

AZUSA UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION HANDBOOK

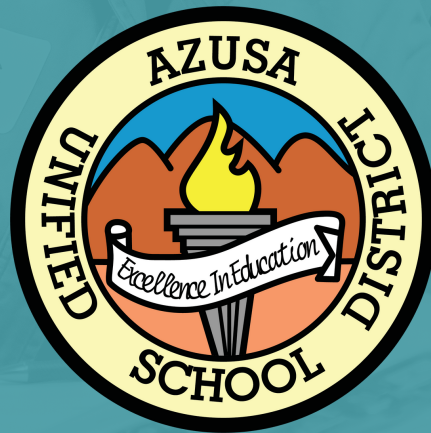




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**Azusa Unified School District
Board of Education**

President

Yolanda Rodriguez-Peña
ypena@azusa.org

Vice President

Gabriela Arellanes
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Clerk

Sandra Benavides
sbenavides@azusa.org

Member

Adrian Greer
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Member

Carlos Ramos
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Cabinet

Superintendent

Arturo Ortega
aortega@azusa.org

Assistant Superintendent | Business Services

Latasha D. Jamal
ljamal@azusa.org

Assistant Superintendent | Educational Services

Norma Camacho
ncamacho@azusa.org

Assistant Superintendent | Human Resources

Jorge A. Ronquillo
jronquillo@azusa.org



VISION

Students and staff will successfully reach their full potential and positively contribute to their community through advocacy, thinking critically, communicating effectively, and showing compassion.

MISSION

To create a safe, caring environment where we educate, empower, and advocate for all students, nurture all learning styles, and provide diverse college and career opportunities.

GOALS

1. STUDENT LEARNING

Every student will receive a well-rounded education that meets their diverse needs and ensures their growth, achievement, and success.

2. HUMAN RESOURCES

We will hire and retain diverse personnel who are highly qualified, provide competitive compensation and professional development, and ensure high standards for employee conduct.

3. BUDGET AND FINANCE

To be responsible stewards of public funds and maximize the resources needed to meet our goals, fulfill our priorities, and live up to our values.

4. COMMUNITY ENGAGEMENT

To welcome, build, and sustain strong partnerships with students, parents, families, residents, educational institutions, community organizations, and the civic and business communities to support student wellness and achievement.

5. FACILITIES

Our facilities will be safe, clean, and well-maintained for learning and extra-curricular activities with state-of-the-art technology.

6. SAFETY AND WELLNESS

To maintain a physically and emotionally safe environment for all, where students and staff feel secure and supported, with access to high-quality nutrition and health and wellness programs.



CORE VALUES

STUDENT - FOCUSED

COLLABORATION

DIVERSITY, EQUITY AND INCLUSION

INTEGRITY AND TRANSPARENCY

ACCOUNTABILITY AND RESPECT

CONTINUOUS IMPROVEMENT

LIFELONG LEARNING

OPEN COMMUNICATION



BOARD MEETING **NORMS**

- ✓ Make sure each member's voice is heard.
- ✓ Turn off cell phones or set them to vibrate.
No texting during meetings.
- ✓ Be present and prepared.
- ✓ Operate with trust.
- ✓ Keep confidential items confidential.
- ✓ Honor time; be effective and efficient with discussions on board agenda items and board comments.
- ✓ Disagree agreeably.
- ✓ Stay on task with the board agenda.
- ✓ Assume good intentions.
- ✓ Be respectful of others. Engage in civil discourse.
- ✓ Keep meetings "light" with humor.
- ✓ Put aside personal issues.
- ✓ Filter out the business of adults; focus on students.

Azusa Unified School District Governance and Leadership Team Protocols

Exceptional Boards make governance intentional and invest in the structures and practices that address changing circumstances. Protocols are tools to strengthen the capacity of the leadership team to engage in a constructive and positive relationship. They are grounded in a mutual understanding of the respective roles and responsibilities of the Board and the Superintendent in order to provide transparency and stability for the District. The Azusa Unified School District Governance and Leadership Team Members have established the following working protocols:

Communications

1. The Superintendent and Board members commit to open dialogue with one another.
2. The Superintendent will provide relevant, timely, and thorough information to Board members through the weekly Board Memo.
3. In order to ensure that all Board members receive the same information and to keep the Superintendent informed of Board members' questions and concerns, requests for information should come to the Superintendent and/or the appropriate Cabinet member. All Board members will receive the information if requested during a Board Meeting.
4. The Superintendent can be reached by email, cell phone (call or text), or office phone if a Board member needs to reach the Superintendent.
5. Board members understand the distinction between Board and staff roles and will refrain from performing management functions that are the responsibility of the Superintendent and staff.
6. The Superintendent and Board members commit to avoiding surprises to the Governance team and staff.

