ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BOARD OF TRUSTEES

Special Board Meeting
December 4, 2025

SPECIAL BOARD MEETING
12/04/2025 - 07:45 PM
Join Zoom Meeting 85480832493
2930 Gay Avenue, San Jose, CA 95127
District Board Room

AGENDA

Code: Special #15-25/26

In compliance with the Americans with Disabilities Act, if you need special assistance in order to participate in the public meeting of the Board of Trustees, please contact the Office of the Superintendent at (408) 928-6822. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements.

THE MEETING WILL BE AVAILABLE FOR VIEWING LIVE VIA ZOOM WEBINAR MODE AND CAN BE ACCESSED AS
FOLLOWS:
Join the Webinar from PC, MAC, iPad or Android:

https://arusd-org.zoom.us/j/85480832493
Webinar ID: 854 8083 2493
Or One tap mobile:
+6699006833, 85480832493# US (San Jose)

THE MEETING MAY ALSO BE VIEWED THROUGH LIVE STREAM AS FOLLOWS:
1. Live stream Youtube English Channel "AlumRock TV"
https://www.arusd.org/@alumrocktv5143

LAND ACKNOWLEDGMENT - The Board of Trustees of the Alum Rock Union Elementary School District does hereby acknowledge that the District schools and facilities sit on the traditional lands of the Muwekma Ohlone people, and the Board of Trustees further acknowledges with respect and reverence the Muwekma Ohlone People Tribe of the San Francisco Bay Area for their stewardship of these lands.

PUBLIC COMMENT WILL BE ONLY IN PERSON: NO PUBLIC COMMENT WILL BE AVAILABLE THROUGH ZOOM

Members of the public shall have an opportunity to address the Board of Trustees on the agenda items identified below. (Goverment Code Section 54954.3)

1. OPEN SESSION - CALL TO ORDER AND ROLL CALL

1. CALL TO ORDER/ ROLL CALL/PLEDGE OF ALLEGIANCE - PRESIDENT LINDA CHAVEZ

2. SUPERINTENDENT/BOARD BUSINESS--BOARD DISCUSSION AND/OR ACTION (The Board may take action on any item in this section, unless it is designated for information only.)

1. Approve Board Bylaw 9240, Board Training- Second Reading.

2. Exhibit 9240-E(1): Board Training- First Reading (Discussion Only; No Action).

3. Approve Board Bylaw 9250, Remuneration, Reimbursement And Other Benefits- Second Reading.

4. Approve Updated Board Policies Series: 0000. Philosophy, Goals, Objectives and Comprehensive Plans, 1000. Community Relations, 2000. Administration, 3000. Business and Noninstructional Operations, 4000. Personal, 5000. Students, 6000.Instruction, 7000. Facilities and 9000. Bylaws.

5. Approve The Revised District Governance Handbook.

6. Update on Super Copita (Information Only).

3. INSTRUCTIONAL SERVICES--BOARD DISCUSSION AND/OR ACTION (The Board may take action on any item in this section, unless it is designated for information only.)

1. School Sponsored Field Trips

   Per Board Policy 6153, field trips involving out-of-county or overnight travel require Board approval. The field trips listed fall under this policy. Administrative procedures will be followed for these trips.

4. ADJOURNMENT

President adjourns the meeting.

2.1

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue, San Jose, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: December 1, 2025

Subject: **Approve Board Bylaw 9240, Board Training- Second Reading.**

Recommended Action: It is the recommendation of the Interim Superintendent that the Board Of the Trustees approve the Board Bylaw 9240, Board Training.

Approval

Submitted by: Sandra Garcia Title: Interim Superintendent

To the Board of Trustees: Meeting: December 4, 2025
Special Board Meeting

Recommend Approval

2.1
Agenda Placement

Sandra Garcia, Interim Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Bylaw 9240: Board Training

Status: DRAFT

Original Adopted Date: 10/10/2019 | **Last Revised Date:** 06/25/2020 | **Last Reviewed Date:** 06/25/2020

The Board of Trustees believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall participate in mandatory ethics training, as outlined below, and are encouraged to participate in ongoing opportunities for professional development sufficient to help them understand their responsibilities, stay abreast of new developments in education that improve student outcomes and improve governance skills.

Unless a Board member's term expires prior to January 1, 2026, each Board member shall complete ethics training in accordance with Government Code 53234-53235.2 by January 1, 2026, and at least once every two years thereafter. (Government Code 53235)

Once completed, the Board shall inform the Board President and Superintendent, who shall ensure that records are retained for each Board member's participation in the required ethics training.

The Board President and/or designee shall provide an orientation to newly elected or appointed Board members consistent with Board Bylaw 9230 -Orientation.

The Board President shall work with the Superintendent or designee to include funds for professional development and associated reasonable travel expenses for the Board as a whole and for each individual Board member in the district's proposed annual budget. Each individual Board member will have allocated $5,000.00 per fiscal year for professional development only.

Consistent with the availability of funds in the district's adopted annual budget, the Board President or designee shall annually develop, and bring to the Board for adoption at a Board meeting, a Board professional development calendar designed to assist the Board as a whole in understanding the principles or effective governance, including, but not limited to, information on school finance and budgets, student achievement, and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

Consistent with the availability of funds in the district's adopted annual budget, individual Board members may identify and participate in additional professional development opportunities, and shall timely inform the Board President and Superintendent, upon doing so. Additionally, the Superintendent or designee shall establish timelines and procedures for how an individual Board member shall request that the district pay for such professional development opportunities, whether in advance or by reimbursement.

