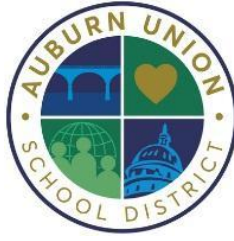


AUBURN UNION SCHOOL DISTRICT

# GOVERNANCE HANDBOOK





## **Auburn Union Elementary School District**

### **Board Governance Handbook**

**REVISED: April 2025**

**ADOPTED: May 2025**

The Auburn Union School District Board of Education is entrusted by the community to uphold the Constitutions of California and the United States, to protect the public interest in schools, and to ensure that a high-quality education is provided to each student.

### **Board of Trustees**

Renee Grigsby

Greg Holt

Amber Pool

Emily Travis

Jayson Wedge

### **Superintendent**

Brittaney Meyer, Ed.D.

### ***Unity of Purpose, Roles and Responsibilities, Norms, Agreements***

*This handbook reflects the governance team's work on the creation of a framework for effective governance. This involves ongoing discussions about the unity of purpose, roles, and norms and coming to an agreement on protocols for formal structures that enable the governance team to continue to perform its responsibilities in a way that best benefits all children. This handbook should be reviewed annually.*

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# **Annual Board Goals 2025-2026**

The Auburn Union School District Board sets the following goals for the 2025-2026 school year:

## **Academic Performance**

Develop and implement foundational systems that drive increased and sustained student achievement in English Language Arts and math proficiency supported by outcome data.

## **Culture/Climate**

In order to strengthen our school communities, we will all foster relationships by clearly communicating expectations and standards, encouraging personal accountability, acknowledging success, and implementing data-informed strategies to address unmet expectations in a supportive manner.

## **HR/Personnel**

Auburn Union School District will realize long term retention of high quality staff by recruiting and providing ongoing professional development to individuals that align with our district goals.

## **Facilities**

By being good stewards of our facilities, ensuring that they are functional, well-maintained, aesthetically pleasing, and accessible to members of our school community, we will develop campuses Auburn can be proud of.

## **Fiduciary Responsibility**

The school board will uphold its fiduciary responsibility through transparent management of public funds, focused spending on district priorities, and maintenance of a healthy reserve within a balanced budget.



# **Building a Governance Team**

## **Unity of Purpose**

The board of education and superintendent believe that we are entrusted by the community to uphold the Constitutions of California and the United States, to protect the public interest in schools, and to ensure that a high-quality education is provided to each student.

## **Guiding Principles**

- The board shall uphold and defend the principles and rights enshrined in the California and United States Constitutions, ensuring all policies and actions align with these foundational laws;
- Every student must have access to a high-quality education and the resources necessary to succeed;
- The best interests of students shall be the primary consideration in all board decisions, programs, and policies;
- The board shall operate with transparency, clearly communicating its decisions and being accountable to the public for educational outcomes and fiscal responsibility;
- The board shall actively seek and value input from families, educators, students, and community members, fostering collaboration and trust;
- The board shall promote adherence to academic standards, rigorous practices, and continuous improvement to ensure every student is challenged and supported;
- The board shall ensure that all school environments are safe, inclusive, and conducive to learning;
- The board shall manage public funds and school assets responsibly, ensuring they are used to advance educational goals;
- The board shall invest in recruiting, retaining, and developing qualified educators and staff; and
- The board shall foster an educational culture that promotes lifelong learning, critical thinking, and active citizenship in our constitutional republic.

## Roles and Responsibilities

These roles and responsibilities represent core functions that are fundamental to a school system's accountability to the public. Authority is granted to the board as a whole, not each member individually. Therefore, trustees fulfill these responsibilities by working together as a governance team with the superintendent to make decisions that will best serve all the students in the community.

The role of trustees is to provide leadership and citizen oversight of the district by fulfilling five responsibilities in a series of job areas. These five responsibilities are:

- Setting the direction;
- Establishing the structure;
- Providing support;
- Ensuring accountability; and
- Serving as community leaders.

We carry out these responsibilities in each of the following job areas:

- District Direction
- Student Learning and Achievement
- Finance
- Facilities
- Human Resources
- Policy
- Judicial Review
- Collective Bargaining
- Community Relations and Advocacy

The superintendent assists the board in carrying out its responsibilities in each of the job areas and leads the staff toward the accomplishment of the agreed-upon district mission, vision, and goals.