Maintaining Confidentiality

1. The Board, Superintendent and Cabinet members agree to maintain the confidentiality of all closed session and privileged communication as required by Education Code. This includes matters related to personnel issues, litigation, real property negotiations, and labor negotiations.
2. Board members should address concerns to the Superintendent and/or Cabinet members and not to individual staff members.
3. Board members will not personally advocate for an individual's hiring or promotion.
4. The Board will provide clear parameters to the District's negotiation team members and will not address issues of negotiations with employee bargaining unit members.



Board Member Role in Public

1. Board members are encouraged to be visible at schools and in the community. Board members, in their official capacity, visiting classrooms at a school are requested to inform the Superintendent and Principal in advance.
2. If the media reaches out to Board members they should:
 - a. Refer them to the Communication Office and/or the Superintendent
 - i. Possible responses:
 1. "Thank you for reaching out, let me refer you to our Director of Communications. She can be reached at any time at 626-506-9809."
 2. "That is a great question, let me refer you to our Superintendent. He can be reached at 626-858-6152."
 3. "I appreciate the opportunity to respond to your questions, let me refer you to our Director of Communications. She can be reached at any time at 626-506-9809."
 - b. Contact the Superintendent

The Board President and Superintendent/designee are the official spokespersons for the District.

3. Individual Board members represent the District in an official capacity only when they are appointed by the Board in that capacity.
4. Board members should be careful in their use of social media to ensure that all communications support the vision and mission of the school district. Board members should not comment on matters upon which the Board has not decided; decisions that have been made by the Board but with which they disagree personally; or confidential matters.

Handling Concerns

1. The Board and Superintendent are committed to having parent and/or staff concerns handled at the lowest possible level in the organization, where those involved in the issue can resolve the matter.
2. Board members will refer parent or staff concerns to the Superintendent; the concern will be investigated in a timely manner; and the Superintendent and/or appropriate Cabinet member will respond and communicate back to the complainant and the Board member.
3. A Board member forwarding a complaint will not be perceived as endorsing the complaint.

Prior to Board Meetings

1. Board members will thoroughly read materials before the board meeting and will make every attempt to contact the Superintendent with any questions they have on the agenda at least 24 hours before the meeting.

2. Board members' questions will be answered in advance of the Board meeting.
3. Board members will not discuss items that the Board will be acting on with more than one other Board member.
4. Board members will make an effort to notify the Superintendent in advance of their intent to remove an item from the consent calendar.

Board Meetings

1. All Board members will have an opportunity to speak to any items on the agenda, and the Board President will acknowledge individual Board members prior to making a comment.
2. All Board members have an opportunity to speak to any items on the agenda. In order to speak:
 - a. Board members should raise their hand
 - b. The Board President will acknowledge individual Board members to speak.
3. Each Board member will respect the right of other Board members to hold an opposing point of view and, following a Board vote, will respect the decision made by the Board.
4. All Board members and cabinet members will be respectful to each other, to presenters, and to attendees, and recognize the impact of comments and tone made in public toward one another. If at any time there is a concern, the Board President and/or Superintendent will work to resolve the issue prior to the next Board meeting.
5. Study sessions will be scheduled throughout the year on issues that require extensive discussion.
6. Board and management team members will remain engaged at all meetings and avoid distractions not related to the meeting.
7. Board members will attend all scheduled Board meetings unless there is an extenuating circumstance.
8. Board members will attempt to be ready to begin the meeting at least five minutes prior to the Board Meeting start time.
9. In the event of agenda items that draw a large number of attendees, the Board President may, at their discretion, call for a five-minute recess to allow attendees to exit before the Board of Education proceeds with regular business.
 - a. Staff will assist with the clearing of the room during the five minute recess.
10. At the Board President's discretion, please wait to make a motion until the Board President asks for a first and second.