Board members are encouraged to consider participating in the professional development opportunities offered by CSBA such as the Institute for New and First-Term Board Members, Masters in Governance Program, Annual Education Conference and Trade Show, Legal Symposium for Experienced Board Members, Board Presidents Workshop, Brown Act Workshop, Policy Update

Webinars, and Ethics Training. All expenditures shall be specifically designed to improve student academic achievement and/or develop and strengthen the district's relationship with the community.

Individual Board members shall share the knowledge or skills acquired from individual professional development opportunities with the full Board, thereby benefiting the Board and the district. Prior to attending a professional development, Board members are required to submit the Filers Exhibit 9240 E (1) Conference/Workshop Disclosure Form for FPPC Form 700 to the Superintendent for approval.

Consistent with Board Bylaw 9320 – Meetings and Notices, Board members may attend a professional development opportunity as part of a governance or similar public gathering, such as the Annual Education Conference and Trade Show hosted by CSBA, so long as a majority of the Board members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction.

2.2

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue, San Jose, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: December 2, 2025

Subject: **Exhibit 9240- E(1), Board Training-First Reading (Discussion only; No Action)**

Information Only

Submitted by: Sandra Garcia Title: Interim Superintendent

To the Board of Trustees: Meeting: December 2, 2025
Special Board Meeting

Information Only

2.2
Agenda Placement

Sandra Garcia, Interim Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Exhibit 9240-E(1): Board Training **Status:**

Potential Original Adopted Date: 12/4/2025

ALUM ROCK UNION SCHOOL DISTRICT

Conference/Workshop Disclosure Form for FPPC Form 700 Filers
(Pre- and Post-Conference Reporting)

Purpose

This form is required for all FPPC Form 700 filers who attend any conference, workshop, or event funded in whole or in part by the Alum Rock Union School District (ARUSD). It ensures transparency, ethical compliance, and public disclosure consistent with California's Political Reform Act.

Completed forms (both pre- and post-event) will be posted on the ARUSD Board of Trustees webpage for public review.

SECTION A — PRE-CONFERENCE / WORKSHOP DISCLOSURE

To be completed and approved prior to attendance and payment authorization.

Field	Information Required
Name of Filer:	
Position/Title:	
School/Department:	
Event Title:	
Sponsoring Organization:	
Event Location (City/State):	
Event Dates:	
Dates Requested for District Authorization/Funding:	
Estimated Total Cost (Registration, Travel, Lodging, Meals, etc.):	
Funding Source:	☐ District Funds ☐ Grant ☐ Other (specify): _____
Event Description and Purpose:	
Benefit to the District:	*Describe how attendance will improve district operations, student outcomes, governance, or professional practice.*
Attachment Required:	Attach the official agenda or program from the sponsoring organization showing event dates and content.

Field	Information Required
Supervisor/Department Approval:	Name/Signature/Date
Superintendent or Designee Approval:	Name/Signature/Date

SECTION B — POST-CONFERENCE / WORKSHOP DISCLOSURE

To be completed and submitted within 10 business days after the event.

Field	Information Required
Name of Event Attended:	
Actual Dates of Attendance:	
Did the event proceed as described in the pre-approval form?	☐ Yes ☐ No (Explain):
Summary of Key Learnings or Outcomes:	*Describe what you learned and how it will benefit ARUSD students, staff, or governance.*

1. Contacts and Communications

Question	Response
Did you have any communications with individuals or organizations seeking business, contracts, or other financial relationships with ARUSD?	☐ Yes ☐ No
If yes, list the names, titles, organizations, and briefly describe the nature of the communication:	Name: Organization: Nature of Conversation:

2. Receptions, Meals, or Hosted Events

Question	Response
Did you attend any receptions, dinners, or hospitality events during the conference?	☐ Yes ☐ No
If yes, identify who paid for or hosted the event (organization, sponsor, etc.):	

3. Alcohol Consumption Disclosure

Question	Response
Did you consume alcohol at any time during the conference, workshop, or related events?	☐ Yes ☐ No
If yes, please indicate whether the alcohol was paid for with public funds or personal funds:	☐ Public Funds ☐ Personal Funds
Provide details (date, event name, sponsor, and circumstances):	

4. Gifts, Honoraria, or Other Benefits

Question	Response
Did you receive any gifts, honoraria, travel upgrades, or materials from vendors, sponsors, or other parties during the event?	☐ Yes ☐ No
If yes, provide details (source, estimated value, and purpose):	

5. Conflict of Interest Acknowledgment

I confirm that I do not have any financial, personal, or professional interest in any entity, vendor, or organization sponsoring, presenting, or exhibiting at the event that could create a real or perceived conflict of interest with my role as a public official representing ARUSD.

Signature of Filer: Date:

6. Certification and Public Disclosure

I certify under penalty of perjury that the information provided is true and complete to the best of my knowledge. I understand that this form will be publicly posted on the Alum Rock Union School District website as part of the District's commitment to transparency and ethical governance.

