

Las personas que requieran adaptaciones especiales, incluidos, entre otros, un intérprete de lenguaje de señas americano, asientos accesibles o documentación en formatos accesibles, deben comunicarse con el Superintendente o la persona designada al menos dos días antes de la fecha de la reunión.

Los documentos relacionados con un artículo de la agenda que se han distribuido a la Mesa Directiva en menos de 72 horas antes de una reunión regular estarán disponibles para el público en la Oficina del Distrito Escolar Unificado de Delhi, 9716 Hinton Avenue, Delhi, California o en <https://www.delhi.k12.ca.us/o/delhi-usd>

## **DISTRITO ESCOLAR UNIFICADO DE DELHI JUNTA DE EDUCACIÓN**

### **Reunión Especial**

Sala de Conferencias Sarah Clegg

16091 Locust Ave

Delhi, California 95315

### **Agenda**

**sábado, 29 de abril de 2023**

**8:00 am - 3:00 pm**

### **A. CONVOCATORIA AL INICIO DE REUNIÓN**

\_\_\_\_\_ convocó al inicio de la reunión a las \_\_\_\_\_ a.m. en la sala de conferencias Clegg.

#### **1. Miembros presentes:**

**Aaliyah Chávez, Miembro Estudiante**

\_\_\_\_\_

**Francisca Briones, Miembro**

\_\_\_\_\_

**Oscar Morales, Miembro**

\_\_\_\_\_

**Mary Worthington, Miembro**

\_\_\_\_\_

**Ariel Gonzalez, Miembro**

\_\_\_\_\_

**Jose Miguel Kubes, Secretario**

\_\_\_\_\_

**Desiree Rodriguez, Clerk**

\_\_\_\_\_

**Cynthia Caldera, Vice Presidente**

\_\_\_\_\_

**Juan Peña, Presidente**

\_\_\_\_\_

#### **2. Juramento a la Bandera**

### **B. PARTICIPACIÓN PÚBLICA**

1. No se tomarán medidas sobre ningún tema presentado durante la parte de la agenda de Participación Pública. Se alienta a las personas a seguir la Póliza de la Junta 9322 y solicitar que se incluyan elementos en la agenda para su consideración al menos una semana antes de la reunión. Deben comunicarse con Marta Fontes en la oficina del distrito. A los individuos se les permitirán tres (3) minutos cada uno con un tiempo máximo de veinte (20) minutos permitidos por tema. Si se necesita traducción consecutiva, se permitirá tiempo adicional. La Junta no permitirá ninguna perturbación o interrupción. Por favor, asegúrese de silenciar sus teléfonos. Le agradecemos su asistencia y le damos la bienvenida a nuestra reunión.

- Cualquier persona que desee ser escuchada deberá:
- Ser reconocida por el Presidente de la Junta
- Subir al podio
- Decir su nombre
- Compartir sus comentarios
- Según la Ley Brown, los miembros de la junta no pueden entablar un diálogo durante la participación pública.

## C.INFORMACIÓN Y DISCUSIÓN

1. Presentación: Tablero de DUSD  
Informe del personal: Jose Miguel Kubes, Superintendente  
Comentarios/preguntas de los miembros de la junta  
Aporte pública
2. Revisar/Actualizar el Manual de Gobernanza del DUSD 2023  
Informe del personal: Jose Miguel Kubes, Superintendente  
Comentarios/preguntas de los miembros de la junta  
Aporte pública

## D. APLAZAMIENTO

Moción por: \_\_\_\_\_ Secundada por: \_\_\_\_\_

Voto provisional del miembro estudiante de la junta: \_\_\_\_\_ Sí \_\_\_\_\_ No \_\_\_\_\_ Ausente

	Sí:	No:	Ausente:	Abstención:
Francisca Briones	_____	_____	_____	_____
Oscar Morales	_____	_____	_____	_____
Desiree Rodriguez	_____	_____	_____	_____
Mary Worthington	_____	_____	_____	_____
Ariel González	_____	_____	_____	_____
Cynthia Caldera	_____	_____	_____	_____
Juan Peña	_____	_____	_____	_____

Reunión terminada a las: \_\_\_\_\_ p.m.

Individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent or designee at least two days before the meeting date.

Documents related to an agenda item that have been distributed to the Board less than 72 hours before a regular meeting will be available for public viewing at the Delhi Unified School District Office, 9716 Hinton Avenue, Delhi, California or at <https://www.delhi.k12.ca.us/o/delhi-usd>

## DELHI UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

**Special Board Meeting**  
Sarah Clegg Conference Room  
16091 Locust Street  
Delhi, California 95315  
**Agenda**

**Saturday, April 29, 2023**  
**8:00 am - 3:00 pm**

### A. CALL TO ORDER

The meeting was called to order by \_\_\_\_\_ at \_\_\_\_\_ a.m. at the Sarah Clegg Conference Room.

#### 1. Roll Call

##### **Members Present:**

<b>Aaliyah Chavez, Student Board Member</b>	_____
<b>Francisca Briones, Member</b>	_____
<b>Oscar Morales, Member</b>	_____
<b>Mary Worthington, Member</b>	_____
<b>Ariel Gonzalez, Member</b>	_____
<b>Jose Miguel Kubes, Secretary</b>	_____
<b>Desiree Rodriguez, Clerk</b>	_____
<b>Cynthia Caldera, Vice President</b>	_____
<b>Juan Peña, President</b>	_____

#### 2. Pledge of Allegiance

### B. PUBLIC PARTICIPATION

1. No action will be taken on any item introduced during the Public Participation portion of the agenda. Individuals are encouraged to follow Board Policy 9322 and request items be placed on the agenda for consideration at least one week prior to the board meeting by contacting the office of the superintendent. Individuals shall be allowed three (3) minutes each with a maximum time of twenty (20) minutes allowed per topic. If consecutive translation is needed, additional time will be allowed. The Board shall not permit any disturbance or willful interruption of board meetings. Please be sure to mute your phones. We thank you for attending and welcome you to our meeting.

Any person wishing to be heard by the Board shall:

- Be recognized by the Board President
- Move to the podium
- State their Name
- Share their comments
- Per Brown Act the board cannot engage in dialogue during public participation.

## C. INFORMATION AND DISCUSSION

1. [Presentation: DUSD Dashboard](#)

Staff Report: Jose Miguel Kubes, Superintendent  
Board Members' Comments/Questions  
Public Input

2. [Review / Update the DUSD Governance Handbook 2023](#)

Staff Report: Jose Miguel Kubes, Superintendent  
Board Members' Comments/Questions  
Public Input

## D. ADJOURNMENT

Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

Student Board Member Provisional Vote: \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_ Absent

	Ayes:	Nays:	Absent:	Abstain:
Francisca Briones	_____	_____	_____	_____
Oscar Morales	_____	_____	_____	_____
Desiree Rodriguez	_____	_____	_____	_____
Mary Worthington	_____	_____	_____	_____
Ariel Gonzalez	_____	_____	_____	_____
Cynthia Caldera	_____	_____	_____	_____
Juan Pena	_____	_____	_____	_____

Meeting Adjourned at: \_\_\_\_\_ p.m.



**Delhi Unified  
School District**

*Learners today.*

*Leaders tomorrow.*

## Delhi Unified School District: Board of Trustees Study Session April 29, 2023

### AGENDA

#### Revisit the Why

8:00-8:15

#### The State of DUSD

8:15 - 9:30

#### Governance: Unity of Purpose, Roles & Responsibilities, Positive Governance Team Culture:

9:30 - 10:30

#### Board Protocols

10:30-12:00

Lunch: 12:00 - 12:45

#### Board Protocols

12:45 - 3:00

Closure/Next Steps: 3:00



Delhi Unified  
School District

Learners today.

Leaders tomorrow.

Academics

Best Place to  
Work

Climate &  
Culture

# EMPOWER

WHY?

HOW?

WHAT?

## The Purpose

What is your cause?  
What is your purpose?  
What is your belief?

## The Process

Specific actions taken  
to realize the Why.

## The Result

What do you do?  
The result of Why.  
Proof.

We **EMPOWER** the Delhi Community  
to be learners today and leaders tomorrow.

-We **LOVE** you. We **VALUE** you. We **WANT**  
and **NEED** you **HERE**.-

**ACADEMICS**

**BEST PLACE TO WORK**

**CLIMATE, CULTURE, CONNECTEDNESS**

**THE DUSD DATA DASHBOARD**



PAUSE  
& REFLECT





**Delhi Unified  
School District**

*Learners today.*

*Leaders tomorrow.*

**A**cademics

**B**est Place to  
Work

**C**limate &  
Culture







**Delhi Unified School District**

Empowering Our Students to Serve & Lead the World

**By 2027 Delhi Unified School District is recognized as the premier district within Merced County because we are known for:**

**A**cademics

Engaging and challenging all students in authentic, rigorous, and culturally relevant learning experiences that foster innovation and critical thinking.

**B**est Place  
to Work

Cultivating a premier workforce by prioritizing adult value, learning and innovation.

**C**limate &  
Culture

Fostering an active partnership between schools, families, and the community that mutually supports the advancement, success, and well-being of our students



**Delhi Unified  
School District**

*Learners today.*

*Leaders tomorrow.*

**A**cademics

**B**est Place to  
Work

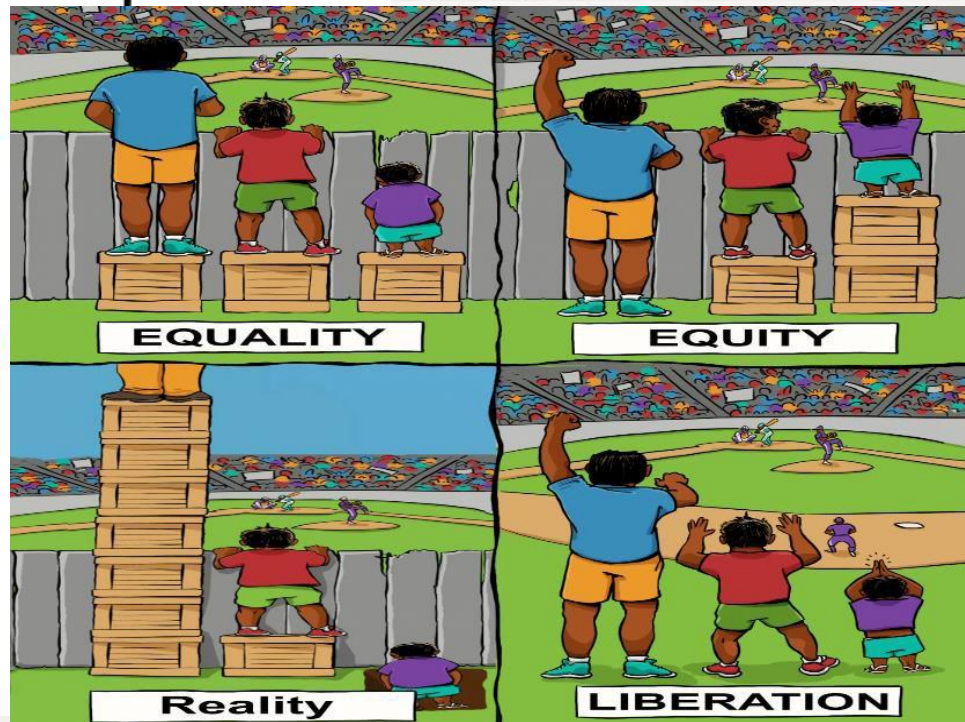
**C**limate &  
Culture

# EMPOWER

**WHY?**

**HOW?**

**WHAT?**





Delhi Unified  
School District

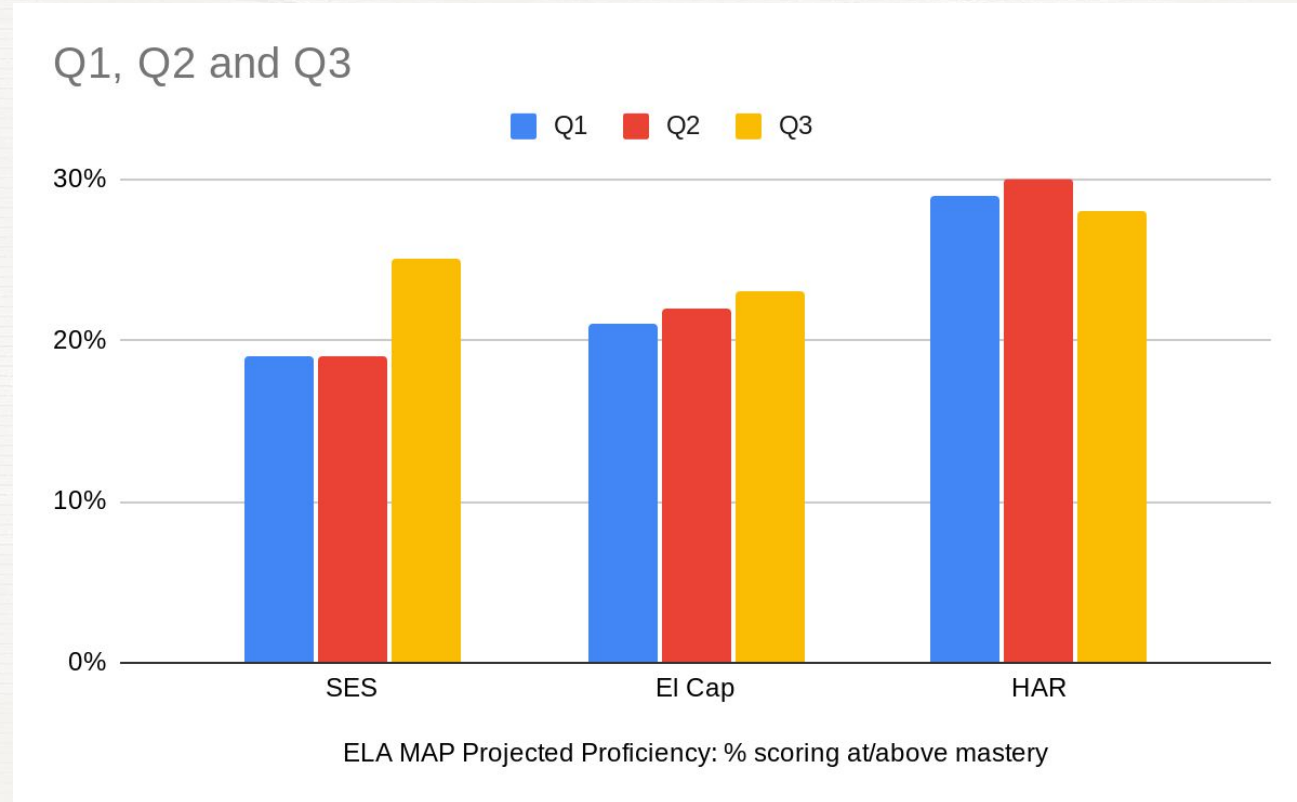
Learners today.  
Leaders tomorrow.

# THE DUSD DATA DASHBOARD:

	Metrics That Matter Most: End of Year State Assessment										EOY DUSD 2022	EOY SES 2022	EOY EL CAP 2022	EOY HARMONY 2022	EOY DMS 2022	EOY DHS 2022	DUSD AVG	DUSD GOAL									
Academics	ELA State Exam: % scoring proficient or advanced										35%	34%	30%	34%	28%	53%	36%	40%									
	DUSD																										
	Math State Exam: % scoring proficient or advanced										19%	18%	22%	28%	16%	8%	18%	23%									
	DUSD																										
	Summative ELPAC-Written Level 4										9.00%	4%		9%		8%		14%									
Summative ELPAC-Written Level 3										23.00%	26%	20%	27%	21%	22%		25%										
Academics	Metrics That Matter Most: Academic Benchmark Data										SES			EL CAP			HARMONY			DMS			DHS			DUSD AVG	DUSD GOAL
											AUG	JAN	MAR	AUG	JAN	MAR	AUG	JAN	MAR	AUG	JAN	MAR	AUG	JAN	MAR		
	ELA MAP Projected Proficiency: % scoring at/above mastery										19%	19%		21%	22%		29%	30%		32%	29%		52%	56%		30%	40%
	Math MAP Projected Proficiency: % scoring at/above mastery										14%	13%		18%	18%		22%	20%		13%	14%		7%	12%		14%	23%
	% of students at 61-50 Percentile Lexile (Grade 3, 5 or 11)										16%	14%		10%	15%		13%	18%		24%	26%		12%	46%		20%	20%
	Metrics That Matter Most: Climate/Culture Benchmark Data										Q 1	Q 2	Q 3	Q 1	Q 2	Q 3	Q 1	Q 2	Q 3	Q 1	Q 2	Q 3	Q 1	Q 2	Q 3		
	Average Daily Attendance										93.3	91.64		93.3	90.15		94.6	91.9		92.8	91.92		92.4	90.4		92.241	95%
	Chronic Absenteeism (DUSD)										17.7	16.9		14.9	19.2		10.1	8		13.3	12.2		13.9	13.8		13.90%	20%
	Suspension Rate (DUSD)										0.002	0.004		0.006	0.008		0.002	0.012		0.005	0.012		0.008	0.016		0.0075	2%
	Majority of parents respond AGREE STRONGLY AGREE to the statement: "The district office leadership team is making a positive impact on my child's experience in Delhi." (IC.3C)										86%	95%		100%	90%		91%	90%		73%	88%		71%	88%		87%	80%
Culture & Climate	Majority of parents respond AGREE STRONGLY AGREE to the statement: "The staff at my child's school care about my child's learning and well-being." (4C)										91%	96%		88%	90%		100%	95%		94%	85%		83%	88%		90%	80%
	Majority of parents respond AGREE STRONGLY AGREE to the statement: "My relationship with the school helps me feel included in my child's learning." (IC.3C)										86%	94%		94%	90%		86%	95%		88%	73%		87%	75%		86%	80%
	Majority of parents respond AGREE STRONGLY AGREE to the statement: "I would recommend a family member/friend/colleague to enroll at my child's school." (IC.3C,3C,4C)										92%	90%		94%	100%		91%	95%		65%	75%		75%	75%		84%	80%
	Majority of students respond AGREE STRONGLY AGREE to the statement: "I like coming to my school because it feels welcomed and safe." (IC)										83%	86%		86%	84%		90%	89%		74%	77%		74%	79%		82%	80%
	Majority of students respond AGREE STRONGLY AGREE to the statement: "Adults at this school care about me and my learning." (IC.3C)										91%	95%		95%	94%		93%	95%		88%	85%		81%	83%		90%	80%
	Majority of students respond AGREE STRONGLY AGREE to the statement: "My teacher(s) work well with me and other students." (IC)										91%	92%		91%	92%		98%	93%		87%	86%		81%	81%		90%	80%
	Majority of students respond AGREE STRONGLY AGREE to the statement: "I receive regular feedback from my teachers that supports improvement of my learning and growth." (IC.3C,4C)										89%	85%		92%	92%		95%	96%		76%	75%		69%	72%		84%	80%
	Majority of students respond AGREE STRONGLY AGREE to the statement: "My teachers really know who I am and what I need to be successful."										81%	83%		84%	80%		90%	85%		67%	67%		61%	62%		73%	80%
	Metrics That Matter Most: NPTW Benchmark Data										Q 1	Q 2	Q 3	Q 1	Q 2	Q 3	Q 1	Q 2	Q 3	Q 1	Q 2	Q 3	Q 1	Q 2	Q 3		
	Majority of teachers respond AGREE STRONGLY AGREE to the statement: "I feel supported by my district office." (Supporting/1B)										96%	87%		92%	86%		87%	100%		89%	82%		48%	69%		84%	80%
	Majority of teachers respond AGREE STRONGLY AGREE to the statement: "I feel supported by my principal." (Supporting/1B)										96%	92%		100%	100%		100%	100%		100%	91%		84%	94%		96%	80%
	Majority of teachers respond AGREE STRONGLY AGREE to the statement: "I receive regular feedback from my administrators and/or coaches that supports improvement of my instructional practices." (Instruction/1B)										88%	87%		100%	100%		87%	82%		78%	91%		66%	69%		84%	80%
	Majority of teachers respond AGREE STRONGLY AGREE to the statement: "My work engaging in collaborative teams has special meaning: it is not just a job." (Pride/1B,3B)										92%	96%		92%	100%		93%	100%		67%	91%		71%	81%		88%	80%
	Majority of teachers respond AGREE STRONGLY AGREE to the statement: "I would recommend DUSD as a place to work to a friend/colleague/family member."										88%	88%		92%	92%		93%	93%		88%	88%		88%	88%		88%	80%

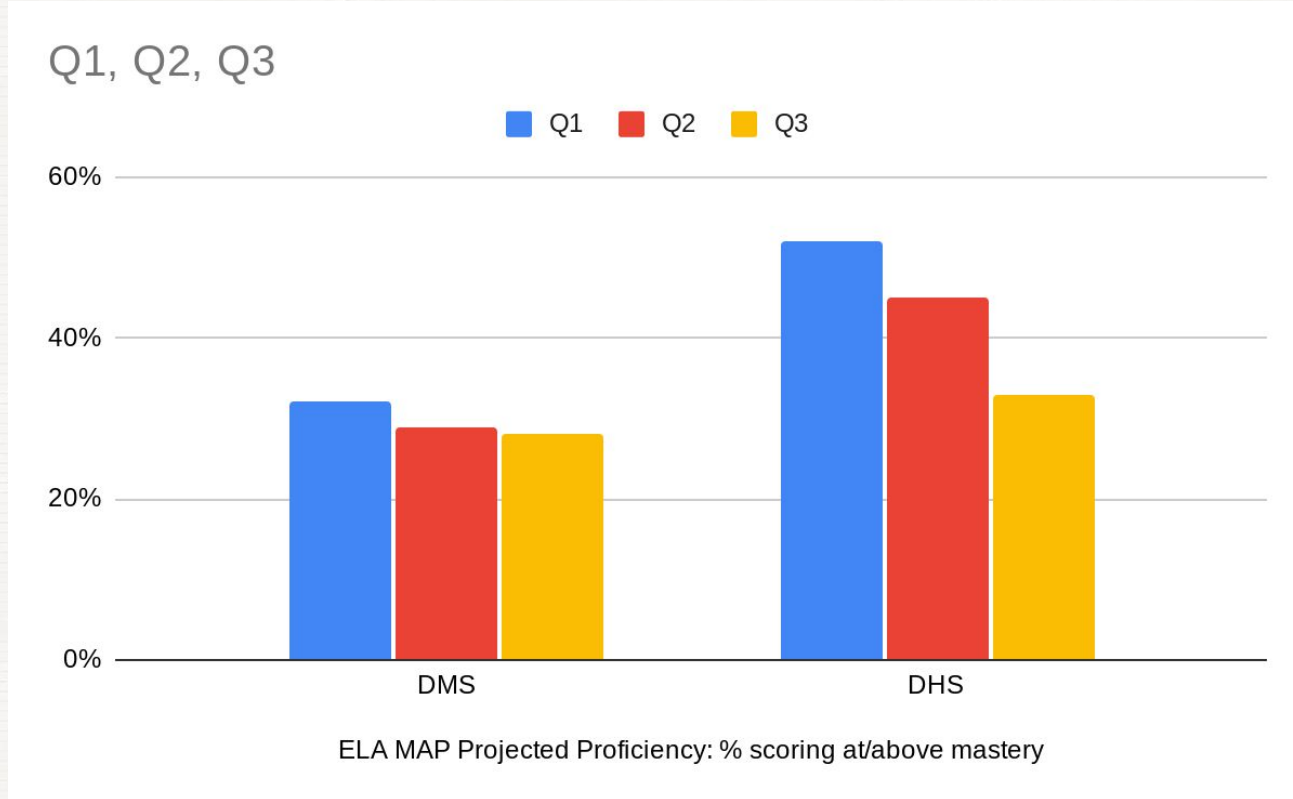


# Academics: ELA MAP Projected Proficiency: % scoring at/above mastery Elementary Schools



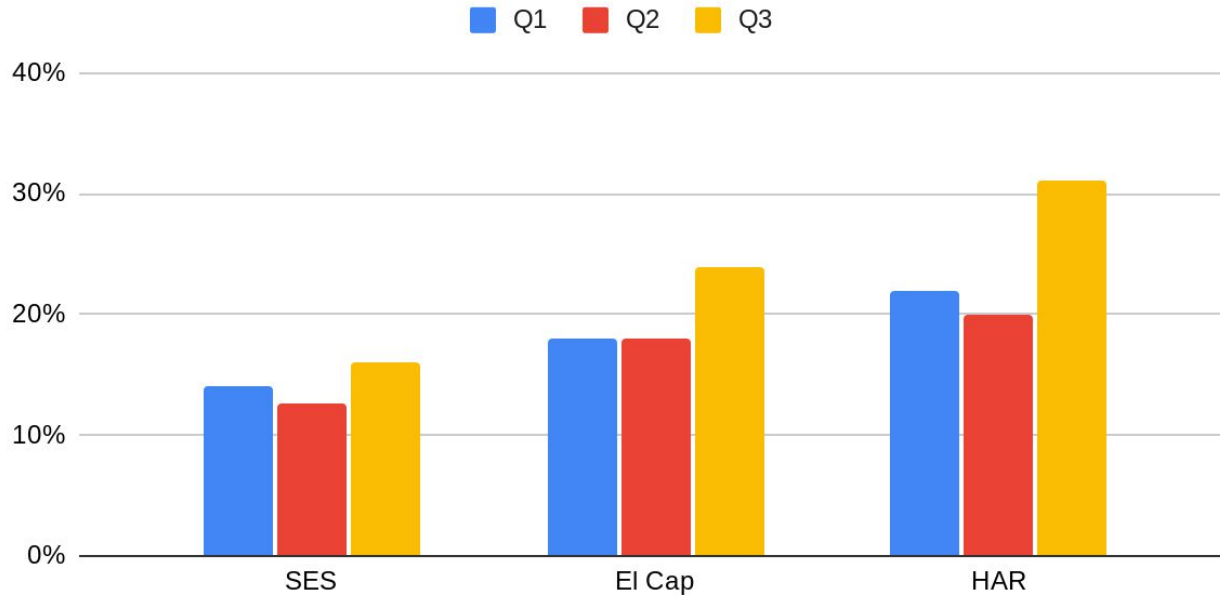


# Academics: ELA MAP Projected Proficiency: % scoring at/above mastery Educational Park



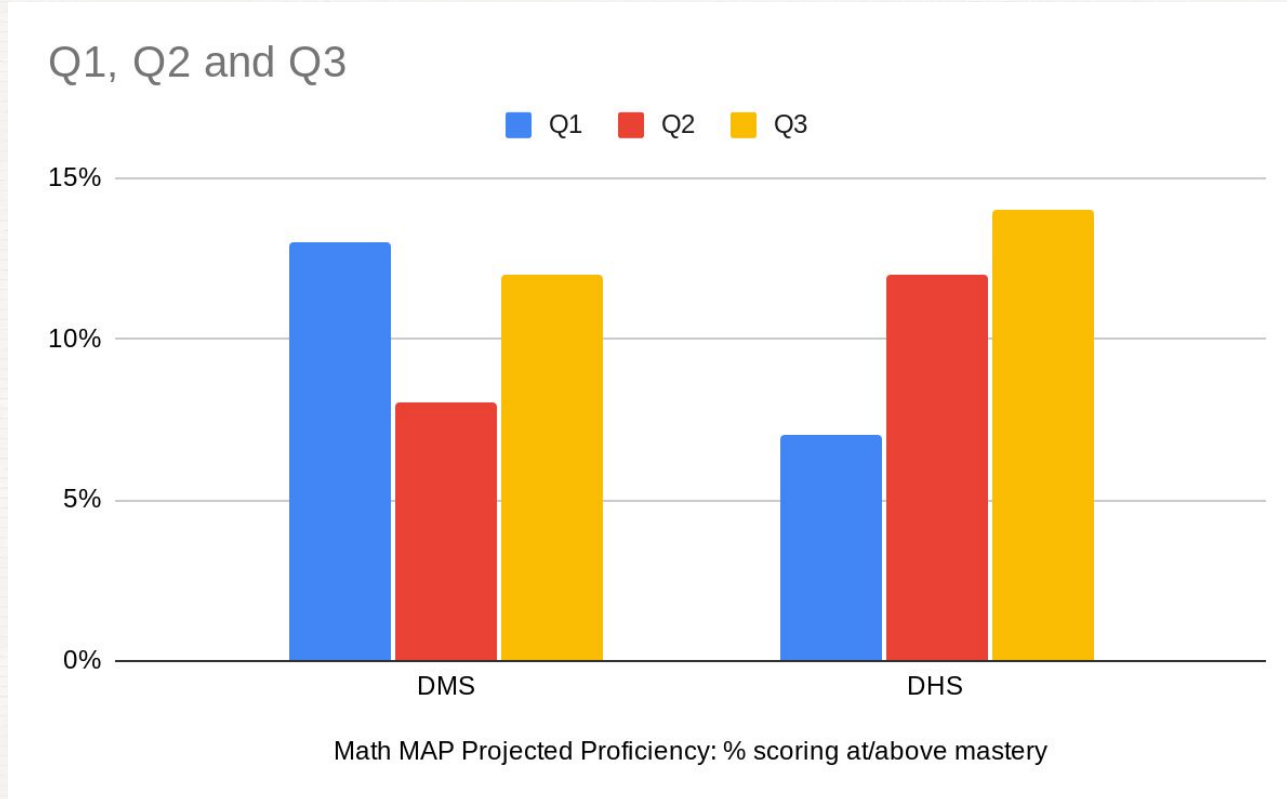
# Academics: Math MAP Projected Proficiency: % scoring at/above mastery Elementary Schools