Frequently Asked Questions

1. Can a Board member attend bargaining unit member meetings?
 - a. Yes, Board members may attend bargaining unit member meetings in the spirit of building relationships
 - b. As always, closed session items may not be discussed at such meetings



2. If a Board member is at a school function, should they inform the site administrator that they are there?
 - a. Yes, it is a good practice that they alert the site administrators.
3. How does a Board member request that an item be agendized on a Board meeting?
 - a. Board member should submit a request to the Board President and/or Superintendent to be added to the next feasible Board meeting
4. When can a Board Member request that something be on a future agenda?
 - a. Board members may request that an issue be agendized by making a request to the Board President or Superintendent prior to a Board Meeting and/or at a Board meeting. The item will be placed for discussion at a subsequent Board meeting, and staff will prepare an appropriate background.
5. What should I do in the event of conflict among governance team members?
 - a. If at any time there is a concern, you should contact the Board President and/or Superintendent to work on resolving the issue prior to the next Board meeting.
6. What do I do if I want to ask a question from our legal firm?
 - a. No Board Member, except the Board President, can contact the legal firm unless authorized by a majority of the Board.
 - b. If you have a question, you can contact the Board President and/or the Superintendent.
 - c. Here is the language from BB 9124 Attorney:
 - i. At his/her discretion, the Board president, Superintendent, or designee, 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.
 - ii. 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.



Board of Education Meeting Dates 2025-2026

Date	Meeting	Location	Closed Session	Open Session
August 12	Board Meeting	Board Room	5:00 PM	7:00 PM
September 9	Board Meeting	Board Room	5:00 PM	7:00 PM
September 16	Board Meeting/Study Session	Board Room	-	5:30 PM
October 7	Board Meeting	Board Room	5:30 PM	7:00 PM
November 4	Board Meeting	Board Room	5:30 PM	7:00 PM
December 9	Board Meeting/Study Session	Board Room	-	5:30 PM
December 16	Board Meeting Organizational Meeting	Board Room	5:30 PM	7:00 PM
January 13	Board Meeting Classified of the Year	Sierra HS	5:30 PM	7:00 PM
January 27	Governance Workshop	Board Room	-	5:30 PM
February 10	Board Meeting	Board Room	5:30 PM	7:00 PM
February 24	Board Meeting/Study Session	Board Room	-	5:30 PM
March 10	Board Meeting Parent of the Year	Sierra HS	5:30 PM	7:00 PM
April 7	Board Meeting/Study Session	Board Room	-	5:30 PM
April 21	Board Meeting Teacher of the Year	Sierra HS	5:30 PM	7:00 PM
May 12	Board Meeting	Board Room	5:30 PM	7:00 PM
June 16	Board Meeting Manager of the Year	Board Room	5:30 PM	7:00 PM
June 23	Board Meeting	Board Room	5:30 PM	7:00 PM