I also acknowledge that disclosures on this form do not replace FPPC Form 700 reporting requirements, and I remain responsible for compliance with all FPPC gift, travel, and honoraria reporting limits under the Political Reform Act.

Signature of Filer: Date: _____

Supervisor/Department Head Review: Date: _____

Superintendent or Designee Acknowledgment: Date: _____

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue, San Jose, CA 95127

2.3

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: December 1, 2025

Subject: **Approve Board Bylaw 9250, Remuneration, Reimbursement, And Other Benefits- Second Reading.**

Recommended Action: It is the recommendation of the Interim Superintendent that the Board Of the Trustees approve the Board Bylaw 9250, Remuneration, And Other Benefits- Second Reading.

Recommend Approval

Submitted by: Sandra Garcia Title: Interim Superintendent

To the Board of Trustees: Meeting: December 4, 2025
Special Board Meeting

Recommend Approval

2.3
Agenda Placement

Sandra Garcia, Interim Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Bylaw 9250: Remuneration, Reimbursement And Other Benefits

Status: DRAFT

Original Adopted Date: 07/02/2013 | **Last Revised Date:** 12/12/2019 | **Last Reviewed Date:** 12/12/2019

Remuneration

Each member of the Board of Trustees may receive the maximum monthly compensation as provided for in Education Code 35120.

Board members are not required to accept payment for meetings attended.

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

~~Board members are not required to accept payment for meetings attended.~~

Any member who does not attend all Board meetings during the month is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

In order to receive compensation for attending any Board meeting, Board members shall be present for at least 50% percent of the total meeting time (closed and open sessions combined).

A member may be compensated for meetings he/she missed when the Board, upon request by the member who was absent and by resolution adopted at a public meeting in the form of Exhibit 9250, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty or a hardship deemed acceptable by the Board. (Education Code 35120) No later than 10 days before a scheduled Board meeting, the absent member shall make a written request to the Superintendent and the Board President requesting that such a resolution be agendized for consideration by the Board at a board meeting.

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

Board members shall be reimbursed for reasonable expenses incurred when attending conferences and workshops authorized by the Board. (Education Code 35044)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Board members shall not be reimbursed for car rentals.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

The rate of reimbursement shall be the same rate specified for district personnel.

Board members may not use district-issued credit cards while on official district business. Under no circumstances may personal expenses be charged on any district credit cards.

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program provided for district employees.

Health and welfare benefits for Board members shall be no greater than that received by district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

2.4

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue, San Jose, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: December 2, 2025

Subject: **Approve Updated Board Policies Series: 0000. Philosophy, Goals, Objectives and Comprehensive Plans, 1000. Community Relations, 2000. Administration, 3000. Business and Noninstructional Operations, 4000. Personal, 5000. Students, 6000.Instruction, 7000. Facilities and 9000. Bylaws.**

Recommended Action: It is the recommendation of the Interim Superintendent that the Board Of the Trustees approve the updated policies.

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Approval

Submitted by: Sandra Garcia Title: Interim Superintendent

To the Board of Trustees:

Recommend Approval

2.4
Agenda Placement

Meeting: December 2, 2025
Special Board Meeting

Sandra Garcia, Interim Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

2.5

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue, San Jose, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: December 1, 2025

Subject: **Approve The Revised District Governance Handbook.**

Recommended Action: It is the recommendation of the Interim Superintendent that the Board Of the Trustees approve the Revised District Governance Handbook.

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Recommend Approval

Submitted by: Sandra Garcia Title: Interim Superintendent

To the Board of Trustees: Meeting: December 4, 2025
Special Board Meeting

Recommend Approval

2.5
Agenda Placement

Sandra Garcia, Interim Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

GOVERNANCE HANDBOOK

Welcome to Your Future!

Together with stakeholders, we provide Alum Rock students with high-quality twenty-first-century learning that builds upon our culturally diverse community to prepare our students to be lifelong learners and compete for the careers of the future.

Board of Trustees

~~Corina Herrera-Loera~~Linda Chavez, President
Andrés Quintero, Vice-President
~~Ernesto Bejarano~~Minh Pham, Clerk
~~Linda Chavez~~Corina Herrera-Loera, Member
Minh ~~Pham~~Nguyen, Member

Interim Superintendent

~~Hilaria Bauer, Ph.D.~~Sandra Garcia

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A. BOARD OF TRUSTEES' VISION, MISSION, COMMITMENTS, PURPOSE, AND CORE BELIEFS

OUR VISION FOR THE DISTRICT:

All Alum Rock students will be ready for the future, in a diverse and competitive world.

OUR MISSION FOR THE DISTRICT:

Together with stakeholders, we provide Alum Rock students with high-quality twenty-first-century learning that builds upon our culturally diverse community to prepare our students to be lifelong learners and compete for the careers of the future.

