

Dr. Henry Schmitt  
Superintendent

Gary Marks, President  
Term expires 2010

Howard Moody, Vice-President  
Term expires 2012

Richard Adler, Member  
Term expires 2012

Shelly Damschroder, Member  
Term expires 2012

Scott Paulsen, Member  
Term expires 2010

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*HUSD, a caring learning community transforming  
today's learners into tomorrow's successes.*

**Welcome to a meeting  
of your  
Governing  
Board**

We're glad you're here!

Humboldt Unified School District  
Governing Board  
and Superintendent

Gary Marks	President
Howard Moody	Vice President
Richard Adler	Member
Shelly Damschroder	Member
Scott Paulsen	Member
Dr. Henry Schmitt	Superintendent

**Welcome to a Meeting of Your  
Governing Board**

Board meetings are held for the purpose of setting or amending District policies, acting on recommendations by the Superintendent on matters ranging from personnel to maintenance of facilities, adopting an operating budget and tax rate for the District, and authorizing the spending of budgeted funds.

From input by Board members, an agenda is prepared by the Board President and Superintendent before each meeting. All votes are recorded and minutes are kept on permanent record. Because Board members actively seek the advice and counsel of District residents, citizens are encouraged to regularly attend Board meeting.

**Meeting Information**

**Where:** Various sites through out the District.

*Schedules are posted on the District website.*

**When** The Board meets on the first and third Tuesday of each month at 6:30 p.m. Special meetings may also be scheduled as needed. Parents and other community members are invited to attend.

Agendas and meeting locations are available the Friday afternoon before meetings from the District Office. When a special meeting is called, the local news media will receive notification of such meetings so the public will be informed.

**2009-10 Scheduled Board Meeting Dates**

July	7 and 21, 2009
August	4 and 18, 2009
September	1 and 15, 2009
October	6 and 20, 2009
November	3 and 17, 2009
<u>December</u>	<u>1 and 15, 2009</u>
January	5 and 19, 2010
February	2 and 16, 2010
March	2 and 16, 2010
April	6 and 20, 2010
May	4 and 18, 2010
June	1 and 15, 2010

## About Your Governing Board

Legal control of the Humboldt Unified School District is vested in the five members of the Governing Board, elected to staggered four-year terms by District residents. To be eligible for election, a Board candidate must be at least 18 years of age, a resident and registered voter of the District, and have no direct or indirect interest in District contracts. Members are elected at large. School elections are held every two years.

Members of the Governing Board invite you to get involved in your schools. Your questions and comments are always welcome. Further information about Board members and Board meetings can be found on the District's website:

[www.humboldtunified.com](http://www.humboldtunified.com).

## The Agenda

The standard agenda format used for most Humboldt Unified School District Board Meetings is as follows:

- I Regular Session
  - A Pledge of Allegiance
  - B Roll Call
  - C Agenda Review/Accept
  - D Celebrating Successes
  - E Reports
  - F Public Participation
  - G Consent
  - H Old Business
  - I New Business
  - J Announcements
- II Executive Session (if necessary)
- III Work Session (if necessary)

Regular Board meetings may be preceded by an Executive Session (usually scheduled for 6:00-6:30) or followed by an Executive Session and/or Work Session.

## Consent Agenda

Typical of any large organization, the Humboldt Unified School District faces numerous routine tasks at each meeting. The Consent portion of the Agenda allows for single vote resolution of matters such as approval of minutes from previous meetings, purchases, routine personnel matters and other detail work.

Use of the Consent Agenda is not intended to remove items from public review. Board members have the right to have any item removed from the Consent Agenda and placed in a different portion of the Agenda if they feel more public discussion is necessary.

## How to Address the Board

The Governing Board works for the students, parents, and community members of the District, and community input is always welcome. Citizens may speak during the public participation time set aside for that purpose. This is the time to make views known about specified items(s) on the Agenda or of public interest. The Secretary of the Board provides cards that are to be filled out prior to the start of the meeting. If written testimony or a handout is submitted, presenters are asked to supply 10 copies to the Secretary of the Board.

Speakers are asked to give their name, address, and at the discretion of the President, time will be limited to five minutes. This ensures that all who want to speak will have time and that the Board will be able to complete all of its business. Groups representing a consistent viewpoint are encouraged to select one spokesperson to address the Board.

## Executive/Work Sessions

The public is invited to attend all open meetings of the Board. Occasionally, Executive Sessions may be held. A two-thirds vote is necessary for the Board to go into Executive Session, which may be held to consider such items as the employment of any employee or individual agent; to conduct deliberations concerning labor negotiations; to acquire an interest in real property; to consider the evaluation, dismissal or discipline of, or to hear complaints or charges brought against an officer, employee, staff member or student; to consider records that are exempt by law from public inspection; and to consider and advise its legal representatives in pending litigation or where there is general public awareness of probable litigation. With the exception of matters relating to the expulsion of a student, no Executive Session may be held for the purpose of taking final action or making any final decision. All formal action and decision-making occurs in open, public session.

Work Sessions are planned, facilitated round-table discussions sometimes held prior or immediately following the Regular Board meeting session. They allow Board members to engage in in-depth analysis of issues that may or may not lead to future decisions by the Board. Typically, Work Sessions are moderated by the Superintendent and are open to the general public.

## Board Responses to Issues

Many issues require review and deliberation by the Board if good decisions are to be made. Immediate answers usually cannot be rendered. The Board will listen to citizens and answer questions or make a decision on concerns as soon as possible, but members need to review all available information regarding the matter. The public will be notified

through the local media and various District publications as to when Board meetings will be held to decide issues of concern.

## Compensation

Board members receive no financial compensation for any of the services and support they provide to the District. Members are reimbursed for mileage and travel expenses when on Board duty.

## Board-Superintendent Relations

The successful operation of schools requires a close, effective working relationship between the Board and the Superintendent. The relationship must be one of trust, goodwill and candor. As the legally designated governing body, the Board retains final authority within the District. The Superintendent is the Board's professional advisor to whom the Board delegates executive responsibility.

The Superintendent serves as the leader and recommends policies to the Board, carries out Board approved policies, and evaluates the results of such policies.

## Board Duties and Responsibilities

While many have a hand in shaping our school system, the Humboldt Unified School District Governing Board sets the policies that guide the public education of the students in the community. Members regularly assess community needs and aspirations to develop an educational program consistent with community resources. Once these policies are made, it is the job of the Superintendent to work with the administrative team and staff to creatively execute them. Other duties of the Board include:

- to act as an advocate for students and public education;
- to create a District vision, mission and goals;
- to hire, evaluate, and work as a unified team with the Superintendent;
- to establish District priorities through approval of the budget;
- to monitor student achievement and approve changes in the academic program.

All policies established by the Board must be consistent with the laws covering public education in the State of Arizona and the United States and must follow guidelines established by the Arizona Legislature and State Board of Education.

## Learning About Your Schools

If you have questions or need more information about Board meetings, the Governing Board, or any Humboldt Unified School District program or function, please call the Secretary of the Board at (928) 759-4000 or log on to [www.humboldtunified.com](http://www.humboldtunified.com).