

**RANCHO SANTA FE SCHOOL DISTRICT**

**SERIES 9000 BOARD BYLAWS**

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## RANCHO SANTA FE SCHOOL DISTRICT

### **Board Bylaw No. 9001:     REGULAR MEETINGS OF THE BOARD**

A.     Unless otherwise designated herein, regular meetings of the Board shall be held the second week of the month alternating between Thursdays at 5:00 p.m. and Fridays at 8:30 a.m. The regular meetings for 2022 shall be as follows:

- January 27, 2023 at 8:15 a.m.
- February 23, 2023 at 4:00 p.m.
- March 10, 2023 at 8:15 a.m.
- April 20, 2023 at 4:00 p.m.
- May 19, 2023 at 8:15 a.m.
- June 9, 2023 at 8:30 a.m.
- June 15, 2023 at 4:00 p.m.
- July 21, 2023 at 8:15 a.m.
- August 3, 2023 at 4:00 p.m.
- September 15, 2023 at 8:30 a.m.
- October 19, 2023 at 4:00 p.m.
- November 17, 2023 at 8:15 a.m.
- The regular/organizational meeting in December of 2023 will be on December 14 at 4:00 p.m.

B.     The Superintendent shall prepare the agenda for every regular meeting of the Board except that any Board member may place an item on the agenda by written notification to the Superintendent at least seven (7) calendar days before any regular meeting.

C.     If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

D.     At least seventy-two hours before a regular meeting, the Superintendent shall post the agenda for the regular meeting which shall contain a brief general description of each item to be transacted or discussed at the regular meeting including items to be discussed in closed session. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the District's website. No action shall be taken on any item not appearing on the posted agenda except as authorized by applicable law.

E.     Members of the public may request that a copy of the agenda of any meeting and/or a copy of all the documents constituting the agenda packet which are not privileged be mailed to that person. The District shall email a copy of, or a website link to, the agenda or a copy of all

the unprivileged documents constituting the agenda packet if the person requests that the item or items be delivered by email. If requested, the agenda and unprivileged materials in the agenda packet shall be made available in appropriate alternative formats to persons with a disability as required by Section 202 of the Americans with Disabilities Act of 1990. Upon receipt of a written request to the Superintendent, the requested materials will be mailed at the time the agenda is posted or at the time of distribution to all or a majority of the members of the Board, whichever occurs first. Any request for mailed copies of agendas or agenda packets shall be valid during the calendar year in which the request is filed and such request must be renewed following January 1 of each year. In the event the member of the public does not elect email delivery, the District will charge .25 cents a page in addition to the cost of mailing the materials to provide this service.

F. If a writing that is a public record relates to an agenda item for an open session of a regular meeting of the Board is distributed to the Board less than 72 hours prior to the meeting, the writing shall be made available for public inspection in the District office at the time it is distributed to all, or a majority of all, of the members of the Board. The address of this office or location shall be placed on the agendas for all meetings.

G. The District shall not be required to comply with Paragraph F for a writing if all of the following conditions are met:

1. An initial staff report or similar document containing an executive summary and the staff recommendation, if any, relating to the agenda item is made available for public inspection at the District office at least 72 hours before the meeting;
2. The District immediately posts the writing on the District website in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming Board meeting;
3. The District website is listed on the agenda; and
4. The District makes physical copies of the writing available for public inspection, beginning the next regular business at the District office, which must be at least 24 hours before the Board meeting.

H. Public records distributed during a public meeting by the District shall be made available for public inspection at the meeting if prepared by the District or a member of the Board, or after the meeting if prepared by some other person.

I. The writings described in Paragraphs F and G shall be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990, and the federal rules and regulations adopted in implementation thereof.