GUIDING PRINCIPLES

- Our students are always at the center of our thinking and decision-making. ~~We focus on producing students who will become valuable and productive members of our community by emphasizing practical skills and cultural activities.~~ We provide our students with high-quality education and support systems that will help them become valuable and productive members of our community. We nurture their growth by creating a welcoming and inclusive space for them to learn.
- Our great diversity – students, employees, and school board are from linguistically and culturally rich backgrounds; ~~– which is~~ one of our District's greatest strengths.
- We acknowledge that our community is confronted with many challenges and we choose to see those challenges as opportunities to build resourcefulness, creativity, and resilience in order to better be prepared to take on our future.
- ~~Attracting, hiring, and supporting a diverse group of high-caliber employees~~We believe in attracting, hiring, and retaining a diverse high qualified employees who bring a variety of life experiences and skills that add vibrancy and spirit to our school community.
- Our administration is made up of a diverse group of knowledgeable, competent, high-skilled leaders who work collaboratively to move the district forward.
- ~~Engaging parents, families community, and government organizations that support our District in order to enhance student achievement~~We believe in engaging families, community members, as well as local and state officials and organization in order to enhance student achievement.
- ~~Focusing on continuously improving academic achievement through creative thinking and innovative school designs and programs~~To continue improving student academic outcomes we continuously examine our practices and programs and employ innovative ideas and approaches.
- ~~Making~~ We make decisions that are data-driven and based on objective, relevant, and current information about a child's individual progress.
- ~~Maintaining a~~We maintain a collaborative, respectful, open, and honest atmosphere throughout the District in order to create an environment that supports individual student success.
- ~~Professional development for all District staff and the board in order to enhance student learning and achievement~~ In order to accelerate student learning, we provide our staff high quality relevant, and engaging professional development.
- We foster a culture of accountability where we strive to view mistakes as opportunities for growth.

OUR COMMITMENTS

- To represent the community and advocate for ~~our children~~ each and every child and high-quality public education.
- To create a shared vision for the school district.
- To operate with honesty, integrity, passion, and respect as a governing body.
- To use district resources wisely on behalf of our students and ensure the accountability of the Alum Rock Union School District.
- To act with the understanding that authority rests with the collective school board and not with individuals.
- To value the background, experience, skills knowledge, and personality that each member brings to our team.
- To model continuous and life-long learning.
- To value open communication.
- To make conscientious and informed decisions on behalf of students and families.
- To learn from the past and work in the present for the future.

OUR CORE BELIEFS

STUDENT ACHIEVEMENT

We believe all students will achieve academic success, learn critical thinking skills, and develop personal talents and skills through daily attendance at district schools which:

- Provide a rigorous core curriculum that includes the fine arts (music, art, dance, drama) and physical education.
- Utilize culturally responsive pedagogy in a welcoming and inclusive learning environment.
- Foster a nurturing parental partnership.
- Provide positive recognition and encouragement to all stakeholders.
- Provide practical skills-building for success in society such as leadership, cross-cultural appreciation, and communication.

PARENT AND COMMUNITY INVOLVEMENT

We believe parental involvement and community support are essential to student success. ~~Parents can and will be involved in their children's education.~~We value and welcome all parents/caretakers and believe that this partnership is essential to students' success.

HUMAN RESOURCES

We believe in attracting, hiring, retaining, and promoting highly qualified and talented teachers, support, and administrative staff with diverse backgrounds, experience, and abilities to create and sustain a positive environment that fosters mutual trust, respect, and openness and allows for thoughtful, informed risk-taking.

COMMUNICATION

We believe in maintaining a competent and professional environment where open, candid, ongoing communication occurs with all staff through transparent, honest, respectful dialogue and the ability to disagree respectfully and courteously at all levels.

BUSINESS SERVICES

We believe in utilizing our resources wisely and maintaining sound, efficient, and effective accountability systems, including auditing, that support district goals and sustain improvement.

ENVIRONMENT

We believe in providing our students a nurturing, caring, emotionally and physically safe, healthy, clean, and well-maintained environment with friendly, professional, ~~knowledgable~~knowledgeable, and courteous service that contributes to each student's academic and personal success.

B. ROLES AND RESPONSIBILITIES

The Role of the Board and Superintendent

~~The role of the School Board is an elected representative of the people and governance role~~As an elected representative body, the role of the Board is to:

1. ~~To ensure the district school educates the children in consideration of the interests of the local community~~. To ensure that every child has equitable access to the highest quality education in our schools, enabling them to reach their unique academic potential and explore their individual talents.

The role of the Superintendent is:

1. To facilitate the effective governance of the School Board.
2. To be the ~~chief administrative officer~~Chief Executive Officer for the school district.

Performing Our Responsibilities

We set the direction for the community's schools:

- Focus on student learning as our highest priority.
- Assess district needs and utilize ~~baseline data~~ disaggregated into multiple measures to ensure accountability.
- Generate, review or revise setting direction documents (beliefs, vision, priorities, strategic goals, success indicators).
- Ensure an appropriate inclusive process is used.
- Ensure these documents are the driving force for all district efforts.

We establish an effective and efficient structure for the school district:

- Employ the Superintendent and set policy for hiring of other personnel.
- Oversee the development of and adopt policies.
- Set a direction for and adopt the curriculum.
- Establish budget priorities and, ~~and~~ adopt the budget. ~~and oversee facilities issues.~~ Establish priorities for updating facilities. Ensure safe facilities.
- Provide direction for and ~~vote to accept~~ approve collective bargaining agreements.