SUPERINTENDENT

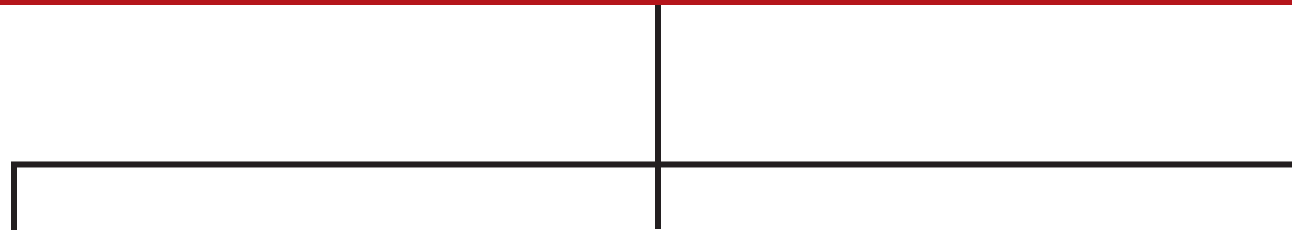
Arturo Ortega



Azusa
Unified School District

ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

Latasha D. Jamal



**DIRECTOR OF FISCAL
SERVICES**

Daniel Garcia

**DIRECTOR OF
MAINTENANCE,
OPERATIONS, AND
TRANSPORTATION**

TBD

**DIRECTOR OF NUTRITION
SERVICES**

Stella Ndahura

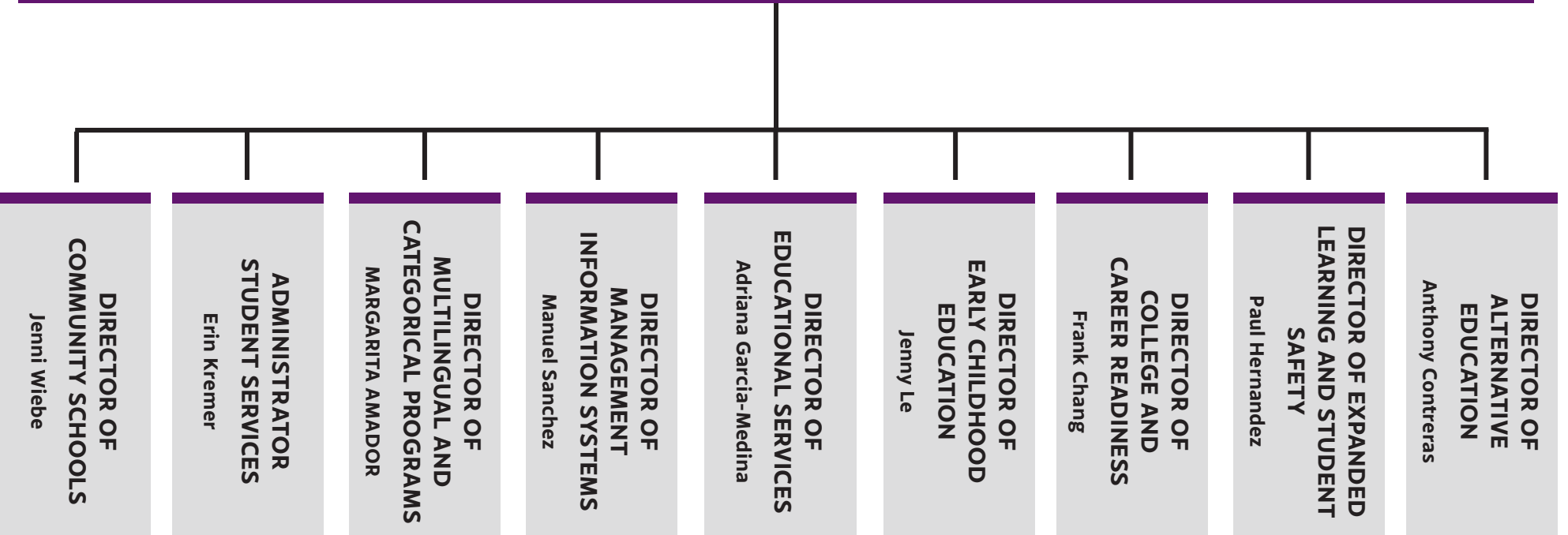
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Azusa
Unified School District

ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES

Norma Camacho



Azusa
Unified School District

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

Jorge A. Ronquillo





The Azusa Unified School District Board Policies can be accessed online using the GAMUT system. Click the policy title below to view the board bylaws and exhibits in detail.

[BB 9000 Role of the Board](#)

[BB 9005 Governance Standards](#)

[BB 9010 Public Statements](#)

[BB 9011 Disclosure of Confidential/Privileged Information](#)

[BB 9012 Board Member Electronic Communications](#)

[BB 9100 Organization](#)

[BB 9110 Terms of Office](#)

[BB 9121 President](#)

[BB 9122 Secretary](#)

[BB 9123 Clerk](#)

[BB 9123.1 Vice President](#)

[BB 9124 Attorney](#)

[BB 9130 Board Committees](#)

[BB 9140 Board Representatives](#)

[BB 9150 Student Board Members](#)

[BB 9200 Limits of Board Member Authority](#)

[BB 9220 Governing Board Election](#)

[BB 9222 Resignation](#)

[BB 9223 Filling Vacancies](#)

[BB 9224 Oath or Affirmation](#)

[BB 9230 Orientation](#)



[BB 9240 Board Training](#)

[9250-E PDF\(1\) Remuneration, Reimbursement, and Other Benefits](#)

[BB 9250 Remuneration, Reimbursement, and Other Benefits](#)

[BB 9260 Legal Protection](#)

[BB 9270 Conflict of Interest](#)

[9270 E\(1\) Conflict of Interest](#)

[BB 9310 Board Policies](#)

[BB 9314 Suspension of Policies, Bylaws, Administrative](#)

[BB 9320 Meetings and Notices](#)

[9321-E PDF\(1\) Closed Session](#)

[9321-E PDF\(2\) Closed Session](#)

[BB 9321 Closed Session](#)

[BB 9322 Agenda/Meeting Materials](#)

[BB 9323 Meeting Conduct](#)

[9323.2-E PDF\(1\) Actions By The Board](#)

[9323.2 Actions By The Board](#)

[BB 9324 Minutes and Recordings](#)

