

SANTA ANA UNIFIED SCHOOL DISTRICT  
1601 EAST CHESTNUT AVENUE  
SANTA ANA, CA 92701

MINUTES

**Special Study Session**  
SANTA ANA BOARD OF EDUCATION

November 5, 2011

CALL TO ORDER

The Board Retreat was called to order at 8:14 a.m. by President Hernández. Also in attendance were Mr. Richardson, Dr. Yamagata-Noji, Mr. Palacio, and Mr. Reyna. Dr. Meléndez de Santa Ana, Superintendent, was also present.

PLEDGE OF ALLEGIANCE

The meeting was opened with the Pledge of Allegiance led by Dr. Yamagata-Noji.

PUBLIC PRESENTATIONS

President Hernández welcomed staff and members of the community in the audience to the Board Retreat. He then asked those members of the community who wished to address the Board to step forward.

Mr. Al Amezcua, community member, spoke in reference to the District becoming a "fundamental school district." He asked the Board to develop a plan whereby fundamental concepts would be adopted and implemented at all schools to increase student achievement and parent involvement. This plan would be designed to hold both staff and parents accountable for student success.

PRESENTATIONS

1.0 PROTOCOLS: SAUSD BOARD OF EDUCATION AND SUPERINTENDENT

Dr. Rudy Castruita, moderator, reviewed backup regarding the development of Protocols. He stated that elements and protocols focused on students will elevate the working relationship between Board Members and the Superintendent. Each Board Member shared the reasons why they became Board Members and why each has chosen to make sacrifices to serve the school community of Santa Ana Unified School District.

Dr. Castruita guided the Board Members through seven elements for Board-Superintendent relationships. Emphasizing that schools operate best when there is a strong partnership between the board and the superintendent. Elements included (1) Areas of Responsibility, (2) Meaningful Communication, (3) Ability to Have a High Level of Conflict of Ideas Without Personal Conflict, (4) Careful Planning, (5) A Clear Understanding of the Decision-Making Process, (6) Periodic Evaluation, and (7) Leadership. He highly recommended that, as part of the Periodic Evaluation Element, four or five targeted goals be identified to evaluate the Superintendent.

Protocols for board and superintendent operating procedures delineate that 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 board members, effective operating professional standards should be in place.

Six general protocols were reviewed and agreed upon by each member of the Board and by the Superintendent. In addition, each Board Member agreed to 28 protocols and Superintendent Meléndez agreed to 27 protocols focusing on students. Dr. Castruita briefly shared a sample ranking instrument and resolution listing protocols for the Board of Education and Superintendent.

Dr. Castruita encouraged and emphasized that the Board and Superintendent should adopt the agreed upon protocols. By adopting the protocols they will confirm to the school community that the Board of Education and Superintendent are united in ensuring the best possible education for SAUSD students. He also recommended that the Board review its Bylaws annually.

## 2.0 RALPH M. BROWN ACT

Mr. James Romo from Atkinson, Andelson, Loya, Ruud & Romo presented a general overview of the Ralph M. Brown Act. He covered selected issues that seem to be most asked about and/or that tend to embroil boards and districts in some controversy. The issues included:

- What constitutes a "meeting" within the purview of the Brown Act?
- Serial communication
- Proper agenda descriptions that comport with Brown Act requirements
- Public comments, the scope of permissible comments, and rights of the District to regulate
- Restrictions on Board members in their responses to public comments
- Permissible closed session discussions
- Confidentiality of closed session discussion

## REPORT OF CLOSED SESSION

It was moved by Mr. Hernández, seconded by Mr. Richardson, and carried 5-0, to approve the appointment of Chad Hammitt to the position of Assistant Superintendent, Personnel Services, with the condition that the position revert to Executive Director when the position of Associate Superintendent, Human Resources becomes vacant.

## ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:47 p.m.

FUTURE MEETING

The next regularly scheduled meeting of the Board of Education will be held on Tuesday, November 8, 2011, at 6:00 p.m.

ATTEST:

Thelma Meléndez de Santa Ana, Ph.D.  
Secretary  
Santa Ana Board of Education