We provide support through our behavior and actions:

- Act with a professional demeanor that models the district's beliefs and vision.
- Make decisions and provide resources that support mutually agreed-upon priorities and

goals.
- Uphold Board-approved district policies.
- Ensure a positive personnel climate exists.
- Be knowledgeable enough about district efforts ~~to explain~~to respond and inform the public. ~~them to the public~~.

We ensure accountability to the public:

- Evaluate the Superintendent.
- Monitor, review and revise policies.
- Serve as a judicial and appeals body.
- Monitor student achievement and program effectiveness and require program changes as ~~indicated~~needed.
- ~~Monitor and adjust district finances~~Monitor the fiscal health of the district and ensure positive certification at all times.
- Monitor the collective bargaining process.
- Conduct timely annual Board Self Evaluation.

We act as community leaders:

- Speak with a common voice about district priorities, goals, and issues.
- Engage and involve the community in district schools and activities.
- Communicate clear information about policies, programs, and fiscal conditions of the district.
- Educate the community and the media about issues facing the district and public education.
- Advocate for children, district programs, and public education to the general public, community, and local, state, and national leaders.

What the Board Needs from the Superintendent

- Focus on All students' academic success and their social emotional wellbeing.
- Treat all Board members equally.
- Continue to communicate the top issues and priorities ~~in the weekly report~~ It may be more than a weekly update and in different forms to the Board.
- Facilitate the ability of Board members to operate within our role and responsibilities.
- Make sure all Board members receive the same information.
- No surprises.
- Provide sufficient information and ample time for discussion of information so we can make informed, educated decisions.
- Create opportunities to discuss the format, timelines, objectives, and content of the Superintendent's evaluation.
- Be open to new and innovative ideas.
- Respect Board members' individual differences, styles, and perspectives.
- Remain open-minded to feedback.
- Lead with courage.
- Network and communicate with all stakeholders including staff, parents, corporate entities, community groups, and educational associations.
- Maintain focus on the agreed-upon priorities and goals.

- ~~Accountability.~~ Ensure accountability throughout the system.
- Provide the Board with requested information in a timely matter.

What the Superintendent Needs from the Board

- Operate as collective governance in a respectful environment.
- Maintain focus on the agreed-upon priorities and goals.
- ~~Have strong sensitivity to the superintendent position.~~
- Be supportive, cohesive, and stand behind Board decisions.
- Operate within the role and responsibilities of the Board at all times.
- Maintain open and honest communication – and bring things of concern directly to the Superintendent.
- No surprises.
- Give direction to the Superintendent only through duly noticed board meetings.
- Respond to requests from the Superintendent in a timely matter.

C. POSITIVE GOVERNANCE TEAM CULTURE -NORMS

Governance Team Meeting Guidelines

We agree to:

- Keep our focus on students.
- Be responsible for the success of the meeting: participate equally, address concerns, make sure the team agrees.
- ~~Look for common ground: Everyone's opinions count.~~Respect one another's opinions and look for common ground.
- Listen carefully without interruption.
- Operate with mutual respect.
- Give helpful feedback openly and directly so there is no confusion.
- Debate facts, not personalities.
- Make sure there are no hidden agendas – all issues need to be dealt with by all team members.

Norms for ~~operating~~ Operating in a Governance Culture of Trust and Respect:
A strong Board-Superintendent partnership gives direction, stability, and confidence to the staff and community. Where this exists, morale is high, people work effectively and efficiently, and most importantly, good things happen for students. A strong relationship is based on having a common vision, developing trust, demonstrating sensitivity and caring, and being motivated to develop the skills and knowledge necessary to work successfully together.

We agree to:

- Operate within our respective roles and responsibilities in order to facilitate the efficient and effective operation of the Alum Rock Union School District.
- Recognize that each Board member brings unique experiences, values, and beliefs to

the table and that we must work with each other and the Superintendent to ensure that a high-quality education is provided to all students.

- View the Superintendent as a key player on the Governance Team, understand the Superintendent's role and responsibilities, respect the expertise of the Superintendent, and seek professional advice from the Superintendent on all Board business.
- Maintain open and honest two-way communication with each other in order to develop a strong Board/Superintendent relationship.
- Provide direction so that staff presents sufficient, appropriate, specific information that supports the Board's ability to make rational, thoughtful, responsible decisions on behalf of students and the community.
- Take collective responsibility for the success of our Governance Team and be willing to respectfully discuss personal concerns or issues with other individuals on the team if necessary.
- Work to understand other team members' concerns, perspectives, and interests.
- Give one another the benefit of the doubt before arriving at a negative conclusion.
- Support each other, and demonstrate mutual respect and understanding for our respective responsibilities and time constraints, recognizing that the Superintendent is doing the best to treat every Board member equally.
- Focus time and energy on important issues~~., not pettiness or politics.~~

D. GOVERNANCE TEAM PROTOCOLS

Topic and Rationale:

Board Authority and Giving Direction

We believe all Board members are equal under the law. Authority rests with the Board as a whole, not with individual members of the Board. Direction is given to the Superintendent only at Board meetings through actions of the Board. The direction of the Boards needs to be clear to the Superintendent. Chaos and confusion result within the district if we don't work as a team. Individual Board members are not "consultants" to either the Superintendent or other members of district staff. It is important to understand and respect the separate roles of the Board and Superintendent, yet work together as a governance team taking collective responsibility for building and creating a positive organizational culture. The best possible decisions are likely only when all members of the team have been part of the discussion. Everyone can participate productively when team members can trust that everyone is operating on the same page. We have an obligation to respect staff time and responsibilities. It is important for staff time and effort to be dedicated to moving the district in the direction set by the full Board. Clarifying the structure for people outside the governance team protects individuals (Board members, Superintendent and other staff) and the school district.