Legal Reference: 42 U.S.C. section 12132  
Education Code sections 35140, 35141, 35142  
Government Code sections 54953.2, 54954, 54954.1, 54954.2, 54954.5, 54957.5

Date Bylaw Adopted By The Board: September 6, 1990  
Dates Bylaw Revised By The Board: March 20, 2002, August 18, 2004, June 5, 2008, March 1,  
2012, April 2, 2013, February 5, 2014, February 5, 2015, March 10, 2016, December 13, 2016,  
December 14, 2017, December 13, 2018, January 14, 2021, October 14, 2022, August 3, 2023

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9002: PUBLIC PARTICIPATION AT MEETINGS OF THE BOARD**

A. The Board acknowledges that Education Code section 35145.5 authorizes members of the public to place matters directly related to business of the District on the agenda of open Board meetings, and also authorizes members of the public to address the Board regarding any such items as they are taken up by the Board at an open Board meeting. Any member of the public who desires to place a matter on the agenda of an open Board meeting shall notify the Superintendent in writing at least seven (7) calendar days before any regular meeting. The written notification shall identify the matter and include any relevant background information. The Superintendent shall determine whether the specific matter is directly related to the business of the District or is appropriate for an open Board meeting. Any decision by the Superintendent not to place a requested matter on the agenda may be appealed in writing to the Board.

A member of the public who wishes to address the Board on any such matter is limited to three (3) minutes unless the time limit is waived by a majority vote of the Board. 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 allotted six (6) minutes. The Board by a majority vote of the Board may limit the total amount of time to be allowed on any matter, except that any member of the public who utilizes a translator shall be provided at least twice the allotted time.

B. The Board acknowledges that Government Code section 54954.3 requires that every agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board and any item on the agenda before or during consideration of the item. At special meetings, members of the public shall be provided with the opportunity only to address those items described in the notice before or during consideration of the item(s).

A member of the public who wishes to address the Board on any such matter is limited to three (3) minutes unless such time limit is waived by a majority vote of the Board. The Board by a majority vote may limit the total amount of time to be allowed on an item.

C. The Board President or the chair of any Board meeting may terminate a presenter's address if a presenter persists, after a warning, to engage in improper conduct or remarks that threaten to disrupt the meeting.

D. No action or discussion shall be undertaken on any item not appearing on the posted agenda of a regular Board meeting, except that Board members may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code section 54954.3. In addition, Board members on their own initiative, or in response to questions posed by the public, may ask a question for clarification, refer the question to the Superintendent or other resource(s) for factual information, or request the Superintendent to report back to the Board at a subsequent meeting concerning any matter. Furthermore, the

Board may take action to direct the Superintendent to place a matter of business on a future agenda.

Legal Reference: Education Code section 35145.5  
Government Code section 54954.3

Date Bylaw Adopted By The Board: September 6, 1990  
Dates Bylaw Revised By The Board: March 12, 1997; March 20, 2002; August 18, 2004; June 5, 2008; June 22, 2017

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9003: DISORDERLY CONDUCT DURING ANY BOARD MEETING**

A. In the event of willful interruption by an individual or group so as to render the orderly conduct of any open meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the President, or in his/her absence the Vice-President, may order the meeting room cleared and continue the session. Only matters appearing on the agenda may be considered in such a session. Representatives of the media, except those participating in the disturbance, shall be allowed to attend such session.

B. In addition to the authority addressed in Paragraph A, the President may remove, or cause the removal of, an individual for disrupting a meeting. For purposes of this Paragraph, “disrupting” means engaging in behavior during a meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting. Prior to removing an individual pursuant to this Paragraph, the President or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The President may then remove the individual if they do not promptly cease their disruptive behavior. This warning shall not be required in the event an individual engages in behavior that constitutes use of force or a true threat of force.

Legal Reference: Government Code section 54957.9, 54957.95

Date Bylaw Adopted By The Board: September 6, 1990

Date Bylaw Revised By The Board: June 5, 2008, August 3, 2023

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9004:     OFFICIAL ACTIONS BY THE BOARD IN PUBLIC MEETINGS**

- A.     Every official action taken by the Board in open meetings shall be affirmed by a formal vote of the members of the Board. The Board shall act by majority vote of all the membership constituting the Board.
  
- B.     The Secretary for the Board shall prepare minutes of all open meetings, which shall reflect every official action taken by the Board.
  
- C.     The Secretary to the Board shall maintain a journal of approved minutes of all open meetings.

Legal Reference:     Education Code sections: 35163, 35164, 35025, 35250.

Dates Bylaw Adopted By The Board: September 6, 1990

Date Bylaw Revised By The Board: June 5, 2008

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9005: OFFICIAL SPOKESPERSON FOR THE DISTRICT**

A. The Board hereby designates the Superintendent as the official spokesperson for the District with regard to contacts with representatives of the news media, other governmental agencies and external organizations.