Q1, Q2 and Q3

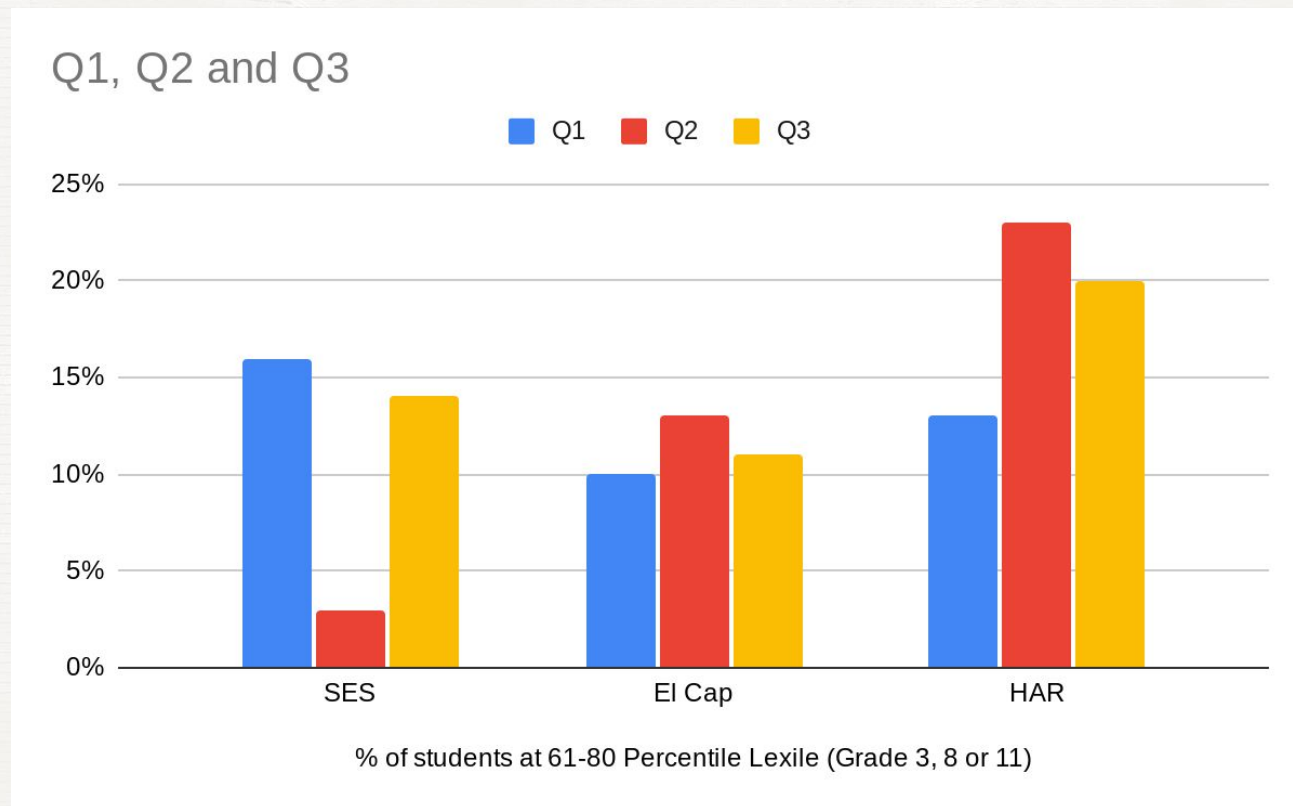


Math MAP Projected Proficiency: % scoring at/above mastery

# Academics: Math MAP Projected Proficiency: % scoring at/above mastery Educational Park

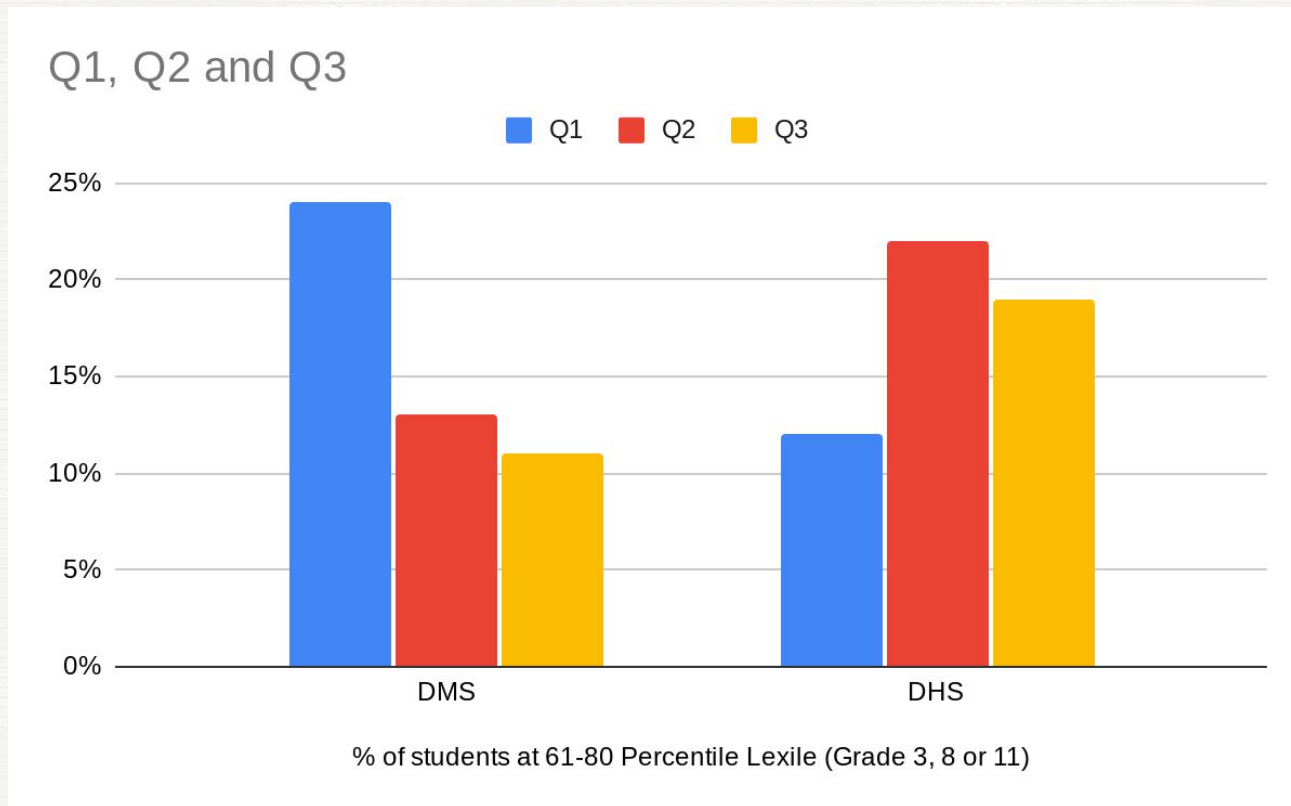


## Academics: % of students at 61-80 Percentile Lexile (Grade 3) Elementary





# Academics: % of students at 61-80 Percentile Lexile (Grade 8 or 11) Educational Park

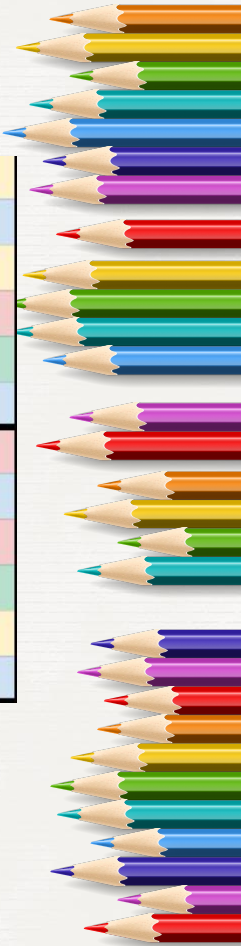


## Reading & Math Student Growth Schendel

<u>Reading MAP: Student Growth Report: Gr 1</u>		Below	Above
<u>Reading MAP: Student Growth Report: Gr 2</u>		Below	Above
<u>Reading MAP: Student Growth Report: Gr 3</u>		Below	Above
<u>Reading MAP: Student Growth Report: Gr 4</u>		Highly Above	Highly Above
<u>Reading MAP: Student Growth Report: Gr 5</u>		Below	Above
<u>Reading MAP: Student Growth Report: Gr 6</u>		Met	Below
<u>Math MAP: Student Growth Report: Gr 1</u>		Met	Met
<u>Math MAP: Student Growth Report: Gr 2</u>		Below	Highly Above
<u>Math MAP: Student Growth Report: Gr 3</u>		Below	Above
<u>Math MAP: Student Growth Report: Gr 4</u>		Met	Highly Above
<u>Math MAP: Student Growth Report: Gr 5</u>		Below	Above
<u>Math MAP: Student Growth Report: Gr 6</u>		Below	Met

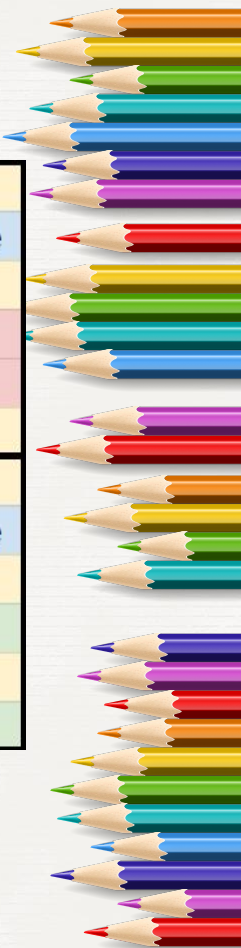
## Reading & Math Student Growth El Capitan

<u>Reading MAP: Student Growth Report: Gr 1</u>		Below	Met
<u>Reading MAP: Student Growth Report: Gr 2</u>		Below	Highly Above
<u>Reading MAP: Student Growth Report: Gr 3</u>		Highly Above	Met
<u>Reading MAP: Student Growth Report: Gr 4</u>		Above	Below
<u>Reading MAP: Student Growth Report: Gr 5</u>		Below	Above
<u>Reading MAP: Student Growth Report: Gr 6</u>		Highly Above	Highly Above
<u>Math MAP: Student Growth Report: Gr 1</u>		Highly Above	Below
<u>Math MAP: Student Growth Report: Gr 2</u>		Below	Highly Above
<u>Math MAP: Student Growth Report: Gr 3</u>		Met	Below
<u>Math MAP: Student Growth Report: Gr 4</u>		Below	Above
<u>Math MAP: Student Growth Report: Gr 5</u>		Above	Met
<u>Math MAP: Student Growth Report: Gr 6</u>		Below	Highly Above



## Reading & Math Student Growth Harmony

<u>Reading MAP: Student Growth Report: Gr 1</u>			Met
<u>Reading MAP: Student Growth Report: Gr 2</u>		Highly Above	Highly Above
<u>Reading MAP: Student Growth Report: Gr 3</u>		Below	Met
<u>Reading MAP: Student Growth Report: Gr 4</u>		Met	Below
<u>Reading MAP: Student Growth Report: Gr 5</u>		Met	Below
<u>Reading MAP: Student Growth Report: Gr 6</u>		Above	Met
<u>Math MAP: Student Growth Report: Gr 1</u>		Highly Above	Met
<u>Math MAP: Student Growth Report: Gr 2</u>		Above	Highly Above
<u>Math MAP: Student Growth Report: Gr 3</u>		Below	Met
<u>Math MAP: Student Growth Report: Gr 4</u>		Below	Above
<u>Math MAP: Student Growth Report: Gr 5</u>		Above	Met
<u>Math MAP: Student Growth Report: Gr 6</u>		Above	Above





## Reading & Math Student Growth DMS

<u>Reading MAP: Student Growth Report: Gr 7</u>		Below	Below
<u>Reading MAP: Student Growth Report: Gr 8</u>		Met	Highly above
<u>Math MAP: Student Growth Report: Gr 7</u>		Below	Highly above
<u>Math MAP: Student Growth Report: Gr 8</u>		Below	Above



## Reading & Math Student Growth DHS

<u>Reading MAP: Student Growth Report: Gr 9</u>		Above	Above
<u>Reading MAP: Student Growth Report: Gr 10</u>		Met	Below
<u>Reading MAP: Student Growth Report: Gr 11</u>		Below	Below
<u>Reading MAP: Student Growth Report: Gr 12</u>		Below	Met
<u>Math MAP: Student Growth Report: Gr 9</u>		Highly Above	Below
<u>Math MAP: Student Growth Report: Gr 10</u>		Met	Highly above
<u>Math MAP: Student Growth Report: Gr 11</u>		Highly Above	Above
<u>Math MAP: Student Growth Report: Gr 12</u>		Highly Above	Highly above

## Academics: Plus / Deltas

### Academics: +

ELA MAP Projected Proficiency: % scoring at/above mastery:

✗	SES: Q1- Q3:	+6%
✗	EL CAP: Q1 - Q3:	+2%

Math MAP Projected Proficiency: % scoring at/above mastery:

✗	SES: Q1-Q3:	+2%
✗	EL CAP: Q1-Q3:	+6%
✗	HAR: Q1-Q3:	+9%
✗	DHS: Q1-Q3:	+7%

% of students at 61-80 Percentile Lexile (Grade 3, 8 or 11):

✗	EL CAP: Q1-Q3:	+1%
✗	HAR:: Q1-Q3:	+7%
✗	DHS: Q1-Q3:	+8%

### Academics: $\Delta$

ELA MAP Projected Proficiency: % scoring at/above mastery:

✗	HAR: Q1-Q3:	-1%
✗	DMS: : Q1-Q3:	-4%
✗	DHS: : Q1-Q3:	-19%

Math MAP Projected Proficiency: % scoring at/above mastery:

✗	DMS: Q1-Q3:	-1%
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% of students at 61-80 Percentile Lexile (Grade 3, 8 or 11):

✗	SES: Q1-Q3:	-2%
✗	DMS: Q1-Q3:	-13%



## Academics: Action Steps

### DMS / DHS:

- ✗ Targeted Summer Institute (Formerly Known as summer school)
- ✗ Reading Intervention at DMS
- ✗ Adding ERWC with both Designated and Integrated ELD
- ✗ Adding AVID
- ✗ Professional Development for staff
- ✗ Data Collection and Monitoring
- ✗ Collaboration time for teachers
- ✗ Develop reading intervention support at the secondary level
- ✗ Ed Park Alignment
  - Department Leads
  - Intervention Team
  - AVID Team
  - ELD Team
- ✗ Continued focus on Thinking Classrooms
  - PD

### Elementary:

- ✗ Targeted Summer Institute (Formerly Known as summer school)
- ✗ Targeted Professional Development
- ✗ Continue with Kindergarten Support Plan and connect supports to first grade
- ✗ Collaborate with Student Services Program to integrate SST process at the elementary school level
- ✗ Expand literacy SEAL strategies to include TK, Kinder, and 1st grade
- ✗ Strengthen collaboration of RTI TOSAs to support their work
- ✗ Further develop the weekly collaboration time within grade level teams





## Best Place to Work: Certificated

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Best Place to Work: +

**93%** of teachers respond AGREE/STRONGLY AGREE to the statement-  
“I Feel supported by my principal.”

**87%** of teachers respond AGREE/STRONGLY AGREE to the statement-  
“My work engaging in collaborative teams has special meaning: it is not just a job.”



# Best Place to Work: Certificated

Best Place to Work:  $\triangle$

77% of teachers respond AGREE/STRONGLY AGREE to the statement- "I Feel supported by my district office."

- ✗ 81% Elementary
- ✗ 41% Secondary

69% of DHS teachers respond AGREE/STRONGLY AGREE to the statement- "My work engaging in collaborative teams has special meaning: it is not just a job."

75% of teachers respond AGREE/STRONGLY AGREE to the statement- "I would recommend DUSD as a place to work to a friend/colleague/family member."

- ✗ 85%: Elementary
- ✗ 47% Secondary



## Best Place to Work: Classified

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Best Place to Work: +

**Met/Surpassed goal of 80%** Agree/Strongly Agree as a district.



## Best Place to Work: Classified

Best Place to Work: △

- ✘ 75% of DHS staff respond AGREE/STRONGLY AGREE to the statement- “I Feel supported by my district office.”
- ✘ 33% of Harmony staff respond AGREE/STRONGLY AGREE to the statement- “I Feel supported by my district office.”
- ✘ 76% of DHS staff respond AGREE/STRONGLY AGREE to the statement- “I receive regular feedback from my administration and/or coach that supports improvement of my professional practices.”





## Best Place to Work: Action Steps

### Educational Park:

- ✘ Further engagement between district team and secondary teachers
  - AVID
  - LCAP
  - Science Adoption
  - ERWC
- ✘ Targeted Professional Development
- ✘ Professional Development for teachers/staff
- ✘ Collaboration time for teachers
- ✘ Ed Park Alignment
  - Department Leads
  - Intervention Team
  - AVID Team
  - ELD Team
- ✘ Continued focus on Thinking Classrooms
  - PD
- ✘ Explore a feedback driven evaluation system
  - GROW Touchpoint Interface: Observation & Feedback

### Elementary:

- ✘ Further engagement between district team and secondary teachers
  - SELA Literacy
  - LCAP
  - Reading Intervention
  - Extended LEarning Opportunities
- ✘ Targeted Professional Development
- ✘ Continue with Kindergarten Support Plan and connect supports to first grade
- ✘ Collaborate with Student Services Program to integrate SST process at the elementary school level
- ✘ Further develop the weekly collaboration time within grade level teams
- ✘ Explore a feedback driven evaluation system
  - GROW Touchpoint Interface: Observation & Feedback



## **Climate, Culture, Connectedness: Parents**

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Culture, Climate, Connectedness: +

**Met/Surpassed goal of 80% Agree/Strongly Agree as a district.**

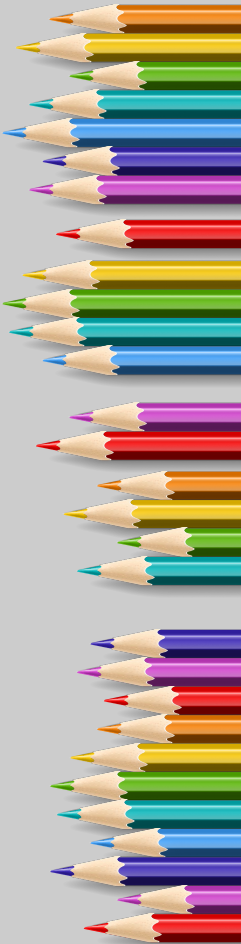


## Climate, Culture, Connectedness: Parents

Culture, Climate, Connectedness: △

Overall responses are all above 80%:

- ✗ 73% of Secondary parents respond AGREE/STRONGLY AGREE to the statement- “The district office leadership team is making a positive impact on my child's experiences in Delhi.”
- ✗ 77% of Secondary parents respond AGREE/STRONGLY AGREE to the statement- “The staff at my child’s school cares about my child’s learning and wellbeing”
- ✗ 73% of Secondary parents respond AGREE/STRONGLY AGREE to the statement- “I would recommend a family member/friend/colleague to enroll at my child's school.”



# Climate, Culture, Connectedness: Action Steps

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Promote and support established spaces for parent engagement:

- ✗ SSC
- ✗ ELAC
- ✗ DELAC
- ✗ LCAP Forums

Deploy Delhi parents trained by the Parent Leadership Training Institute to find additional means for parent engagement and involvement

Provide further counselor-led parent trainings





# Climate, Culture, Connectedness: Students

Culture, Climate, Connectedness: +

89% of students respond AGREE/STRONGLY AGREE to the statement- “Adults at this school care about me and my learning.”

89% of students respond AGREE/STRONGLY AGREE to the statement- “ My teacher(s) work well with me and other students”

84% of students respond AGREE/STRONGLY AGREE to the statement- “I receive regular feedback from my teachers that supports improvement of my learning and growth.”



# Climate, Culture, Connectedness: Students

Culture, Climate, Connectedness:  $\triangle$

**73%** of students respond AGREE/STRONGLY AGREE to the statement- “My teachers really know who I am and what I need to be successful.”

- ✗ **84%** Elementary
- ✗ **55%** Secondary

**80%** of students respond AGREE/STRONGLY AGREE to the statement- “I like coming to my school because it feels welcomed and safe.”

- ✗ **DMS: 63%**
- ✗ **DHS: 75%**

**84%** of students respond AGREE/STRONGLY AGREE to the statement- “I receive regular feedback from my teachers that supports improvement of my learning and growth.”

- ✗ **91%** Elementary
- ✗ **70%** Secondary



# Climate, Culture, Connectedness: Action Steps

Hawk Liftoff: Comprehensive student support

2023-2024 DUSD Instructional Focus:

- ✗ Standard 1.5: Promoting critical thinking through inquiry, problem solving, and reflection
- ✗ Standard 2.4: Creating a rigorous learning environment with high expectations and appropriate support for all students

Begin exploration Process for Positive Behavior Intervention Support & Social Emotional Learning

Use parent feedback to further develop the LCAP Action 1.3: School Safety

- Security and supervision and equipment

Hold Empathy Interviews with students regarding:

- ✗ DMS / DHS: “My teachers really know who I am and what I need to be successful.” & “I receive regular feedback from my teachers that supports improvement of my learning and growth.”
- ✗ DMS: “I like coming to my school because it feels welcomed and safe.”





1. What are you *Squared* with?

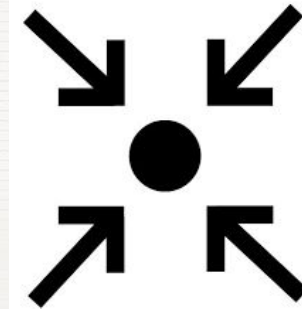
2.



