

Board of Education Protocols

Issue:	What is our process?
Agenda Building	The Superintendent, Executive Cabinet, the Board President, and a rotating Board Member will meet to discuss the upcoming two Board meetings. Staff gets feedback from the Board on potential presentation concerns as well as order of placement of the agenda items.
Agenda Items: Public Request	Public can formally request for an item to be placed on a future agenda. Staff will work with the Board of Education's President to place request on a future agenda based on time available.
Agenda Items: Board Member Requests	The Board of Education creates an annual calendar in August of Board meetings with agenda items so staff can allocate their time. If a Board Member wants to add an item, it is proposed to the Superintendent and Board President to be discussed at agenda planning. The Board Member will request item and Superintendent will respond in the BOE weekly when or if the item is on the agenda.
Board Meeting: Closed Session	The Superintendent, Executive Cabinet, and the Board will meet for one hour or 90 minutes before the public session of the Board meeting. Discussions are confined to agendized or emergency matters eligible for closed session discussion under the Brown Act. General Counsel shall determine whether a subject is eligible for closed session.
Board Meeting: Board Member Questions Regarding Agenda Items	Board packets are posted on Novus on the Wednesday before the Tuesday Board meeting. Board Members are encouraged to review the Board packet and send their questions to the Superintendent by Monday at noon prior to the meeting. The Board member will indicate if they prefer a written response before the meeting or have the response incorporated into the meeting.
Board Meeting: Board Member Report	Staff will create a new standing agenda item entitled "Board Members' Report" during which each Board Member will have the opportunity to give a brief report of his/her Board-related activities. Board Members are under no obligation to give a report.
Board Meeting: Seating Arrangements	Seating will be for Board Members, Superintendent, General Counsel (space permitting), student Board Members, and also the Board's Administrative Assistant at the dais.

Issue:	What is our process?
Board Meeting: Order of Items	Whenever students are part of the agenda item presentation, every attempt is made to move the item up in the agenda. Oral communication will be moved to before Consent and after the Superintendent's Report.
Board Meeting: Length of Time	Board policy requires a motion to extend the meeting beyond 10:30 PM. Ideally meetings should be scheduled to end within 3 hours of starting. In addition, estimated times for each staff presentation should be stated on the agenda, and presentations should be 20 minutes or less in length.
Setting the Board's Agenda	<p><i>Principles:</i> <i>The process for creating the agenda is clear to all.</i> <i>Trustees get feedback on their agenda item requests.</i></p> <ol style="list-style-type: none"> 1. The Board's annual calendar is set in August. 2. Trustees submit agenda item requests to the Superintendent. 3. The Superintendent, Executive Cabinet, Board President, and a rotating Board Member (on a schedule set by the Board's Administrative Assistant) meet to discuss the upcoming two Board meetings. 4. Staff get feedback from Board Members. 5. The Superintendent informs the requesting trustee of the status of the request. <p>The Superintendent will summarize agenda topic requests in her/his weekly Board communication.</p>
Sequence for Agenda Items	<p><i>Principles:</i> <i>The agenda should help the Board work effectively.</i> <i>The agenda should help the Board focus on its priorities.</i> <i>The agenda should assist the Board in demonstrating respect for meeting participants and attendees, including the community, students, parents, and staff.</i></p> <p>For discussion / action items, the general order will be:</p> <ol style="list-style-type: none"> 1. Superintendent's introduction (optional) 2. Staff report on the item 3. Board clarifying questions to staff 4. Public comment 5. Clarification by staff (if needed) 6. Board deliberation 7. Motion/vote (if action item)
Agenda Topic Summaries	<p><i>Principle:</i> <i>Promote openness and transparency in the work of the Board.</i></p> <ol style="list-style-type: none"> 1. Where appropriate, agenda items will have brief summaries to clarify the nature of the agenda topic. These summaries should be in language that can be read and understood by a lay person or a person not familiar with Education Code. The name of the person presenting should also be included on the cover page of the agenda item.

