

**RIVERSIDE UNIFIED SCHOOL DISTRICT  
SUPERINTENDENT'S OFFICE**

**PROTOCOLS OF THE GOVERNANCE TEAM SUBCOMMITTEE MEETING**

**Thursday, January 23, 2020**

**Noon**

**District Office - 3380 14th Street, 3rd Floor, Superintendent's Office**

**A G E N D A**

*As required by Government Code 54957.5, agenda materials can be reviewed by the public at the District's Administrative Offices, Reception Area, First Floor, 3380 14th Street, Riverside, California.*

**Call Meeting to Order**

**Public Input**

The Subcommittee will consider requests from the public to provide comment. Comments should be limited to three minutes or less. If you wish to address the Subcommittee concerning an item already on the agenda, please indicate your desire to do so on a provided card. You will have an opportunity to speak prior to the Subcommittee's deliberation on that item.

Pursuant to Section 54954.2 of the Government Code, no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Subcommittee or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights. Discussion of items brought forward that are not on the agenda shall be considered for future agendas by the Subcommittee Chair.

**Action/Discussion Items**

The following agenda items will be discussed and the Subcommittee members may choose to introduce and pass a motion as desired.

1. **Approval of the Minutes**

The Subcommittee will be asked to approve the minutes of the June 17, 2019, meeting.

2. **Governance Standards**

Staff will review the Updated Governance Standards.

3. **Superintendent Evaluation Cycle (February/February)**

Staff will discuss the suggested Superintendent Evaluation Cycle for the 2020/21 calendar year.

4. **Rules of Engagement for 2020 Campaign**

Staff will review the proper protocols to follow during the 2020 Election pertaining to use of school facilities and other resources.

- ✓ General local, state, and federal election protocols
- ✓ RUSD Board election protocols

5. **Workshops for 2020**

The Subcommittee will discuss future Board Workshops for 2020.

- ✓ Homework policies around equity actions
- ✓ Other

6. **Press Releases for Resolutions**

Staff will discuss Press Releases for Resolutions and the current Board Bylaws.

- ✓ Resolutions – Board Bylaws

7. **Schedule Next Meeting**

**Subcommittee Members Comments**

**Adjournment**

## Board of Directors Protocols & Governance Standards

### Protocols Concerning how Board Members Interact with Other Board Members:

- Work as a TEAM. Implement a common vision, and work to achieve it.
- Concentrate on student achievement and learning. Don't get off-topic.
- Treat EVERYONE with respect, and act with dignity, because you represent the District. Keep matters confidential and don't allow grievances to get out-of-hand. If you have an issue direct it to your fellow trustee or the Superintendent.
- Board members are equals--no one gets to make decisions on their own.
- Follow the Board-adopted policies and procedures and take responsibility for the Board's performance. Evaluate yourselves, and take initiative.
- Be a leader. Set a standard for the entire community.

### Protocols Concerning how Board Members Interact with the Superintendent:

- Communicate with the Superintendent about any issues and concerns, keeping in mind that **no one** likes surprises. Let the Superintendent do his job without any interference or micro-managing on your part. Understand the distinction between Board and staff roles. In return, the Superintendent will keep you informed and up-to-date.

### Protocols Concerning How Board Members Interact with and in the Community:

- Represent our District with dignity. Listen to all, respect all, and understand that a viewpoint expressed by you carries weight. Don't abuse this privilege given you by our community.
- Follow the law and discuss Board issues only at public meetings in a fair, open forum. Make decisions and stand by them and your fellow trustees. Come to meetings prepared and cast votes on all matters (unless you have a legitimate conflict of interest). Be polite at meetings to each other and the public. Keep meetings professional.
- Represent the district and the interests of public education in the community.

----- Forwarded message -----

From: **Kakish, Mays I.** <MKakish@rusd.k12.ca.us>

Date: Thu, Sep 26, 2019 at 2:45 PM

Subject: Protocols for upcoming 2020 Election

Dear Team RUSD!

As we enter the campaign season, I would like to remind everyone of the proper protocols to follow during the upcoming 2020 election pertaining to use of school facilities and other resources.

The purpose of this letter is to communicate the critical nature of three important matters as election season approaches:

1. You are encouraged to be engaged in the civic life of our community.
2. Civic activities that happen to be political (e.g. ballot measures and elected representation) are restricted in organizations that are publicly funded.
3. It is our responsibility to refrain from using district resources to promote any political activities.

You have the right to participate in civic activities and it is important to do so. Nothing in this letter is meant to constrain you from active participating in civic activities. Instead, this letter is focused on providing guidance on how to do so while at the same time complying with legal and organization requirements and policies. At times, civic activities include items of a political nature. Political activities are restricted in organizations funded by the public.