1. What's *Rolling Around* in your head?



1. What *Point* would you like to make?





Metrics That Matter Most: End of Year State Assessment			EOY DUSD 2022			EOY SES 2022			EOY EL CAP 2022			EOY HARMONY 2022			EOY DMS 2022			EOY DHS 2022			DUSD AVG	DUSD GOAL	
Academics	ELA State Exam: % scoring proficient or advanced DUSD		35%			34%			30%			34%			28%			53%			36%	40%	
	Math State Exam: % scoring proficient or advanced DUSD		18%			18%			22%			28%			16%			8%			18%	23%	
	Summative ELPAC-Written Level 4		9.00%			4%		8%		9%		17%		8%		9%	14%						
	Summative ELPAC-Written Level 3		23.00%			26%		20%		27%		21%		22%		23%	28%						
	Metrics That Matter Most: Academic Benchmark Data					SES			EL CAP			HARMONY			DMS			DHS			DUSD AVG	DUSD GOAL	
						AUG	JAN	MAR	AUG	JAN	MAR	AUG	JAN	MAR	AUG	JAN	MAR		2023				
	ELA MAP Projected Proficiency: % scoring at/above mastery					19%	19%	25%	21%	22%	23%	29%	30%	28%	32%	29%	28%	52%	45%	33%	29%	40%	
	Math MAP Projected Proficiency: % scoring at/above mastery					14%	13%	16%	18%	18%	24%	22%	20%	31%	13%	8%	12%	7%	12%	14%	16%	23%	
	% of students at 61-80 Percentile Lexile (Grade 3, 8 or 11)					16%	3%	14%	10%	13%	11%	13%	23%	20%	24%	13%	11%	12%	22%	19%	15%	20%	
Culture & Climate	Metrics That Matters Most: Climate/Culture Benchmark Data					Q 1	Q2	Q3	Q 1	Q2	Q3	Q 1	Q2	Q3	Q 1	Q2	Q3	Q 1	Q2	Q3			
	Average Daily Attendance					93.3	91.64	93.56	93.3	90.15	93.54	94.6	91.9	95.44	92.8	91.92	94.59	92.4	90.4	93.94	94.21	95%	
	Chronic Absenteeism (DUSD)					17.7	16.9	10.4	14.9	19.2	13.4	10.1	8	4.8	13.3	12.2	10.2	13.9	13.8	10.5	9.70%	20%	
	Suspension Rate (DUSD)					0	0.44	1.09	0	1.76	2.37	0	1.23	2.06	0	2.85	4.72	0.27	1.9	3.02	2.64%	2%	
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "The district office leadership team is making a positive impact on my child's experiences in Delhi." (IC.3C)					86%	95%	87%	100%	90%	92%	91%	90%	86%	73%	88%	72%	71%	88%	74%	86%	80%	
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "The staff at my child's school cares about my child's learning and wellbeing" (4C)					91%	96%	93%	88%	90%	96%	100%	85%	96%	94%	88%	76%	83%	88%	78%	89%	80%	
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "My relationship with the school helps me feel included in my child's learning." (IC.3C)					85%	84%	93%	94%	90%	91%	86%	95%	90%	88%	73%	80%	87%	75%	81%	86%	80%	
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "I would recommend a family member/friend/colleague to enroll at my child's school." (IC.2C.3C.4C)					92%	80%	83%	94%	100%	91%	91%	95%	92%	65%	75%	73%	75%	75%	74%	84%	80%	
	Majority of students respond AGREE/STRONGLY AGREE to the statement- "I like coming to my school because it feels welcomed and safe." (1C)					83%	86%	82%	86%	84%	83%	90%	88%	79%	74%	77%	63%	74%	79%	75%	80%	80%	
	Majority of students respond AGREE/STRONGLY AGREE to the statement- "Adults at this school care about me and my learning." (IC.3C)					91%	95%	95%	95%	94%	93%	93%	95%	92%	88%	85%	83%	81%	83%	79%	89%	80%	
	Majority of students respond AGREE/STRONGLY AGREE to the statement- "My teacher(s) work well with me and other students" (1C)					91%	92%	94%	91%	92%	94%	98%	98%	93%	87%	85%	81%	81%	81%	82%	89%	80%	
	Majority of students respond AGREE/STRONGLY AGREE to the statement- "I receive regular feedback from my teachers that supports improvement of my learning and growth." (IC.3C.4C)					89%	88%	93%	92%	92%	89%	95%	96%	91%	76%	75%	71%	69%	72%	69%	84%	80%	
	Majority of students respond AGREE/STRONGLY AGREE to the statement- "My teachers really know who I am and what I need to be successful."					81%	83%	84%	84%	80%	82%	90%	85%	86%	62%	57%	56%	51%	52%	55%	73%	80%	
	Best Place to Work	Metrics That Matter Most: BPTW Benchmark Data					Q 1	Q2	Q3	Q 1	Q2	Q3	Q 1	Q2	Q3	Q 1	Q2	Q3	Q 1	Q2	Q3		
		Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I Feel supported by my district office." (Supporting)(1B)					96%	87%	81%	92%	86%	78%	87%	100%	84%	89%	82%	36%	48%	69%	47%	77%	80%
		Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I Feel supported by my principal." (Supporting)(1B)					96%	92%	98%	100%	100%	94%	100%	100%	100%	100%	91%	79%	84%	94%	72%	93%	80%
		Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I receive regular feedback from my administration and/or coach that supports improvement of my instructional practices." (Instruction)(1B)					88%	87%	77%	100%	100%	94%	87%	82%	95%	78%	91%	57%	56%	69%	52%	81%	80%
		Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "My work engaging in collaborative teams has special meaning: it is not just a job. (Pride)(1B.3B)					92%	96%	79%	92%	100%	94%	93%	100%	100%	67%	91%	86%	71%	81%	69%	87%	80%
		Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I would recommend DUSD as a place to work to a friend/colleague/family member." (Satisfaction)(1B.2B.3B)					88%	87%	85%	77%	86%	82%	67%	82%	89%	67%	82%	50%	60%	79%	45%	75%	80%
		Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I Feel supported by my district office." (Supporting)(1B)					95%	94%	88%	90%	80%	90%	60%	75%	33%	100%	100%	90%	90%	83%	75%	83%	80%
Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I Feel supported by my principal." (Supporting)(1B)					95%	100%	100%	100%	100%	100%	80%	100%	100%	100%	100%	100%	100%	86%	100%	86%	96%	80%	
Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I receive regular feedback from my administration and/or coach that supports improvement of my professional practices." (Instruction)(1B)					95%	88%	94%	90%	80%	91%	80%	75%	83%	100%	100%	90%	71%	100%	76%	88%	80%		
Majority of staff respond AGREE/STRONGLY AGREE to the statement- "My work engaging in collaborative teams has special meaning: it is not just a job. (Pride)(1B.3B)					90%	94%	100%	100%	100%	96%	90%	100%	100%	50%	100%	90%	86%	100%	86%	92%	80%		
Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I would recommend DUSD as a place to work to a friend/colleague/family member." (Satisfaction)(1B.2B.3B)					90%	88%	80%	90%	80%	100%	80%	100%	83%	100%	100%	100%	81%	100%	83%	90%	80%		
Metrics That Matters Most: Obs/FB Benchmark Data					Q 1	Q2	Q3	Q 1	Q2	Q3	Q 1	Q2	Q3	Q 1	Q2	Q3	Q 1	Q2	Q3				
Number of Obs/Feedback Cycles (Instructional Focus)					55	81	168	27	54	147	48	82	136	54	104	147	56	110	164	598	925		
					46	92	138	46	92	138	46	92	138	46	92	138	46	92	138				
Walkthrough (15 Min)						55	122		29	91		78	137		81	86		93	131				
Formal / Informal						26	46		25	56		4	9		23	61		17	33				

	Metrics That Matter Most: End of Year State Assessment	EOY 2017	EOY 2018	EOY 2019	* EOY 2021	EOY 2022	EOY 2023 GOAL
Academics	ELA State Exam: % scoring proficient or advanced	31%	29%	36%	22%	34%	39%
	Math State Exam: % scoring proficient or advanced	24%	23%	26%	11%	18%	23%
	Summative ELPAC-Written Level 4					4%	9%
	Summative ELPAC-Written Level 3					26%	31%
	Metrics That Matter Most: Academic Benchmark Data	AUG		JAN		MARCH	EOY 2023 GOAL
	ELA MAP Projected Proficiency: % scoring at/above mastery	19%		19%		25%	39%
	Math MAP Projected Proficiency: % scoring at/above mastery	14%		13%		16%	23%
	Reading MAP: Student Growth Report: Gr 1			Below		Above	Met
	Reading MAP: Student Growth Report: Gr 2			Below		Above	Met
	Reading MAP: Student Growth Report: Gr 3			Below		Above	Met
	Reading MAP: Student Growth Report: Gr 4			Highly Above		Highly Above	Met
	Reading MAP: Student Growth Report: Gr 5			Below		Above	Met
	Reading MAP: Student Growth Report: Gr 6			Met		Below	Met
	Math MAP: Student Growth Report: Gr 1			Met		Met	Met
	Math MAP: Student Growth Report: Gr 2			Below		Highly Above	Met
	Math MAP: Student Growth Report: Gr 3			Below		Above	Met
	Math MAP: Student Growth Report: Gr 4			Met		Highly Above	Met
	Math MAP: Student Growth Report: Gr 5			Below		Above	Met
	Math MAP: Student Growth Report: Gr 6			Below		Met	Met
	% of students at 61-80 Percentile Lexile (Grade 3, 8 or 11)	16%		3%		14%	21%
	Metrics That Matter Most: Climate/Culture Benchmark Data	Quarter 1		Quarter 2		Quarter 3	EOY 2023 GOAL
	Average Daily Attendance	93%		92%		93.56	95%
	Chronic Absenteeism	18%		16.90%		10.4	20%
	Suspension Rate	0.002		0.004		1.09	2%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement-	96%		87%		81%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement-	96%		92%		98%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement-	88%		87%		77%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement-	92%		96%		79%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement-	88%		87%		85%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I	95%		94%		88%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I	95%		100%		100%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I	95%		88%		94%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "My	90%		94%		100%	80%

	Majority of staff respond AGREE/STRONGLY AGREE to the statement- “I	90%	88%	80%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement-	86%	95%	87%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement-	91%	96%	93%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement-	85%	84%	93%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- “I	92%	80%	83%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement-	83%	86%	82%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement-	91%	95%	95%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement-	91%	92%	94%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement-	89%	88%	93%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement-	81%	83%	84%	80%
	Metrics That Matter Most: Benchmark Data	Quarter 1	Quarter 2	Quarter 3	
	Number of Obs/Feedback Cycles (Instructional Focus)	55	81	167	185
		46	92	138	
	Walkthrough (15 Min)		55	122	
	Formal / Informal		26	45	

	Metrics That Matters Most: End of Year State Assessment	EOY 2017	EOY 2018	EOY 2019	* EOY 2021	EOY 2022	EOY 2023 GOAL
Academics	ELA State Exam: % scoring proficient or advanced	38%	43%	45%	29%	34%	39%
	Math State Exam: % scoring proficient or advanced	32%	33%	35%	22.19%	28%	33%
	Summative ELPAC-Written Level 4					9%	14%
	Summative ELPAC-Written Level 3					27%	32%
	Metrics That Matter Most: Academic Benchmark Data	AUG		JAN		MARCH	EOY 2023 GOAL
	ELA MAP Projected Proficiency: % scoring at/above mastery	29%		30%		28%	39%
	Math MAP Projected Proficiency: % scoring at/above mastery	22%		20%		31%	33%
	Reading MAP: Student Growth Report: Gr 1					Met	Met
	Reading MAP: Student Growth Report: Gr 2			Highly Above		Highly Above	Met
	Reading MAP: Student Growth Report: Gr 3			Below		Met	Met
	Reading MAP: Student Growth Report: Gr 4			Met		Below	Met
	Reading MAP: Student Growth Report: Gr 5			Met		Below	Met
	Reading MAP: Student Growth Report: Gr 6			Above		Met	Met
	Math MAP: Student Growth Report: Gr 1			Highly Above		Met	Met
	Math MAP: Student Growth Report: Gr 2			Above		Highly Above	Met
	Math MAP: Student Growth Report: Gr 3			Below		Met	Met
	Math MAP: Student Growth Report: Gr 4			Below		Above	Met
	Math MAP: Student Growth Report: Gr 5			Above		Met	Met
	Math MAP: Student Growth Report: Gr 6			Above		Above	Met
	% of students at 61-80 Percentile Lexile (Grade 3, 8 or 11)	16%		23%		20%	21%
	Metrics That Matter Most: Climate/Culture Benchmark Data	Quarter 1		Quarter 2		Quarter 3	EOY 2023 GOAL
	Average Daily Attendance	94.6		91.9		95.44	95%
	Chronic Absenteeism	10%		8%		4.8	20%
	Suspension Rate	0.002		0.012		2.06	2%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I Feel supported	87%		100%		84%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I Feel supported	100%		100%		100%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I receive regular	87%		82%		95%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "My work engaging	93%		100%		100%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I would	67%		82%		89%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I Feel supported by	60%		75%		33%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I Feel supported by	80%		100%		100%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I receive regular	80%		75%		83%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "My work engaging in	90%		100%		100%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I would recommend	80%		100%		83%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "The district office	91%		90%		86%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "The staff at my	100%		85%		96%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "My relationship	86%		95%		90%	80%



	Majority of parents respond AGREE/STRONGLY AGREE to the statement- “I would	91%	95%	92%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “I like coming to	90%	88%	79%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “Adults at this	93%	95%	92%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “ I have a	98%	98%	93%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “I receive regular	95%	96%	91%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “My teachers really	90%	85%	86%	80%
	Metrics That Matter Most: Benchmark Data	Quarter 1	Quarter 2	Quarter 3	
	Number of Obs/Feedback Cycles (Instructional Focus)	48	82	136	185
		46	92	138	
	Walkthrough (15 Min)		78	137	
	Formal / Informal		4	9	

Metrics That Matter Most: End of Year State Assessment		EOY 2017	EOY 2018	EOY 2019	* EOY 2021	EOY 2022	EOY 2023 GOAL	
Academics	ELA State Exam: % scoring proficient or advanced	29%	33%	22%	18%	30%	35%	
	Math State Exam: % scoring proficient or advanced	25%	21%	22%	11.60%	22%	27%	
	Summative ELPAC-Written Level 4					8%	13%	
	Summative ELPAC-Written Level 3					20%	25%	
	Metrics That Matter Most: Academic Benchmark Data	AUG		JAN		MARCH	EOY 2023 GOAL	
	ELA MAP Projected Proficiency: % scoring at/above mastery	21%		22%		23%	35%	
	Math MAP Projected Proficiency: % scoring at/above mastery	18%		18%		24%	27%	
	Reading MAP: Student Growth Report: Gr 1			Below		Met	Met	
	Reading MAP: Student Growth Report: Gr 2			Below		Highly Above	Met	
	Reading MAP: Student Growth Report: Gr 3			Highly Above		Met	Met	
	Reading MAP: Student Growth Report: Gr 4			Above		Below	Met	
	Reading MAP: Student Growth Report: Gr 5			Below		Above	Met	
	Reading MAP: Student Growth Report: Gr 6			Highly Above		Highly Above	Met	
	Math MAP: Student Growth Report: Gr 1			Highly Above		Below	Met	
	Math MAP: Student Growth Report: Gr 2			Below		Highly Above	Met	
	Math MAP: Student Growth Report: Gr 3			Met		Below	Met	
	Math MAP: Student Growth Report: Gr 4			Below		Above	Met	
	Math MAP: Student Growth Report: Gr 5			Above		Met	Met	
	Math MAP: Student Growth Report: Gr 6			Below		Highly Above	Met	
	% of students at 61-80 Percentile Lexile (Grade 3, 8 or 11)	10%		13%		11%	15%	
	Metrics That Matter Most: Climate/Culture Benchmark Data		Quarter 1		Quarter 2		Quarter 3	EOY 2023 GOAL
	Average Daily Attendance	93.3		90.15		93.54	95%	
	Chronic Absenteeism	15%		19%		13.4	20%	
	Suspension Rate	0.006		0.008		2.37	2%	
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- “I Feel	92%		86%		78%	80%	
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- “I Feel	100%		100%		94%	80%	
Majority of teachers respond AGREE/STRONGLY AGREE to the statement- “I receive	100%		100%		94%	80%		
Majority of teachers respond AGREE/STRONGLY AGREE to the statement- “My work	92%		100%		94%	80%		
Majority of teachers respond AGREE/STRONGLY AGREE to the statement- “I would	77%		86%		82%	80%		
Majority of staff respond AGREE/STRONGLY AGREE to the statement- “I Feel	90%		80%		90%	80%		
Majority of staff respond AGREE/STRONGLY AGREE to the statement- “I Feel	100%		100%		100%	80%		
Majority of staff respond AGREE/STRONGLY AGREE to the statement- “I receive	90%		80%		91%	80%		
Majority of staff respond AGREE/STRONGLY AGREE to the statement- “My work	100%		100%		96%	80%		
Majority of staff respond AGREE/STRONGLY AGREE to the statement- “I would	90%		80%		100%	80%		
Majority of parents respond AGREE/STRONGLY AGREE to the statement- “The	100%		90%		92%	80%		
Majority of parents respond AGREE/STRONGLY AGREE to the statement- “The staff	88%		90%		96%	80%		
Majority of parents respond AGREE/STRONGLY AGREE to the statement- “My	94%		90%		91%	80%		

	Majority of parents respond AGREE/STRONGLY AGREE to the statement- “I would	94%	100%	91%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “I like	86%	84%	83%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “Adults at	95%	94%	93%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “ I have a	91%	92%	94%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “I receive	92%	92%	89%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “My	84%	80%	82%	80%
	Metrics That Matter Most: Benchmark Data	Quarter 1	Quarter 2	Quarter 3	
	Number of Obs/Feedback Cycles (Instructional Focus)	27	54	147	185
		46	92	138	
	Walkthrough (15 Min)		29	91	
	Formal / Informal		25	56	

Metrics That Matter Most: End of Year State Assessment		EOY 2017	EOY 2018	EOY 2019	* EOY 2021	EOY 2022	EOY 2023 GOAL
Academics	ELA State Exam: % scoring proficient or advanced	31%	33%	33%	30%	28.00%	33%
	Math State Exam: % scoring proficient or advanced	22%	23%	27%	20%	16%	21%
	Summative ELPAC-Written Level 4					17%	22%
	Summative ELPAC-Written Level 3					21%	26%
	Metrics That Matter Most: Academic Benchmark Data	AUG		JAN		MARCH	EOY 2023 GOAL
	ELA MAP Projected Proficiency: % scoring at/above mastery	32%		29%		28%	33%
	Math MAP Projected Proficiency: % scoring at/above mastery	13%		8%		12%	21%
	Reading MAP: Student Growth Report: Gr 7			Below		Below	Met
	Reading MAP: Student Growth Report: Gr 8			Met		Highly above	Met
	Math MAP: Student Growth Report: Gr 7			Below		Highly above	Met
	Math MAP: Student Growth Report: Gr 8			Below		Above	Met
	% of students at 61-80 Percentile Lexile (Grade 3, 8 or 11)	24%		13%		11%	29%
Metrics That Matter Most: Climate/Culture Benchmark Data		Quarter 1		Quarter 2		Quarter 3	EOY 2023 GOAL
	Average Daily Attendance	92.9		91.92		94.59	95%
	Chronic Absenteeism	13%		12.20%		10.2	20%
	Suspension Rate	0.005		0.012		4.72	2%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I	89%		82%		36%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I	100%		91%		79%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I	78%		91%		57%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "My	67%		91%		86%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I	67%		82%		50%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I Feel	100%		100%		90%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I Feel	100%		100%		100%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I	100%		100%		90%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "My	50%		100%		90%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I	100%		100%		100%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "The	73%		88%		72%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "The	94%		88%		76%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "My	88%		73%		80%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "I	65%		75%		73%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- "I	74%		77%		63%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement-	88%		85%		83%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- " I	87%		85%		81%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- "I	76%		75%		71%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- "My	62%		57%		56%	80%
Metrics That Matter Most: Benchmark Data		Quarter 1		Quarter 2		Quarter 3	
	Number of Obs/Feedback Cycles (Instructional Focus)	54		104		147	185

		46		92		138	
	Walkthrough (15 Min)			81		86	
	Formal / Informal			23		61	



	Metrics That Matter Most: End of Year State Assessment	EOY 2017	EOY 2018	EOY 2019	* EOY 2021	EOY 2022	EOY 2023 GOAL
Academics	ELA State Exam: % scoring proficient or advanced	58%	47%	51%	49%	53%	58%
	Math State Exam: % scoring proficient or advanced	14%	11%	12%	12%	8%	13%
	Summative ELPAC-Written Level 4					8%	13%
	Summative ELPAC-Written Level 3					22%	27%
	Metrics That Matter Most: Academic Benchmark Data	AUG		JAN		MARCH	EOY 2023 GOAL
	ELA MAP Projected Proficiency: % scoring at/above mastery	52%		45%		33%	58%
	Math MAP Projected Proficiency: % scoring at/above mastery	7%		12%		14%	13%
	Reading MAP: Student Growth Report: Gr 9			Above		Above	Met
	Reading MAP: Student Growth Report: Gr 10			Met		Below	Met
	Reading MAP: Student Growth Report: Gr 11			Below		Below	Met
	Reading MAP: Student Growth Report: Gr 12			Below		Met	Met
	Math MAP: Student Growth Report: Gr 9			Highly Above		Below	Met
	Math MAP: Student Growth Report: Gr 10			Met		Highly above	Met
	Math MAP: Student Growth Report: Gr 11			Highly Above		Above	Met
	Math MAP: Student Growth Report: Gr 12			Highly Above		Highly above	Met
	% of students at 61-80 Percentile Lexile (Grade 3, 8 or 11)	12%		22%		19%	17%
	Metrics That Matter Most: Climate/Culture Benchmark Data	Quarter 1		Quarter 2		Quarter 3	EOY 2023 GOAL
	Average Daily Attendance	92.6		90.4		93.94	95%
	Chronic Absenteeism	14%		14%		10.5	20%
	Suspension Rate	0.008		0.016		3.02	2%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I Feel	48%		69%		47%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I Feel	84%		94%		72%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I receive	56%		69%		52%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "My work	71%		81%		69%	80%
	Majority of teachers respond AGREE/STRONGLY AGREE to the statement- "I would	60%		79%		45%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I Feel	90%		83%		75%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I Feel	86%		100%		86%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I receive	71%		100%		76%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "My work	86%		100%		86%	80%
	Majority of staff respond AGREE/STRONGLY AGREE to the statement- "I would	81%		100%		83%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "The district	71%		88%		74%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "The staff at	83%		88%		78%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "My	87%		75%		81%	80%
	Majority of parents respond AGREE/STRONGLY AGREE to the statement- "I would	75%		75%		74%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- "I like	74%		79%		75%	80%

	Majority of students respond AGREE/STRONGLY AGREE to the statement- “Adults at	81%	83%	79%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “ I have a	81%	81%	82%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “I receive	69%	72%	69%	80%
	Majority of students respond AGREE/STRONGLY AGREE to the statement- “My	51%	52%	55%	80%
	Metrics That Matter Most: Benchmark Data	Quarter 1	Quarter 2	Quarter 3	
	Number of Obs/Feedback Cycles (Instructional Focus)	56	110	164	185
		46	92	138	
	Walkthrough (15 Min)		93	131	
	Formal / Informal		17	33	

DELHI UNIFIED SCHOOL DISTRICT
BOARD REFERENCE MATERIAL

**Subject:** Presentation on the State of Delhi Unified School District

[The State of DUSD Presentation](#)  
[The DUSD Journey 2027 Data Dashboard](#)

**Information/Discussion**

**District Goal:** Conditions of Learning

**Submitted by:** Jose Miguel Kubes

**Review:** April 29, 2023

**Background:**

The 2022-23 school year brought on many positive changes for the Delhi Unified School District. Aside from selecting a new superintendent and incorporating new cabinet positions (Senior Director, Director of Student Programs, Director of Student Services) the board of trustees made a commitment to transform DUSD into a premier district.

Continuous improvement requires an appropriate amount of time to facilitate sustainable change and rigorous monitoring to identify strengths and areas for improvement. The Superintendent made a commitment to establish DUSD as a premier district in Merced County by the year 2027 by focusing on academics, being known as a best place to work, and prioritizing climate, culture and connectedness. The district uses a data dashboard to monitor progress.

**Discussion:**

Academics: Data & Action Steps

Best Place to Work: Data & Action Steps

Culture, Climate, Connectedness: Data & Action Steps

**Financial Implication:** None

**Recommendation:** Information Only



# Delhi Unified School District

*Learners today.*

*Leaders tomorrow.*

## Delhi Unified School District Governance Handbook

### Board of Trustees:

Juan Pena, President  
Cynthia Caldera, Vice President  
Desiree Rodriguez, Clerk  
Ariel Gonzalez, Member  
Francisca Briones, Member  
Oscar Morales, Member  
Mary Worthington, Member

Jose Miguel Kubes, Superintendent

Revisions Approved and Adopted-

**Updates ongoing-Last Revised December 20, 2022**

### **EFFECTIVE GOVERNANCE**

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

*This document reflects the governance team's work on the creation of a framework for effective governance. This process involves **ongoing** discussions and agreements about unity of purpose, roles, responsibilities, norms and protocols that enable the governance team to continue to perform its responsibilities in a way that best benefits all children.*

On April 25, 2015, the Delhi Unified School District Board of Trustees and Superintendent participated in a workshop on Effective Governance with the California School Boards Association. This document reflects the governance team's discussions about developing and sustaining a framework for effective governance. This Governance Handbook reflects highlights of their ongoing conversations about unity of purpose, roles, responsibilities, norms and protocols that enable the governance team to continue to perform its responsibilities in a way that best serves all students.

## **TABLE OF CONTENTS**

### **UNITY OF PURPOSE**

What We Are Proud of	1
What We Hope to Accomplish (Not in Priority Order)	1
Mission and Vision	2

### **ROLES AND RESPONSIBILITIES**

A Discussion of Roles	3
The Board's Responsibilities	3
What the Board Needs from the Superintendent	4
What the Superintendent Needs from the Board	5
What Board Members Need from Each Other	5

### **POSITIVE GOVERNANCE TEAM CULTURE**

Norms	6
Meeting Guidelines	7

<b>GOVERNANCE AGREEMENTS SIGNATURE PAGE</b>	<b>8</b>
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## **OPERATIONAL REFERENCES**

<b>ORGANIZATIONAL CHART</b>	9
<b>DISTRICT OFFICE STAFF LIST</b>	10
<b>MAINTENANCE/OPERATIONS/TRANSPORTATION STAFF LIST</b>	11
 <b>ED PARK</b>	
DHS Site Directory	12
DMS Site Directory	13
Daily Schedule	14
Site Map	15
 <b>EL CAPITAN</b>	
Site Directory	16
Daily Schedule	17
Site Map	18
 <b>HARMONY</b>	
Site Directory	19
Daily Schedule	20
Site Map	21
 <b>SCHENDEL</b>	
Site Directory	22
Daily Schedule	23
Site Map	24
 <b>Board Protocols</b>	25
 <b>Board Bylaws (9000s)</b>	37

## **UNITY OF PURPOSE**

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### **What We Are Most Proud of About Our District:**

- Collective staff, teaching and non-teaching, and their ability to get the job done despite changes in leadership, at the Board, district and site levels.
- Teacher, Staff, and Administrators are committed to Students
- Delhi Medical Academy of Science
- The Delhi Educational Park is open and inviting to all, and the centerpiece of the Delhi Community
- Dual Language Academy

[\[Back to the Table of Contents\]](#)

## **UNITY OF PURPOSE**

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### **What We Hope to Accomplish as a Governance Team:**

- To see the school spirit spread throughout the district and community
- Go from an “I/me” to a “we/us” mentality
- Create a great, wonderful place to work, to retain our employees and serve our students
- District-wide unity and pride in being from, going to and teaching in Delhi schools
- To build a clarity of purpose, a highly effective team, and build a foundation for other, future Board Members to follow
- Get an understanding of our definition of “success”
- Lead the district to becoming academically successful

[\[Back to the Table of Contents\]](#)

## **Mission**

Advancing future leaders' creativity, individuality, talents, and abilities through rigorous, dynamic educational programs.

## **Misión**

Avanzando la creatividad, individualidad, talentos, y habilidades de futuros líderes por medio de programas educacionales rigurosos y dinámicos.

## **Vision**

Empowering Our Students to Serve and Lead the World.

## **Visión**

Empoderando a Nuestros Estudiantes a Servir y Dirigir al Mundo.

## **GAINING CLARITY ON ROLES AND RESPONSIBILITIES**

### **The Role of the Board and Superintendent:**

School board “trustees” are the representatives of the people, elected to ensure the district schools educate the students in consideration of the interests of the local community. The role of the School Board is to govern the school district.

The superintendent is hired by the school board to provide professional expertise in the day-to-day operations of the district. The role of the Superintendent is:

1. To work with the school board to develop an effective governance leadership team.
2. To serve as the chief administrative officer for the school district.

[\[Back to the Table of Contents\]](#)

### **Performing Board Responsibilities:**

#### **We Set the Direction for the Community’s Schools by:**

- Focusing on student learning
- Assessing needs/obtaining baseline data
- Generating, reviewing or revising setting direction documents (beliefs, vision, priorities, strategic goals, success indicators)
- Ensuring an appropriate inclusive process is used to develop these documents
- Ensuring that these documents are the driving force for all district efforts

#### **We Establish an Effective and Efficient Structure for the school district by:**

- Employing the superintendent.
- Setting policies for hiring of other personnel.
- Overseeing the development of and adopting policies
- Setting direction for and adopting the curriculum.
- Establishing budget priorities and adopting the budget.
- Overseeing facilities issues.
- Providing direction for and voting to accept collective bargaining agreements.

#### **We Provide Support through our behavior and actions by:**

- Acting with a professional demeanor that models the district’s beliefs and vision.
- Making decisions and providing resources that support mutually agreed upon priorities and goals.

- Upholding board approved district policies.
- Ensuring a positive personnel climate exists.
- Being knowledgeable about district efforts and able to explain them to the public.

## **GAINING CLARITY ON ROLES AND RESPONSIBILITIES**

### **Performing Board Responsibilities:** (Continued)

#### **We Ensure Accountability to the Public by:**

- Evaluating the superintendent
- Monitoring, reviewing and revising policies
- Serving as a judicial and appeals body
- Monitoring student achievement and program effectiveness and requiring program changes as indicated
- Monitoring and adjusting district finances
- Monitoring the collective bargaining process

#### **We Act as Community Leaders by:**

- Speaking with a common voice about district priorities, goals and issues.
- Engaging and involving the community in district schools and activities.
- Communicating clear information about policies, programs and fiscal conditions of the district.
- Educating the community and the media about issues facing the district and public education.
- Advocating for students, district programs and public education to the general public, community, local, state and national leaders.