[BB 9400 Board Self-Evaluation](#)



a-g: UC/CSU required courses for college entrance
AL Meeting: All Leaders Meeting
AP: Advanced Placement
APE: Adaptive Physical Education
ASD: Autism Spectrum Disorder
AT: Assistive Technology
CAASPP: California Assessment of Student Performance and Progress
CCSS: Common Core State Standards
CDE: California Department of Education
CHKS: CA Healthy Kids Survey
CSU: California State University
CTE: Career Technical Education
DELAC: District English Learner Advisory Committee
DI: Dual Immersion
DHH: Deaf or Hard of Hearing
EAP: Early Assessment Program
ECP: Early College Program
ED: Emotional Disturbance
ELA: English Language Arts
ELAC: English Learners Advisory Committee (school site)
ELD: English language development
ELPAC I: English Language Proficiency Assessments for California Initial. The state's initial language assessment to determine language proficiency
ELPAC SA: English Language Proficiency Assessments for California Summative Assessment. The state's annual language assessment to determine language proficiency
EL or ELL: English Language Learner/ emerging bilingual student(s)
ERWC: English Reading & Writing Course
FAPE: Free Appropriate Public Education
FTE: Full-Time Equivalent
IB: International Baccalaureate Program
IDEIA: (aka IDEA) Individuals with Disabilities Education Improvement Act
IEE: Independent Educational Evaluation
IEP: Individualized education plan
IFEP: Initial Fluent English Proficient
IL Meeting: Instructional Leaders Meeting
K: Kindergarten
LACOE: Los Angeles County Office of Education
LCAP: Local Control and Accountability Plan
LCFF: Local Control Funding Formula
LEA: Local Education Area
LEP: Limited English Proficient



LTEL: Long-term English Learner
ML Meeting: Management Leaders Meeting
MOE: Maintenance of Effort
O&M: Orientation and Mobility
OHI: Other Health Impairment
OI: Orthopedic Impairment
NGSS: Next Generation Science Standards
PAC+: Parent Advisory Committee +
PK: Pre-Kindergarten (pre-school)
PLC: Professional Learning Community
PD: Professional Development
PSAT: Preliminary Scholastic Aptitude Test
RFEP: Reclassified Fluent English Proficient
RSP: Resource Specialist Program
ROP: Regional Occupational Program
RTI: Response to Intervention
S & C: Supplemental and Concentration funds
SAI: Specialized Academic Instruction
SARC: School Accountability Report Card
SAT: A college entrance exam
SBAC: Smarter Balanced Assessment Consortium
SDC: Special Day Class
SED: Socio-economically disadvantaged
SERC: Special Education Resource Center
SELPA: Special Education Local Plan Area
SLD: Specific Learning Disability
SSC: School Site Council
SST: Student Study Team
STEM: Science Technology, Engineering, Math
SPED: Special Education
SWD: Students with disabilities
TK: Transitional Kindergarten
TOSA: Teacher on Special Assignment
UC: University of California
UDPs/High Need Students: Unduplicated Pupils (English learners, low-income, foster youth)
VI: Visual Impairment



AUSD SCHOOLS

DALTON ELEMENTARY SCHOOL

500 East Tenth Street
Azusa, CA 91702

HODGE ELEMENTARY SCHOOL

700 West Eleventh Street
Azusa, CA 91702

LEE ELEMENTARY SCHOOL

550 North Cerritos Avenue
Azusa, CA 91702

MAGNOLIA ELEMENTARY SCHOOL

945 East Nearfield Street
Azusa, CA 91702

MURRAY ELEMENTARY SCHOOL

505 East Renwick Road
Azusa, CA 91702

PARAMOUNT ELEMENTARY SCHOOL

409 West Paramount Street
Azusa, CA 91702

VALLEYDALE ELEMENTARY SCHOOL

700 South Lark Ellen Avenue
Azusa, CA 91702

AZUSA HIGH SCHOOL

240 North Cerritos Avenue
Azusa, CA 91702

GLADSTONE MIDDLE SCHOOL

1340 North Enid Avenue
Covina, CA 91722

SIERRA HIGH SCHOOL

1040 East Gladstone Street
Azusa, CA 91702

LONGFELLOW PK-K SCHOOL

245 West Tenth Street
Azusa, CA 91702

MAGNOLIA ADULT TRANSITION PROGRAM

945 East Nearfield Street
Azusa, CA 91702

AZUSA ADULT EDUCATION CENTER

1040 East Gladstone Street
Azusa, CA 91702