

Volume

1

**MCFARLAND UNIFIED SCHOOL DISTRICT**

*Trustee Handbook*



June 13, 2017

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## Introduction

*Setting the course for a school district does not just happen. The McFarland Unified School District Board of Trustees has compiled this Board Handbook to assist Trustees in setting the course for our community's most important asset, our children.*

**T**he role of Trustee in a school district carries with it tremendous opportunity and responsibility. Trustees set policy that guides all aspects of schooling within the public school system of our community.

School Board Members are locally elected public officials who receive no salary. The higher goal of serving the community in this critical way of shaping the future is the major reward for most school Board trustees. They help the schools meet the educational needs of students in their communities and thereby operate at the highest level of service to their fellow citizens. School Boards operate like a corporate body. Individual Members acting independently have no legal status or authority and cannot commit or bind the Board by their actions. This is a critical distinction between the Members of the Board and the administrators in whom they trust the administration of the district. Many questions have arisen regarding the authority of individual Members of a Board of trustees and courts have always clarified that all powers and all duties of a Board of trustees must be exercised by the entire Board. School Board Members are therefore always Members of a team, making decisions as a whole.

Like corporations, the Board may conduct business only with a quorum present during a regular or special meeting. Board Members across the country are being asked to raise the bar of academic achievement while remaining good stewards of the public's investment in education. That responsibility demands sound knowledge in several areas including leadership, school improvement, school finance and others.

Boards must also be adept at using the tools available to them—from the Board meeting to Board policy—to support school improvement and student achievement.

## Our Values and Priorities

*Setting a leadership course always involves setting a course, a pathway, a blueprint for success. This blueprint is based on what the community desires for its children. The McFarland Unified Board of Trustees has set forth the following desired outcomes for the children of our community.*

We will graduate students from our McFarland Unified School System that:

1. Have expectations of excellence and are prepared for the rigor that is required for success in their post graduate aspirations including
  - Higher education
  - Career/Technical Education
2. Have training and background to become contributing Members of society by having experiences in
  - Service learning and community service
  - Mentoring opportunities
3. Have a strong desire for life-long learning
4. Are prepared to become stewards of our environment
5. Possess strong critical thinking skills
6. See unlimited potential for themselves
7. Have a sense of civic responsibility and know and appreciate that they live in a democracy
8. Have a sense of their own creativity
9. Have developed a life-long commitment to their health
10. Have a sense of respectfulness and place the highest value on being good citizens
11. Have life skills to enable them to be self-sufficient
12. Have strong written and oral communication skills
13. Are prepared to be fiscally responsible
14. Have an entrepreneurial sense of themselves in a local and global society
15. Have the capacity to adapt to changes in technology in this information age

## Our Standards of Practice

*To effectively meet the District's challenges the Board and Superintendent must function together as a leadership team. To ensure unity among team Members, effective operating procedures, or protocols, must be in place. There are general protocols and those that are specific for the Board and for the Superintendent. These protocols serve as our standards of practice.*

### **Background**

The commitment of the Board of Trustees is to establish the most effective and efficient working relationship possible for the governance team. In addition to guiding our work, the protocols we set will be communicated broadly to staff and community so everyone can devote our energies to focusing on our students. The Board of Trustees is the educational policy-making body for the District. To effectively meet the District's challenges the Board and Superintendent must function together as a leadership team. To ensure unity among team Members, effective operating procedures, or protocols, must be in place. There are general protocols and those that are specific for the Board and for the Superintendent.

## **Board Protocols**

To be effective, an individual trustee:

- Keeps learning, teaching 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.

- Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.
- Understands the authority rests with the board as a whole and not with individuals.
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- Commits to attending all meetings of the Board of Trustees.
- Commits to being properly prepared by reviewing Board Packets and Weekly Updates.
- Will operate in an open and trustworthy manner
- Operates openly with trust and integrity governing in a dignified, professional manner, treating everyone with civility and respect.
- Believes that our teachers and staff are our most valuable assets and resources
- Is absolutely committed to providing a distinguished learning environment that ensures excellence and achievement for our students.
- Along with fellow trustees is fiscally trustworthy and dedicated to responsible financial accountability
- Believes in and promotes parent and community involvement in McFarland Unified Schools

## District Mission Statement

*McFarland Unified School District is committed to providing all students with a safe academic environment where they will be taught 21<sup>st</sup> Century skills to make them effective communicators, innovators, and participants in the global economy.*

## District Goals

In order to provide a quality education to the students of McFarland, this school district adopts the following goals:

- Provide rigorous curriculum to improve student achievement
- Recruit, hire and retain highly qualified employees
- Provide quality staff development opportunities with an emphasis on great teaching and great learning
- Strengthen partnerships with parents and community
- Provide safe, secure and well maintained facilities
- Maintain a fiscally balanced budget with emphasis on student achievement

## Information for Board Members

*The Board of Trustees as policy makers and trustees of the McFarland Unified School District are provided information to empower them to be highly effective Members of the leadership team. This information is critical to the successful decision-making process and is an on-going and dynamic process. Board Members are to be provided with the following information as soon as possible in their tenure as trustees.*

- Board policies and any amendments
- A brief history of the organization
- A statement of the organization's mission and services
- Regular financial and operating reports from the past year
- The school district's strategic plan
- A contact sheet listing all the Board Members, their addresses and phone numbers
- A list of key executives of the organization
- Rules about expense reimbursement and, if applicable, expense forms
- A calendar of all Board meetings with dates, times and locations for the coming year
- Minutes of meetings held within the past year
- A summary of conflict-of-interest policy disclosures
- Results of any governmental audits.



## Board Member Responsibilities

*Service as a Board Member is rewarding and serves the organization at the highest level. It is a tremendous responsibility with commensurate rewards. Board Members must be able to focus on their key duties. They also need to be sure that other Board Members are also attending to their duties. These duties are detailed below:*

- *Attendance*—Attendance by Board Members, if at all possible, is critical. All Members should attend all Board and those committee meetings for which they have responsibility. Repeatedly missing meetings should be a candidate for a discussion with the Board President and possible removal from committee posts. Committee Members and related staff spend much time preparing for meetings so Members must exercise the highest level of integrity to respect fellow Members. The organization suffers from Board Member absences.
- *Be prepared and informed*—it is critically important that Board Members read Board agenda and backup material sent to them by the Board president, the Superintendent and the staff. It is important to the discussion that they ask questions and make comments. The district also grows to the extent that Members stay informed of trends and developments in the educational field, so that they can bring a broader perspective to discussions. It is simply good governance for Board Members to stay highly prepared and involved.
- *Stewardship of safety, the budget and the district's assets*—The safety of students and financial stability are critical oversight functions of the Board of Trustees. Stewardship of these important functions are important to support increasing student achievement. The Board must make certain that funds are used consistent with Board policies and the Board's strategic as well as tactical direction. Even in the complex environment in which the Board operates, due to State and Federal requirements and collective bargaining law, the Board must satisfy itself that sufficient funds are allocated to each function within the district and that the allocation is consistent with the priorities of the Board.

## District Schools

### **Browning Elementary School**

410 E. Perkins Ave  
McFarland, CA 93250  
Phone: (661) 792-2113 Fax: (661) 792-2113

**Dario Diaz, Principal**  
**Anita Cruz, Learning Director**

### **Horizon Elementary School**

800 S. Garzoli Avenue  
McFarland, CA 93250  
Phone: (661) 792-0003 Fax: (661) 792-0030

**Matthew Roderick, Principal**  
**Vanessa DeLeon, Learning Director**

### **Kern Avenue Elementary School**

356 West Kern Avenue  
McFarland, CA 93250  
Phone: (661) 792-3033 Fax: (661) 725-2446

**Francisco Flores, Principal**  
**Mona Aguilar, Learning Director**

### **McFarland Middle School**

405 Mast  
McFarland, CA 93250  
Phone: (661) 792-3340 Fax: (661) 792-5681

**Manuel Cantu, Principal**  
**(Vacant), Learning Director**

### **McFarland High School**

259 Sherwood Ave  
McFarland, CA 93250  
Phone: (661) 792-3126 Fax: (661) 792-2315

**Brian Bell, Principal**  
**Adan Robles, Vice Principal Academics**  
**Justin Derrick, Vice Principal-Athletics/Activities**  
**Mayela Bujanda-Medina , Dean of Students**

**San Joaquin High School**

599 5th Street

McFarland, CA 93250

Phone: (661) 792-3178 Fax: (661) 792-6758

**Lori Schultz, Director Alternative Options/Child, Welfare & Attendance**

**McFarland Independent School**

599 5th Street

McFarland, CA 93250

Phone: (661) 792-3178 Fax: (661) 792-6758

**Lori Schultz, Director Alternative Options/Child, Welfare & Attendance**

## District Administrative Staff

**Victor M. Hopper, Superintendent**

601 Second Street  
McFarland, CA 93250  
Phone: (661) 792-3081 Fax: (661) 792-2447

**Ambelina Garcia Duran, Deputy Superintendent/CBO**

601 Second Street  
McFarland, CA 93250  
Phone: (661) 792-3081 Fax: (661) 792-2447

**Samuel Aaron Resendez, Assistant Superintendent Educational**

Services  
601 Second Street  
McFarland, CA 93250  
Phone: (661) 792-3081 Fax: (661) 792-2447