[\[Back to the Table of Contents\]](#)

## **GAINING CLARITY ON ROLES AND RESPONSIBILITIES**

What the Board needs from the Superintendent:

### **The superintendent will support trustees in fulfilling their responsibilities by:**

- Longevity – Staying more than three years
- Being knowledgeable about educational issues and management
- Being honest and frank about what we are trying; do not be afraid to tell us the truth.
- Being open-minded; learn different ideas and approaches
- Never feel the need to filter information that comes to the Board; give us the pros and cons on all sides of an issue and various choices.



- Honesty (Tell us what really happened.) and integrity (Say what you are going to do and then do it - follow-through)
- Being student focused
- Helping us to focus and stay focused on our goals and the work at hand.
- Implementing, “Request to Be Heard” cards for Board Meetings, as needed.

[\[Back to the Table of Contents\]](#)

What the Superintendent needs from the Board:

**The trustees can support the superintendent in fulfilling his responsibilities by:**

- Asking appropriate questions in order to get the information needed.
- Telling him what information we need.
- Being student focused
- Having patience
- Adopting realistic goals and giving him the time and support that he needs to implement and achieve those goals.
- Running efficient meetings
- Being unified as a team.

[\[Back to the Table of Contents\]](#)

What Board Members need from each other:

**The trustees can support each other by:**

- Treating each other with respect
- Agreeing to disagree, respectfully
- Having an expectation of respect – assuming good intentions
- Bringing concerns to the individual involved
- Having trust
- Respecting the position that we have been elected to hold
- Coming to meetings on time and prepared
- Being respectful to staff; asking questions in advance when possible - No “gotchas”
- Being student focused
- Practicing good meeting management

[\[Back to the Table of Contents\]](#)

# **Delhi Unified School District Governance Team**

## **AGREEMENTS TO FACILITATE GOVERNANCE LEADERSHIP**

Governance Team Norms and Protocols:

The Board of Trustees for the Delhi Unified School District is entrusted by the community to uphold the Constitutions of California and the United States, to protect the public's interest in schools, and to ensure that a high quality education is provided to each student.

To effectively meet district challenges, the Board and the Superintendent must function together as a governance leadership team. Agreed upon behaviors or norms, and operating procedures or protocols, support consistent behaviors and actions among team members. The purpose of the Delhi Unified School District governance team agreements is to ensure a positive, productive working relationship among board members, the superintendent, district staff, students and the community. Norms and protocols are developed for and by the members of the governance team, and may be modified over time as needed.

[\[Back to the Table of Contents\]](#)

## **Our Agreements to Facilitate Governance Leadership**

### **Norms**

#### **Our Governance Team wishes to create a culture that models . . .**

- Respect of time, ideas and point of view – being respectful in every way
- Agreeing to disagree, respectfully
- High expectations
- Being student focused
- Open, honest communication
- Empathy for others – trying to see their point of view
- Being inclusive – welcoming community engagement and being approachable
- Encouraging constructive dialogue

[\[Back to the Table of Contents\]](#)

## Meeting Guidelines

**To that end, we have adopted the following meeting guidelines:**

- We will respect differences; we will show respect and never dismiss or devalue others.
- We will communicate openly and honestly with each other.
- We will build upon the ideas of others and look for common ground; we will paraphrase for understanding.
- We will all work to ensure that there are no hidden agendas and that all issues and concerns can be dealt with openly by all members.
- We will keep our focus on the best interest of **all** of our students – We will be student centered.
- We will stay focused on our short and long-term goals and avoid getting sidetracked.
- **Process, not Personalities:** When we have a difference of opinion, we will debate the facts of the situation and avoid personalities. We will address processes -- not personalities.
- We will work toward the future – learning from the past.
- We will debate all decisions, taking into account all important variables of that decision.
- We will take responsibility for our actions, statements and goals as a team member and as an individual.
- We will strive to create a positive environment.
- We will create an environment where we are trusted and it is recognized that we know what we are doing.

[\[Back to the Table of Contents\]](#)

## GOVERNANCE AGREEMENTS SIGNATURE PAGE

We have reviewed and agreed to follow the aforementioned governance team norms and protocols in order to support a positive and productive working relationship among the Delhi Unified School District Board of Trustees, Superintendent, staff, students and the community. We shall renew this agreement annually.

Affirmed on this XXXXX

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Juan Pena, President

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Cynthia Caldera, Vice President

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Desiree Rodriguez, Clerk

---

Ariel Gonzalez, Member

---

Francisca Briones, Member

---

Oscar Morales, Member

---

Mary Worthington, Member

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Jose Miguel Kubes, Superintendent

[\[Back to the Table of Contents\]](#)

## ORGANIZATIONAL CHART

Entity	Cabinet	Leadership	
Members Provide Support and Leadership To:	Addresses District issues at the highest administrative level. Its responsibility is to advise the Superintendent on issues related to all aspects of administration. Its main purpose is to support schools.	Ensures the District is functioning well operationally. Its reason for being is to support schools by problem-solving in a unified and efficient manner.	Works on District and Site-specific issues. Its reason for being is to ensure resources are aiding schools.
	Superintendent (District) <b>Jose Miguel Kubes</b> 209-656-2000	Principals from each school site	<i>Principals</i>  Delhi High School <b>Ed Taylor</b> 209-656-2000
	Senior Executive Assistant (Superintendent's Office) <b>Marta Fontes</b> 209-656-2000, 1102	Director of Food Services <b>Joseph Tenorio</b> 209-656-2000, 5108	Delhi Middle School <b>Reed Yancey</b> 209-656-2000
	Director of Fiscal Services (Business Office) <b>Annie Arounsack</b> 209-656-2000, 1103	Director of Information Technology Services (IT) <b>Nikhil Gautam</b> 209-656-2000	Harmony Elementary <b>Rosa Gonzalez</b> 209-656-2000
	Director of Human Resources (Personnel) <b>Allison Davis</b> 209-656-2000, 1119	Director of Maintenance, Operations, and Transportation (MOT) <b>Adan Moreno</b> 209-656-2000	El Capitan Elementary <b>Gena Buchanan</b> 209-656-2000
	Senior Director of Educational Services <b>Francisco Romo</b>		Schendel Elementary <b>Maria Salazar</b> 209-656-2000
	Director of Student Services <b>Alma Romo</b>		
	Director of Student Programs <b>Dr. Jennifer Yacoub</b>		
	Director of Special Education <b>Tanya Abrams</b>		

[\[Back to the Table of Contents\]](#)



## DISTRICT OFFICE STAFF 2022-2023

<b>Superintendent</b>	<b>Jose Miguel Kubes</b>	
Senior Executive Assistant	Marta Fontes	1102
<b>Director of Human Resources</b>	<b>Allison Davis</b>	<b>1119</b>
Confidential Secretary	Samantha Villa	1122
Confidential Secretary	Juanita Delgado	1125
Clerk	Verania Sanchez	1131
<b>Director of Educational Student Services</b>	<b>Francisco Romo</b>	<b>1110</b>
<b>Director of Student Services</b>	<b>Alma Romo</b>	<b>1118</b>
<b>Director of Student Programs</b>	<b>Dr. Jennifer Yacoub</b>	<b>1108</b>
<b>Director of Special Education</b>	<b>Tanya Abrams</b>	<b>1109</b>
Program Specialist	Amber Topette	1138
Parent Coordinator	Maria Alvarado	1107
Stefanie Velasquez	BCBA	
Teresita Andam	TOSA	
Sukhdeep Hayre	TOSA	
Harinder Kaura	TOSA	
Rocio Aguilar	Family Support Counselor	
Secretary	Rebecca Shelton	1123
Secretary	Bianca Valdovinos	1132
Clerk	Olga Ibarra	1113
<b>Director of Fiscal Services</b>	<b>Annie Arounsack</b>	<b>1103</b>
Analyst II	Karina Ramos	1112
Payroll/Accounting Technician	Irma Mercado	1115
Analyst I	Laura Rhodes	1130
Accounts Payable Technician	Linda Turner	1104
Account Technician	Reyna Aguilar	1121
Account Technician	Maria Romero	1105
Food Service Clerk	Micaela Gonzalez	1111
Fiscal Clerk	Alan Ojeda	1128

[\[Back to the Table of Contents\]](#)

## Maintenance/Operations/Transportation (MOT) Staff Directory 2022-2023

BUS BARN			
Moreno	Adan	Director of MOT	
Munoz	Nicholas	Plant office Tech	
		Master Mechanic	
Blair	Sonya	General Clerk Shipping	
Knight	Virginia	Custodian	
Meza	Juan	Maintenance HVAC/ Bus Driver	
Fuentes	Favian	Maintenance	
Lara	Manuel	Maintenance	
		Maintenance/Bus Driver	
Flores	Jesse	Maintenance/Bus Driver	
Delhi Educational Park			
Tucker	Gary	Lead Maintenance	
Cordova	Alfred	Maintenance	
		Grounds	
Orozco	Olando	Grounds	
Tucker	Cindie	Custodian / Bus Driver	
Rico	Adriana	Custodian / Bus Driver	
Carlos	Robert	Custodian / Bus Driver	
Toledo	Brian	Custodian	
Sanchez	Guadalupe	Custodian	
Ayala	Myra	Custodian	
Barajas	Maria	Custodian	
Harmony Elementary School			
Cortez	Gilbert	Lead Maintenance / Bus Driver	
Gonzalez Marquez	Margarita	Custodian / Grounds	
Calderon	Christina	Custodian	
Cortez	Polly	Custodian	
El Capitan Elementary School			
Acosta	Moises	Lead Maintenance / Bus Driver	
Corona	Joel	Custodian / Grounds	
Guerra	Edith	Custodian	
Rodriguez	Trina	Custodian	
Schendel Elementary School			
Browning	Anthony	Lead Maintenance / Bus Driver	
Granados	Lora	Custodian	
DeMorais	Jonathan	Custodian	

[\[Back to the Table of Contents\]](#)

## Ed Park: Delhi High School Staff Directory 2022-2023

Delhi Educational Park: Mailing address - 9716 Hinton Ave., Delhi CA 95315 Physical address - 16881 Schendel Rd., Delhi CA 95315						
Administration & Support Staff	Position	Ext	Delhi High School Teachers	Subject	Room	Ext
Taylor, Ed	DHS Principal	5106	Amador, Adeline	Ag	H6	5143
Yancey, Reed	DMS Principal	5157	Bains, Harmandeep	Business	F1	5121
Felix, Alberto	Associate Principal	5533	Bishop, Jonathan	Comp Sci	F2	5146
Chaires, Daniel	Dean of Students	5162	Calderon, Rosa	Math	H2	5132
Rubio, Crystal	Office Manager	5101	Castro Porche, Susannah	Science	I1	5137
Garcia, Sandra	Principal's Secretary	5107	Conrardy, Stephanie	Art	J6/ F3	5149/5122
Ross, Kevin	Behavioral Interventional Coordinator	5104	Contreras Cardenas, Edgar	Music	MC6	5158
Pilcher, Erika	Learning Coordinator	5196	Coronel, Cecily	Ag	H1	5131
Villegas, Adilene	Registrar	5167	Cuevas, Maria	Spanish	I3	5139
Bolanos, Bertha	Attendance Secretary	5105	de la Porte, Brian	PE	Gym	5116
Eakman, Ana	Copy Center	5112	Forsythe, Anne	Social Science	K5	5155
Navalvez, Claudia	Account Technician	5531	Gallegos, Fabian	Social Science	K2	5152
Bolanos, Jessica	ELD	5117	Garcia, Kenny	Math	H5	5135
Picazo, Gema	Receptionist	5100	Hammari, Steven	Science	I6	5142
Borges, Tania	Receptionist	5100	Jimenez, Corina	English	J5	5123
Marsh, Patricia	School Nurse	5187	Keen, Brenda	SpEd	G1	7004
Sanchez, Jessica	Health Clerk	5111	Keeney, Gina	English	J4	5147
Caro, Kimberly	Health Clerk	5192	Kopulos, Michael	English	J2	5145
Phillips, Michael	Athletics Director	5185	Luna, Kayla	SpEd	G4	5125
Gaskell, Jelyn	School Psychologist	5211	Martinez, Ana	Social Science	K3	5180
Aguilar, Ruby	Mental Health Clinician	5115	McCombs, Rod	Science	K6	5156
Valencia, Quirina	School Psychologist	5124	McDonald, Charlotte	Alt Ed.	K1	5129
Sandoval, Veronica	Support Counselor	5173	Nguyen, Ivy	Math	H4	5134
<b>Student Support Center</b>	<b>Position</b>	<b>Ext</b>	Parrott, Paige	English	M2	5120
<b>Vacant</b>	UC Talent Search Counselor	5171	Prine, Lesa	English	J3	5141
Fuentes, Angelica	Migrant Ed Counselor	5237	Pulido, Jorge	SpEd/ ASB	G2	5127
<b>Vacant</b>	MCOE CTE Counselor	5171	Ramirez, Martha	Spanish	I2	5154
Navarro, Flor (A-L)	Academic Counselor	5109	Rodriguez, Carolyn	ROP	I5	5148
Ramos, Estela (M-Z)	Academic Counselor	5110	Schonwald, John	Social Science	K4	5136
Rojas, Anay	General Clerk	5161	Tremble, Howard	Science	MC1	5164
Tafolla, Janet	Career Guidance Tech	5512	Vang, Yee	Math	H3	5133
Prado, Angelica	Career Guidance Tech	5522	Ward, Matt	SpEd	G3	5130
Moreno, Gerald	DMS Counselor	5150	Wellman, Matt	Music	MC2	5138
<b>McCandless Library Staff</b>		<b>Ext</b>	Woods, Joy	PE	Gym	5114
Sepulveda, Allyssa	Coordinator of Library&Media Services	2049				
Nightengale, Nikki	Castro, Christina					
<b>ASSETS Program (DMS) D building</b>			<b>Hawk Bank 656-2015</b>			
Sarah Valenzuela	s.valenzuela@delhiusd.org		<b>District Office 656-2000 Fax: 668-6133</b>			
Katherine Pamer	209-628-1602		<b>District Annex 656-2000 Fax: 668-8099</b>			
<b>SWAG Program (DHS)</b>			<b>Schendel School 656-2040 Fax: 668-6124</b>			
Diaz, Efren	L6	5144	<b>El Capitan School 656-2030 Fax: 668-6146</b>			
<b>Maintenance/Grounds/Custodial</b>			<b>Harmony School 656-2010 Fax: 669-3164</b>			
Lead Maintenance- Gary Tucker	gtucker@delhiusd.org		<b>MCOE -Shelby 394-1853 Fax: 656-2063</b>			
			<b>Bus Barn ext.2020 Fax: 668-6148</b>			

[\[Back to the Table of Contents\]](#)

## Ed Park: Delhi Middle School Staff Directory 2022-2023

<b>Administration &amp; Support Staff</b>	<b>Position</b>	<b>Ext</b>	<b>Delhi Middle School Teachers</b>	<b>Subject</b>	<b>Room</b>	<b>Ext</b>
Taylor, Ed	DHS Principal	5106	Addington, John	Science	C1	5510
Yancey, Reed	DMS Principal	5157	Brindeiro, Dina	SpEd	E4	5511
Felix, Alberto	Associate Principal	5533	Cabral, Matt	PE	Gym	5534
Chaires, Daniel	Dean of Students	5162	Chapman, Vanessa	SpEd	E5	5526
Rubio, Crystal	Office Manager	5101	Coleman, Hannah	Science/ ASB	B6	1124
Garcia, Sandra	Principal's Secretary	5107	Corrie, Chasity	Math	B3	5505
Ross, Kevin	Behavioral Interventional Coordinator	5104	Cunningham, Marcus	Digital Art/Art	E2/E6	5575/5553
Pilcher, Erika	Learning Coordinator	5196	Dhillon, Navjot	Math	B2	5504
Villegas, Adilene	Registrar	5167	Gomez, Julie	English	C5	5506
Bolanos, Bertha	Attendance Secretary	5105	Harris, Ted	ELD	C4	5513
Eakman, Ana	Copy Center	5112	Holland, Cara	SpEd	D4	5535
Navalvez, Claudia	Account Technician	5531	Jimenez Jacinto, Edith	Social Science	C3	5507
Bolanos, Jessica	ELD	5117	Lomeli, Jairo	Social Science	E3	5525
Picazo, Gema	Receptionist	5100	Menke, Bruce	Science	C6	5514
Borges, Tania	Receptionist	5100	Spencer, Alan	Music	D2/D3	5503/5508
Marsh, Patricia	School Nurse	5187	Suleiman, Adam	English	C2	5536
Sanchez, Jessica	Health Clerk	5111	Vallejo, Oscar	Math	B4	5502
Caro, Kimberly	Health Clerk	5192	<b>Instructional Aides</b>			
Phillips, Michael	Athletics Director	5185	Garcia, Andrea (8:30-12:30)	DHS	SpEd	
Gaskell, Jelyn	School Psychologist	5211	Widick, Kathryn	DHS	SpEd	
Aguilar, Ruby	Mental Health Clinician	5115	Zauzeta, Crystal	DHS	SpEd	
Valencia, Quirina	School Psychologist	5124	Ayala, Janely (8:30- 12:30)	DHS	Gen. Ed	
Sandoval, Veronica	Support Counselor	5173	<b>Vacant</b>	DHS	Gen. Ed	
<b>Student Support Center</b>		<b>Ext</b>	Wideman, Melissa (8:30-12:30)	DHS	Gen. Ed	
<b>Vacant</b>	UC Talent Search Counselor	5171	Sanchez, Alejandro	DMS	PE	
Fuentes, Angelica	Migrant Ed Counselor	5237	Stafford, Trishina	DMS	PE	
<b>Vacant</b>	MCOE CTE Counselor	5171	McCombs, Renny	DMS	PE	
Navarro, Flor (A-L)	Academic Counselor	5109	Comonfort, Rosalia	DMS	SpEd	
Ramos, Estela (M-Z)	Academic Counselor	5110	Fernandez, Alexia	DMS	SpEd	
Rojas, Anay	General Clerk	5161	Partlow, Angela	DMS	SpEd	
Tafolla, Janet	Career Guidance Tech	5512	Valenzuela, Sarah	DMS	SpEd	
Prado, Angelica	Career Guidance Tech	5522	<b>Campus Security</b>			
Moreno, Gerald	DMS Counselor	5150	Aguilar, Josue	Ed Park		
<b>McCandless Library Staff</b>		<b>Ext</b>	Bolanos, Adrian	Ed Park		
Sepulveda, Allyssa	Coordinator of Library&Media Services	2049	Garcia, Brenda	Ed Park		
Nightengale, Nikki	Castro, Christina		Perez, Melissa	Ed Park		
<b>ASSETS Program (DMS) D building</b>			Ramirez, Sergio	Ed Park		
Sarah Valenzuela	s.valenzuela@delhiusd.org		<b>DUSD Food Service Dept</b>			
Katherine Pamer	209-628-1602		Tenorio, Joseph	Director	5108	
<b>SWAG Program (DHS)</b>			Gonzalez, Micaela	Clerk	1111	
Diaz, Efen	L6	5144	<b>DUSD Technology: Freshworks</b>			
<b>Maintenance/Grounds/Custodial</b>			Dustin Michalec	dmichalec@delhiusd.org		
Lead Maintenance- Gary Tucker	gtucker@delhiusd.org		Nikhil Gautam	ngautam@delhiusd.org		

[\[Back to the Table of Contents\]](#)

## ED PARK DAILY SCHEDULE

### Delhi High School Bell Schedule 2022 - 2023

Regular Schedule		Wednesday Schedule		Rally Schedule	
Periods	Time	Period	Time	Period	Time
Period 1	8:30 - 9:22	Period 1	8:30 - 9:12	Period 1	8:30 - 9:17
Period 2	9:26 - 10:16	Period 2	9:16 - 9:56	Period 2	9:21 - 10:06
<b>Brunch</b>	<b>10:16 - 10:25</b>	<b>Brunch</b>	<b>9:56 - 10:05</b>	<b>Brunch</b>	<b>10:06 - 10:15</b>
Period 3	10:29 - 11:19	Period 3	10:09 - 10:49	Period 3	10:19 - 11:04
Period 4	11:23 - 12:13	Period 4	10:53 - 11:33	Period 4	11:08 - 11:53
Period 5	12:17 - 1:07	Period 5	11:37 - 12:17	Period 5	11:57 - 12:42
<b>Lunch</b>	<b>1:07 - 1:47</b>	<b>Lunch</b>	<b>12:17 - 12:57</b>	<b>Lunch</b>	<b>12:42 - 1:22</b>
Period 6	1:51 - 2:41	Period 6	1:01 - 1:41	Period 6	1:26 - 2:11
Period 7	2:45 - 3:35	Period 7	1:45 - 2:25	Period 7	2:15 - 3:00
				<b>Rally</b>	<b>3:06 - 3:35</b>

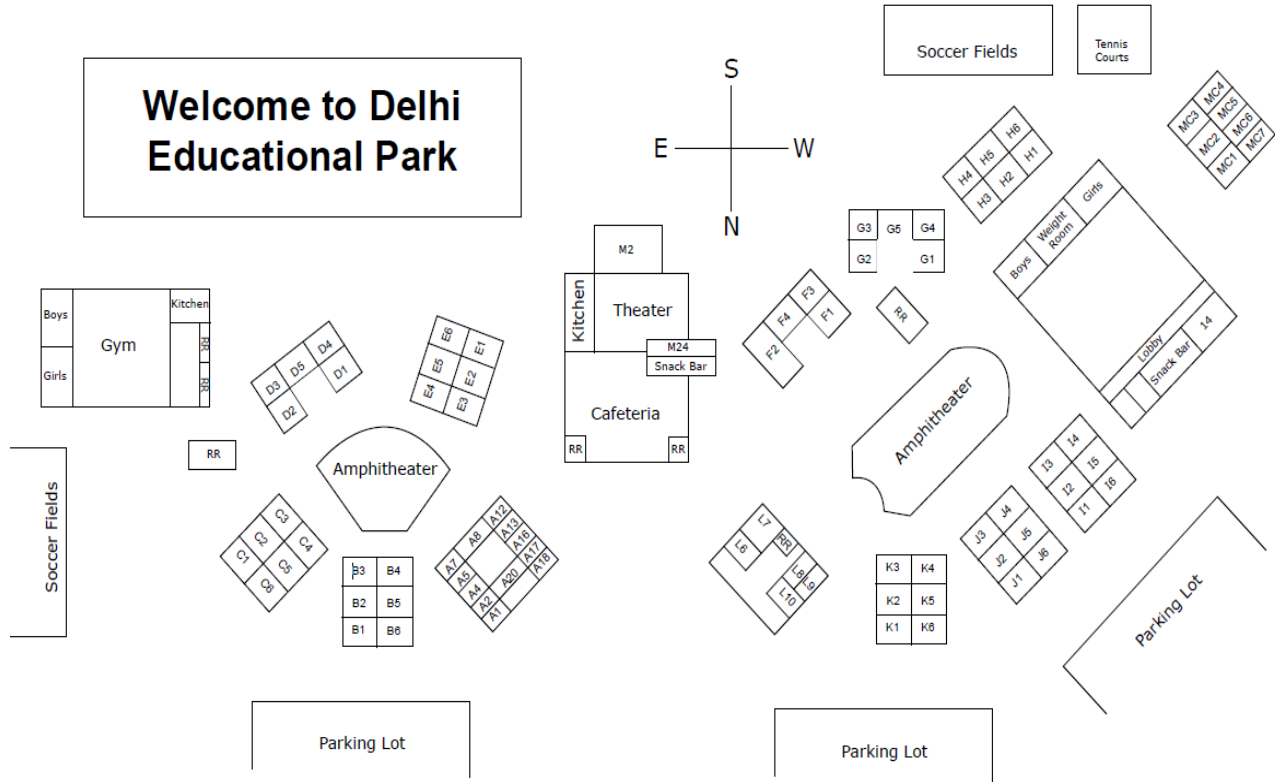
### Delhi Middle School Bell Schedule 2022 - 2023

Regular Schedule		Wednesday Schedule		Rally Schedule	
Periods	Time	Period	Time	Period	Time
Period 1	8:15 - 9:07	Period 1	8:15 - 8:57	Period 1	8:15 - 9:02
Period 2	9:11 - 10:01	Period 2	9:01 - 9:41	Period 2	9:06 - 9:51
<b>Brunch</b>	<b>10:01 - 10:10</b>	<b>Brunch</b>	<b>9:41 - 9:50</b>	<b>Brunch</b>	<b>9:51 - 10:00</b>
Period 3	10:14 - 11:04	Period 3	9:54 - 10:34	Period 3	10:04 - 10:49
Period 4	11:08 - 11:58	Period 4	10:38 - 11:18	Period 4	10:53 - 11:38
<b>Lunch</b>	<b>11:58 - 12:38</b>	<b>Lunch</b>	<b>11:18 - 11:58</b>	<b>Lunch</b>	<b>11:38 - 12:18</b>
Period 5	12:42 - 1:32	Period 5	12:02 - 12:42	Period 5	12:22 - 1:07
Period 6	1:36 - 2:26	Period 6	12:46 - 1:26	Period 6	1:11 - 1:56
Period 7	2:30 - 3:20	Period 7	1:30 - 2:10	Period 7	2:00 - 2:45
				<b>Rally</b>	<b>2:51 - 3:20</b>

[\[Back to the Table of Contents\]](#)



# ED PARK SITE MAP



[\[Back to the Table of Contents\]](#)



# EL CAPITAN SITE DIRECTORY

## STAFF

2022 – 2023



<b>Gena Buchanan, Principal</b>	
<b>KINDER</b> Maria Delgado Marisela Fuentes DLA	<b>1<sup>st</sup> GRADE</b> Jiselle Aguilar Anet Fuentes - DLA Maribel McCombs - DLA
<b>2<sup>nd</sup> GRADE</b> Jose Montes Rubith Isiordia - DLA Juan Estrada - DLA	<b>3<sup>rd</sup> GRADE</b> Alex Alamilla Elisabeth Hunt - DLA
<b>4<sup>th</sup> GRADE</b> Karen Firestine Jessica Lopez - DLA	<b>5<sup>th</sup> GRADE</b> Amanda Parrish Priscilla Martinez - DLA
<b>6<sup>th</sup> GRADE</b> Silvia Haro Adriana Cisneros - DLA	<b>TEACHERS ON SPECIAL ASSIGNMENT</b> Emma Andrade Michelle Machado
<b>RSP</b> Sharon Alsobrook	<b>Independent Study</b> Elaine Hildebrand
<b>OFFICE</b> Barbara Parrish - Secretary Ana Guillen - Health/Attendance Kimberly Caro - Health	<b>CLERKS</b> Ana Cortez - General Liliana Olivares - ELD Sonjia Duarte - Library
<b>INSTRUCTIONAL AIDES</b> Amelia Nava Elia Prado Evelyn Mendoza Maria Preciado RSP Nancy Lizarraga Sarah Valenzuela Susana Zuno	<b>CLASSIFIED</b> Moises Acosta - Maintenance Angelica Mendez - Custodian Edith Guerra - Custodian Trina Rodriguez - Custodian
<b>CAFETERIA</b> Ana Arevalo - Lead Cook Michaela Gonzalez Norma Garibay Patricia Alberto	<b>STUDENT SUPERVISORS</b> Andres Fernandez Angelica Arellano Mary Bucio Patricia Acosta

[\[Back to the Table of Contents\]](#)