Protocols:

We agree:

- Board members understand that the Board collectively gives direction to the Superintendent only through actions taken at a legally noticed board meeting.
- The Board and Superintendent will agree on the goals that will become the basis for all district efforts.

- The Superintendent will define processes and timelines to assist the Board in effectively carrying out its responsibilities.
- All action items on board agendas will include a recommendation from the Superintendent.
- Following Board action, the Board President will clarify the direction of the Board for the Superintendent and fellow board members.
- The Superintendent will work with staff to translate all board direction into action consistent with the agreed-upon priorities and goals.
- Board members will support the implementation of board decisions /actions.

Topic and Rationale:

Bringing Up New Ideas or Agenda Items

We believe it's important for all members of the governance team to feel prepared to discuss any new topic in the public arena. Individual board members connections, a variety of skills and experiences, and may have attended workshops or obtained information or materials they would like to share. Individual board member interests can divert staff time, energy, and attention away from their ability to achieve district priorities. Board and staff time, effort and energy, and district resources are best spent in efforts to achieve agreed-upon district priorities and goals.

Protocols:

We agree to follow the provisions in Board Bylaw 9322:

- Any Board member or any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.
- The Board President and Superintendent shall decide whether a request is within a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on agenda. In addition, the Board President and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

    - The Board President and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item, or consent item.

Topic and Rationale:

Sufficient Information to Make Informed, Educated Decisions on Agenda Items

We believe Board members should be knowledgeable and equally informed about district programs and issues. The Board's ability to make rational, thoughtful, responsible decisions on behalf of students and the community is dependent upon receiving sufficient, appropriate, specific information from the district staff. We believe there should be open lines of

communication between the Board, the Superintendent, and the staff and that there should be no surprises for either the Superintendent or staff. In order to strive for the efficient and effective use of Board and staff time, and to respect the time and efforts of district staff in preparing board-meeting presentations, we have an obligation to make our expectations for staff reports clear.

Protocols:

We agree that:

Board members will let the Superintendent know if they need additional information or background information on an agenda item. The Superintendent may:

- Direct an individual to the appropriate staff person.
- Schedule a report at a board meeting.
- Schedule a study session on the topic.

In order to make informed decisions in the best interest of students and the district, the board requires the following kinds of information in reports from staff on topics or issues of primary importance to the district:

- **Background information:**
  History-What brought us to this point? ~~What~~ Why are we doing it? Who was involved in the planning/preparation/implementation, and how were they involved?
- **Options/Alternatives considered by staff. Purpose:**
  What is the intended result? What are the goals?
- **Financial and Operational impact:**
  What resources are necessary in order to achieve the goals?
  financial/people/time/materials/supplies/facilities/staff development,etc.
  How many people were affected? What are the perspectives of the people involved?
  (administration/teachers/other staff/students/parents/community members, etc.)
- **Timelines**
- **Progress Toward Goals:**
  What are the deliverables and success indicators and benchmarks leading to accomplishment?
  What data or information is necessary to measure success?
  Are we making progress toward the goals?
  What are the challenges, barriers to success, issues or concerns?
- **Recommendation of the Superintendent** ~ Justification for the recommendation.

Topic and Rationale:

Discussion or Deliberation on Complex or Difficult Topic or Issues

We believe before a complex topic is discussed, the Board needs the history of the situation, background information, and any clarification the administration can present. It is important that all team members have the opportunity to share individual knowledge, experience, and points of view and that all viewpoints are heard. We have an obligation to understand stakeholder interests and to see that all of the issues are aired and considered in an open, honest, respectful environment without fear of recrimination or retribution.

Protocols:

We believe that:

- The governance team will determine how and when to engage the community and/or obtain stakeholder input.

Once the item is on the agenda for action, the Board will consider all of the following as criteria for decision-making:

- Serving the needs of all students.
- District vision and goals.
- District resources.
- Laws, Board Policies and regulations.
- Civic responsibility.
- Stakeholder interests.

Topic and Rationale:

Speaking with a Common Voice-Developing and Utilizing Key Messages

We believe it is essential that important information is communicated to members of the Board, the staff, and the community in as timely a fashion as possible. We recognize that some situations have legal or other considerations that may place restrictions on what may be told to the media or public. We believe that confidential issues must remain confidential. We believe it is important that we speak with one voice in order to maintain the trust of our community.

Protocols:

We agree:

The Board of Trustees recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold of the education of students above any partisan principle, group interest, or personal interest.
(cf. 1160 - Political Processes)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9270 - Conflict of Interest)
(cf. 9323 - Meeting Conduct)
Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate."

Topic and Rationale:

Board President-Role and Responsibilities

We believe we have an obligation to set an example of good government in action for our community. We intend that our Board meetings proceed professionally, efficiently, and effectively and that district staff will have the opportunity to provide the necessary background materials and information to the board in a timely manner. We believe each Board member must have the opportunity to express his or her viewpoint during board deliberation. We believe the board president has a facilitation role relative to board meetings and that he or she has no more or less authority than any other board member outside of board meetings.