Legal Reference: Education Code section 35161

Dates Bylaw Adopted By The Board: September 6, 1990

Date Bylaw Revised By The Board: June 5, 2008

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9006:     PRESIDENT, VICE-PRESIDENT, CLERK AND SECRETARY**

- A.     The Board each year at its annual organizational meeting shall elect a President from among its members. The President shall preside at all meetings of the Board, and shall have the authority to sign necessary documents approved by the Board.
  
- B.     The Board each year at its annual organizational meeting also shall elect a Vice-President who shall perform the duties of the President whenever the President is absent. If both the President and Vice-President are absent, the remaining three Board members shall select a Board member to chair the meeting.
  
- C.     The Board each year at its annual organizational meeting also shall elect a Clerk.
  
- D.     The Board hereby designates the Superintendent to act as Secretary for the Board to perform all duties authorized by relevant law.
  
- E.     Each year after the annual organizational meeting, the Secretary shall appropriately notify the County Clerk and the Secretary of State on the proper Roster of Public Agencies form as to any changes in the names, home or business addresses, and specific positions of all Board members.

Legal Reference:     Education Code sections 35022, 35025  
Government Code section 53051

Date Bylaw Adopted By The Board: September 6, 1990  
Dates Bylaw Revised By The Board: March 17, 1993, June 5, 2008

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw 9007: SAFETY AND SECURITY LIAISON**

- A. The Governing Board hereby establishes the position of Board Safety and Security Liaison. The Board each year at its annual organizational meeting shall appoint one of its members to serve in this position.
- B. Any Board member serving in the position of Board Safety and Security Liaison for the first time shall be required to undergo a fingerprint clearance consistent with the requirements set forth in Board Policy 4005, Recruitment and Selection. The appointment of any Board member to the position of Board Safety and Security Liaison is subject to and contingent upon successful completion of the fingerprint clearance process.
- C. The Board Safety and Security Liaison shall serve as a representative of the Governing Board for the annual review and update to the District's comprehensive school safety plan.
- D. The Board Safety and Security Liaison shall attend safety meetings as determined by the Superintendent and/or as requested by the Board Safety and Security Liaison and agreed upon by the Superintendent.
- E. The Board Safety and Security Liaison shall provide updates to the Board as necessary throughout the school year to keep the Board apprised of recommendations regarding safety at the District.

Date Board Bylaw Adopted By The Board: January 23, 2023  
Date Revised By The Board: February 9, 2023, October 19, 2023

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9008:     BOARD AUTHORITY AND DELEGATION OF BOARD AUTHORITY**

A.     The Board acknowledges that under Education Code section 35161 that it may delegate to an officer or employee of the District any of the powers or duties delegated by law to the Board or the District. It is the policy of the Board that any such delegation to a Board member shall be accomplished only through an action of the Board at a meeting of the Board, and that any such delegation shall be clearly noted in the official minutes of a meeting of the Board.

B.     The Board also acknowledges that only the Board acting as a whole may act on behalf of the Board and that no individual Board member has authority to direct employees or commit the District to any act or expense unless such delegation has been accomplished pursuant to paragraph A. above.

Legal Reference:     Education Code section 35161

Date Bylaw Adopted By The Board: September 6, 1990

Dates Bylaw Revised By The Board: August 18, 2004; June 5, 2008

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9009: FORMULATION, ADOPTION, AMENDMENT AND SUSPENSION OF BOARD POLICIES AND BYLAWS**

A. Written and numbered Board Policies and Board Bylaws are rules, regulations or policies of the District, which must be adhered to by the Board, employees, pupils, parents and citizens. It is the intent of the Board that such written and numbered Board Policies and Board Bylaws be consistent with and in compliance with all applicable and relevant law. If any Board Policy or Board Bylaw is inconsistent with or not in compliance with applicable and relevant law, such Board Policy or Board Bylaw automatically shall be amended or interpreted to be consistent with or in compliance with such law.

B. The Superintendent, any Board member, or any other individual may recommend the adoption or amendment of any Board Policy or Board Bylaw. The adoption or amendment of any Board Policy or Board Bylaw shall be only by a majority vote of all members of the Board.