# **EL CAPITAN DAILY SCHEDULE**

## **2022-2023**

### **SCHOOL OPENS / APERTURA DE ESCUELA**

7:30 am Office Opens / Se abre la Oficina  
8:00 am Teachers open their classrooms / Los maestros abren su salón  
8:20 am Instruction Begins / Empiezan las Clases

### **MORNING RECESS / RECREO DE LA MAÑANA**

9:45 - 10:00 am Kinder, 3, 4  
10:00 - 10:15 am 1, 2, 5  
10:15 - 10:30 am 6

### **LUNCH / ALMUERZO**

11:00 - 11:40 am Kindergarten / Kinder  
11:15 - 11:55 am 1st Grade / 1er Grado  
11:25 - 12:05 pm 2nd Grade / 2do Grado  
11:35 - 12:15 pm 3rd Grade / 3ro Grado  
11:45 - 12:25 pm 4th Grade / 4to Grado  
11:55 - 12:35 pm 5th Grade / 5to Grado  
12:05 - 12:45 pm 6th Grade / 6to Grado

### **AFTERNOON RECESS / RECREO DE LA TARDE**

1:10 - 1:25 pm Kindergarten Only / Solamente Kinder

### **REGULAR DISMISSAL / HORA DE SALIDA REGULAR**

2:50 pm K – 6

### **WEDNESDAY DISMISSAL / HORA DE SALIDA LOS MIÉRCOLES**

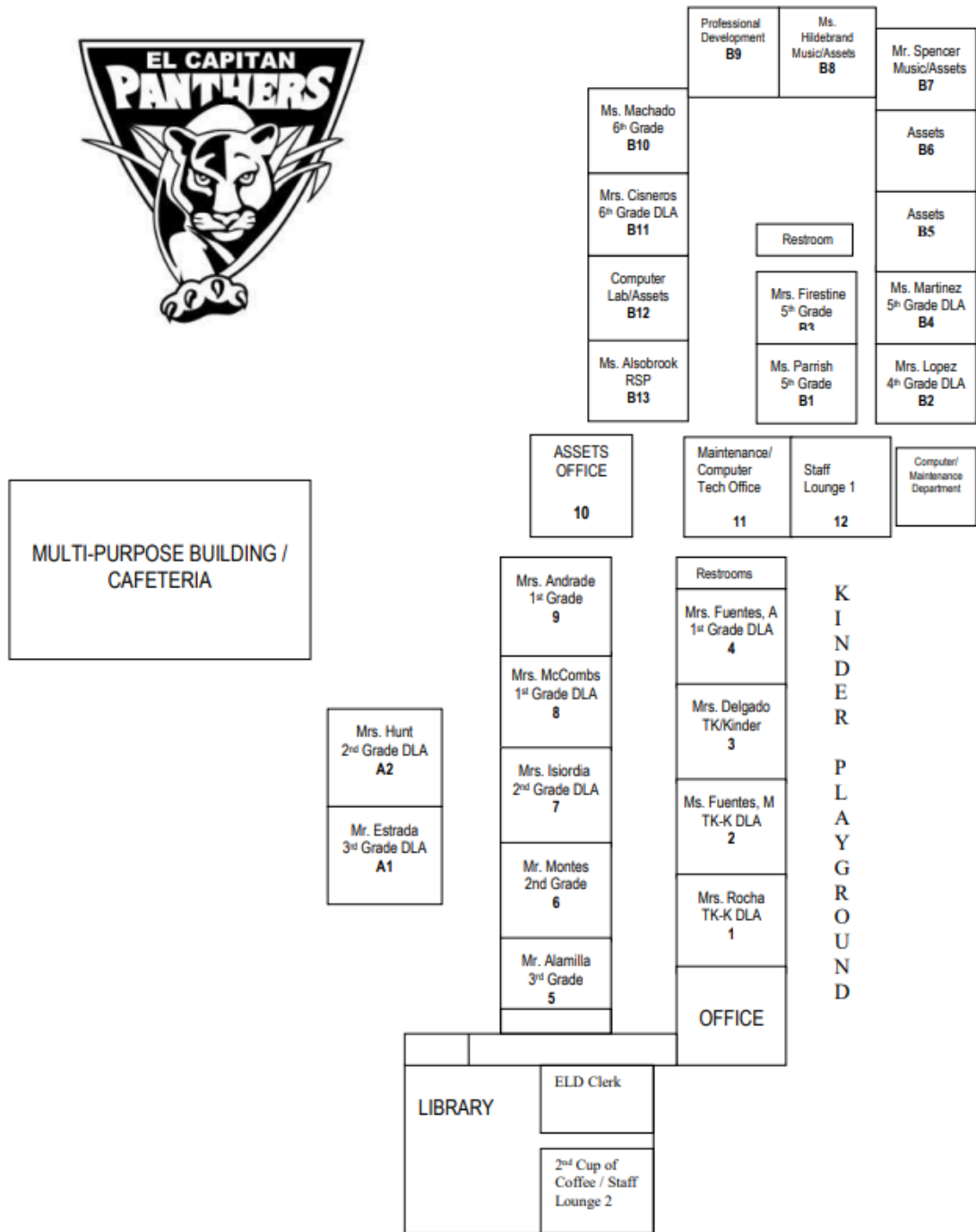
1:00 pm K – 6

### **CLOSING OF SCHOOL / LA OFICINA CIERRA**

4:00 pm Office Closed / Cierra la Oficina

[\[Back to the Table of Contents\]](#)

# EL CAPITAN SITE MAP



[\[Back to the Table of Contents\]](#)

## HARMONY SITE DIRECTORY 2022-2023

### **Principal**

Rosa Gonzalez

### **Secretary**

Filomena Dias

### **Attendance Clerk**

Leticia Lopez

### **General Clerk**

Nancy Raya

### **Health Clerk**

Elizabeth Caballero

### **Computer Network Technician**

Tony Caballero

### **Clerks**

Daisy Fuentes	Lib. Clerk
Maria Hernandez	Clerk
Jessica Chavez	Clerk/ELD

### **Student Campus Supervisors**

Sonia Santana  
Angie Garcia  
Leah Gutierrez  
Margarita Uribe  
Yarelia Alvarez  
Marci Valdovinos  
Leslie Carillo

### **Maintenance**

Gilbert Cortez  
Polly Cortez  
Margarita Marquez  
Christina Calderon

### **Teachers**

Espinoza, O.	K DLA
Lorrinda Dickens	K
Irma Cisneros	K DLA
Karmella Odisho	1st
Veronica Aguilar	1 <sup>st</sup> DLA
Carmen Garcia	1 <sup>st</sup> DLA
Christine Alamilla	5th
Marisela Aguilar	2nd DLA
Omar Sahagun	2 <sup>nd</sup> DLA
Rosanne Sobota	3 <sup>rd</sup>
Diana Pulido	3 <sup>rd</sup> DLA
Rosa Arroyo-Romo	3 <sup>rd</sup> DLA
Michael Esquibel	4 <sup>th</sup>
Ofelia Mercado	4 <sup>th</sup> DLA
Leticia Belmonte	4 <sup>th</sup> DLA
Crystal Tapetillo	5 <sup>th</sup>
Lilia Fernandez	5 <sup>th</sup> DLA
Karina Guzman	5th DLA
Ana Escobedo	6 <sup>th</sup> DLA
Rosa Hernandez	6 <sup>th</sup> DLA
Esmeralda Maldonado	6 <sup>th</sup>
Shannon Tripp	TOSA
Elizabeth Moore	TOSA

### **Special Education**

Rina Raya	RSP
Open	Special Class Aide

### **Instructional Aides**

Maricela Mendoza-Mendez  
Elizabeth Partida  
Andrea Cortez  
Conner DUEWELL  
Paola Williams  
Martha Padilla  
Yasmin Salazar  
Elizabeth Avina

[\[Back to the Table of Contents\]](#)

# HARMONY DAILY SCHEDULE

## 2022-2023

### Daily Schedule

#### Opening of School

7:30 a.m.	Office Opens
7:45 a.m.	Playground Opens
8:20 a.m.	Warning Bell

#### Morning Recess

9:30 – 9:45 a.m.	Kinder
9:45-10:00 a.m.	Recess Grades 2 & 3
10:00 – 10:15 a.m.	Recess Grades 1 & 4
10:15 – 10:30 a.m.	5th Recess
10:25 – 10:40 a.m.	6 <sup>th</sup> Recess

#### Lunch

11:00 – 11:40 a.m.	K
11:20 - 12:00 p.m.	1 <sup>st</sup> Grade
11:30-12:10 p.m.	2 <sup>nd</sup> Grade
11:40 - 12:20 p.m.	3 <sup>rd</sup> Grade
11:50 - 12:30 p.m.	4 <sup>th</sup> Grade
12:00 - 12:40 p.m.	5 <sup>th</sup> Grade
12:10 – 12:50 p.m.	6 <sup>th</sup> Grade

#### Afternoon Recess

1:00-1:15 p.m.	Kinder
1:15 – 1:30 p.m.	K Recess

#### Regular Dismissal

3:00 p.m.	K-6 Grades
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#### Minimum Day Dismissal (Wednesdays)

1:05 p.m.	<b>K – 6 Grade</b>
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#### Closing of School

4:00 p.m.	Office Closed
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*PARENT-TEACHER CONFERENCES ARE MINIMUM DAY*

*DISMISSAL, EXCEPT ON WEDNESDAY (Memo will be sent home as scheduled)*

2:00 p.m.	K – 6 (M, T, Th, F)
1:05 p.m.	K – 6 (W)

[\[Back to the Table of Contents\]](#)

# HARMONY SITE MAP

## 2022-2023



[\[Back to the Table of Contents\]](#)



## SCHENDEL SITE DIRECTORY 2022-2023

<b>TK STAFF</b> Amador, Beatriz – Teacher (DLA) Colnic, Amy - Teacher Maldonado, Teresa – TOSA Loza, Bianca - Clerk Rocha, Mayra - Teacher (DLA) - Aide - Aide - Aide	<b>KINDER</b> Dhesi, Navpreet Magaña de Castillo, Soledad (DLA) Quinonez, Evita (DLA)	<b>1st GRADE</b> Aguilar, Maria (DLA) Rodriguez, Shawnie Sanchez, Gabriela (DLA)
<b>2nd GRADE</b> Avalos, Norma (DLA) Salazar, Armando Torres, Aidalee	<b>3rd GRADE</b> Aguilar, Julie Alexander, Nicole Rameño, Marta (DLA)	<b>4th GRADE</b> Jimenez, Martha (DLA) Rodriguez, Erica Tinoco, Victor
<b>5th GRADE</b> Dirks, Olga Esptupinan-Garcia, Liliana- (DLA) Stockton, Heather	<b>6th GRADE</b> Hake, Marcus Marquez, Jessica  <b>CERTIFICATED STAFF</b> Avila, Christine - TOSA Gutierrez-Beltran, Sonia - TOSA Topete, Amber - SpEd TOSA	<b>SDC/RSP</b> Alaniz, Joel - SDC Aide Ayala, Marisela – RSP Aide Gonzalez, Antonia - SDC Teacher (K-3) Gutierrez, Valeria – SDC Aide Macias, Blanca - SDC Aide Reed, Jessica – RSP Teacher Rivera, Carolina - SDC Teacher (4-6) Samra, Daljit – SDC Aide
<b>OFFICE STAFF</b> Salazar, Maria – Principal Gutierrez, Veronica – Prin. Secretary Espindola, Lilia – General Clerk Chavez, Erika – Health Tech Olide, Aneli - Health Tech	<b>CLERKS</b> Aguilar, Reyna – ELD Clerk Fuentes, Mabel – Library Tech Gutierrez, Brianna – Attendance Clerk Placencia, Sylvia – Academic Clerk	<b>CLASSIFIED STAFF</b> Browning, Anthony – Maintenance Caballero, Tony – Computer Tech DeMoraes, Jonathan – Custodian Granados, Lora - Custodian Lopez, Alexis - Custodian
<b>AIDES/TUTORS</b> Enriquez, Metzi Fernandez, Mayra Fuentes, Gabriel González, Maria King, Sarah Rosa, Julie Williams, Wesley	<b>STUDENT SUPERVISORS</b> Alaniz, Anani Avila, Maria Ficher, Christine Granados, Ganesa Maldonado, Noemi Mitcham, Claudia Orozco, Lenina	<b>CAFETERIA</b> Aguilar, Maria Coronado, Paula Cortez, Maria DeSouza, Alexander

[\[Back to the Table of Contents\]](#)

## SCHENDEL DAILY SCHEDULE 2022-2023

<b>7:30</b>	<b>Office Opens / Oficina se Abre</b>
7:45 - 8:10	Breakfast / <i>Desayuno</i>
8:15	TK - Check in / <i>Reportar en Clase</i>
8:22	Warning Whistle / <i>Aviso de Silbato</i>
8:25	Warning Bell / <i>Campana de Advertencia</i>
8:30	TK- Breakfast in Cafeteria / <i>Desayuno en Cafetería</i>
8:30	Instruction Begins / <i>Comienzo de Instrucción</i>
9:25 - 9:40	<b>Kindergarten A.M. Recess / Recreo</b> (Kinder Playground)
9:50 - 10:05	<b>First Grade &amp; SDC Primary Recess / Recreo</b> (Big Yard)
10:00 – 10:30	<b>TK Recess A.M. Recess / Recreo</b> (Kinder Playground)
10:05 – 10:20	<b>Recess 1 / Recreo 1</b> – 2 <sup>nd</sup> & 3 <sup>rd</sup> Recess (Big Yard)
10:50 - 11:05	<b>Recess 2 / Recreo 2</b> – 4 <sup>th</sup> - 6 <sup>th</sup> & SDC Intermediate Recess (Big Yard)
10:50 – 11:40	TK Lunch / <i>Almuerzo</i>
11:20 - 12:00	Kinder Lunch / <i>Almuerzo</i>
11:30 - 12:10	1 <sup>st</sup> Grade Lunch / <i>Almuerzo</i>
11:40 - 12:20	2 <sup>nd</sup> Grade & SDC Primary Lunch / <i>Almuerzo</i>
11:50 - 12:30	3 <sup>rd</sup> Grade Lunch / <i>Almuerzo</i>
12:00 - 12:40	4 <sup>th</sup> Grade Lunch / <i>Almuerzo</i>
12:10 – 12:50	5 <sup>th</sup> Grade & SDC Intermediate Lunch / <i>Almuerzo</i>
12:20 - 1:00	6 <sup>th</sup> Grade Lunch / <i>Almuerzo</i>
1:15 - 1:30	<b>Kinder PM Recess / Recreo de Kinder</b>
2:15 – 2:35	<b>TK P.M. Recess / Recreo</b>
2:20 – 3:05	INTERVENTION BLOCK
2:40	TK Dismissal / <i>Salida de TK</i> (Wednesdays / <i>Miércoles</i> : 12:40 pm)
3:05	K - 6 <sup>th</sup> Grade Dismissal / <i>Salida de Kinder</i> – 6to (1:10 pm = K – 6 <sup>th</sup> Grade / 2:05 pm Parent/Teacher Conf – M,T,Th & F)
<b>4:00</b>	<b>Office Closes / Se Cierra la Oficina</b>



Revised 7/19/22

[\[Back to the Table of Contents\]](#)

## SCHENDEL SITE MAP 2022-2023

**SCHENDEL SCHOOL**  
**16114 SCHENDEL RD**  
**DELHI, CA 95315**  
**(209) 656-2040**



*Pre-K, K & 1st Playground*

<b>A-3</b> TK - Rocha (DLA)
<i>Restrooms</i>

<b>B-6</b> K - Quinonez(DLA)
---------------------------------

<b>C-11</b> Storage
<b>C-10</b> 1 - Sanchez (DLA)
<b>C-9</b> 1 - Aguilar (DLA)
<b>C-8</b> RSP - Reed

<b>D-14</b> 4 - Tinoco
<b>D-13</b> 4 - Jimenez (DLA)
<b>D-12</b> 4 - Rodriguez
<b>D-11</b> 3 - Rameno (DLA)
<b>D-10</b> Intervention Hub Avila
<b>D-9</b> 3 - Alexander
<b>D-7</b>   <b>D-8</b> Staff Lounge

<b>E-9</b> 6 - Hake
<b>E-8</b> 6 - Marquez
<b>E-7</b> OPEN
<b>E-6</b> 5 - Estupinan (DLA)

<b>A-2</b> TK - Colnic
<b>A-1</b> TK - Amador (DLA)
Office
Att Office
<i>Restrooms</i>
Print Shop
Principal
Office
Principal's Secretary
Lobby

<b>B-5</b> Computer Tech Custodial Closet
<b>B-4</b> K - Magana (DLA)
<b>B-3</b> Health Office
<b>B-2</b> K - Dhesei
<b>B-1</b> Meeting Room <i>Restrooms</i>

<b>C-6</b> TK office C-5 Office
<b>C-7</b> Psychologist
<b>C-4</b> 2 - Torres
<b>C-3</b> 2 - Salazar
<b>C-2</b> 1 - Rodriguez
<b>C-1</b> 2 - Avalos (DLA) <i>Restrooms</i>

<b>D-6</b> SDC Primary - Rivera
<b>D-5</b> SDC Intermediate - Gonzalez
<b>D-4</b> Computer Lab
<b>D-3</b> Library
<b>D-2</b>   <b>Media</b>
<b>D-1b</b>   <b>D-1</b> Speech   Support Off.

<b>E-4</b> Psych
<b>E-5</b> Clerk-Sylvia ELD-Reyna
<b>E-3</b> 5 - Dirks
<b>E-2</b> 3 - Aguilar, J
<b>E-1</b> 5 - Stockton

*2nd - 6th Grades  
Playground*

<b>CAFETERIA</b>
<b>STAGE</b>

<b>F-3</b> EXERGAME
<b>F-6</b> EXERGAME

<b>F-2</b> ASSETS
<b>F-5</b> ASSETS

<b>F-1</b> SUPPLIES
<b>F-4</b> ASSETS

[\[Back to the Table of Contents\]](#)

## **Protocols**

Role of the Board President (based on Board Policy).....	26
Steps in Managing Discussion/Action Agenda Items.....	27
Board Member Interaction with the Public at Board Meetings.....	29
Requesting Information from Staff.....	30
Answers for Agenda Items Before Meetings.....	30
Board Role in Public.....	31
Confidentiality/Closed Session Practices.....	31
Bring Up New Ideas / Decide to Move New Ideas Forward.....	32
Request to Place an Item on the Agenda.....	33
Agenda Preparation.....	34
New Board Member Orientation.....	34
School Site/Classroom Visits.....	35
Trustee Comments-Agenda Item.....	35
Responding to Staff or Community Concerns/Complaints.....	36

[\[Back to the Table of Contents\]](#)

## Protocols Structure and Process

Effective governance teams discuss and agree upon the formal structures and processes, or protocols, used by the Board and Superintendent in their functioning as a team. These structures and processes guide the operation of the governance team and determine how they do business. Protocols are the agreements that ensure that all members of the team are operating within their agreed upon roles.

### Protocols to Facilitate Governance Leadership:

<i>Topic</i>	<b>Role of the Board President (based on Board Policy)</b>
<i>Principle</i>	<ul style="list-style-type: none"> <li>• The board President will serve as a “facilitative leader” of all open and closed board meetings and the overall workings of the board.</li> <li>• The President will chair all board meetings; and will ensure that all meetings of the board are conducted in a civil, orderly, and respectful manner.</li> <li>• In the absence of the President, meetings will be chaired by the next highest-ranking board officer.</li> <li>• The board President will lead the board in its relationships with the community at large; guiding the board’s public communications and serving as the governance team spokesperson in tandem with the superintendent.</li> <li>• The board President will be elected once a year through an open process.</li> <li>• Each year, board members will elect a colleague who, through service on the board, has demonstrated the skills and ability to: <ul style="list-style-type: none"> <li>▪ Ensure appropriate board meeting decorum and effectively manage the meeting agenda;</li> <li>▪ Deal diplomatically with fellow governance team members, staff, and members of the public;</li> <li>▪ Be articulate on school matters, especially when it comes to speaking with members of the community and the news media; and,</li> <li>▪ Provide leadership to a governance team who brings diverse expectations and priorities to school board service.</li> </ul> </li> </ul>
<i>Protocol / Agreement</i>	<ul style="list-style-type: none"> <li>• The board President will perform the following specific tasks: <ul style="list-style-type: none"> <li>▪ Meet with the Superintendent to set the agenda for all board meetings and determine the way information will come before the board for consideration and action; facilitate the identification and inclusion of agenda items requested by other board members and the public; help ensure effective communication of board agendas.</li> <li>▪ Work with the Superintendent to ensure board members receive necessary materials and information to assess and make informed decisions.</li> </ul> </li> </ul>

<a href="#">[Back To Index]</a>	<ul style="list-style-type: none"> <li>▪ Open the meeting and announce each agenda item in a fashion consistent with accepted parliamentary procedure. (See the related “Steps in Managing Discussion/Action Agenda Items” protocol).</li> <li>▪ Oversee the exercise of board-adopted parliamentary procedures necessary to ensure professional decorum and fairness in the conduct of board meeting business. Set a positive tone for all discussions and deliberations; maintain order; recognize all persons who seek to speak at board meetings; keep discussions focused and bring discussions to conclusion; thoughtfully consider differing perspectives, but serve as the final arbiter of the appropriate and necessary parliamentary decisions and actions.</li> <li>▪ Report out board decisions.</li> <li>▪ Represent the board in communication with the Superintendent related to the board’s direction of the superintendent.</li> <li>▪ Coordinate and facilitate board member public appearances at district events, where the board is a requested participant.</li> </ul>
<i>Topic</i>	<b>Steps in Managing Discussion/Action Agenda Items</b>
<i>Principle</i>	<ul style="list-style-type: none"> <li>• The board has strong interest in ensuring the efficient and fair consideration of all discussion/action items on the board’s agenda.</li> <li>• The board wants to ensure an open, inclusive and respectful process for the public comment and board member discussion and deliberation.</li> <li>• The board wants to promote a consensus-driven decision making process that will encourage each board member to freely state his or her perspectives; and that will help each member feel he or she has been heard and understood by all board colleagues prior to decision making.</li> <li>• Board meetings are meetings of the board held in public, but they are not “town hall meetings” where the elected officials and community members freely engage each other in an unstructured manner.</li> <li>• Meetings will be conducted in a civil, orderly, and respectful manner, under the administration and discretion of the board President.</li> </ul>
<i>Protocol / Agreement</i>	<ul style="list-style-type: none"> <li>• Board members agree to the following process for management of the board agenda: <ul style="list-style-type: none"> <li>▪ The board President will announce each agenda item; and will oversee adherence to board-adopted parliamentary procedures.</li> <li>▪ The Superintendent or designated staff member will explain the item and offer staff recommendations, if appropriate.</li> <li>▪ Board members will be recognized by the board president for the purpose of asking questions about the item. Questioning of staff and of other board members will be done in a professional and respectful manner.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>▪ The board President will open the public comment period for the specific agenda item. The board president will manage the public comment period in a fashion that ensures an open and inclusive forum conducted within accepted meeting decorum standards. The board president will close the public comment period when there is no further demonstrated interest in public comment.</li> <li>▪ The board will establish guidelines for public comment that balance efficient board meeting management and full participation of the public. As a general rule: <ul style="list-style-type: none"> <li>• The unscheduled public comment period will be 20 minutes in length and each speaker may speak for a maximum of three minutes.</li> <li>• Public comment on each scheduled agenda item will be a maximum of twenty (20) minutes in length and each speaker may speak for a maximum of three (3) minutes.</li> <li>• A sign in sheet will be available at the podium for individuals to complete with their name and topic for comment. Members of the public (i.e. community, staff, etc) will be asked to come forward to the podium for purposes of addressing the board.</li> </ul> </li> <li>▪ The board President will consider deviations from the normal public comment practices in instances where the interest in open and inclusive public participation warrants exceptions. The board President will consider the interests of other board members in instituting exceptions to the normal public comment practices.</li> <li>▪ Following the close of the public comment period, the board President will accept a motion and second on action items.</li> <li>▪ For action items prior to a motion and second, the board President will recognize each board member for the purposes of board deliberation on the item. Board member comments during deliberations will address substantive issues related to the action item and will be respectful of the board's important deliberative responsibility.</li> <li>▪ Following board deliberations, the President will call for a motion and a second, and then a vote will be taken. The majority position will prevail; and all board members agree to abide by the prevailing vote. Members are not required to justify their vote.</li> <li>▪ The process for board discussion and public input on board action agenda items will be as follows: <ul style="list-style-type: none"> <li>▪ Introduction of the agenda item;</li> <li>▪ Staff explanation; and expression of a recommendation, if appropriate;</li> <li>▪ Public comment;</li> </ul> </li> </ul>
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<a href="#">[Back To Index]</a>	<ul style="list-style-type: none"> <li>▪ Board discussion and deliberation (expression of intention to vote a certain way);</li> <li>▪ Motion and a second;</li> <li>▪ Vote</li> </ul>
<b>Topic</b>	<b>Board Member Interaction with the Public at Board Meetings</b>
<b>Principle</b>	<ul style="list-style-type: none"> <li>• Board meetings are meetings of the board held in public, but they are not “town hall meetings” where the elected officials and community members freely engage each other in an unstructured manner.</li> <li>• Meetings will be conducted in a civil, orderly, and respectful manner, under the administration and discretion of the board president.</li> <li>• Board members want to ensure that all and multiple voices of the community are heard at the designated times during the meeting.</li> <li>• The purpose of public participation at board meetings is to inform board deliberations.</li> </ul>
<b>Protocol / Agreement</b>	<ul style="list-style-type: none"> <li>• Time will be provided at all board meetings for public comment on agenda and non-agenda items.</li> <li>• All public comments or questions should be addressed to the board through the board President.</li> <li>• People speaking at board meetings will be listened to with respect.</li> <li>• Complaints and concerns will be responded to as quickly as possible. The board president will delegate responsibility for a response.</li> <li>• Where appropriate, initiated by the board President, a request may be made to place a public-initiated item on a future board meeting agenda.</li> <li>• If comments or concerns are specific to a past board decision, the board President will confirm that the board stands by its decision.</li> <li>• To avoid unintentionally agendizing a non-agenda item during unscheduled public comment, board members and staff will limit their response to non-agenda public comment in the following manner: <ul style="list-style-type: none"> <li>▪ Briefly respond to statements made or questions posed by persons making public comments;</li> <li>▪ Ask questions for clarification or make a brief announcement;</li> <li>▪ Board members will not “debate” with the public;</li> <li>▪ Provide a reference to a staff member or other resource for factual information;</li> <li>▪ Request a report back to the board at a later meeting; or</li> <li>▪ Direct staff to place the matter on a future agenda.</li> </ul> </li> <li>• In the course of engaging community members during public communications and at all other times during board meetings board members will strive to not incite disrespectful or disruptive behavior on the part of the audience.</li> </ul>

