



# Pacifica School District

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*Preparing Students for an Evolving World*

www.pacificasd.org

## MEMORANDUM

*Office of the Superintendent*

Meeting of

March 11, 2015

**TO:** Board of Trustees  
**FROM:** Wendy S. Tukloff, Ed.D., Superintendent  
**SUBJECT:** Board Governance: Board Policies and Board Self Evaluation  
(Discussion)

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### Background

Board Governance encompasses the responsibilities of the Trustees as well as how the Board of Trustees fulfills their role. This item is to discuss two specific areas and determine best next steps:

1. Board Policies: Board Policies/Bylaws and Administrative Regulations review/adoption can be an arduous process for Board members. Quarterly maintenance can require the review of 40-50 policies. We would like to reflect on our current method and discuss ways to improve this process. These policies are categorized by the following series:
  - 0000 - Philosophy-Goals General Objectives and Comprehensive Plan
  - 1000 - Community Relations
  - 2000 - Administration
  - 3000 - Business and Non-instructional Operations
  - 4000 - Personnel
  - 5000 - Students
  - 6000 - Instruction
  - 7000 - Facilities
  - 9000 - Board Bylaws
2. Board of Trustees Self-Evaluation: California School Boards Association (CSBA) provides three options for the Trustees' self-evaluation –
  - a. Tool kit: \$10 per tool kit; Link to the form  
[http://www.csba.org/GovernanceAndPolicyResources/~//media/CSBA/Files/GovernanceResources/EffectiveGovernance/2013\\_02\\_SelfEval\\_Toolkit\\_OrderForm.ashx](http://www.csba.org/GovernanceAndPolicyResources/~//media/CSBA/Files/GovernanceResources/EffectiveGovernance/2013_02_SelfEval_Toolkit_OrderForm.ashx)
  - b. Online Survey: \$200; includes a Survey Report
  - c. Facilitated Online Survey: \$2000, plus traveling expense; \$200 cost of online survey included (See attached information)

In review of these options, as this is the first time PSD Trustees will be undergoing a self-evaluation process, it is recommended that the facilitated option be considered to ensure the Trustees can take full advantage of a combined survey report.