

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

**Protocols of the Governance Team Board Subcommittee Meeting**

**Tuesday, January 29, 2019**

**9:00 to 10:30 a.m.**

**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. **Define Purpose**
2. **Decide How Often to Meet**
3. **Board of Education Resolutions (Bylaw 9323.3)**  
Staff will present draft Board Bylaw 9323.3 for consideration by the Subcommittee for actions requiring adoption of a formal resolution.
4. **Schedule Next Meeting**

**Subcommittee Members Comments**

**Adjournment**

**[PGT Subcommittee Agenda - 1-29-19](#)**

# Board & Superintendent Workshops

Riverside Unified School District



2014 - 2015

## **BOARD AND SUPERINTENDENT OPERATING PROCEDURES\***

### **Purpose:**

The Board of Education is the educational policymaking body for the District. To meet the District's challenges effectively, the Board and Superintendent must function together as a leadership team. To ensure unity among team members, effective operating procedures or protocols must be in place. There are general protocols that are specific for the Board and Superintendent.

### **The Board and Superintendent will:**

1. Keep learning and achievement for each and every student as the primary focus.
2. Value, support, and advocate for public education.
3. Operate openly with trust and integrity.
4. Govern in a dignified and professional manner, treating everyone with civility, dignity, and respect, while honoring the right to disagree with each other.
5. Keep confidential matters confidential. Uphold the legal requirement for confidentiality on all matters arising from Board Meeting Closed Sessions; will keep all conversations taking place in Closed Session absolutely confidential.
6. Discuss public matters in publicly noticed Board meetings.
7. Focus on policy-making, planning, and evaluation for student success, while setting the vision and outcome for RUSD.
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations, and evaluate the District's performance.
9. Continually set the vision and define the culture for Riverside Unified into the future.
10. As Trustees, we will govern and advocate in the interests of all students, and not serve solely as advocates for individual trustee areas.
11. Establish a common legislative platform and budget priorities annually, and identify an advocacy strategy.

## **BOARD AND SUPERINTENDENT OPERATING PROCEDURES\***

### **BOARD MEMBER PROTOCOLS**

#### **Board Members will:**

1. Work with all members of the Board and the Superintendent to become a team devoted to students; be dedicated to make all members of the team successful.
2. Act with professionalism and dignity, with the full understanding of the implications of one's demeanor and behavior.
3. Recognize and respect differences of perspective and style on the Board among staff, students, parents, and the community.
4. Govern within Board-adopted policies.
5. Communicate a common vision and annual, measurable goals.
6. Understand authority rests with the Board as a whole and not with individuals. Recognize decisions are made only at properly scheduled Board meetings.
7. As an individual Board member, do not make or appear to make a decision that appropriately should be made by the entire Board.
8. Honor decisions of the majority after individual members express opposing viewpoints and vote their convictions.
9. Attend regularly scheduled Board meetings unless a situation occurs that makes attendance impossible; cooperate in scheduling special Board meetings and/or work sessions for planning and training purposes.
10. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff.
11. Acknowledge individual requests for reports and projects will be directed only to the Superintendent.
12. Understand the Superintendent's role to make personnel decisions subject to approval by the Board.
13. Set and monitor measureable outcomes for annual goals.

14. Participate in establishing annual expectations and goals for the Superintendent.
15. Objectively evaluate the Superintendent's performance and provide appropriate feedback.
16. Evaluate the Board's own effectiveness annually in conjunction with the Superintendent's evaluation; review the Board's protocols annually with the first review in January 2016.
17. Take collective responsibility for the Board's performance, decisions, and demeanor.
18. Communicate directly with the Superintendent whenever a staff member, student, parent, or community member raises a question or concern.
19. Contact the Superintendent whenever contacted by the media regarding an incident, event, or agenda item.
20. Communicate directly with the Superintendent prior to Board meetings to address questions and/or concerns about agenda items; honor the "no surprises" rule with the Superintendent and fellow Board members.
21. Communicate one-on-one with the Superintendent whenever an individual concern arises; do not allow a matter to fester.
22. Cast a vote on all matters except when a conflict of interest arises.
23. Recognize the individual role of constituents and special interest groups, while understanding the importance of using one's best judgment to represent all members of the community.
24. As time permits, visit school sites and attend school functions, notifying the Superintendent and avoiding interrupting instruction or interrupting employees at work.
25. Represent the District, when possible, by attending community functions.
26. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.
27. Avoid the use of electronic messaging while in a Board meeting.

## **SUPERINTENDENT PROTOCOLS**

### **Superintendent will:**

1. Work with the Board toward creating a cohesive team dedicated to students.
2. Respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.
3. Work with the Board to establish a clear vision for the school District.
4. Broadly communicate the common vision and annual goals within the District and in the community at large.
5. Foster support by the District's management team of the Board/Superintendent governance relationship.
6. Understand the distinction between Board and staff roles, and respect the role of the Board as representatives of the community.
7. Accept leadership responsibility and be accountable for implementing the vision, goals, and policies of the District.
8. Review goals semi-annually with the Board.
9. Provide data (i.e. success indicators, benchmarks, milestones) to Board members to inform decisions and assess progress on annual goals.
10. Distribute information on student performance to the Board regularly.
11. Make personnel recommendations and changes in consultation with the Board.
12. Communicate with Board members promptly, effectively, and equitably.
13. Inform the Board prior to critical information becoming public; apprise all Board members in a timely manner of any major incident or when they may be called upon to answer or explain any issue, incident, or problem.
14. Distribute the Board agenda in a timely fashion and with enough time for Board study, and clarify information prior to scheduled meetings.

15. Never bring a matter to a public meeting that is a surprise to a Board member or Cabinet member.
16. Respond to requests for additional information through a Board Update, Special Report, Board Agenda Item(s), or as a Board Workshop or Study Session, as needed.
17. Present major decisions initially as a Discussion Item, then place them on the next Board agenda for Action, unless an emergency warrants otherwise.
18. Treat all Board members in a professional manner.
19. Communicate with individual Board members to determine if concerns exist prior to a possible problem developing, and respect the right to disagree with each other.
20. Provide a written self-assessment prior to the Board's evaluation of the Superintendent's job performance.
21. Provide timely feedback to the Board on their effectiveness.
22. Keep the Board informed regarding issues and/or situations that concern parents, students, staff, or the community.

**\* Some Content excerpted from CSBA Board Workshop Material**

## 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.