<a href="#">[Back To Index]</a>	<ul style="list-style-type: none"> <li>During board discussions and deliberations, board members will strive to direct their comments to their fellow board members and not directly to the public.</li> </ul>
<b>Topic</b>	<b>Requesting Information from Staff</b>
<b>Principle</b>	<ul style="list-style-type: none"> <li>The dialogue, deliberation and decision making of the board are enhanced when all members are fully informed on the issues before them. The Superintendent and other staff members are a valuable resource of information for board members.</li> <li>The Superintendent is the board's only employee and the only person they may direct.</li> <li>Board members, individually, do not have the authority to request information from or direct the work of staff associated with the response to an inquiry.</li> <li>Staff can be placed in a difficult situation when asked to respond to requests made of them by individual board members.</li> </ul>
<b>Protocol / Agreement</b>	<ul style="list-style-type: none"> <li>All questions and requests for information will go through the Superintendent.</li> <li>The Superintendent, or designee, will respond promptly taking into account the gravity and sense of urgency surrounding the nature of the request.</li> <li>The Superintendent, or designee, will determine how the request for information can best be satisfied. The Superintendent may direct a board member to the appropriate staff member.</li> <li>Information provided to one board member in response to a specific request will be provided to all board members.</li> <li>If the Superintendent, or designee, believes the request requires inordinate staff time to fulfill, the request will be brought to the full board for consideration and action.</li> </ul>
<a href="#">[Back To Index]</a>	
<b>Topic</b>	<b>Answers for Agenda Items Before Meetings</b>
<b>Principle</b>	<ul style="list-style-type: none"> <li>Board meetings can operate more efficiently when questions of a background nature are asked and answered before board meetings.</li> <li>Questions of a substantive nature are best answered during the board meeting, but advance notice to the Superintendent of the nature of such questions can help ensure that staff is fully prepared to respond. This approach supports a norm of "no surprises."</li> </ul>
<b>Protocol / Agreement</b>	<ul style="list-style-type: none"> <li>The full board agenda and supporting materials will be delivered to all board members no later than three working days preceding all regularly scheduled board meetings.</li> <li>Agendas and supporting material for special and emergency meetings will be made available to all board members in a timely manner.</li> </ul>



<p><b><i>Protocol / Agreement</i></b></p> <p><a href="#">[Back To Index]</a></p>	<ul style="list-style-type: none"> <li>• The Board will maintain confidentiality around all matters so prescribed by the Brown Act, including matters about employee labor contract negotiations, district litigation, personnel matters, the substance of Superintendent evaluation, and other matters permitted or required by the Brown Act.</li> <li>• We will maintain the public's and each other's trust by not breaching confidentiality.</li> <li>• If a member of the board inadvertently or accidentally violates a confidential issue, the board and superintendent will take immediate action to rectify the matter.</li> </ul>
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<b><i>Topic</i></b>	<b>Bring Up New Ideas / Decide to Move New Ideas Forward</b>
<b><i>Principle</i></b>	<ul style="list-style-type: none"> <li>• Board members have a community leadership responsibility to bring forward new ideas that represent creative thinking and fresh ideas.</li> <li>• The Board will be open to having “brainstorming” discussions around any idea that a board member may feel merits exploratory consideration.</li> <li>• The Board will frame new ideas in ways that address agreed upon district goals and the generally perceived future focus of district efforts toward student learning and achievement.</li> <li>• It is disrespectful to the Board as a whole for a single member of the board, who has no authority to commit the board to a course of action, to initially develop a new idea to the point that it comes to the board for the first time with a “request for action.”</li> <li>• “New ideas” are defined as any proposal brought forward by a board member, at his or her own initiative or at the request of a constituent, which has not previously been discussed during a board meeting. A board member’s perception that a new idea could be incorporated into existing staff work or an existing staff initiative does not preclude the board member’s responsibility to first apprise the full board of the individual member’s interests in the new idea.</li> <li>• Board members agree to follow a process that supports bringing forward new ideas while maintaining the board’s focus on identified district goals.</li> </ul>
<b><i>Protocol / Agreement</i></b>	<ul style="list-style-type: none"> <li>• Board members will first notify the board President and/or the Superintendent of their interest in bringing forward a new idea. The preliminary discussion of new ideas will not require staff research time.</li> <li>• The Board members will complete a reference sheet providing some background and discussion points related to the new ideas. This reference sheet will be included in the Board packet.</li> </ul>



<b>Topic</b>	<b>Agenda Preparation</b>
<b><i>Principle</i></b>	<ul style="list-style-type: none"> <li>• The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.</li> <li>• Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.</li> <li>• The agenda cycle consists of four weeks.</li> </ul>
<b><i>Protocol/ Agreement</i></b>  <a href="#">[Back To Index]</a>	<ul style="list-style-type: none"> <li>• Week One of the agenda preparation begins the Thursday after the Board meeting with requests of principals, directors, and assistant superintendents for agenda items.</li> <li>• The Superintendent places scheduled items on the agenda, making reference to the governance calendar.</li> <li>• Week Two is dedicated to research and agenda item development.</li> <li>• Agenda items are due on Friday of Week Two.</li> <li>• On Tuesday of Week Three the draft of the agenda is shared with the Board President for continued development, feedback, and direction.</li> <li>• Board materials are due to the Superintendent's Office by Friday of Week Three.</li> <li>• Final review of the agenda begins on Tuesday of Week Four.</li> <li>• Publication of final board packet takes place on Friday of Week Four, four days before the Board Meeting.</li> </ul>

<b>Topic</b>	<b>New Board Member Orientation</b>
<b><i>Principle</i></b>	<ul style="list-style-type: none"> <li>• The Board can function at its highest level of effectiveness when all board members, new and continuing, have a full understanding of the role of individual members and the role of the board as a whole.</li> <li>• The Board and the Superintendent or designee shall help each new member-elect to understand district operations and the Board's functions, policies and procedures as soon after election as possible.</li> </ul>
<b><i>Protocol / Agreement</i></b>	<ul style="list-style-type: none"> <li>• Incoming members shall be given a copy of the Brown Act and informed that they must conform to its requirements as if they had already assumed office.</li> <li>• Incoming members shall also receive the district's policy manual and other materials related to the school system and Board member responsibilities. <ul style="list-style-type: none"> <li>▪ Incoming members are encouraged to attend Board meetings and meet with the Superintendent or designee and Board president regarding their role and responsibilities.</li> <li>▪ They also may, at district expense, attend workshops for newly elected members.</li> </ul> </li> </ul>



<a href="#">[Back To Index]</a>	<ul style="list-style-type: none"> <li>▪ New board members will be encouraged to attend relevant CSBA workshops, including Orientation for New Trustees, The Brown Act, Institute for New and First-Term Board Members.</li> </ul>
<b>Topic</b>	<b>School Site/Classroom Visits</b>
<b>Principle</b>	<ul style="list-style-type: none"> <li>• Board members support the staff and students</li> <li>• Appropriate communication with the staff in classrooms is different from appropriate communication in break rooms.</li> <li>• Surprise and disruption should be minimized.</li> <li>• Trustees are observers.</li> <li>• Trustees should be accompanied by staff if they require answers to questions.</li> <li>• The Board does not wish to create a sense of fear or a “gotcha” environment for staff.</li> </ul>
<b>Protocol / Agreement</b>	<ul style="list-style-type: none"> <li>• Board members will notify the Superintendent in a timely fashion before visiting a school campus and inform the Superintendent of the purpose of the visit.</li> <li>• The purpose of the visit will determine whether or not an escort is needed.</li> <li>• If the principal is to be the escort for the visit, he/she should be given advance notice, as well.</li> <li>• The Superintendent may also invite Board Members to visit school sites with him/her.</li> <li>• Board members will register in the office and wear a badge or visitors’ pass while on campus.</li> <li>• Board Members will display professional behavior at all times as outlined in the above principles and CSBA’s Professional Governance Standards.</li> <li>• Board Members will be courteous and respectful to staff</li> <li>• Board Members will be “a fly on the wall” in classrooms.</li> <li>• Board Members will make staff feel supported.</li> <li>• Complaints will be handled as outlined under the “Response to Community Complaints” Protocol.</li> </ul>
<a href="#">[Back To Index]</a>	

<b>Topic</b>	<b>Trustee Comments-Agenda Item</b>
<b>Principle</b>	<ul style="list-style-type: none"> <li>• Providing timely feedback to the Superintendent and staff on the effectiveness of information presented to the Board, during the board meeting to make informed decisions.</li> <li>• The agenda item is not intended to be an opportunity to raise issues that are not on the agenda. (To do so, may be a violation of the Brown Act)</li> <li>• The agenda item is not an opportunity to continue an argument on agenda items that have been voted upon or discussed.</li> </ul>

<p><b><i>Protocol / Agreement</i></b></p> <p><a href="#">[Back To Index]</a></p>	<ul style="list-style-type: none"> <li>• The feedback should be centered on the following questions:</li> <li>• Was the presentation format (oral, handouts, PowerPoint, etc.) satisfactory to provide all members a better understanding of the issue?</li> <li>• Was there a need for additional information on items from the current agenda? (Was there enough background information provided?)</li> <li>• Was information presented “transparent/clear” in the opinion of the Board members to make an informed decision?</li> <li>• Were the Board Member’s questions on the agenda topics answered fully?</li> </ul>
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<b><i>Topic</i></b>	<b>Responding to Staff or Community Concerns or Complaints</b>
<p><a href="#">[Back To Index]</a></p>	<p><b>Rationale:</b></p> <ul style="list-style-type: none"> <li>• We care about our constituents' concerns.</li> <li>• We want to respond to concerns in a consistent way so that we are uniform in our approach and manner of response – following the “chain of command.”</li> <li>• Having a protocol helps us to know how to address concerns appropriately.</li> <li>• We also recognize that individual Board Members do not have the authority to resolve issues and concerns, as stated in BB 9200.</li> </ul> <p><b>Therefore, when a Board Member is approached by a community or staff member with an issue or concern, he/she will:</b></p> <ul style="list-style-type: none"> <li>• <b>Receive</b> – Listen without interruption and without preparing a response to the person’s issues or concerns.</li> <li>• <b>Repeat</b> – Paraphrase or ask a clarifying question to ensure understanding of what has been said.</li> <li>• <b>Request</b> – Ask what the person sees as the solution to the problem or concern. Ask what they would have us do with the information they have given us.</li> <li>• <b>Review</b> – The conversation (and next steps, if any).</li> <li>• <b>Redirect</b> – Put the person back into the system at the appropriate place.</li> <li>• <b>Report</b> – Notify the Superintendent of the conversation so that he has the full picture and can follow through as appropriate and/or necessary.</li> </ul>

**ARTICLE 9****BYLAWS OF THE BOARD****(Series 9000)**

NOTE: The CSBA comprehensive index/table of contents is widely used by districts throughout the state. It provides a standard index system designed to accommodate future policies/regulations and at the same time provides a table of contents for this manual. This manual contains only those Board Bylaws (BB), administrative regulations (AR) and exhibits (E) in the right-hand column.

	<b>CODE</b>	<b>Page Number</b>
<b>Role of the Board</b>	9000 BB	38
A. Governance Standards	9005 BB	41
B. Public Statements	9010 BB	43
1. Disclosure of Confidential/Privileged Information	9011 BB	44
2. Board Member Electronic Communications	9012 BB	45
<b>Organization</b>	9100 BB	46
A. Terms of Office	9110 BB	47
1. President	9121 BB	47
2. Secretary	9122 BB	48
3. Clerk	9123 BB	49
4. Attorney	9124 BB	49
C. Board Committees	9130 BB	50
D. Board Representatives	9140 BB	51
E. Student Board Members	9150 BB E	52
<b>Limits of Board Member Authority</b>	9200 BB	55
A. Governing Board Elections	9220 BB	56
1. Recruiting New Board Members	9221 BB	57
2. Resignation	9222 BB	58
3. Filling Vacancies	9223 BB	58
4. Oath or Affirmation	9224 BB	61
B. Orientation	9230 BB	61
C. Board Training	9240 BB	62
D. Remuneration, Reimbursement, and Other Benefits	9250 BB	63
E. Legal Protection	9260 BB	65
F. Conflict of Interest	9270 BB	66
<b>Board Policies</b>	9310 BB	69
A. Meetings and Notices	9320 BB E	71
1. Closed Session	9321 BB E	78
2. Agenda/Meeting Materials	9322 BB	89
3. Meeting Conduct	9323 BB	92
4. Actions by the Board	9323.2 BB E	94
5. Minutes and Recordings	9324 BB	98
<b>Board Self-Evaluation</b>	9400 BB	100

last updated November 2022

[\[Back to the Table of Contents\]](#)

## **Bylaws of the Board**

### **ROLE OF THE BOARD**

BB 9000

The Board of Education is elected by the community to provide leadership and citizen oversight of the district's schools. The Board shall work with the Superintendent to fulfill its major roles, which include:

1. Setting a direction for the district
2. Providing a basic organizational structure for the district by establishing policies
3. Ensuring accountability
4. Providing community leadership on behalf of the district and public education

*(cf. 9005 - Governance Standards)*

*(cf. 9200 - Limits of Board Member Authority)*

*(cf. 9400 - Board Self-Evaluation)*

To fulfill these basic responsibilities, the Board shall:

1. Involve the community, parents/guardians, students and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 0200 - Goals for the School District)*

2. Adopt, evaluate and update policies consistent with the law and the district's vision and goals

*(cf. 9311 - Board Policies)*

*(cf. 9312 - Board Bylaws)*

3. Maintain accountability for student learning by adopting the district curriculum and monitoring student progress

*(cf. 0500 - Accountability)*

*(cf. 6010 - Goals and Objectives)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.5 - Elementary/Middle School Graduation Requirements)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.52 - High School Exit Examination)*

*(cf. 6190 - Evaluation of the Instructional Program)*

4. Hire and support the Superintendent so that the vision, goals and policies of the district can be implemented

*(cf. 2110 - Superintendent Responsibilities and Duties)*

*(cf. 2121 - Superintendent's Contract)*

5. Conduct regular and timely evaluations of the Superintendent based on the vision, goals and performance of the district, and ensure that the Superintendent holds district personnel accountable

*(cf. 2140- Evaluation of the Superintendent)*  
*(cf. 4000 - Concepts and Roles)*  
*(cf. 4111 - Recruitment and Selection)*  
*(cf. 4115 - Evaluation/ Supervision)*  
*(cf. 4151/ 4251/ 4351 - Employee Compensation)*  
*(cf. 4211- Recruitment and Selection)*  
*(cf. 4215 - Evaluation/ Supervision)*  
*(cf. 4311- Recruitment and Selection)*  
*(cf. 4315 - Evaluation/ Supervision)*

6. Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district

*(cf. 3000 - Concepts and Roles)*  
*(cf. 3100 - Budget)*  
*(cf. 3312 - Contracts)*  
*(cf. 3460 - Financial Reports and Accountability)*

7. Ensure that a safe and appropriate educational environment is provided to all students

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 7110 - Facilities Master Plan)*  
*(cf. 7150 - Site Selection and Development)*  
*(cf. 7210 - Facilities Financing)*

8. Establish a framework for the district's collective bargaining process and adopt responsible agreements

*(cf. 4141/ 4241 - Collective Bargaining Agreement)*  
*(cf. 4143/ 4243 - Negotiations/ Consultation)*

9. Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels

*(cf. 0510 - School Accountability Report Card)*  
*(cf. 1020 - Youth Services)*  
*(cf. 1100 - Communication with the Public)*  
*(cf. 1112 - Media Relations)*  
*(cf. 1160 - Political Processes)*  
*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)*  
*(cf. 1700 - Relations between Private Industry and the Schools)*  
*(cf. 9010 - Public Statements)*

10. Convene as a judicial and appeals body and serve as the final decision-maker in accordance with law, Board policies and negotiated agreements

*(cf. 1312 - Complaints Concerning the Schools)*  
*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 4031 - Complaints Concerning Discrimination in Employment)*  
*(cf. 4117.3 - Personnel Reduction)*

*(cf. 4117.4 - Dismissal)*  
*(cf. 4144/4244/4344 - Complaints)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 5116.1 - Intradistrict Open Enrollment)*  
*(cf. 5117 - Interdistrict Attendance)*  
*(cf. 5119 - Students Expelled from Other Districts)*  
*(cf. 5125.3 - Challenging Student Records)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

adopted: March 14, 2006

[\[Back to BP Index\]](#)



**GOVERNANCE STANDARDS**

The Board of Education believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

*(cf. 9000 - Role of the Board)*  
*(cf. 9270 - Conflict of Interest)*

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education

*(cf. 9010 - Public Statements)*

3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader

*(cf. 9240 - Board Development)*

7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff

*(cf. 2110- Superintendent Responsibilities and Duties)*

8. Understand that authority rests with the Board as a whole and not with individuals

*(cf. 9200 - Limits of Board Member Authority)*

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students

2. Communicate a common vision

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 0200 - Goals for the School District)*

3. Operate openly, with trust and integrity

4. Govern in a dignified and professional manner, treating everyone with civility and respect

5. Govern within Board-adopted policies and procedures

*(cf. 9311 - Board Policies)*

*(cf. 9312 - Board Bylaws)*

6. Take collective responsibility for the Board's performance

7. Periodically evaluate its own effectiveness

*(cf. 9400 - Board Self-Evaluation)*

8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 9323 - Meeting Conduct)*

adopted: March 14, 2006

[\[Back to BP Index\]](#)

**PUBLIC STATEMENTS**

The Governing Board recognizes the responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

adopted: January 11, 2022

[\[Back to BP Index\]](#)

## **DISCLOSURE OF CONFIDENTIAL/PRIVILEGED INFORMATION**

The Board of Education recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law.

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

*(cf. 9010 - Public Statements)*

### **Disclosure of Closed Session Information**

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure. (Government Code 54963)

*Confidential information* means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

*(cf. 9321.1 - Closed Session Actions and Reports)*

The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is: (Government Code 54963)

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

### **Other Disclosures**

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member. (Government Code 1098)

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*(cf. 5125 - Student Records)*

Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities. (Government Code 1098)

adopted: March 14, 2006

[\[Back to BP Index\]](#)

## **Bylaws of the Board**

BB 9012

### **Board Member Electronic Communications**

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution to ensure that electronic communications are not used as a means for the Board to deliberate outside an agendaized Board meeting, circumvent the public's right to access records regarding district business, or restrict access to a public forum.

A majority of the Board shall not, outside an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject jurisdiction of the Board. (Government Code 54952.2)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members may engage in separate conversations or communications with members of the public on a social media platform to answer questions, provide information, or solicit information regarding a matter that is within the subject jurisdiction of the Board, as long as a majority of the Board does not use the platform to discuss among themselves any business of a specific nature that is within the subject jurisdiction of the Board. A Board member is prohibited from responding directly to any communication from other Board members regarding matters that are within the subject jurisdiction of the Board or using digital icons (e.g., "likes" or emojis) to express reactions to communications made by other Board members. (Government Code 54952.2)

Whenever a Board member uses a social media platform to communicate with the public about district business or Board activities, the Board member shall not block access to a member of the public based on the viewpoint expressed by that individual.

Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that the response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the designated district spokesperson.

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, the Board member shall copy the communication to a district electronic storage device for easy retrieval.

adopted: January 11, 2022

[\[Back to BP Index\]](#)

**ORGANIZATION**

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. The Board shall each year elect one of its members to be vice president and clerk. The member nominated as vice president shall be one who previously has not served as president, unless all the Board's members have previously served as president. After serving one year as vice president, the vice president shall serve one year as President of the Board.

If the president leaves the Board before their term of office is completed the vice president will assume the office of president and a new vice president elected.

- a. If the vice president assumes the office of president after July 1, the vice president will complete the previous president's term, and then begin their own 1 year term in December.
  - b. If the vice president leaves the Board before their term of office is completed a new vice president will be elected from members who have not previously served as president, and assume the office of president when the current president's term of office is complete. Every member shall have the right to decline the nomination to the vice presidency.
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates



6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

### **Election of Officers**

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

adopted: January 11, 2022

[\[Back to BP Index\]](#)

### **Bylaws of the Board**

BB 9110

#### **TERMS OF OFFICE**

The Governing Board shall consist of seven members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each year in which the Board's elections are regularly held. (Education Code 35012)

The term of office for Board members elected in regular elections shall be four years, commencing on the second Friday in December following their election. (Education Code 5017)

Board members whose terms have expired shall continue to discharge the duties of office until their successors have qualified by taking the oath of office. (Education Code 5017; Government Code 1302, 1360)

If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

adopted: January 11, 2022

[\[Back to BP Index\]](#)

### **Bylaws of the Board**

BB 9121

#### **PRESIDENT**

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves.

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law
2. Consult with the Superintendent or designee on the preparation of Board meeting agendas
3. Call the meeting to order at the appointed time and preside over the meeting

4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees
4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media
5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

adopted: January 11, 2022

[\[Back to BP Index\]](#)

## **Bylaws of the Board**

BB 9122

### **SECRETARY**

The Board of Education shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda  
*(cf. 9322 - Agenda/Meeting Materials)*
2. Record, distribute and maintain the Board minutes  
*(cf. 9324 - Minutes and Recordings)*
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers

6. Perform other duties as assigned by the Board

(cf. 2111 - Superintendent Governance Standards)

adopted: March 14, 2006

[\[Back to BP Index\]](#)

## **Bylaws of the Board**

BB 9123

### **CLERK**

The Governing Board shall elect a clerk from its own membership at the annual organizational meeting. (Education Code 35143)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president
5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

adopted: January 11, 2022

[\[Back to BP Index\]](#)

## **Bylaws of the Board**

BB 9124

### **ATTORNEY**

The Governing Board recognizes the complex legal environment in which districts operate and desires reliable, high- quality legal advice at reasonable rates. In order to meet the district's legal needs, the Board may contract with county counsel, attorneys in private practice, or appoint legal counsel as a district employee or independent contractor. The Board also supports pursuing collaborative legal efforts with other agencies and districts as appropriate.

Duties of Legal Counsel

The district's legal counsel may: (Education Code 35041.5)

1. Render legal advice to the Board and the Superintendent or designee
2. Serve the Board and the Superintendent or designee in the preparation and conduct of district litigation and administrative proceedings
3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures
4. Perform other administrative duties as assigned by the Board and Superintendent or designee Retaining Legal Counsel

### **Contacting Legal Counsel**

At his/her discretion, the Board president or Superintendent may confer with district legal counsel subject to any limits or parameters established by the Board. In addition, the Superintendent or Board president may contact district legal counsel to provide the Board with legal information or advice when so directed by a majority of the Board.

Individual Board members other than the Board president may not seek advice from district legal counsel on matters of district business unless so authorized by a majority of the Board.

adopted: January 11, 2022

[\[Back to BP Index\]](#)

## **Bylaws of the Board**

BB 9130

### **BOARD COMMITTEES**

The Governing Board may establish a committee whenever it determines that such a committee would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the Board or committees that include members of the community, staff, or other stakeholder groups.

Upon establishing a committee, the Board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent or designee. Unless specifically authorized by the Board to act on its behalf, the committee shall act in an advisory capacity.

Except for subcommittees of the Board, committee members shall, as appropriate, be recommended by the Superintendent or designee and appointed by the Board president, subject to Board approval.

The Superintendent or designee shall provide committee members with information and assistance necessary for the fulfillment of the committee's charges, and may serve as a non-voting advisor to the committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies.

Any committee not required by law may be dissolved when its duties or term has been completed or whenever the Board deems necessary.

### **Committee Meetings**

Unless otherwise exempted by law, Board-created committees shall provide public notice of their meetings and conduct meetings in accordance with Government Code 54950-54963 (the Brown Act).

However, Board subcommittees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees. Standing committees of the Board, irrespective of membership, are those that have a continuing subject

matter jurisdiction or a meeting schedule established by action of the Board. (Government Code 54952)

Standing committees with a continuing subject matter jurisdiction include, but are not limited to, those responsible for providing advice on budgets, audits, Board policy, contracts, and personnel matters at the Board's request.

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

Whenever any advisory or standing committee, including a committee not otherwise subject to the Brown Act, posts a meeting agenda at least 72 hours in advance of the meeting, that meeting shall be considered as a regular meeting of the Board for purposes of the Brown Act and therefore must be held within district boundaries unless otherwise authorized by law. (Government Code 54954)

Committees may meet in a closed session during a regular or special meeting only for those purposes specifically authorized by law for closed sessions held by the Board.

adopted: January 11, 2022

[\[Back to BP Index\]](#)

## **Bylaws of the Board**

BB 9140

### **BOARD REPRESENTATIVES**

The Governing Board recognizes that effective performance of its community leadership responsibilities may require its participation in district or community committees on matters of concern to the district and its students. As needed, the Board may appoint any of its members to serve as its representative on a district committee or on a committee of another public agency or organization of which the Board or district is a member or to which the Board is invited to participate.

When making such appointments, the Board shall clearly specify the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the Board regarding committee activities and/or actions. Board representatives shall not exercise the authority of the Board without prior Board approval.

If a committee discusses a topic on which the Board has taken a position, the Board member shall express the position of the Board. When contributing his/her own ideas or opinions, the representative shall clearly indicate that he/she is expressing his/her individual idea or opinion.

### **Board Representative to Elect Members of County Committee on School District Organization**

At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school district organization. (Education Code 35023)

adopted: January 11, 2022

[\[Back to BP Index\]](#)

**STUDENT BOARD MEMBERS**

In order to enhance communication and collaboration between the Governing Board and the student body and to teach students the importance of civic involvement, the Board supports the participation of high school students in district governance.

Student Board members may, at the Board's discretion, receive elective course credit for service as a student Board member based on the number of equivalent daily instructional minutes for the student Board member's services provided. (Education Code 35012, 35120)

Student Board member(s) shall be entitled to be reimbursed for mileage to the same extent as other members of the Board, but shall not receive monetary compensation for attendance at Board meetings. (Education Code 35012)

(cf. 3350 - Travel Expenses)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

(cf. 9323.2 - Actions by the Board)

**Petition**

High school students may submit a petition to the Board requesting the appointment of at least one student Board member. (Education Code 35012)

To qualify for Board consideration, the petition for student representation shall contain the signatures of at least 500 students or 10 percent of the number of students regularly enrolled in district high schools, whichever is less. (Education Code 35012)

Within 60 days of receiving a student petition, or at the next regularly scheduled Board meeting if no meeting is held within those 60 days, the Board shall order the inclusion of at least one student member on the Board. (Education Code 35012)

**Choosing Student Board Members**

A student Board member shall be chosen by students enrolled in the district's high schools in accordance with procedures prescribed by the Board. (Education Code 35012)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

The term of student Board member(s) shall be one year, commencing on July 1. However, the Board may adjust the term of a student Board member only if a vacancy occurs or in order to give more students an opportunity to serve on the Board. (Education Code 35012)

**Role and Responsibilities of Student Board Members**



Student Board members shall not be considered members of a legislative body for purposes of the Brown Act. (Education Code 35012)

A student Board member shall not be counted in determining the vote required to carry any measure before the Board or whether a quorum is in attendance at a Board meeting.

Student Board member(s) shall have the right to attend all Board meetings except closed sessions. (Education Code 35012)

(cf. 9321 - Closed Session)

All materials presented to Board members, except those related to closed sessions, shall be presented to student Board members at the same time they are presented to other Board members. Student Board member(s) shall also be invited to attend staff briefings or be provided with a separate staff briefing within the same timeframe as the briefing of other Board members. In addition, all materials given to Board members by the district between meetings, except for materials that pertain to closed session items, shall be distributed to student Board members. (Education Code 35012)

(cf. 9322 - Agenda/Meeting Materials)

Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning witnesses and discussing issues. (Education Code 35012)

Student Board member(s) shall be allowed to cast preferential votes on all matters except those subject to closed session discussion. Preferential voting means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board. Preferential votes shall not affect the final numerical outcome of a vote. (Education Code 35012)

(cf. 9324 - Minutes and Recordings)

Student Board member(s) may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

Student Board members shall be appointed to subcommittees of the Board in the same manner as other Board members, and shall be made aware of the time commitment required to participate in subcommittee meetings and work and of the right to decline an appointment. The availability of all subcommittee members, including the availability of student Board members, may be considered when scheduling subcommittee meetings. (Education Code 35012)

(cf. 9130 - Board Committees)

Student Board members shall be invited to attend functions of the Board, such as forums, meetings with students and parents/guardians, and other general assemblies. (Education Code 35012)

### **Student Board Member Training**

The Superintendent or designee may, at district expense, provide learning opportunities to student Board members through training, workshops, and conferences, such as those offered by the California School Boards Association and other organizations, to enhance their knowledge, understanding, and performance of leadership skills and their Board responsibilities.