C. The Board may suspend or delete any Board Policy or Board Bylaw upon a majority vote of all members of the Board. Any motion to suspend a Board Policy or Board Bylaw should state the term of the suspension.

Legal Reference: Education Code section 35010, 35160, 35160.1, 35161

Dates Bylaw Adopted By The Board: September 6, 1990

Date Bylaw Revised By The Board: June 5, 2008

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9010: REIMBURSEMENT FOR EXPENSES INCURRED WHILE ON DISTRICT BUSINESS**

A. Upon approval by the Board, the District shall reimburse individual Board members, and the Superintendent for all necessary and reasonable expenses including but not limited to transportation, meals, hotels and registration fees, when performing services or attending in-service training for the District. Reimbursement shall be made only after approval by the Board and receipt and verification of appropriate documentation regarding the expenses.

Legal Reference: Education Code sections 35044, 35172, 44032

Dates Bylaw Adopted By The Board: September 6, 1990

Date Bylaw Revised By The Board: June 5, 2008

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9011: CONFLICT OF INTEREST AND DISCLOSURE CODE**

#### A. Unlawful Financial Interests In Contracts With The District

The Board acknowledges that Government Code sections 1090-1097 covering unlawful financial interests in contracts with the District apply to Board members and employees. It shall be the policy of the District that these laws be complied with. Government Code section 1098 shall apply to any public officer or employee who willfully and knowingly discloses for pecuniary gain, to any other person, confidential information acquired by him or her in the course of his or her official duties, or uses any such information for the purpose of pecuniary gain.

#### B. Unlawful Incompatible Activities

The Board acknowledges that Government Code sections 1125-1129 covering unlawful incompatible activities apply to Board members and employees. It shall be the policy of the District that these laws are complied with.

The Board may determine at any time whether any outside activity is incompatible as long as such determination is consistent with Government Code sections 1125-1129.

The Board shall give written notice to any Board member or employee who is engaging in any incompatible activity that such activity has been determined by the Board to be prohibited. The Board member or employee has the right to appeal such determination to the Board, but such appeal must be filed in writing within twenty (20) days of receipt of the determination. Any appeal must state the specific grounds for the appeal and must be supported by proper evidence.

No Board member or employee shall be disciplined for engaging in any unlawful incompatible activity without prior written notice that such activity has been determined to be prohibited, and without prior written notice that discipline is proposed.

#### C. Conflict Of Interest Code Required By Government Code Section 87300

##### Adoption

In compliance with the Political Reform Act of 1974, Government Code sections 81000 et seq., the Board hereby adopts this Conflict of Interest Code pursuant to and required by Government Code section 87300, which shall apply to all Board members and designated employees of the District. It is the intent of this Conflict of Interest Code to ensure full compliance with all applicable law.

The District's Conflict of Interest Code shall comprise and incorporate by reference the terms of Government Code section 87300 and the terms of California Code of Regulations, Title 2, section 18730 and any amendments thereto adopted by the Fair Political Practices Commission, together with the attachments hereto to this Bylaw specifying designated positions and the specific types of disclosure statements required for each position.

##### Designated Employees

Employees of the District and Board members who hold positions which involve the making, or participation in the making, of decisions which may have a foreseeable material effect on any financial interest, shall be designated employees. All persons who hold the positions specifically enumerated in Exhibit "A" are designated employees.

### Disclosure Statement Filing

1. Each designated employee and Board member shall file annual Statements of Economic Interests directly with the District in the manner prescribed in this Code and by the County Clerk, disclosing reportable interests in real property, investments in and business positions with business entities, and income which might foreseeably be affected materially by the operations of the District. It has been determined that it is foreseeable that the types of investments, interests in real property, and income listed in the disclosure categories in Exhibit "B" may be affected materially by decisions made or participated in by the designated employee by virtue of his/her position. Such interests are reportable if held by the designated employee. Upon receipt of the statements, the District shall make and retain copies and forward the originals to the County of San Diego Clerk of the Board of Supervisors.
2. Annual statements shall be filed on or before April 1 disclosing investments, business positions, interests in real property and income held or received in the period since the closing date of the employee's previously filed statement and December 31<sup>st</sup>.
3. Leaving office statements shall be filed by every person who leaves a designated position specified in Exhibit "A" within thirty (30) days after leaving the position, disclosing his/her reportable investments, business positions, interests in real property, and income during the period since the closing date of the previous statement filed and the date of termination. The statement shall include any investments in and position in business entities, interests in real property, and income held or received at any time during the period covered by the statement, whether or not they are still held at the time of filing. If an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.
4. Board members and the Superintendent shall file initial statements thirty (30) days before assuming office. All other employees appointed, promoted or transferred to designated positions shall file initial statements within thirty (30) days after the date of assuming the position.
5. The Superintendent is the designated filing officer regarding the filing of Statements of Economic Interest.