**(Vacant), Chief Academic Officer**

601 Second Street  
McFarland, CA 93250  
Phone: (661) 792-3081 Fax: (661) 792-2447

**David Lopez, Director of Technology**

306 A Lockwood  
McFarland, CA 93250  
Phone: (661) 792-6257 Fax: (661) 792-6307

**Ricardo Rojas, Director of MOT&F**

622 4<sup>th</sup> Street  
McFarland, CA 93250  
Phone: (661) 792-2333 Fax: (661) 792-6563

**Monica Marroquin, Coordinator of State and Federal Programs**

601 Second Street  
McFarland, CA 93250  
Phone (661) 792-6090 Fax: (661) 792-2647

**Juan Carrasco, Special Education Coordinator II**

306 B Lockwood  
McFarland, CA 93250  
Phone: (661) 792-3255 Fax: (661) 792-0199

**Margie Perez, Family Resource Center Program Manager**

410 E. Perkins Ave.  
McFarland, CA 93250  
Phone: (661) 792-5524 Fax: (661) 792-3934

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## As a Board Member, I need information on. . . . .

### *How the Board agenda is developed and reviewed and by whom*

Sites, departments and the Board President submit items to the Superintendent to include on the Board agenda. The Superintendent and Board President discuss and agree on items and timing

### *Placing items on the Board agenda*

Agenda items need to be submitted no less than 10 working days prior to the Board meeting date

### *Obtaining additional information about Board meeting agenda items before the Board meeting*

Call the Superintendent as soon as possible so he can research the issue and get the desired information. The appropriate District personnel will be directed to you.

### *Alerting the Board President of the desire to speak on a particular agenda item*

Call the Board President when you receive the agenda and have reviewed it.

### *Introducing new ideas for the Board's consideration*

Contact the Board President and Superintendent to request the item be placed on a future agenda.

### *Responding to staff or community complaints or concerns at Board meetings*

Acknowledge the complaint/concern. The Board President recommends the Superintendent investigate, meet with the complainant and make the appropriate recommendation and/or take the appropriate action.

*Communications between and among the Board, Board Members and the Superintendent*

The Board cannot be polled on issues outside of Board meetings. At Board meetings, members should express their opinions on issues to other Board Members and the public. Be aware of the Brown Act when using e-mail and only use District e-mail. You may contact the Board President and Superintendent, beyond that may open up the possibility of a Brown Act violation.

*Communications between the Board and other staff*

Contact the Superintendent for information and to share concerns. The Superintendent will follow up with staff as appropriate.

*Responding to community or staff complaints or concerns outside of Board meetings*

Acknowledge the complaint or concern. Ask if they have spoken with the site or department supervisor. Ask that they follow the chain of command all the way through and then call you back if they are not satisfied. Notify the Superintendent of the conversation.

*How, when and whom to notify about visiting school sites or participating in District activities*

Call the Superintendent who will notify the sites. While you are a VIP visitor, you are a member of the public acting alone when you visit and all District policies and procedures apply to your visit.

*Individual Board member requests for information from staff*

Contact the Superintendent for all information requests. The Superintendent will either get the information to you or direct the appropriate person to contact you. As a parent of a student, you may contact school personnel for information any other parent might request or receive.

*Board Member participation on District committees and in District activities*

Appointment to Board committees is made by the Board. Board members may attend committee meetings. You are a member of the public unless appointed by the Board.

*When and how the Board conducts a self-evaluation*

Annual evaluation is completed at the goal setting workshop following the Superintendent's evaluation.

*When and how the Board evaluates the Superintendent*

The evaluation of the Superintendent will take place as specified in the Superintendent's contract.

*What critical data do I need to get my job as a Board Member done?*

As a Board Member you will receive much data about the work of the District. Critical data to make sure that you receive and fully understand includes, among other data sources:

- School API scores and history
- School AYP scores and history
- District CBEDS history
- District revenue limit history
- District negotiations history
- Interdistrict transfer history
- Budget ending fund balance history
- Curriculum adoption cycle history and future
- District attendance boundaries
- District calendar
- High School graduation rate
- High School drop-out rate
- Board of Trustee areas (when applicable)