# Creating and Sustaining a Positive Governance Team Culture

*To make meetings positive and productive experiences for all, we make the following collective commitments to each other.*

## Meeting Guidelines

WE AGREE TO –

- Keep our focus on the best interest of our students;
- Maintain confidentiality of closed session;
- Debate facts, address process, and avoid personalities—particularly when encountering a difference of opinion;
- Actively listen to all ideas, show respect, and not dismiss others;
- Ensure transparency so that all issues and concerns can be dealt with openly;
- Take responsibility for the work of the team and actively participate;
- Refrain from using technology for personal use during board meetings; and
- Work toward the future while looking upon history as lessons learned.

## **Governance Team Protocols**

1. Trustees will participate in board meetings and review agendas and the provided materials ahead of time.
2. The board utilizes Rosenberg's parliamentary procedures.
3. Questions and clarifications of board agenda items should be communicated to the superintendent in advance of the meeting. The superintendent will respond in a timely and efficient manner.
4. Individual requests for reports, surveys, projects, etc., will be directed only to the superintendent and responses will be directed to the entire board.
5. Board meetings shall be conducted in accordance with adopted board policy.
6. Trustees shall limit discussion to items within the jurisdiction of the board.
7. Trustees will make their best effort to meet with the superintendent once per month.
8. Trustees, as their time permits, are encouraged to visit school sites and school functions. Trustees will communicate with the superintendent prior to visits and will not interrupt instruction or employees at work.
9. No individual trustee is to come between the superintendent and his/her staff as this may undermine the superintendent.
10. All substantive contacts between trustees and staff are to be reported to the superintendent as soon as possible.
11. Any substantive complaint or concern made to a trustee by the community is to be referred to the superintendent who shall provide a response back to the entire board in a timely manner.
12. All trustees are to be apprised by the superintendent in a timely manner of any incident to which they may be called upon to answer and explain.
13. All team members shall be tolerant of unintentional mistakes that may occur which should not be attributed to unwillingness to be a team member.
14. Conflicts between individual trustees and/or the superintendent will be addressed privately.



## New Trustee Onboarding

New trustees are integral members of the district's leadership team, and their contributions are crucial to the strategic direction and operational integrity of our educational system. The onboarding process is designed to facilitate a rapid and comprehensive understanding of district policies, financial structures, legal obligations, and community engagement protocols. This structured approach aims to equip trustees with the necessary tools and insights to contribute meaningfully from the commencement of their term, fostering a collaborative governance environment that prioritizes student achievement and district accountability.

Following election or appointment, the superintendent and board president will contact the incoming trustees to discuss onboarding details. An overview of key training and introductory visits is provided below.

### Building an Understanding of Governance

**California School Board Association (CSBA) Annual Education Conference:** New trustees will be registered for a new trustee training and the annual CSBA conference (typically the first week of December). Attendance at CSBA is not mandatory, but it is highly recommended.

**Placer County Office of Education Governance Training Modules:** Typically offered every 2-4 years, these modules offer valuable governance training on important topics (Brown Act, negotiations, etc).

### Building an Understanding of our District

**District Office Department Meet and Greets:** New trustees will have scheduled district office meet-and-greets with the superintendent and a current board member to meet staff from each department, learn their roles, and build relationships.

**School site visits with the Superintendent:** These visits will be scheduled to acquaint incoming trustees with our school sites and staff.

## New Trustee Checklist

Prior to the first board meeting following the certification of an election, or in the month following appointment to the board, new trustees are are expected to:

- ☐ Meet with the superintendent and board president
- ☐ Meet with the superintendent and board president to review annual board goals and aligned superintendent goals
- ☐ Review superintendent evaluation process and documents
- ☐ Work with the superintendent's executive assistant to organize the following:
  - ☐ Attendance and travel arrangements for the CSBA Annual Education Conference
  - ☐ Issue of district Chromebook and email address
  - ☐ Human resources onboarding
    - ☐ Form 700 submission (to be completed after human resources onboarding)
  - ☐ Ethics Training
  - ☐ District Office meet and greets
  - ☐ School site visits with the superintendent
  - ☐ Headshots
  - ☐ Trustee biography
- ☐ Attend CSBA Annual Educational Conference (December)