



Clarkdale-Jerome Elementary School District #3

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“Every Student, Every Day, Preparing for Tomorrow”

Clarkdale-Jerome Elementary School District #3

Governing Board Retreat

Thursday, July 8, 2021

9:00 am

Women’s Lounge, Town of Clarkdale

39 N. Ninth Street

Clarkdale, AZ 86324

Minutes

- I. Call to Order**-The meeting was called to order by Angie Smith at 9:15 am. Board Members present: Angie Smith, Dale Williams, Janet Regner. Note: Dave Gordon joined the board retreat at 1:10 pm. Dale Williams was not present for the afternoon session. Laurie Lozano was not present during the retreat.
- II. Approval of the Agenda**-Janet made a motion to approve the agenda and Dale seconded. The motion was approved 3-0 (Janet Regner, Dale Williams, Angie Smith voted to approve).
- III. Welcome, Introductions, Focus for the Day (President Smith)**-Angie turned the retreat presentation over to Julie Bacon from AZ School Boards Association.
- IV. ASBA Training Agenda** (see attached power point presentation for details related to topics listed below).

Roles, Responsibilities and 8 Characteristics of Effective Boards

- Julie briefly covered the agenda topics.
- Each member present shared their experiences as a board member and reflected on their elementary experience as a student (as an icebreaker activity).
- Board only has oversight function and day to day operations of the district are the responsibility of district personnel.
- Three areas not delegable:
 - Approving policy
 - Passing a budget
 - Hiring, firing and evaluating the superintendent
- Dale mentioned that one board member responsibility is to ask questions to stay informed.
- Julie went over the 8 responsibilities of a board member (attached).
- Angie mentioned the importance of being transparent with each other.

- Julie talked about some of the different trainings ASBA offers and for members to take advantage.
- Janet talked about future PD opportunities will not only help with member education, but internal/external communication, stronger collaboration and trust and team development.
- Angie would like to see more work study sessions to educate ourselves and discuss more deeply different topics.
- Julie stated that her governing board has a set of norms that they review each year. She will send those in the near future for reference.
- We finished this topic with a teambuilding activity called Two Truths and a Lie.
- Julie reviewed policy development and touched upon specific board-related policies.

Communication Protocols-Board/Superintendent Team (Part One)

- Three Dice activity was conducted by the facilitator to begin this section.
- As common practice, Julie stated that if the superintendent supplies information to one board member, then all board members should receive the same information.
- Julie identified the board communication-related policies that are often referred to.
- Communication:
 - Builds trust
 - Promotes mutual understanding
 - Fosters collaboration
 - Reduces non-productive conflict
- Julie reviewed with the Board the “Board and Superintendent Communications” document and we discussed what current practices are. We also decided on specific agreements to protocols (see power point) that Julie will type into the document and send to Danny.
- Emergency communication was discussed and Danny stated that he would delegate communication to the Board to the principal if he is unavailable.
- Various communication situations were discussed and will be included on protocols sheet (see power point for areas discussed).

12:00 PM Lunch

Communication Protocols-Board/Superintendent Team (Part Two)

- See above

Effective Board Meetings

- Julie asked members to describe meetings in one word: brief, short, informative
- We discussed the fact that the Board is not following its policy as it relates to the agenda (BEDB). Julie mentioned that we either need to follow the policy or revise the policy to match the current agenda. She stated that we do have some items are on our current board agenda, but not necessarily in the exact order as the policy.
- Members determined that we do need to follow our policy beginning in August (Danny stated that the July agenda has already been finalized). If the agenda needs to be revised, then the Board will look to revising the policy in the future.
- Executive Session – The Board votes in public to go into executive session, but does not have to vote to go back into public session. Notes should be taken and kept in the office (very brief summary).
- Julie went over the policies related to board meetings and the types of meetings.
- We reviewed protocols for agenda development prior to the meeting. Danny stated the following takes place:
 - He meets with Angie (Board Pres.) on the Thursday prior to the Tuesday meeting.

- Board packet is copied and sent to members. Hard copies are available for pick up. Copies of the packet are also sent via email to faculty/staff and Verde Independent newspaper. This is done no later than Friday afternoon prior to meeting.
- Members have an opportunity to ask questions or get clarification prior to the meeting.
- Julie asked if this protocol was good with members and they concurred.
- Danny posts the meeting in 3 different places and it is posted online the Friday before the meeting.
- Julie reviewed “best practices” (see power point)
- There was discussion surrounding the consent agenda. Danny asked what the best procedure would be for a member to pull an agenda item.
- Julie stated that most every district in AZ has a consent agenda, which takes care of the mundane items that don’t need discussion prior to approval. She stated that her Board gives the superintendent 24 hours notice that they would like to pull a consent item off the agenda for discussion. This allows the superintendent to research and be able to elaborate or answer questions prior to the meeting.
- Julie explained that the superintendent does not want any “surprises” nor should the governing board get any “surprises” during the meeting.
- Any Board member can request an item for the agenda and it is up to the president and superintendent if it should be agendaized or can be taken care through other communication means.
- The Board agreed that if any one member wants to pull an item from the agenda, they will notify the board president and superintendent at least 24 hours prior to the meeting.
- Board Reports – Julie stated that board reports can given by members and administration as long as 1) summary is on the agenda, 2) the Board does not discuss publicly or take any action.
- If administration or staff members give reports, there should be parameters around those (i.e. scope, depth, length, types of reports and alignment to board goals).
- Janet had a question around abstaining. Should members state why they are abstaining. Julie stated that, after consultation with ASBA legal counsel, a member does not have a legal responsibility to state a reason. It should be used sparingly and members are elected or appoint to make decisions and vote. Danny explained if we did have a 2-2 with 1 abstention then the agenda item would fail. Julie stated that, at times, board members may skirt a controversial issue by abstaining, but this is not common.
- Open meeting law clarification: Julie stated that the superintendent can talk to individual members as long as they do not discuss what another board member has said. Board members or superintendent cannot poll other members on how they would vote on an agenda item.
- One thing Julie mentioned is the use of cell phone during a meeting. It is important not to check your cell phone as it can be perceived as an open meeting law violation (i.e. members of the public texting a member to ask a certain question)
- Julie discussed specifics that should take place during meetings (see power point).
- She went over rules of order that could be used during meetings. ASBA does not support the incorporation of Roberts Rules of Order in its totality.
- Julie discussed the role of the President during meetings (see power point).
- Discussion can be had either before or after a motion and a second is made. It is really up to the Board President.
- There were a couple of scenarios (see power point) that Julie put the Board through.
- Julie touched upon Call to the Public. She asked how we do this and Danny stated that the public has an opportunity to address an agenda item or during the general call to public. The Board cannot respond or take legal action as a result of public comments.
- Julie stated that there can be two board packets: one for public and one as an “executive” packet that only the Board sees. David stated that he is not giving legal advice, but he does

not feel comfortable allowing the public to see resignation letters. Janet and Angie asked if our attorney could review this protocol.

- We talked about site visit protocols and Danny explained what we do. Each member takes a month and during that time, they coordinate with him on a date/time to come and visit the school. Julie stated that it sounds like we have a solid process.
- We also discussed board member communication during an emergency. If Danny is busy during an emergency, then he would delegate that to the school principal.

V. Adjournment-Motion by Janet to adjourn and second by Angie. Motion was passed 3-0 with Angie, Dave and Janet voting yes

DRAFT