Protocols:

The role of the Board President is to:

- Consult with the Superintendent or designee on the preparation of board meeting agendas.
- Chair Board meetings.
- Work with the Superintendent as necessary to help ensure Board members have the necessary information and materials to make wise decisions.
- Make sure that pending agenda items are addressed appropriately.
- Confer with the Superintendent before meetings to prepare, as necessary, for the upcoming meeting.
- Model the tone and behavior the board wishes to convey to the community *(e.g., one of cooperative leadership focused on all students)*

As for the meeting chair, the Board President will:

- Open and preside over the meetings.
- Introduce agenda items, providing some background information as appropriate. ~~*(different from background information that is provided by staff. e.g., "This is an item we have had our agendas four times in the last three months. We have given it a great deal of consideration and appreciate all of the input we have received from the public and the information staff has provided on the issue. Tonight we will receive additional public input, deliberate further and hopefully make a final decision").*~~
- Call on speakers
- Not typically make a motion ~~him or herself~~themselves, but ensure that there is one made at an appropriate time during deliberation.
- Make sure all Board members have a chance to share in the deliberation process~~ceeds~~.
- Wait until all other Board members who wish to speak on an issue have done so before adding ~~his or her~~their own comments.
- Call for a vote after restating the motion.
- Clarify and authenticate all actions, orders, and procedures of the board.
- Adjourn meetings.

As necessary, the Board President will also remind the governance team and audience members of any meeting following the Board meeting, the Board President will work with the Superintendent to make sure that there is appropriate follow-up and clarification of possible options for the Board.

Topic and Rationale:

Welcoming New Board Members to the Team

We believe new Board Members should feel welcomed and have opportunities to get to know other members of the governance team. ~~It is important to have opportunities to "heal any wounds" from the election process.~~ New Board Members need educational support and training from the governance team and outside sources (i.e., CSBA New Board Member Institute). New Board Members need to learn about the district and understand the district's vision, purpose, and culture. New Board Members need to feel that they are part of our team and should participate in developing agreements about how we will work together.

Protocols:

We agree:

- New Board Members will receive a New Board member Packet and Governance Handbook that includes relevant information about the school district and the governance team operations.
- The Board may select a "board mentor" to provide support to a new Board Member as ~~s/he~~they ~~becomes~~ become familiar with the governance team operations and the governance role and responsibilities.
- The Superintendent will meet with each new Board Member individually to answer any questions and familiarize ~~him/her~~they with district operations.
- Each seated Board Member is encouraged to arrange a time to have an informal meeting with each new board member as soon as possible after the swearing-in ceremony (i.e., coffee or lunch, etc.).
- The whole governance team will participate in a ~~New Board Member Orientation~~Governance workshop ~~in January~~ as soon as possible ~~following~~ an election of new Board Members. ~~The orientation will include but not be limited to discussions of:~~
    - ~~Discussion Vision, Purpose, and Goals.~~
    - ~~Key District Personnel.~~
    - ~~District Operations.~~
    - ~~Special District Projects or Programs.~~
    - ~~Current Issues Facing the District.~~
    - ~~Governance Team Operations.~~
        - ~~*Board Bylaws (9000 Series of the Policy Manual).~~
        - ~~*Alum Rock Union School District Governance Handbook.~~

Topic and Rationale:

Responses to Emails or Other Communications Sent to Individual Board Members

We believe the School Board Is a representative body, and Board Members have a responsibility to be accessible and responsive to members of the staff and community. It is important to respond effectively and uniformly to email and other written correspondence from staff or community members. Credibility and trust are developed in the community when we are consistent in our communication about important district issues.

Protocols:

We agree:

All communications from board members to the public should endeavor to provide only general factual information. Board member communication with the public should never include deliberation, debate, or suggest that any particular decision will be made or action taken regarding district business.
*All communications pertaining to the business of the district, including personnel, must be directed to the Superintendent to be addressed by the appropriate staff.
*All communications from individual board members should clearly indicated that they represent the perspective of that individual board member, and not of the board as a whole.

Topic and Rationale:

Governance Team Process for Negotiations

We believe the Board's responsibility is to represent the district's interest during negotiations. An agreed upon process is in place for negotiations with district bargaining units. We have a competent negotiating team for the district. The governance team defines the district parameters for negotiations based on district goals and district resources. Board members

should not be directly involved at the negotiations table. ~~District bargaining units have a job to do and a role to play in negotiations. The union's function is to obtain the best salaries, benefits, and working conditions for union membership.~~ Union negotiating teams represent the interest of union members. It is the Board's responsibility to negotiate a fair and equitable contract for the unions and the district.

Protocols:

We agree:

- Always keep students' best interests in mind throughout the negotiations process.
- Represent the district's interest(s) during negotiations.
- Establish clear philosophical and financial parameters for negotiations based on district priorities, goals, and resources.
- Trust and support the district negotiating team.
- Recognize and communicate to staff and the public that the district negotiating team is accurately reflecting the progress of negotiations to the Board.
- Remind staff and community that there is an agreed upon process in place, that the staff and district each have an identified negotiating team, and that any issues or questions about negotiations need to go through the defined and agreed upon processes.
- Adopt and stand behind the final ~~contracts~~agreement.
- We agree to provide the Superintendent and the Negotiation team direction and parameters.