Please be aware of the gentle reminder that we hold the responsibility to refrain from using district resources to promote any political activities, including elections and ballot measures. This means we must refrain from using email, work time, printed materials and other resources to promote the outcome of voting one way or another.

For your review, attached are highlighted “key references” from both RUSD Board Policy/Administrative Regulations and California Education Code.

If you have a questions feel free to reach out to me or any member of Cabinet.

Respectfully,

Mays Kakish

Chief Business Officer and Governmental Relations



**BOARD OF EDUCATION**

Dr. Angelov Farooq, *President* | Mrs. Kathy Allavie, *Vice President*  
Mr. Tom Hunt, *Clerk* | Mr. Brent Lee, *Member* | Mrs. Patricia Lock-Dawson, *Member*  
David C. Hansen, Ed.D., *Superintendent*

OFFICE OF THE CHIEF BUSINESS OFFICER  
Business and Governmental Relations  
951-788-7135 | 80423

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Chief Business Officer and Governmental Relations

## Political Activities Of Employees

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◀ Previous | Next ▶

District employees shall not:

1. Use district funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board of Education (Education Code 7054)

(cf. 1160 - Political Processes)

2. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions (Education Code 7056)

3. During working hours and on district property, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures

4. Use district time to urge the passage or defeat of any ballot measure or candidate

5. Use district equipment for the preparation or reproduction of political campaign materials, even if the district is reimbursed

(cf. 3512 - Equipment)

6. Post or distribute political campaign materials on district property

7. Disseminate political campaign materials through the district's mail service, e-mail or staff mailboxes

(cf. 4040 - Employee Use of Technology)

8. Use students to write, address or distribute political campaign materials

9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of opposing views

(cf. 6144 - Controversial Issues)

10. Wear buttons or articles of clothing that express political opinions on ballot measures or candidates during instructional time

However, teachers shall not be prohibited from wearing political buttons during noninstructional time, such as Back-to-School Night.

Nothing in Board policy or administrative regulation shall be construed to prevent employees from soliciting or receiving funds or contributions for political purposes during nonworking time, including before and after school, the lunch period or other scheduled work intermittency during the school day. (Education Code 7056)

### Employee Organizations

Employee organizations may use district mailboxes and other means to communicate with employees, subject to reasonable regulation. Employee organizations may have access at reasonable times to areas in which employees work; may use institutional bulletin boards, mailboxes, and other means of communication and may use district facilities at reasonable times for the purpose of meetings. (Government Code 3543.1)

However, employee organizations shall not use district funds, services, supplies or equipment, such as the district mail system, to urge the passage or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

(cf. 4140/4240/4340 - Bargaining Units)

Access to district communication channels shall be limited in cases where such access would be disruptive to district operations.

In the event of a concerted action or work stoppage, political activities by employee organizations and individual employees shall be restricted to peaceful informational picketing and other activities allowed by law.

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

Regulation RIVERSIDE UNIFIED SCHOOL DISTRICT

approved: July 17, 2018 Riverside, California

**Funds, Services, Supplies or Equipment; Support or Defeat of Ballot Measure or Candidate**

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[◀ Previous](#) | [Next ▶](#)

(a) No school district or community college district funds, services, supplies, or equipment shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board of the district.

(b) Nothing in this section shall prohibit the use of any of the public resources described in subdivision (a) to provide information to the public about the possible effects of any bond issue or other ballot measure if both of the following conditions are met:

(1) The informational activities are otherwise authorized by the Constitution or laws of this state.

(2) The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

(c) A violation of this section shall be a misdemeanor or felony punishable by imprisonment in a county jail not exceeding one year or by a fine not exceeding one thousand dollars (\$1,000), or by both, or imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months, or two or three years.

(Amended by Stats. 2011, Ch. 15, Sec. 56.)

## Board Bylaw 9323.3

### Board of Education Resolutions

The Board of Education shall take action by vote to adopt a formal resolution when required by law. Actions requiring adoption of a formal resolution include, but are not necessarily limited to:

1. Issuance and Sale of Bonds (Ed. Code 15140 et seq.).
2. Disposal of Schoolsites (Ed. Code 17230.)
3. Construction of Schools. (Ed. Code 17280; Governing board of the district, by resolution, must indicate the agreement of the district that any school building construction or reconstruction that exceeds construction costs and allowable area standards or any allowable building area computed for an attendance area pursuant to Section 17041 shall, in the event of the district's subsequent application for state funding for school facility construction, be deducted from the allowable building area for which the district would otherwise have been eligible, which restriction shall not be subject to waiver or exception as otherwise may be provided by law.)
4. Extension of Use of Nonconforming School Building. (Ed. Code 17284.)
5. Relocatable Building Requirements. (Ed. Code 17292; For each relocatable building that was used as a school building pursuant to this section, the governing board of the school district shall adopt a resolution by October 30, 2015, certifying to the State Allocation Board that commencing September 30, 2015, the relocatable building is no longer being used as a school building.)
6. Leasing Property. (Ed. Code 17413.)
7. Leasing Facilities. (Ed. Code 17434, 17437.)
8. Lease of Vacant Classrooms. (Ed. Code 17465.)
9. Equipment for sale or leaseback. (Ed. Code 17957.)
10. Pupil Member of a Governing Board Limitation. (Ed. Code 35012; The governing board of the school district may adopt a resolution authorizing the pupil member or members to make motions that may be acted upon by the governing board, except on matters dealing with employer-employee relations.)
11. Compensation for Absent Board Member. (Ed. Code 35120(c).)
12. Limitations on Campaign Expenditures. (Ed. Code 35177; The governing board of a district may by resolution limit campaign expenditures or contributions in elections to district offices.)

13. School Calendar and Holidays (Ed. Code 37220; the governing board, by adoption of a resolution, may revise the date upon which the schools of the district close in observance of any statutory holiday, except Veterans Day, designated as November 11.)
14. Program of Multitrack Year-Round Scheduling (Ed. Code 37670; to run multitrack year-round schedule, governing board must adopt a resolution certifying certain criteria.)
15. Establishment and Use of Cafeteria (Ed. Code 38082; the governing board may exempt by formal resolution limitations on use of school cafeteria by individuals and organizations.)
16. Cafeterias – Allocation of Charges (Ed. Code 38100; resolution required to make certain costs/expenses charges against cafeteria funds.)
17. Approval of Candidates Where Fully Prepared Teachers are Unavailable (Ed. Code 44225.7; district may hire teacher lacking full credentialing after certifying by an annual resolution of the governing board that it has made reasonable efforts to recruit a fully prepared teacher for the assignment.)
18. Authorization for Modification in Assignment With Consent– Elementary School (Ed. Code 44256; governing board of a school district by resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class or group of students below grade 9, under certain conditions.)
19. Designation of Senior Management of Classified Service (Ed. Code 45256.5; the governing board of a school district may adopt a resolution designating certain positions as senior management of the classified service, afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.)
20. Pupil Absence for Religious Purpose (Ed. Code 46014;governing board may adopt resolution to permit students to be excused from school in order to participate in religious exercises or to receive moral and religious instruction.)
21. Pupil Attendance Alternatives – Transfer Application Requirements (Ed. Code 48301; governing board resolution required to determine and adopt the number of transfers it is willing to accept as "District of Choice.")
22. Student Body Organizations Fund-Raising (Ed. Code 48932; governing board may, by resolution, authorize any student body organization to conduct fund-raising activities on school property during school hours provided that the governing board has determined that such activities will not interfere with the normal conduct of the schools.)
23. Tuberculosis Risk Assessment Examination Waiver Based on Religion (Ed. Code 49406(i); governing board may determine by resolution, after hearing, that the health of pupils in the school district would not be jeopardized by allowing waiver of TB requirement for

employee who files an affidavit stating that he or she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its principles, depends for healing upon prayer in the practice of religion, and that to the best of his or her knowledge and belief, he or she is free from infectious tuberculosis.)

24. Establishment of Adult School Program Location (Ed. Code 52519; if the governing board determines that the job market study justifies the initiation of the proposed program, it shall, by resolution, determine whether the program shall be offered through the district's own facilities or through a contract with an approved private postsecondary school pursuant to Section 8092.)
25. Administrative Application for Continued Implementation of Cal-SAFE Program (Ed. Code 54745; for continued program eligibility, the governing board of a participating local education agency must adopt a policy or resolution declaring its commitment to provide a comprehensive, continuous, community-linked program for expectant and parenting pupils and their children that reflects the cultural and linguistic diversity of the community.)

The Board of Education may take action by vote to adopt a formal resolution in situations in which a detailed record of Board of Education action is necessary, convenient and/or desirable. Such actions include, but are not limited to:

1. Layoff of certificated employees;
2. Layoff of classified employees;
3. Adoption of Notice of Intent to Dismiss and Statement of Charges for dismissal of certificated employee;
4. Adoption of hearing officer's recommendation for discipline of classified employee;
5. **Others?**

Further, the Board of Education may take action by vote to adopt a formal resolution advocating a policy position, in furtherance of its role, as set forth in Board Bylaw 9000, of providing community leadership and advocacy on behalf of students, the District's educational program, and public education in order to build support within the local community and at the state and national levels.