Issue:	What is our process?
Posting the Agenda	<ol style="list-style-type: none"> 1. The Board agenda will be posted in the kiosk in the front of the District Office – 2060 Challenger Drive. 2. Agendas, supporting documents, minutes, and video of Board meetings are also linked to the District website. 3. District staff will use multiple communication tools to notify the public about Board meetings (including the district website, the RSS feed, and Novus Solutions notification).
Employee Groups Report	There shall be an agenda item on the agenda at each Regular Board Meeting for each of the three Bargaining Groups (AEA, CSEA 27, and CSEA 860) and also the management employee group (ACSA) to give a brief report of topics or events related to employees. This agenda item will come before Public Comments.
Public Comment	<p><i>Principles:</i> <i>Value community input.</i> <i>Operate within the Brown Act.</i> <i>Ensure the Board can work effectively.</i></p> <ol style="list-style-type: none"> 1. Individuals may submit one speaker card during general public comment and one speaker card per agenda item. 2. Comments are generally limited to three (3) minutes. 3. The Board President, in consultation with the Board, may modify the time limit if necessary and appropriate. 4. The Board President will thank the speaker and may direct the Superintendent to respond appropriately. 5. The Board cannot deliberate on a non-agenda item comment.
Board Meeting: Public Comments	The Board does not respond to speakers during the Public Comments section. The Superintendent can acknowledge the speaker with an indication of any staff follow-up and follow-through as appropriate. A Board member can (through the President) ask for a follow-up report from the Superintendent on an upcoming agenda. The President will ask whether this is a topic on which the majority of the board would like follow-up on. Public can put in one speaker card per item on the agenda. Superintendent can also follow up as appropriate at the next Superintendent's Report.
Board/Superintendent: Board Request for Information	For general information requests, a Board Member should send request to Superintendent or cabinet-level staff with a cc to the Superintendent. For legal information requests, the Board member may contact the General Counsel directly.
Board/Superintendent: Board Workshops/Study Sessions	Board Workshops and study sessions will be used when a single item or topic is identified as needing more in-depth coverage and/or discussion than can be afforded at a regular Board of Education meeting.

Issue:	What is our process?
Public Email: Sent to All Board Members	The Board President will acknowledge receipt of the email on behalf of all Board Members with a copy to the Administrative Assistant to the Board of Education to record as written communication. Individual Board Members may reply also without copying the rest of the Board.
Press: Response to Reporter Requests	The Superintendent is the District press point-of-contact. However, while any Board Member may answer inquiries from the press, it is the responsibility of the Board Member to distinguish between personal positions and Board position represented by a vote. See Board Bylaw 9210.
Staff/Parental/Community Complaints/Inquiry: Verbal	All requests need to be referred to District staff (site staff if appropriate) and copied to the Superintendent.
Board/Superintendent: Weekly Memo	A weekly memo will be prepared and sent on Friday afternoon from the Superintendent to Board of Education members. One of the items in the Board Weekly will be a section which answers questions submitted by Board Members. The Board Weekly is used to summarize the Superintendent's work.
Board/Superintendent: One-on-Ones	The Superintendent will work to schedule monthly one-on-ones as a minimum.
Board/Superintendent: School Site Visit Open House Mgmt Development Back-to-School	<p><i>Principle: Board Members want to demonstrate that the Board is visible, accessible, aware, and supportive of staff and students.</i></p> <ol style="list-style-type: none"> 1. Board Members' presence scheduled through: <ul style="list-style-type: none"> • Annually structured visits and tours • Planned lesson observations • Board Member-initiated visits 2. Board Members are mindful to: <ul style="list-style-type: none"> • Offer positive comments • Avoid evaluative statements • Provide advanced notice as appropriate <p>The Superintendent will conduct site visits throughout the school year, visiting each site regularly. All Board Members will have an opportunity to accompany the Superintendent on one visit.</p> <p>Board Members will contact the Superintendent's Administrative Assistant at least 24 hours in advance when they wish to accompany the Superintendent on a site walkthrough or management development so the principal can be notified and prepared. The Superintendent's Administrative Assistant will provide a confirmation of the appointment to the requesting Board Member when calendared.</p>
Board/Superintendent: Emergency Notification	For events where press or parents may call Board Members (typically related to safety), the Superintendent or designee will contact Board Members immediately.