(cf. 9240 - Board Training)

The Superintendent or designee may periodically provide information to student Board member candidates to give them an understanding of the position. Once chosen or appointed, incoming student Board members shall be provided an orientation designed to build knowledge of the district and an understanding of the responsibilities and expectations of the position.

(cf. 9230 - Orientation)

### **Alternate Student Board Member**

If the Board determines that the student Board member's duties are not being fulfilled, the Board may appoint another student to serve out the term of the student Board member. If an alternate student Board member is appointed, the Board shall suspend the prior student Board member's rights and privileges related to service on the Board. (Education Code 35012)

### **Elimination of Student Board Member Position**

Once established, the student Board member position shall continue to exist until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. Such a motion shall be listed as a public agenda item for a Board meeting prior to the motion being voted upon. (Education Code 35012)

adopted: February 8, 2022

[\[Back to BP Index\]](#)

**LIMITS OF BOARD MEMBER AUTHORITY**

The Board of Education recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

*(cf. 9270 - Conflict of Interest)*

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

*(cf. 1340 - Access to District Records)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

A Board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with district employees. Because his/her position as a Board member may inhibit the performance of school personnel, the Board member should inform the Superintendent or designee before volunteering in his/her child's classroom.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 9240 - Board Development)*

*(cf. 9270 - Conflict of Interest)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9323 - Meeting Conduct)*

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the state's open meeting laws. (Government Code 54952.1)

The Superintendent or designee shall provide a copy of the Brown Act to each Board member and to anyone who is elected to the Board and who has not yet assumed office.

adopted: March 14, 2006

[\[Back to BP Index\]](#)

**GOVERNING BOARD ELECTIONS****Board Member Qualifications**

Any person is eligible to be a member of the Governing Board, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or elected as a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. The Superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

**Elections Process and Procedures**

Election using "at-large" voting method

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

To ensure ongoing compliance with the California Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

If the Board determines that a change is necessary, it shall hold public hearings in accordance with Elections Code 10100 before adopting a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code 5019, obtain approval from the county committee on school district organization having jurisdiction over the district.

**Campaign Conduct**

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office.

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

### **Statement of Qualifications**

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

In order to help defray the costs of campaigning for the Board, the district shall pay the cost of printing, handling, translating, mailing, and/or electronically distributing candidate statements filed pursuant to Elections Code 13307.

### **Tie Votes in Board Member Elections**

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

adopted: January 11, 2022

[\[Back to BP Index\]](#)

### **Bylaws of the Board**

BB 9221

### **RECRUITING NEW BOARD MEMBERS**

The Superintendent or designee shall publicize school Board of Education elections well in advance so that prospective Board candidates will have time to investigate the responsibilities of Board membership and comply with legal requirements.

*(cf. 9220 - Board of Education Elections)*

adopted: March 14, 2006

[\[Back to BP Index\]](#)

**RESIGNATION**

A member of the Governing Board who wishes to resign from the Board shall file a written resignation with the County Superintendent of Schools. (Education Code 5090)

The resigning Board member shall also notify the Board and give a copy of his/her written resignation to the Board secretary.

The resignation shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Once filed, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that he/she shall not have the right to vote for his/her successor in an action taken by the Board to make a provisional appointment. (Education Code 5091, 35178)

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be filed and the date he/she leaves office. (Government Code 87302, 87500)

adopted: January 11, 2022

[\[Back to BP Index\]](#)

**FILLING VACANCIES**

**Events Causing a Vacancy**

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warrantor proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon

being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)

5. A Board member's ceasing to be a resident of the district (Government Code 1770)

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

6. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)

7. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

8. A Board member's refusal or neglect to file his/her required oath within the time prescribed (Government Code 1770)

9. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

10. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

11. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

### **Timelines for Filling a Vacancy**

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)



2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

## **Eligibility**

### **Provisional Appointments**

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

### **Appointment Due to Failure to Elect**

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

adopted: January 11, 2022

[\[Back to BP Index\]](#)

## **Bylaws of the Board**

BB 9224

### **OATH OR AFFIRMATION**

Prior to entering upon the duties of their office, all Board of Education members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

*(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)*

The oath may be administered and certified by a Board member, secretary or assistant secretary to the Board, Superintendent, deputy or assistant superintendent, principal, or County Superintendent of Schools or any other person authorized in Education Code 60.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

adopted: March 14, 2006

[\[Back to BP Index\]](#)

## **Bylaws of the Board**

BB 9230

### **ORIENTATION**

The Governing Board recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. Incoming Board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

As early as possible following the election or appointment of Board members, one or more orientation sessions shall be held during open meeting(s) of the Board. The Board president and the Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members.

Upon their election or appointment, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices.

In addition, the Superintendent or designee shall provide incoming Board members with specific background information regarding the district, including, but not limited to, the district's vision and goals statements, local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, district policy manual, district budget, and minutes of recent open Board meetings.

The Superintendent or designee may offer incoming Board members a tour of district schools and facilities, and may introduce them to district and school site administrators and other staff.

Incoming members are encouraged, at district expense and with approval of the Board, to attend the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, and workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the district.

adopted: January 11, 2022

[\[Back to BP Index\]](#)

## **Bylaws of the Board**

BB 9240

### **BOARD TRAINING**

The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

Funds for board training shall be budgeted annually for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled

program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.

adopted: January 11, 2022

[\[Back to BP Index\]](#)

## **Bylaws of the Board**

BB 9250

### **REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS**

#### **Compensation**

Each member of the Governing Board may receive the maximum monthly compensation as provided for in Education Code 35120.

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

Student Board members shall receive no compensation for meetings attended. (Education Code 35012)

Whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting, the Board clerk or a member of the Board shall verbally announce the amount of any additional compensation or stipend that each member will be entitled to receive as a result of convening the simultaneous or serial meeting. (Government Code 54952.3)

#### **Reimbursement of Expenses**

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Board members may use district-issued credit cards while on official district business and consistent with the limits established for district personnel. Personal expenses shall not be charged on a district-issued credit card, even if the Board member intends to subsequently reimburse the district for the personal charges.

### **Health and Welfare Benefits for Current Board Members**

Board members may participate in the health and welfare benefits program provided for district employees.

Health and welfare benefits for Board members shall be no greater than that received by the district's non safety employees with the most generous schedule of benefits. (Government Code 53208.5)

The district shall pay the premiums required for Board members electing to participate in the district health and welfare benefits program to the same extent that it pays for district employees.

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

### **Health and Welfare Benefits for Former Board Members**

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for former Board members shall be no greater than those received by district non-safety employees with the most generous schedule of benefits. (Government Code 53208.5)

Any other former Board member who served at least one term may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time he/she leaves office. (Government Code 53201)

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

adopted: January 11, 2022

[\[Back to BP Index\]](#)

**LEGAL PROTECTION**

**Liability Insurance**

The Board of Education shall provide insurance necessary to protect Board members and employees while acting within the scope of their office or employment in accordance with Education Code 35208.

*(cf. 3530 - Risk Management/Insurance)*

**Protection Against Liability**

No Board member shall be liable for harm caused by his/her act or omission when acting within the scope of district responsibilities. The act or omission must be in conformity with federal, state and local laws and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 6736)

The protection against liability shall not apply when: (20 USC 6736)

1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The Board member caused harm by operating a motor vehicle.
3. The Board member was not properly licensed, if required, by the State for such activities.
4. The Board member was found by a court to have violated a federal or state civil rights law.
5. The Board member was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.
7. The misconduct involved a sexual offense for which the Board member has been convicted in a court.

adopted: March 14, 2006

[\[Back to BP Index\]](#)

**CONFLICT OF INTEREST**

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

**Conflict of Interest under the Political Reform Act**

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she



has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

### **Conflict of Interest under Government Code 1090 - Financial Interest in a Contract**

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "non interest" as defined in Government Code 1091.5. Non-interest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

### **Common Law Doctrine Against Conflict of Interest**

Board members shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

### **Incompatible Offices and Activities**

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

### **Gifts**

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

### **Honoraria**

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

adopted: January 11, 2022

[\[Back to Index\]](#)

**BOARD POLICIES**

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to students, staff, parents/guardians, and the community.

The Board shall ensure that district policies align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

**Policy Development and Adoption Process**

The district's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision statement, new goals in the local control and accountability plan, educational research or trends, an incident that has arisen in the district, or a recommendation or request from staff, a parent/guardian, or other interested person.
2. As needed, the Superintendent or designee shall gather fiscal data, staff and public input, related district policies, sample policies from the California School Boards Association or other organizations or agencies, and other useful information and data to fully inform the Board about a particular issue.
3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, community expectations, staff recommendations, and the expected impact of the policy on student learning and well-being, equity, governance, and the district's fiscal resources and operational efficiency.
4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.
5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on

the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date if so designated by the Board at the time of adoption.

### **Board Bylaws**

The Board shall prescribe and enforce rules for its own governance consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

### **Administrative Regulations**

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other provisions. The Superintendent or designee may also develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve administrative regulations for the purpose of ensuring conformity with the intent of Board policy.

### **Monitoring and Evaluation**

At any time, the Board and Superintendent or designee may determine that progress reports to the Board on the implementation and/or effectiveness of the policy should be scheduled. If so, the Board and Superintendent or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.

### **Access to Policies**

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. The policy manual shall be maintained electronically and/or by paper copy.

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communication strategy depending on the issue. Policies shall be posted on the district's website when required by law.

adopted: January 11, 2022

[\[Back to Index\]](#)

## **Bylaws of the Board**

BB 9320

### **MEETINGS AND NOTICES**

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location as permitted by Government Code 54953, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations or communications with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 - Board Member Electronic Communications)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

### **Regular Meetings**

The Board shall hold regular meeting(s) each month. Regular meetings shall be held at 7:00 p.m. on the second (day) of the month.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's website. (Government Code 54954.2)

(cf. 1113 - District and School Websites)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose at the time the materials are distributed to all or a majority of the Board. (Government Code 54957.5)

(cf. 1340 - Access to District Records)

### **Special Meetings**

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's website. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Education Code 35144; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

### **Emergency Meetings**

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

### **Adjourned/Continued Meetings**

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and place and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

### **Study Sessions, Retreats, Public Forums, and Discussion Meetings**

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)  
(cf. 2111 - Superintendent Governance Standards)  
(cf. 9000 - Role of the Board)  
(cf. 9005 - Governance Standards)  
(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

### **Other Gatherings**

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)



1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

### **Location of Meetings**

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multi agency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility

7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on non adversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

### **Teleconferencing**

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

### **Teleconferencing During a Proclaimed State of Emergency**

The Board may conduct Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for members of the public to address the Board directly at each teleconference location, and ensuring that at least a quorum of the Board participate from locations within district boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. State or local officials have imposed or recommended measures to promote social distancing
2. For the purpose of determining, by majority vote, whether as the result of the emergency meeting in person would present imminent risks to the health or safety of attendees

3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees

To conduct a teleconference meeting for these purposes the following requirements shall be satisfied: (Government Code 54953)

1. The notice and agenda shall be given and posted as otherwise required by the Brown Act
2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option

Members of the public may be required to register to log in to a meeting when making public comments through an internet website or other online platform that is operated by a third-party and not under the control of the Board.

3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code 54954.3
4. Members of the public shall not be required to submit public comments in advance of a Board meeting and shall be provided an opportunity to address the Board and offer comments in real time

Public comment periods shall not be closed until the timed public comment period, if such is offered by the Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed

5. If during a Board meeting a disruption occurs which prevents the district from broadcasting the meeting to members of the public or for members of the public to offer public comments, the Board shall take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored

(cf. 9323.2 - Actions by the Board)

The district may, in its discretion, provide a physical location from which the public may attend or comment. (Government Code 54953)

The Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953)

1. The state of emergency continues to directly impact the ability of the Board to meet safely in person
2. State or local officials continue to impose or recommend measures to promote social distancing

adopted: February 8, 2022

[\[Back to Index\]](#)

**GOVERNMENT CODE 54954 PROVISIONS REGARDING MEETINGS  
OUTSIDE DISTRICT BOUNDARIES**

Board meetings may be held outside district boundaries only to: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multi agency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on non adversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

adopted: March 14, 2006

[\[Back to Index\]](#)

**CLOSED SESSION**

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold a closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law and specified below. (Government Code 54954.2)

In the open session preceding the closed session, the Board shall disclose the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. (Government Code 54957.7)

After the closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any action taken in the closed session, the votes or abstentions thereon, and other disclosures specified below that are applicable to the matter being addressed. Such reports may be made in writing or orally at the location announced in the agenda for the closed session. (Education Code 32281; Government Code 54957.1, 54957.7)

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, the Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the Superintendent or designee shall make the document available the next business day or when the necessary retyping is completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

**Confidentiality**

A Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

**Personnel Matters**

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, performance evaluation, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee who is the subject of the complaint requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of the right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

The Board may hold a closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

After the closed session, the Board shall report any action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee and shall identify the title of the affected position. The report shall be given at the public meeting during which the closed session is held, except that the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

### **Negotiations/Collective Bargaining**

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the open meeting requirements of Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiation process
3. Any hearing, meeting, or investigation conducted by a fact finder or arbitrator
4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

The Board may meet in closed session, prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees, to review the Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name(s) of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Approval of an agreement regarding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

### **Matters Related to Students**

If a public hearing would lead to the disclosure of confidential student information, the Board shall meet in closed session to consider a suspension, disciplinary action, any other action against a student except expulsion, or a challenge to a student record. If a written request for open session is received from the parent/guardian or adult student, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any student other than the student requesting the public meeting shall be in closed session. (Education Code 35146, 48912, 49070)

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code 35146, 48918)

However, in taking final action, the Board shall not release any information in violation of student privacy rights provided in 20 USC 1232g or other applicable laws. In an expulsion or other disciplinary action, the cause for the disciplinary action shall be disclosed in open session, but the Board shall refer to the student number or other identifier and shall not disclose the student's name.

### **Security Matters**

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security



consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. Such discussions may be held in closed session during an emergency meeting called pursuant to Government Code 54956.5 if agreed to by a two-thirds vote of the Board members present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present. (Government Code 54956.5, 54957)

Agenda items related to these security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

The Board may meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. Following the closed session, the Board shall report any action taken to approve the plan, but need not disclose the district's plan for tactical responses. (Education Code 32281)

### **Real Property Negotiations**

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s), the property under negotiation, and the person(s) with whom the negotiator may negotiate. For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

When the Board approves a final agreement concluding real estate negotiations pursuant to Government Code 54956.8, it shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party to the negotiations, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)

### **Pending Litigation**

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose,

"litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(d)(1))
2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(d)(2), (3))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9) 5

- a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s) and which do not need to be disclosed.
  - b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiff(s) and which must be publicly disclosed before the closed session or specified on the agenda.
  - c. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.
  - d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
  - e. A threat of litigation made by a person outside an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such a record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat of litigation on the victim's behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(d)(4))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9 (d)(1), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(d)(4) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

Following the closed session, the Board shall publicly report, as applicable: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that the action, defendants, and other details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation, but final approval rests with the other party or with the court, the district shall report the fact of approval and the substance of the agreement thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

### **Joint Powers Agency Issues**

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

Following the closed session, the Board shall publicly report the disposition of joint powers agency or self-insurance claims, including the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may also meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA that has direct financial or liability

implications for the district. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the name of the JPA, the closed session description used by the JPA, and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

### **Review of Audit Report from California State Auditor's Office**

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Following the closed session, the Board shall publicly confirm that the report was reviewed, and a response was prepared.

### **Review of Assessment Instruments**

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Following the closed session, the Board shall confirm that the assessment instruments were reviewed. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

adopted: January 11, 2022

[\[Back to Index\]](#)

## **CLOSED SESSION**

### **BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS**

The Governing Board meeting agenda shall include the following description of a closed session item, as applicable:

#### **Personnel Matters**

##### **PUBLIC EMPLOYEE APPOINTMENT**

Government Code 54957

Title: \_\_\_\_\_

*(Specify position to be filled)*

##### **PUBLIC EMPLOYMENT**

Government Code 54957

Title: \_\_\_\_\_

*(Specify position to be filled)*

##### **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Government Code 54957

Title: \_\_\_\_\_

*(Specify position of employee being evaluated)*

##### **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Government Code 54957

*(No additional information is required. An employee's dismissal or nonrenewal shall not be reported until the employee has first exhausted any right to a hearing or other administrative remedy.)*

##### **SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE**

Government Code 54957

*(No additional information is required.)*

##### **SITE AND DISTRICT LEVEL ADMINISTRATORS**

Government Code 54957

Title: Organizational Structure of District or Site Administrators

##### **EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN**

Government Code 54957.10

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#### **Negotiations/Collective Bargaining**

##### **CONFERENCE WITH LABOR NEGOTIATORS**

Government Code 54957.6

District-designated representatives: \_\_\_\_\_

*(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)*

Employee organization:

\_\_\_\_\_  
*(Specify the name of the employee organization with which negotiations are being held.) or*

Unrepresented employee:

\_\_\_\_\_  
*(Specify the position of an unrepresented employee who is the subject of the negotiations.)*

### **Matters Related to Students**

#### **STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION**

Education Code 35146

Student identification number:

\_\_\_\_\_  
*(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)*

#### **STUDENT EXPULSION**

Education Code 48912

Student identification number:

\_\_\_\_\_  
*(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)*

#### **STUDENT GRADE CHANGE APPEAL**

Education Code 49070

Student identification number:

\_\_\_\_\_  
*(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)*

#### **CONFIDENTIAL STUDENT MATTER**

Action under consideration:

\_\_\_\_\_  
*(If the Board is considering a confidential student matter other than those listed above, specify the type of action.)*

Student identification number:

\_\_\_\_\_  
*(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)*

### **Security Matters**

#### **THREAT TO PUBLIC SERVICES OR FACILITIES**

Government Code 54957

Consultation with: \_\_\_\_\_

*(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)*

#### **DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN**

Education Code 32281

Consultation with: \_\_\_\_\_

*(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)*

### **Real Property Negotiations**

#### CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code 54956.8

Property: \_\_\_\_\_

*(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation.)*

District negotiator: \_\_\_\_\_

*(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)*

Negotiating parties: \_\_\_\_\_

*(Specify name of party, not agent.)*

Under negotiation: \_\_\_\_\_

*(Specify whether instructions to the negotiator will concern price, terms of payment, or both.)*

### **Pending Litigation**

#### CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Government Code 54956.9(d)(1)

Name of case: \_\_\_\_\_

*(Specify by reference to claimant's name, names of parties, or case or claim numbers.)*

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations.

#### CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Government Code 54956.9(d)(2) or (3)

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3). Number of potential cases: \_\_\_\_\_

Or

Initiation of litigation pursuant to Government Code 54956.9(d)(4).

Number of potential cases: \_\_\_\_\_

If applicable, facts and circumstances: \_\_\_\_\_

*(The district may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956.9(e)(2)-(5). These include facts and circumstances, such as an accident, disaster, incident, or transactional occurrence that might result in litigation against the district and that are known to potential*



plaintiff(s).)

### **Joint Powers Authority Issues**

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY Government Code 54956.95

Name of claimant(s): \_\_\_\_\_  
(Specify name, except pursuant to Government Code 54961 when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)

Name of agency against which the claim is made: \_\_\_\_\_  
CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT Government Code 54956.96

Name of JPA: \_\_\_\_\_

Discussion will concern:

\_\_\_\_\_  
(Specify closed session description used by the JPA.)

Name of district representative on JPA board:

\_\_\_\_\_

Names of agencies or titles of representatives attending the closed session as consultants or other \_\_\_\_\_ representatives, \_\_\_\_\_ if \_\_\_\_\_ applicable:

\_\_\_\_\_

\_\_\_\_\_

### **Review of Audit from State Auditor's Office**

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE  
Government Code 54956.75  
(No additional information is required.)

### **Review of Assessment Instruments**

REVIEW OF STUDENT ASSESSMENT INSTRUMENT  
Education Code 60617

The Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program. Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

adopted: January 11, 2022

[\[Back to Index\]](#)

**AGENDA/MEETING MATERIALS**

**Agenda Content**

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning and well-being.

Each agenda shall state the meeting time and location and shall briefly describe each item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting by a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item, before or during the committee's consideration of the item, and the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall include information regarding how, when, and to whom a request for disability-related accommodations or modifications, including auxiliary aids and services, may be made by an individual who requires accommodations or modifications in order to participate in the Board meeting. (Government Code 54954.2)

**Agenda Preparation**

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information, and if so, respond accordingly.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item unless such item has been previously considered at an open meeting of a committee composed exclusively of Board members. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

#### Agenda Dissemination to Board Members

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available supporting documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

#### Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act (PRA) and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with

Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the PRA. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Adopted: May 10, 2022

[\[Back to Index\]](#)

**MEETING CONDUCT****Meeting Procedures**

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

**Quorum and Abstentions**

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164). For Delhi, this is four (4) votes, regardless of the number of active board members in attendance at the meeting--excluding board vacancies as discussed below.

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

Provided the Board typically has seven members and there are no more than two vacancies on the Board, the vacant position(s) shall not be counted for purposes of determining how many members of the Board constitute a majority. In addition, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall not be counted for purposes of determining the total membership constituting the Board. (Education Code 35165)

**Public Participation**

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take

no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)

3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, Board members or staff members may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)
5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

In general, individual speakers will be allowed three minutes to address the Board on each agenda or non agenda item, and the Board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:
  - a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
  - b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)
  - c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.
7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the

discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

### **Recording by the Public**

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

adopted: January 11, 2022

[\[Back to Index\]](#)

### **Bylaws of the Board**

BB 9323.2

### **ACTIONS BY THE BOARD**

The Governing Board shall act by a majority vote of all the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

### **Action on Non-Agenda Items**

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier



## **Challenging Board Actions**

The district attorney's office or any interested person may file an action in court for the purpose of: (Government Code 54960, 54960.2)

1. Stopping or preventing the Board's violation or threatened violation of the Brown Act
2. Determining the applicability of the Brown Act to ongoing or future threatened Board actions
3. Determining the applicability of the Brown Act to a past action of the Board that is not specified in Government Code 54960.1, provided that:
  - a. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.
  - b. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.
  - c. The action is brought within the time required by Government Code 54960.2.
4. Determining the validity, under state or federal law, of any Board rule or action which penalizes any of its members or otherwise discourages their expression
5. Compelling the Board to audio record its closed sessions because of a court's finding of the Board's violation of any applicable Government Code provision

The district attorney or any interested person may file an action in court to nullify a Board action which is alleged to be in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)
2. Agenda posting (Government Code 54954.2)
3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

Prior to bringing any action to nullify a Board action, the district attorney or other interested person shall present a demand to "cure and correct" the alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day period, its inaction shall be considered a decision not to cure or correct the challenged action.

adopted: January 11, 2022

[\[Back to Index\]](#)

**ACTIONS BY THE BOARD**

**ACTIONS REQUIRING A SUPERMAJORITY VOTE**

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**Actions Requiring a Two-Thirds Vote of the Board (Five votes for seven person board)**

1. Resolution declaring the Governing Board's intention to sell or lease real property (Education Code 17466)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

2. Resolution declaring the Board's intent to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)

3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)

4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)

5. Request for temporary borrowing of funds needed for immediate requirements of the district to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)

6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)

(cf. 7150 - Site Selection and Development)

(cf. 7160 - Charter School Facilities)

7. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

8. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

9. Resolution to place a parcel tax on the ballot (Government Code 53724) (cf. 3471 - Parcel Taxes)

10. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

**Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting**

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session)

**Actions Requiring a Four-Fifths Vote of the Board (Six votes for seven person board)**

1. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)

2. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)

3. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

4. When the district has a five-member or seven-member Board and has adopted the procedures set forth in UPCCAA, action to respond to an emergency facilities condition without giving notice for bids to let contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)

5. Resolution to award a contract for a public works project at \$212,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the UPCCAA for projects of \$200,000 or less, all bids received are in excess of \$200,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

**Action Requiring a Four-Fifths Vote of the Board Members Present at the Meeting**

A four-fifths vote of the Board members present at the meeting shall be required to approve the expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense. (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

### **Actions Requiring a Unanimous Vote of the Board**

1. Resolution authorizing and prescribing the terms of a lease of district property for extraction and taking of gas not associated with oil (Education Code 17510-17511)

2. Authorization of the use of day labor or force account, or waiver of the competitive bid process pursuant to Public Contract Code 20111, when the Board determines that an emergency exists requiring the repair, alteration, work, or improvement to any facility to permit the continuance of existing classes or to avoid danger to life or property, and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

### **Action Requiring a Unanimous Vote of the Board Members Present at the Meeting**

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

adopted: January 11, 2022

[\[Back to Index\]](#)

## **Bylaws of the Board**

BB 9324

## **MINUTES AND RECORDINGS**

The Governing Board recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by district staff and the public.

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

The minutes of Board meetings shall include, but not be limited to:

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure

2. A brief summary of the Board's discussion on each agenda topic, rather than a verbatim record of each Board member's specific points of view during the discussion

3. A summary of the public comments made on agendized items and non agendized topics
4. The specific language of each motion and the names of the Board members who made and seconded the motion
5. Preferential votes cast by student Board member(s) (Education Code 35012)
6. Any action taken by the Board, and the vote or abstention on that action of each Board member present (Education Code 35145; Government Code 54953)

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the designated board secretary and board clerk.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

### **Recording or Broadcasting of Meetings**

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording or broadcasting is being made at the direction of the Board and that the recording or broadcast may capture images and sounds of those attending the meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

adopted: January 11, 2022

[\[Back to Index\]](#)

## **BOARD SELF-EVALUATION**

The Governing Board shall annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that district governance effectively supports student achievement and the attainment of the district's vision and goals.

The evaluation may address any area of Board responsibility, including, but not limited to, Board performance in relation to vision setting, curriculum, personnel, finance, policy development, collective bargaining, community relations, and advocacy. The evaluation may also address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent, understanding of Board and Superintendent roles and responsibilities, communication skills, or other governance or boardsmanship skills.

The Board shall evaluate itself as a whole. Individual Board members are also expected to use the evaluation process as an opportunity to assess and set goals for their own personal performance.

Each year, the Board, with assistance from the Superintendent, shall determine an evaluation method or instrument that measures key components of board responsibility and previously identified performance objectives. Visual and/or audio recordings of a Board meeting may only be used as an evaluation tool when consent is given by all Board members.

Any discussion involving the Board's self-evaluation shall be conducted in open session.

