</i></p> <p>Trustees visit schools to:</p> <ul style="list-style-type: none"> • Demonstrate interest in student learning and support for the work of staff. • See the connection between the work of the board and the experience of students and staff. <p><i>Agreements:</i></p> <ol style="list-style-type: none"> 1. As a courtesy, board members inform the superintendent’s office when they plan to visit schools. 2. Board members call principals to schedule a visit. 3. Board members follow the school rules regarding visitors (e.g., sign in at the school office.) 4. Board members are careful not to make evaluative statements to school staff or students.
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Governance development

	What is our process?
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11 Board Evaluation	<p><i>Principle:</i> The board demonstrates a commitment to continuous improvement.</p> <ul style="list-style-type: none">• The governance team will informally evaluate each board meeting.• The Board will conduct a board self-evaluation to review and confirm governance team agreements and processes.
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What Every New Board Member Needs to Know About the District

**Emery Unified School District
4727 San Pablo Street
Emeryville, CA 94608
<http://emeryusd.k12.ca.us/>**

GOVERNANCE TEAM CONTACT INFORMATION

Name	Position	Phone	E-mail
Dr. Quiauna Scott	Superintendent	510 601-4906	quiauna.scott@emeryusd.org
John Van Geffen	Board President	408-386-0345	john.vangeffen@emeryusd.org
Regina Chagolla	Vice President	510-320-0457	regina.chagolla@emeryusd.org
Susan Donaldson	Clerk of the Board	510-544-9449	susan.donaldson@emeryusd.org
Elsie Lee	County Representative	916-533-4908	elsie.lee@emeryusd.org
Brynnda Collins	Member	510-393-1002	brynnda.collins@emeryusd.org

DISTRICT OFFICE CONTACT INFORMATION

District Office Departments	Title & Name of Department Head	Phone Number	E-mail
Student Services	Deanna Yasaki, SpEd Director	510 601-4907	deanna.yasaki@emeryusd.org
Business Office	Dora Siu, Chief Business Officer	510 601-4902	Dora.siu@emeryusd.org
Human Resources	Samantha Burke, HR Director	510 601-4915	samantha.burke@emeryusd.org
Curriculum & Instruction	Dr. Mila Kell, Director of Curriculum & Instruction	510 601-4950	Mila.kell@emeryusd.org

DISTRICT SCHOOLS CONTACT INFORMATION

Name of School	Grade Levels	Principal	Phone Number	E-mail
Anna Yates School	TK-5	Lery Chavez	510 601-4917/4918	lery.chavez@emeryusd.org
Anna Yates School	6-8	Anthony Rodgers	4917 & ext 149	Anthony.rodgers@emeryusd.org

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Emery Secondary School	9-12	Kibby Kleiman	510 601-4961	kibby.kleiman@emeryusd.org
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District Snapshot Stats

- # total students 600
- # total staff 86

Communities served by the district:

Emery Unified Schools serves 42.2 % African American students, 21% Hispanic, 12.7% Caucasian, 9.3% Asian, .3% American Indian.

Number of English Learners:

Emery Unified Schools has 98 English Learners or 16.3 % of the population.

Number of Students Receiving Free or Reduced Lunch:

555 students, or 79.5 % of the students in Emery Unified Schools, are receiving free or reduced lunches.

District Employees

2024-2025 Certificated Staff

Elementary	28
Secondary	15
District	5
TOTAL	48

2024-2025 Certificated Administrator/Management

Superintendent	1
Director of SpEd/ Ed Services	1
Director of Human Resources	1
Director of Curriculum & Instruction	1
TK-5 Principal	1
6-8 Principal	1
9-12 Principal	1
TOTAL	7

2024-2025 District Office Staff

Classified Management	4
Confidential Staff	1
TOTAL	5

2024-2025 Classified Staff

	27
TOTAL	27

Employee Groups:

- Emery Teachers Association (ETA)
- California School Employees Association (CSEA)

Board Meeting Information

Board meetings will be held on the second Wednesday of each month, with the possibility of up to two meetings per month. The current board meeting calendar, including any exceptions, can be found at: www.emeryusd.org.

Board Agenda and materials are delivered electronically to board and community members on the Friday prior to any board meeting. Board agenda and archives can be found on the district's Agenda Online website at emeryusd.org.

The general order of items on the board meeting agenda is as follows:

1. Call to Order
2. Closed Session – Personnel, Negotiations, Legal Matters
3. Open Session/Report out from Closed Session
4. Pledge of Allegiance/Inspirational Quote
5. Comments from the Public
6. Consent Items
7. Action/Discussion Items
8. Future Agenda Items
10. Board Reports
11. Adjournment

Other Important Governance Documents:

- District Policies
- The Brown Act
- District Setting Direction Documents
- Annual Governance Calendar
- Board Bylaws (9000 Series of Policy Book)
- CSBA Professional Governance Standards
- District Budget

Board Member Benefits

STIPEND

\$132.30 per month.

ATTENDING CONFERENCES / EDUCATIONAL MEETINGS / COMMUNITY EVENTS

A budget / fund is maintained for board members to attend conferences and educational meetings. **Dues to limited funding, a cap of \$2,000.00 per board member will be used.** Contact the Superintendent for more information.

MAKING RESERVATIONS FOR CONFERENCES / WORKSHOPS / DISTRICT BUSINESS TRIPS

Contact the Superintendent for more information.

TRAVEL EXPENSES AND REIMBURSEMENTS

Contact the Superintendent for more information.