### Disclosure Statement Contents

Disclosure statements shall be made on forms supplied by the County Clerk.

1. Contents of Investment and Interest in Real Property Reports (Government Code section 87206):

When an investment or interest in real property is required to be disclosed, the statement shall contain the following:

- a. A statement of the nature of the investment or interest
- b. The name of the business entity in which each investment is held and general description of the business activity.
- c. The address or other precise location of the real property.
- d. A statement of whether the fair market value of the investment or interest in real property exceeds Two Thousand Dollars (\$2,000) but does not exceed Ten Thousand Dollars (\$10,000), whether it exceeds Ten Thousand Dollars (\$10,000) but does not exceed One Hundred Thousand Dollars (\$100,000), or whether it exceeds One Hundred Thousand Dollars (\$100,000) but does not exceed one million dollars (\$ 1,000,000) or whether it exceeds one million dollars (\$1,000,000.
- e. In the case of an investment which constitutes fifty percent (50%) or more of the ownership interest in a business entity, disclosure of the investments and interests in real property of the business entity.
- f. If the property or investment was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal. Information need not be provided with respect to an interest in real property which is used principally as the residence of the filer or any other property used exclusively as the personal residence of the filer.

2. Contents Of Income Reports (Government Code section 87207):

- a. When income is required to be reported under this Code, the statement shall contain the following:
  - The name and address of each source of income aggregating Five Hundred Dollars (\$500) or more in value, or Fifty Dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
  - A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least Five Hundred Dollars (\$500) but did not exceed One Thousand Dollars (\$1,000), whether it was in excess of One Thousand Dollars (\$1,000), but was not greater than Ten Thousand Dollars (\$10,000), or whether it was greater than Ten Thousand Dollars (\$10,000) but not greater than One Hundred Thousand Dollars (\$100,000).
  - A description of the consideration, if any, for which the income was received.

- In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received, the name and address of the donor and the amount, and a description of the gift.
  - In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
- b. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:
- The name, address, and a general description of the business activity of the business entity.
  - In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity, if the filer's pro rata share of fees from such person was greater than One Thousand Dollars (\$1,000).
  - In the case of a business entity not covered by the above sub-paragraph, the name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than Ten Thousand Dollars (\$10,000) during the calendar year.

D. Disqualification

Designated employees must disqualify themselves pursuant to applicable law from making or participating in the making of any decision which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on any reportable financial interest of that employee except as allowable by law.

E. Manner of Disqualification

A designated employee required to disqualify him/herself shall notify his/her immediate superior in writing. This notice shall be forwarded to the Superintendent who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall immediately reassign the matter to another employee.

In the case of a member of the Board, notice shall be given immediately prior to the consideration of the matter at the meeting during which consideration of the decision takes place of the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required. Such disclosure shall be made part of the official record of the Board. The member shall then refrain

from discussion and voting on the matter or otherwise participating in any way and shall attempt in no way to use his/her official position to influence any other person with respect to the matter. The Board member must leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. The Board member may, however, speak on the issue only during the time that the general public speaks on the issue.

F. 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 gathering, in accordance with law. (Government Code sections 89501 and 89502.)

The term honorarium does not include:

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. (Government Code section 89501.)

G. Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code section 89503 and California Code of Regulations, Title 2, CCR section 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. Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation except as described in Government Code section 89506. A gift of travel does not include travel provided by the District for Board members and designated employees.