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the Board shall set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The Board shall also develop strategies for strengthening Board performance based on identified areas of need, including, but not limited to, Board training such as those offered by the California School Boards Association.

adopted: January 11, 2022

[\[Back to Index\]](#)

## **UNITY OF PURPOSE**

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### **What We Are Most Proud of About Our District:**

- Collective staff, teaching and non-teaching, and their ability to get the job done despite changes in leadership, at the Board, district and site levels.
- Teacher, Staff, and Administrators are committed to Students
- Delhi Medical Academy of Science
- The Delhi Educational Park is open and inviting to all, and the centerpiece of the Delhi Community
- Dual Language Academy

[\[Back to the Table of Contents\]](#)

## **UNITY OF PURPOSE**

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### **What We Hope to Accomplish as a Governance Team:**

- To see the school spirit spread throughout the district and community
- Go from an “I/me” to a “we/us” mentality
- Create a great, wonderful place to work, to retain our employees and serve our students
- District-wide unity and pride in being from, going to and teaching in Delhi schools
- To build a clarity of purpose, a highly effective team, and build a foundation for other, future Board Members to follow
- Get an understanding of our definition of “success”
- Lead the district to becoming academically successful

[\[Back to the Table of Contents\]](#)

## **Mission**

Advancing future leaders' creativity, individuality, talents, and abilities through rigorous, dynamic educational programs.

## **Misión**

Avanzando la creatividad, individualidad, talentos, y habilidades de futuros líderes por medio de programas educacionales rigurosos y dinámicos.

## **Vision**

Empowering Our Students to Serve and Lead the World.

## **Visión**

Empoderando a Nuestros Estudiantes a Servir y Dirigir al Mundo.

[\[Back to the Table of Contents\]](#)

## **GAINING CLARITY ON ROLES AND RESPONSIBILITIES**

### **The Role of the Board and Superintendent:**



School board “trustees” are the representatives of the people, elected to ensure the district schools educate the students in consideration of the interests of the local community. The role of the School Board is to govern the school district.

The superintendent is hired by the school board to provide professional expertise in the day-to-day operations of the district. The role of the Superintendent is:

1. To work with the school board to develop an effective governance leadership team.
2. To serve as the chief administrative officer for the school district.

[\[Back to the Table of Contents\]](#)

## **Performing Board Responsibilities:**

### **We Set the Direction for the Community’s Schools by:**

- Focusing on student learning
- Assessing needs/obtaining baseline data
- Generating, reviewing or revising setting direction documents (beliefs, vision, priorities, strategic goals, success indicators)
- Ensuring an appropriate inclusive process is used to develop these documents
- Ensuring that these documents are the driving force for all district efforts

### **We Establish an Effective and Efficient Structure for the school district by:**

- Employing the superintendent.
- Setting policies for hiring of other personnel.
- Overseeing the development of and adopting policies
- Setting direction for and adopting the curriculum.
- Establishing budget priorities and adopting the budget.
- Overseeing facilities issues.
- Providing direction for and voting to accept collective bargaining agreements.

### **We Provide Support through our behavior and actions by:**

- Acting with a professional demeanor that models the district’s beliefs and vision.
- Making decisions and providing resources that support mutually agreed upon priorities and goals.
- Upholding board approved district policies.
- Ensuring a positive personnel climate exists.
- Being knowledgeable about district efforts and able to explain them to the public.

## **GAINING CLARITY ON ROLES AND RESPONSIBILITIES**

### **Performing Board Responsibilities: (Continued)**

### **We Ensure Accountability to the Public by:**

- Evaluating the superintendent
- Monitoring, reviewing and revising policies
- Serving as a judicial and appeals body
- Monitoring student achievement and program effectiveness and requiring program changes as indicated
- Monitoring and adjusting district finances

- Monitoring the collective bargaining process

**We Act as Community Leaders by:**

- Speaking with a common voice about district priorities, goals and issues.
- Engaging and involving the community in district schools and activities.
- Communicating clear information about policies, programs and fiscal conditions of the district.
- Educating the community and the media about issues facing the district and public education.
- Advocating for students, district programs and public education to the general public, community, local, state and national leaders.

[\[Back to the Table of Contents\]](#)

## **GAINING CLARITY ON ROLES AND RESPONSIBILITIES**

What the Board needs from the Superintendent:

**The superintendent will support trustees in fulfilling their responsibilities by:**

- Longevity – Staying more than three years
- Being knowledgeable about educational issues and management
- Being honest and frank about what we are trying; do not be afraid to tell us the truth.
- Being open-minded; learn different ideas and approaches
- Never feel the need to filter information that comes to the Board; give us the pros and cons on all sides of an issue and various choices.
- Honesty (Tell us what really happened.) and integrity (Say what you are going to do and then do it - follow-through)
- Being student focused
- Helping us to focus and stay focused on our goals and the work at hand.
- Implementing, “Request to Be Heard” cards for Board Meetings, as needed.

[\[Back to the Table of Contents\]](#)

What the Superintendent needs from the Board:

**The trustees can support the superintendent in fulfilling his responsibilities by:**

- Asking appropriate questions in order to get the information needed.
- Telling him what information we need.
- Being student focused
- Having patience
- Adopting realistic goals and giving him the time and support that he needs to implement and achieve those goals.
- Running efficient meetings

- Being unified as a team.

[\[Back to the Table of Contents\]](#)

What Board Members need from each other:

**The trustees can support each other by:**

- Treating each other with respect
- Agreeing to disagree, respectfully
- Having an expectation of respect – assuming good intentions
- Bringing concerns to the individual involved
- Having trust
- Respecting the position that we have been elected to hold
- Coming to meetings on time and prepared
- Being respectful to staff; asking questions in advance when possible - No “gotchas”
- Being student focused
- Practicing good meeting management

# **Delhi Unified School District Governance Team**

## **AGREEMENTS TO FACILITATE GOVERNANCE LEADERSHIP**

Governance Team Norms and Protocols:

The Board of Trustees for the Delhi Unified School District is entrusted by the community to uphold the Constitutions of California and the United States, to protect the public's interest in schools, and to ensure that a high quality education is provided to each student.

To effectively meet district challenges, the Board and the Superintendent must function together as a governance leadership team. Agreed upon behaviors or norms, and operating procedures or protocols, support consistent behaviors and actions among team members. The purpose of the Delhi Unified School District governance team agreements is to ensure a positive, productive working relationship among board members, the superintendent, district staff, students and the community. Norms and protocols are developed for and by the members of the governance team, and may be modified over time as needed.

[\[Back to the Table of Contents\]](#)

## **Our Agreements to Facilitate Governance Leadership**

### **Norms**

### **Our Governance Team wishes to create a culture that models . . .**

- Respect of time, ideas and point of view – being respectful in every way
- Agreeing to disagree, respectfully
- High expectations
- Being student focused
- Open, honest communication
- Empathy for others – trying to see their point of view
- Being inclusive – welcoming community engagement and being approachable
- Encouraging constructive dialogue

[\[Back to the Table of Contents\]](#)

## Meeting Guidelines

**To that end, we have adopted the following meeting guidelines:**

- We will respect differences; we will show respect and never dismiss or devalue others.
- We will communicate openly and honestly with each other.
- We will build upon the ideas of others and look for common ground; we will paraphrase for understanding.
- We will all work to ensure that there are no hidden agendas and that all issues and concerns can be dealt with openly by all members.
- We will keep our focus on the best interest of **all** of our students – We will be student centered.
- We will stay focused on our short and long-term goals and avoid getting sidetracked.
- **Process, not Personalities:** When we have a difference of opinion, we will debate the facts of the situation and avoid personalities. We will address processes -- not personalities.
- We will work toward the future – learning from the past.
- We will debate all decisions, taking into account all important variables of that decision.
- We will take responsibility for our actions, statements and goals as a team member and as an individual.
- We will strive to create a positive environment.
- We will create an environment where we are trusted and it is recognized that we know what we are doing.

## **Protocols**

Role of the Board President (based on Board Policy).....	26
Steps in Managing Discussion/Action Agenda Items.....	27
Board Member Interaction with the Public at Board Meetings.....	29
Requesting Information from Staff.....	30
Answers for Agenda Items Before Meetings.....	30
Board Role in Public.....	31
Confidentiality/Closed Session Practices.....	31
Bring Up New Ideas / Decide to Move New Ideas Forward.....	32
Request to Place an Item on the Agenda.....	33
Agenda Preparation.....	34
New Board Member Orientation.....	34
School Site/Classroom Visits.....	35
Trustee Comments-Agenda Item.....	35
Responding to Staff or Community Concerns/Complaints.....	36

[\[Back to the Table of Contents\]](#)

## **Protocols Structure and Process**

Effective governance teams discuss and agree upon the formal structures and processes, or protocols, used by the Board and Superintendent in their functioning as a team. These structures and processes guide the operation of the governance team and determine how they do business. Protocols are the agreements that ensure that all members of the team are operating within their agreed upon roles.

## **Protocols to Facilitate Governance Leadership:**

<b>Topic</b>	<b>Role of the Board President (based on Board Policy)</b>
<b><i>Principle</i></b>	<ul style="list-style-type: none"> <li>• The board President will serve as a “facilitative leader” of all open and closed board meetings and the overall workings of the board.</li> <li>• The President will chair all board meetings; and will ensure that all meetings of the board are conducted in a civil, orderly, and respectful manner.</li> <li>• In the absence of the President, meetings will be chaired by the next highest-ranking board officer.</li> <li>• The board President will lead the board in its relationships with the community at large; guiding the board’s public communications and serving as the governance team spokesperson in tandem with the superintendent.</li> <li>• The board President will be elected once a year through an open process.</li> <li>• Each year, board members will elect a colleague who, through service on the board, has demonstrated the skills and ability to: <ul style="list-style-type: none"> <li>▪ Ensure appropriate board meeting decorum and effectively manage the meeting agenda;</li> <li>▪ Deal diplomatically with fellow governance team members, staff, and members of the public;</li> <li>▪ Be articulate on school matters, especially when it comes to speaking with members of the community and the news media; and,</li> <li>▪ Provide leadership to a governance team who brings diverse expectations and priorities to school board service.</li> </ul> </li> </ul>
<b><i>Protocol / Agreement</i></b>	<ul style="list-style-type: none"> <li>• The board President will perform the following specific tasks: <ul style="list-style-type: none"> <li>▪ Meet with the Superintendent to set the agenda for all board meetings and determine the way information will come before the board for consideration and action; facilitate the identification and inclusion of agenda items requested by other board members and the public; help ensure effective communication of board agendas.</li> <li>▪ Work with the Superintendent to ensure board members receive necessary materials and information to assess and make informed decisions.</li> <li>▪ Open the meeting and announce each agenda item in a fashion consistent with accepted parliamentary procedure. (See the related “Steps in Managing Discussion/Action Agenda Items” protocol).</li> <li>▪ Oversee the exercise of board-adopted parliamentary procedures necessary to ensure professional decorum and fairness in the conduct of board meeting business. Set a positive tone for all discussions and deliberations; maintain order; recognize all persons who seek to speak at board meetings; keep discussions focused and bring discussions to</li> </ul> </li> </ul>

<a href="#">[Back To Index]</a>	<p>conclusion; thoughtfully consider differing perspectives, but serve as the final arbiter of the appropriate and necessary parliamentary decisions and actions.</p> <ul style="list-style-type: none"> <li>▪ Report out board decisions.</li> <li>▪ Represent the board in communication with the Superintendent related to the board's direction of the superintendent.</li> <li>▪ Coordinate and facilitate board member public appearances at district events, where the board is a requested participant.</li> </ul>
<b>Topic</b>	<b>Steps in Managing Discussion/Action Agenda Items</b>
<b><i>Principle</i></b>	<ul style="list-style-type: none"> <li>• The board has strong interest in ensuring the efficient and fair consideration of all discussion/action items on the board's agenda.</li> <li>• The board wants to ensure an open, inclusive and respectful process for the public comment and board member discussion and deliberation.</li> <li>• The board wants to promote a consensus-driven decision making process that will encourage each board member to freely state his or her perspectives; and that will help each member feel he or she has been heard and understood by all board colleagues prior to decision making.</li> <li>• Board meetings are meetings of the board held in public, but they are not "town hall meetings" where the elected officials and community members freely engage each other in an unstructured manner.</li> <li>• Meetings will be conducted in a civil, orderly, and respectful manner, under the administration and discretion of the board President.</li> </ul>
<b><i>Protocol / Agreement</i></b>	<ul style="list-style-type: none"> <li>• Board members agree to the following process for management of the board agenda: <ul style="list-style-type: none"> <li>▪ The board President will announce each agenda item; and will oversee adherence to board-adopted parliamentary procedures.</li> <li>▪ The Superintendent or designated staff member will explain the item and offer staff recommendations, if appropriate.</li> <li>▪ Board members will be recognized by the board president for the purpose of asking questions about the item. Questioning of staff and of other board members will be done in a professional and respectful manner.</li> <li>▪ The board President will open the public comment period for the specific agenda item. The board president will manage the public comment period in a fashion that ensures an open and inclusive forum conducted within accepted meeting decorum standards. The board president will close the public comment period when there is no further demonstrated interest in public comment.</li> <li>▪ The board will establish guidelines for public comment that balance efficient board meeting management and full participation of the public. As a general rule: <ul style="list-style-type: none"> <li>• The unscheduled public comment period will be 20 minutes in length and each speaker may speak for a maximum of three minutes.</li> <li>• Public comment on each scheduled agenda item will be a maximum of twenty (20) minutes in length and</li> </ul> </li> </ul> </li> </ul>



<a href="#">[Back To Index]</a>	<p>each speaker may speak for a maximum of three (3) minutes.</p> <ul style="list-style-type: none"> <li>• A sign in sheet will be available at the podium for individuals to complete with their name and topic for comment. Members of the public (i.e. community, staff, etc) will be asked to come forward to the podium for purposes of addressing the board.</li> </ul> <ul style="list-style-type: none"> <li>▪ The board President will consider deviations from the normal public comment practices in instances where the interest in open and inclusive public participation warrants exceptions. The board President will consider the interests of other board members in instituting exceptions to the normal public comment practices.</li> <li>▪ Following the close of the public comment period, the board President will accept a motion and second on action items.</li> <li>▪ For action items prior to a motion and second, the board President will recognize each board member for the purposes of board deliberation on the item. Board member comments during deliberations will address substantive issues related to the action item and will be respectful of the board's important deliberative responsibility.</li> <li>▪ Following board deliberations, the President will call for a motion and a second, and then a vote will be taken. The majority position will prevail; and all board members agree to abide by the prevailing vote. Members are not required to justify their vote.</li> <li>▪ The process for board discussion and public input on board action agenda items will be as follows: <ul style="list-style-type: none"> <li>▪ Introduction of the agenda item;</li> <li>▪ Staff explanation; and expression of a recommendation, if appropriate;</li> <li>▪ Public comment;</li> <li>▪ Board discussion and deliberation (expression of intention to vote a certain way);</li> <li>▪ Motion and a second;</li> <li>▪ Vote</li> </ul> </li> </ul>
<b>Topic</b>	<b>Board Member Interaction with the Public at Board Meetings</b>
<b>Principle</b>	<ul style="list-style-type: none"> <li>• Board meetings are meetings of the board held in public, but they are not “town hall meetings” where the elected officials and community members freely engage each other in an unstructured manner.</li> <li>• Meetings will be conducted in a civil, orderly, and respectful manner, under the administration and discretion of the board president.</li> <li>• Board members want to ensure that all and multiple voices of the community are heard at the designated times during the meeting.</li> <li>• The purpose of public participation at board meetings is to inform board deliberations.</li> </ul>

<p><b><i>Protocol / Agreement</i></b></p> <p><a href="#">[Back To Index]</a></p>	<ul style="list-style-type: none"> <li>• Time will be provided at all board meetings for public comment on agenda and non-agenda items.</li> <li>• All public comments or questions should be addressed to the board through the board President.</li> <li>• People speaking at board meetings will be listened to with respect.</li> <li>• Complaints and concerns will be responded to as quickly as possible. The board president will delegate responsibility for a response.</li> <li>• Where appropriate, initiated by the board President, a request may be made to place a public-initiated item on a future board meeting agenda.</li> <li>• If comments or concerns are specific to a past board decision, the board President will confirm that the board stands by its decision.</li> <li>• To avoid unintentionally agendizing a non-agenda item during unscheduled public comment, board members and staff will limit their response to non-agenda public comment in the following manner: <ul style="list-style-type: none"> <li>▪ Briefly respond to statements made or questions posed by persons making public comments;</li> <li>▪ Ask questions for clarification or make a brief announcement;</li> <li>▪ Board members will not “debate” with the public;</li> <li>▪ Provide a reference to a staff member or other resource for factual information;</li> <li>▪ Request a report back to the board at a later meeting; or</li> <li>▪ Direct staff to place the matter on a future agenda.</li> </ul> </li> <li>• In the course of engaging community members during public communications and at all other times during board meetings board members will strive to not incite disrespectful or disruptive behavior on the part of the audience.</li> <li>• During board discussions and deliberations, board members will strive to direct their comments to their fellow board members and not directly to the public.</li> </ul>
<p><b><i>Topic</i></b></p>	<p><b>Requesting Information from Staff</b></p>
<p><b><i>Principle</i></b></p>	<ul style="list-style-type: none"> <li>• The dialogue, deliberation and decision making of the board are enhanced when all members are fully informed on the issues before them. The Superintendent and other staff members are a valuable resource of information for board members.</li> <li>• The Superintendent is the board’s only employee and the only person they may direct.</li> <li>• Board members, individually, do not have the authority to request information from or direct the work of staff associated with the response to an inquiry.</li> <li>• Staff can be placed in a difficult situation when asked to respond to requests made of them by individual board members.</li> </ul>
<p><b><i>Protocol / Agreement</i></b></p>	<ul style="list-style-type: none"> <li>• All questions and requests for information will go through the Superintendent.</li> </ul>

<a href="#">[Back To Index]</a>	<ul style="list-style-type: none"> <li>• The Superintendent, or designee, will respond promptly taking into account the gravity and sense of urgency surrounding the nature of the request.</li> <li>• The Superintendent, or designee, will determine how the request for information can best be satisfied. The Superintendent may direct a board member to the appropriate staff member.</li> <li>• Information provided to one board member in response to a specific request will be provided to all board members.</li> <li>• If the Superintendent, or designee, believes the request requires inordinate staff time to fulfill, the request will be brought to the full board for consideration and action.</li> </ul>
<i>Topic</i>	<b>Answers for Agenda Items Before Meetings</b>
<i>Principle</i>	<ul style="list-style-type: none"> <li>• Board meetings can operate more efficiently when questions of a background nature are asked and answered before board meetings.</li> <li>• Questions of a substantive nature are best answered during the board meeting, but advance notice to the Superintendent of the nature of such questions can help ensure that staff is fully prepared to respond. This approach supports a norm of “no surprises.”</li> </ul>
<i>Protocol / Agreement</i>	<ul style="list-style-type: none"> <li>• The full board agenda and supporting materials will be delivered to all board members no later than three working days preceding all regularly scheduled board meetings.</li> <li>• Agendas and supporting material for special and emergency meetings will be made available to all board members in a timely manner.</li> <li>• Board members will notify the Superintendent no later than Monday morning of board meeting weeks regarding questions or clarifications they have about agenda items and supporting materials.</li> <li>• The Superintendent will direct questions to appropriate staff members</li> <li>• Responses will be sent to all Board members.</li> <li>• The Superintendent, or designee, will respond to questions and clarifications prior to the board meeting.</li> </ul>
<a href="#">[Back To Index]</a>	
<i>Topic</i>	<b>Board Role in Public</b>
<i>Principle</i>	<ul style="list-style-type: none"> <li>• Board members understand the importance and value of being visible and accessible to the community.</li> </ul>
<i>Protocol / Agreement</i>	<ul style="list-style-type: none"> <li>• Board members represent the board in what they say and do and will set an example of professionalism.</li> <li>• Board members will strive to educate the public about their role as public servants, entrusted with the education of all the children in the district.</li> <li>• Board members will make visible their dedication and commitment to public education. And will strive to actively engage community</li> </ul>

<a href="#">[Back To Index]</a>	<p>members in discussions around critical public education matters in the district.</p> <ul style="list-style-type: none"> <li>• Board members will, as necessary, clarify that the authority to act rests with the board as a whole and that no individual board member may take or make decisions on their own.</li> <li>• Confidentiality will be maintained in communication with members of the public regarding matters prescribed as confidential by state law and Board by-laws.</li> </ul>
<p><b>Topic</b></p>	<p><b>Confidentiality/Closed Session Practices</b></p>
<p><b>Principle</b></p>	<ul style="list-style-type: none"> <li>• The Brown Act establishes conditions for discussing some board business in closed, confidential sessions. The Brown Act strongly supports the “publics’ right to know,” but recognizes that some highly sensitive matters are best discussed in a confidential setting, in part to protect the legal rights of other parties. The board fully recognizes that any decisions made in closed session must be reported out in public session.</li> <li>• The public’s trust and the trust among board members is breached if information that is confidential is shared in a public manner.</li> </ul>
<p><b>Protocol / Agreement</b></p> <p><a href="#">[Back To Index]</a></p>	<ul style="list-style-type: none"> <li>• The Board will maintain confidentiality around all matters so prescribed by the Brown Act, including matters about employee labor contract negotiations, district litigation, personnel matters, the substance of Superintendent evaluation, and other matters permitted or required by the Brown Act.</li> <li>• We will maintain the public’s and each other’s trust by not breaching confidentiality.</li> <li>• If a member of the board inadvertently or accidentally violates a confidential issue, the board and superintendent will take immediate action to rectify the matter.</li> </ul>

Topic	Bring Up New Ideas / Decide to Move New Ideas Forward
<b>Principle</b>	<ul style="list-style-type: none"> <li>• Board members have a community leadership responsibility to bring forward new ideas that represent creative thinking and fresh ideas.</li> <li>• The Board will be open to having “brainstorming” discussions around any idea that a board member may feel merits exploratory consideration.</li> <li>• The Board will frame new ideas in ways that address agreed upon district goals and the generally perceived future focus of district efforts toward student learning and achievement.</li> <li>• It is disrespectful to the Board as a whole for a single member of the board, who has no authority to commit the board to a course of action, to initially develop a new idea to the point that it comes to the board for the first time with a “request for action.”</li> <li>• “New ideas” are defined as any proposal brought forward by a board member, at his or her own initiative or at the request of a constituent, which has not previously been discussed during a board meeting. A board member’s perception that a new idea could be incorporated into</li> </ul>

	<p>existing staff work or an existing staff initiative does not preclude the board member's responsibility to first apprise the full board of the individual member's interests in the new idea.</p> <ul style="list-style-type: none"> <li>Board members agree to follow a process that supports bringing forward new ideas while maintaining the board's focus on identified district goals.</li> </ul>
<p><b><i>Protocol / Agreement</i></b></p> <p><a href="#">[Back To Index]</a></p>	<ul style="list-style-type: none"> <li>Board members will first notify the board President and/or the Superintendent of their interest in bringing forward a new idea. The preliminary discussion of new ideas will not require staff research time.</li> <li>The Board members will complete a reference sheet providing some background and discussion points related to the new ideas. This reference sheet will be included in the Board packet.</li> <li>Initially, staff will be expected to respond to new ideas based on current knowledge. Initially, the item will be placed on the agenda as an "informational/discussion item only."</li> <li>No individual board member will direct staff to conduct any research regarding exploration of a new idea. Only the full board may direct the Superintendent to take action. The Superintendent will decide on the delegation of assignments to other district staff.</li> <li>New ideas will be presented to the full board at regular board meetings as informational items. The full board will decide if the new idea should be further developed and studied. The full board will decide if staff time should be invested in the "fleshing out" of new ideas.</li> <li>Individual board members, in the course of interactions with constituents, will be careful not to make or imply commitment of the full board to explore or proceed with implementing new ideas.</li> </ul>
<b><i>Topic</i></b>	<b>Request to Place an Item on the Agenda</b>
<b><i>Principle</i></b>	<ul style="list-style-type: none"> <li>A Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting.</li> </ul>
<b><i>Protocol/ Agreement</i></b>	<ul style="list-style-type: none"> <li>The request shall be <b>in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date.</b> [Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.]</li> <li>The <b>Board president and Superintendent shall decide</b> whether a request is within the subject matter jurisdiction of the Board. [Items not within the subject matter jurisdiction of the Board may not be placed on the agenda.]</li> <li>In addition, the <b>Board president and Superintendent shall determine if the item is merely a request for information</b> or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.</li> <li>The <b>Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed</b></li> </ul>







<p><b><i>Protocol / Agreement</i></b></p> <p><a href="#">[Back To Index]</a></p>	<ul style="list-style-type: none"> <li>• The feedback should be centered on the following questions:</li> <li>• Was the presentation format (oral, handouts, PowerPoint, etc.) satisfactory to provide all members a better understanding of the issue?</li> <li>• Was there a need for additional information on items from the current agenda? (Was there enough background information provided?)</li> <li>• Was information presented “transparent/clear” in the opinion of the Board members to make an informed decision?</li> <li>• Were the Board Member’s questions on the agenda topics answered fully?</li> </ul>
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<b>Topic</b>	<b>Responding to Staff or Community Concerns or Complaints</b>
<p><a href="#">[Back To Index]</a></p>	<p style="text-align: center;"><b>Rationale:</b></p> <ul style="list-style-type: none"> <li>• We care about our constituents' concerns.</li> <li>• We want to respond to concerns in a consistent way so that we are uniform in our approach and manner of response – following the “chain of command.”</li> <li>• Having a protocol helps us to know how to address concerns appropriately.</li> <li>• We also recognize that individual Board Members do not have the authority to resolve issues and concerns, as stated in BB 9200.</li> </ul> <p><b>Therefore, when a Board Member is approached by a community or staff member with an issue or concern, he/she will:</b></p> <ul style="list-style-type: none"> <li>• <b>Receive</b> – Listen without interruption and without preparing a response to the person’s issues or concerns.</li> <li>• <b>Repeat</b> – Paraphrase or ask a clarifying question to ensure understanding of what has been said.</li> <li>• <b>Request</b> – Ask what the person sees as the solution to the problem or concern. Ask what they would have us do with the information they have given us. <ul style="list-style-type: none"> <li>• <b>Review</b> – The conversation (and next steps, if any).</li> <li>• <b>Redirect</b> – Put the person back into the system at the appropriate place.</li> </ul> </li> <li>• <b>Report</b> – Notify the Superintendent of the conversation so that he has the full picture and can follow through as appropriate and/or necessary.</li> </ul>



<b>DELHI UNIFIED SCHOOL DISTRICT</b>
<b>BOARD REFERENCE MATERIAL</b>

**Subject:** Review / Update the DUSD Governance Handbook 2023

[DUSD Governance Handbook](#)

**Information/Discussion**

**District Goal:** Governance

**Submitted by:** Jose Miguel Kubes

**Review:** April 29, 2023

**Background:**

The Governance Handbook shows Board-related bylaws and it reflects the governance team's work on the creation of a framework for effective governance. This process involves ongoing discussions and agreements about unity of purpose, roles, responsibilities, norms and protocols that enable the governance team to continue to perform its responsibilities in a way that best benefits all children.

At the January 7, 2023 Study Session the Board of Trustees agreed to participate in a review of the Governance Handbook.

**Discussion:**

The Board of Trustees will review the language in the Governance Handbook and update different sections if deemed necessary and in alignment with the expectations set forth by the Brown Act..

- [Unity of Purpose / Roles and Responsibilities](#)
- [Positive Governance Team Culture](#)
- [Board Protocols](#)

**Financial Implication:** None

**Recommendation:**

**Review the language of the selected section within the Governance Handbook.**