

**RIVERSIDE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE PROTOCOLS OF GOVERNANCE SUBCOMMITTEE MEETING  
MONDAY, JUNE 17, 2019  
SUPERINTENDENT'S OFFICE  
3380 14<sup>TH</sup> STREET, 3<sup>RD</sup> FLOOR, RIVERSIDE, CALIFORNIA**

**CALL MEETING TO ORDER:** 1:35 p.m, by Dr. Farooq

**PRESENT:** Dr. Angelov Farooq, Board President; Mrs. Kathy Allavie, Board Vice President; Dr. David Hansen, District Superintendent; and Mrs. Mays Kakish, Chief Business Officer, Governmental Relations.

Also present: Cheryl Anderson (Recorder)

**Public Input**

There were no requests to speak with Subcommittee members.

**Action/Discussion Items**

**1. Approval of the Minutes**

- The minutes were approved by Mrs. Allavie and seconded by Dr. Farooq.

**2. Updated Board Protocols**

- Dr. Hansen presented the Board Protocols that Mr. Mike Merchant worked on with Board members earlier this year. He stated they were further worked on by Mrs. Allavie and Mrs. Lock-Dawson and were divided into three areas as noted in the document. Dr. Hansen said at the April 29 Board Workshop, members agreed once approved that the Protocols would be laminated and placed at the dais for each member. It was agreed that Mrs. Allavie would work on combining the Protocols, and they would be shared with Mrs. Lock-Dawson then with the entire Board through the Board Mailout by the end of July.

**3. Rotation of Reports by Parent Groups at Board Meetings**

- Dr. Hansen noted the various groups that currently speak at Board Meetings (i.e., Unions, PTA, and Riverside Association of School Managers (RASM)). He stated that staff has been asked to include District English Language Advisory Committee (DELAC) and African American Parent Advisory Committee (AAPAC) in the parent groups for rotations at Board Meetings. There was discussion about other possible groups, but it was decided to limit groups that present at Board Meetings to those that have current parent meetings at school sites.
- Subcommittee members agreed to have parent groups present three times per year (in groups of three) to each speak for 5 minutes. It was confirmed that the current representative for DELAC does not speak English, so the speaking time would be doubled. Dr. Hansen said this would start during the September 2019 Board Meeting. In addition,

Mrs. Kakish said the Parent Groups would always have the right to speak during the Public Comment portion of the meeting if needed.

4. **Motions During Board Meetings**

- Dr. Hansen noted that Dr. Farooq brought this topic up as the Chair of the Board. He presented information regarding research from Robert's Rules of Order and District Counsel, noting that the Chair has the same rights as any other Board member in making a motion and seconding a motion.

5. **Public Hearing Protocols**

- Dr. Hansen shared an example of the League of California Cities Public Hearing procedure and Riverside Unified's example. Mrs. Allavie stated that we do not divide those "in favor" and those "opposed", and there was discussion that this might work in the District's favor. Dr. Hansen discussed the future Public Hearing for Community Benefits Agreements and how staff plans to use two different colored Public Hearing cards (one color for those "in favor", and another color for those "opposed"). Dr. Hansen said our procedures for Public Hearings will always be written out for the Board to follow.

6. **Public Comments**

- Dr. Hansen noted that Board Bylaw 9323 is already part of our Board Bylaws and includes Public Participation. Dr. Hansen reviewed the Bylaw with the Subcommittee members. Dr. Farooq said that certain topics should be sent to Board Subcommittees. Dr. Hansen noted the way the Board is running meetings is proper, and the Board should keep up the process. There was discussion if a Board member has a clarifying question with an audience member, that the Superintendent or designee should provide the response.
- While the Brown Act does not allow discussion or action on items not on the agenda, it does allow members of the legislative body, or its staff, to "briefly respond" to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda. In addition, even without a comment from the public, a legislative body member or a staff member may ask for a subsequent meeting (subject to the body's rules or procedures), ask a question for clarification, make a brief announcement, or briefly report on his or her own activities. However, caution should be used to avoid any discussion on such items.
- As noted in Board Bylaw 9323: 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.
- The Subcommittee members agreed that the following be used in crafting a statement for our Board agenda – Public Comment: The Riverside Unified School District values your comments; however, pursuant to the Brown Act, RUSD cannot take action on items not listed on the posted agenda. The public comment period is limited to 20 minutes, with three minutes allotted for each speaker. This public comment period is to address RUSD on ...

7. **Schedule Next Meeting**

- No future items at this time.

**Subcommittee Member Comments**

Mrs. Allavie requested that the Public Hearings not be broken up, but that they remain in order and that the Action Items are heard in order after all of the Public Hearings. In addition, Dr. Farooq would like all of the Public Hearings listed on a sheet together.

Dr. Farooq and Mrs. Allavie agreed after Public Comment any clarifying questions from the public or staff should be directed to the Superintendent or designee, (this would need to be added to the Protocols).

**Adjournment**

The meeting was adjourned at 2:46 p.m.