Legal Reference: Government Code sections 1090-1098, 1125-1129, 81000 *et seq.*, 87300, 89502, 89503  
Title 2 C.C.R. section 18700 *et seq.*

Date Bylaw Adopted By The Board: September 6, 1990

Dates Bylaw Revised By The Board: February 9, 2000; August 18, 2004; June 5, 2008; March 1, 2012; October 4, 2018

**EXHIBIT A**

**DESIGNATED POSITIONS**

A. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in Exhibit B:

Members of the Board

Superintendent

Consultants as required by applicable law - Title 2, CCR section 18700

B. Persons occupying the following positions are designated employees and must disclose financial interests defined in categories 2 and 3 of Exhibit B.

Assistant Superintendent

Principals

Chief Business Officer

## **EXHIBIT B**

### **DISCLOSURE CATEGORIES**

(Not Intended To Conflict With Applicable Law)

#### Category 1

- a. Interests in real property which is located in whole or in part either (1) within the boundaries of the District, or (2) within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments in or income from business entities which are contractors or sub-contractors which are or have been within the previous two year period engaged in the performance of building construction or design of the type utilized by the District.
- c. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

#### Category 2

Investments in or income from business entities which manufacture or sell supplies, books, machinery, or equipment of the type used by or purchased by the District. Investments include interests described in Category 1.

#### Category 3

Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type used by or purchased by the District. Investments include interests described in Category 1.

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9012:      SPECIAL MEETINGS OF THE BOARD**

A.      The President of the Board or a majority of the members of the Board may call a special meeting of the Board by delivering written notice to each member of the Board and to each local newspaper of general circulation and radio or television station that has requested notice of such meetings in writing. No written notice is required to be given to any member of the Board who at or prior to the time the meeting convenes files with the clerk or secretary of the Board a written waiver of such notice or if the member is actually present for the meeting at the time it convenes.

B.      The notice of a special meeting shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public and District employees and delivered personally or by any other means to members of the Board and to each local newspaper of general circulation and radio or television station that has requested notice of such meetings in writing and shall be received at least 24 hours before the time of the meeting specified in the notice.

C.      The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meeting.

Legal Reference:      Education Code Section 35144  
Government Code 54956

Date Bylaw Adopted By The Board: August 18, 2004  
Date Bylaw Revised By The Board: June 5, 2008

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Bylaw No. 9013:      NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

A.      No Board member or other person shall disclose to the public information which is properly identified as confidential or privileged, including but not limited to information provided or discussed in closed session, unless legally required to do so and disclosure is authorized by a majority vote of the Board, or unless disclosure is authorized by a Board member or employee who has been delegated by the Board the authority to permit disclosure.

B.      Violation of this Board Bylaw shall be interpreted as unprofessional conduct and outside of the scope of the office of the Board member or other person.

C.      The Board acknowledges that Government Code section 1098 makes it a crime for a public officer or employee to disclose or use the District's confidential information for pecuniary gain.

Legal Reference:      Education Code section 35010(b)  
Government Code sections 1098, 54963

Date Bylaw Adopted By The Board: August 18, 2004  
Date Bylaw Revised By The Board: June 5, 2008

## **RANCHO SANTA FE SCHOOL DISTRICT**

### **Board Bylaw No. 9014: GOVERNANCE STANDARDS**

The Governing Board 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, 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.

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.
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community.
4. Act in a professional manner with dignity, courtesy, and integrity, and understand the implications of demeanor and behavior.
5. Keep confidential matters strictly confidential.
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.
7. Understand the distinctions between Board and staff roles, and refrain from directing staff or performing management functions that are the responsibility of the Superintendent and staff.
8. Understand that authority rests with the Board as a whole and not with individual Board members.
9. Understand that the Superintendent is an employee of the Board. The Superintendent carries out the actions of the Board and not any of its individual members.
10. Comply with the District's Board Policies addressing the prohibition of discrimination and harassment.

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.
3. Operate openly, with trust and integrity.
4. Govern in a dignified and professional manner, treating everyone with civility and respect.
5. Govern consistent with the Board-adopted Policies and Bylaws.
6. Take collective responsibility for the Board's performance.
7. Ensure opportunities for the diverse range of views in the community to inform Board deliberations.

Each year at its organizational meeting the Board shall review this Bylaw and consider the approval of an Ethics Pledge.

Date Board Bylaw Adopted By The Board: November 17, 2023