E. CODE OF CONDUCT

The Board and its members will conduct themselves lawfully with integrity and high ethical standards in order to model the behavior expected of staff and students and to build public confidence and credibility.

1. Board members will serve the interests of the people of the entire school district. Members recognize this responsibility to the whole to be greater than:
    a. Any loyalty a member may have to any other advocacy or interest groups or individuals.
    b. Loyalty based upon membership on other Boards or staffs;
    c. Conflicts based upon the personal interest of any board member who is also a parent of a student in the district;
    d. Conflicts based upon being a relative of an employee of the district; or
    e. Conflicts based upon the member's election from or identification with a subsection of the district.

2. Board members will not attempt to exercise individual authority over the operation of the school district.
    a. Members will not attempt to assume personal responsibility for resolving operational problems or complaints but may monitor through the superintendent the disposition of complaints;
    b. Members will not personally direct any part of the operational organization.

3. To build trust among members and to ensure an environment conducive to effective governance, members will:
    a. Focus on issues rather than personalities;
    b. Respect decisions of the full Board;
    c. Exercise honestly in all written and interpersonal interaction, never intentionally misleading or misinforming each other;
    d. Criticize tactfully, praise publicly;
    e. Make every reasonable effort to protect the integrity and promote the positive image of the district and one another;
    f. Never embarrass each other or the district;
    g. Demonstrate respect for the public as a whole and community members individually at all times and in all situations;
    h. Demonstrate courtesy and respect in your communications by being responsive to one another and the Superintendent and all staff;
    i. Refrain from personal comments and attacks against each other, staff, and members of the community;
    j. Listen first, and respect each Board Member's opinions and opportunity to speak;
    k. Show deference to Board leadership in the conduct of Board meetings. Wait for your turn to speak.
    ~~k.~~l. Be fully present.

4. Board members will exercise personal discipline in the performance of their duties, including proper use of authority and appropriate decorum when acting as board members.

5. Board members shall maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the board, especially those matters discussed in Closed Session.

The community entrusts the Board of Trustees of the Alum Rock Union Elementary School District to uphold and defend the Constitutions of California and the United States, protect the public interest in schools, and ensure that a high-quality education is provided to each student within the District. To effectively meet district challenges, the Board and Superintendent must function together as a governance leadership team. Agreed upon operating procedures, or protocols, support unity among team members. The purpose of the Alum Rock Union Elementary School District governance team norms and protocols is to ensure a positive and productive working relationship among Board members, the Superintendent, district staff, students, and the community. The protocols were developed for and by the members of the governance team and may be modified over time as needed.

APPROVE BY THE BOARD OF TRUSTEES THIS_____DAY OF _____,~~2021~~2025.

~~Corina Herrera-Loera~~Linda Chavez:_____

Andrés Quintero:_____

~~Ernesto Bejarano~~Minh Pham:_____

~~Linda Chavez~~Corina Herrera-Loera:_____

_____

Minh ~~Pham:~~Nguyen _____

2.6

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue, San Jose, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: December 1, 2025

Subject: **Update on Super Copita.**

Support Information: **Staff will provide the Board with an update on Super Copita.**

Information Only

Submitted by: Sandra Garcia Title: Interim Superintendent

To the Board of Trustees: Meeting: December 4, 2025
Special Board Meeting

Information Only

2.6
Agenda Placement

Sandra Garcia, Interim Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

3.1

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue, San Jose, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: November 25, 2025

Subject: **Approve School Sponsored Field Trips**

Support Information: Per Board Policy 6153, field trips involving out-of-county or overnight travel require Board approval. The field trips listed fall under this policy. Administrative procedures will be followed for these trips.

Fiscal Impact: Yes

Budgeted: Yes

Budget Source: **Multiple Funds**

Recommended Action: It is the recommendation of the Interim Superintendent that the Board of Trustees approve the out of county and overnight school sponsored field trips.

Submitted by: Dr. Kiela Jimenez KJ Title: Director, Student Support Services

To the Board of Trustees:

Recommend Approval

3.1
Agenda Placement

Meeting: December 4, 2025
Regular Board Meeting

Sandra Garcia, Interim Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Alum Rock Union Elementary School District

Field Trip Information Sheet

Overnight Field Trips are in BOLD

Field Trips for Board Approval: December 4, 2025

School	Field Trip Event	City, and County	Date	Grade	# of classes	Estimated Cost	Budget (coding)	Purpose: (academic standard the trip supports)
Russo/McEntee	Natural Bridges Monarch Butterflies	Santa Cruz, Santa Cruz County	12/17/2025	2nd	2	$1403.00 Transportation	060-9010-0-5835-00-1110-1000-000000-320-2320	Observe the Monarch Butterfly Grove.
Ryan Academy	Pie Ranch	Pescadero, CA San Mateo County	12/12/2025	3rd	1	$1785.00 Transportation	060-7810-0-5835-00-0000-3700-000000-480-7030	To provide students with a comprehensive farm-to-table experience, illustration where food comes from and fostering an appreciation for the processes involved in food production, from farming to culinary arts and baking.