Cambrian School District

Governing Board Protocols

Approved: 3/19/2026

Governing Board

A governing board represents the community and is responsible for setting the direction of a school district, overseeing its operations, ensuring accountability, and advocating for the needs of students by making key decisions regarding education policy, budget allocation, and personnel, while communicating progress and updates to the public at large; essentially acting as the community voice in public education decision-making.

The Role Of The Board

The Cambrian Board of Trustees works with the Superintendent to:

- Provide direction for the district
- Establish District policies and procedures
- Ensure~~s~~ accountability
- Provide community leadership on behalf of the district and public education

Governing Board Protocols

The Cambrian Board of Trustees have established rules, procedures, and guidelines to dictate how individual Members of this Board agree to conduct both the public's business and themselves.

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Questions About the Agenda

The Board agrees to:

- Contact the Superintendent to request information 48 hours before the meeting so that staff has an opportunity to get the information.

The Superintendent agrees to:

- Supply the requested information to ALL Board Members, as necessary.

Request for Information From the Superintendent

Board Members respect that the Superintendent's job is to work for the education of the students and that time must be spent in a focused manner.

The Board Members agree to:

- Text or email the Superintendent with questions.
- Self-monitor requests to assure one person's request will not divert an inappropriate amount of the Superintendent's time.

The Superintendent agrees to:

- Share all information on Board Members' requests with all Board Members, as necessary.
- Requests which require an inordinate amount of time will be brought to a Board meeting under the Potential Future Board Agenda Item, where the majority of the Board will vote to take board action on the request.

Response to Community

The Board agrees to:

- Listen openly, being careful to remain neutral.
- Remind staff and members of the community that no individual trustee has the authority to solve the issue or concern.

- Encourage addressing this with the person at the lowest level who can most directly help them with their concern: e.g. Teacher, Principal, Director, Assistant. Superintendent, or Superintendent.
- As appropriate, explain the District complaint or grievance policy and procedure
- Acknowledge the manner in which the complaint was received.
- Share with the Superintendent, who will then share with the Board if appropriate.
- Ensure the confidentiality of the person bringing the concern.

The Superintendent agrees to:

- Investigate the concern and advise the board when any action is taken.

Role in Public

No individual member of the Board will speak for or in the name of the total Board unless by explicit direction of the Board. When a Board decision has been reached, all Board members, even those who may have voted against it, will support that decision until amended or rescinded by Board action. *Board Bylaw 9010*

- Board Members discuss board agenda items ONLY at board meetings and not at outside activities.
- If a Board Member becomes aware of something at a site that might need attention, they will refer that item to the Superintendent.

Personal Device Use During Board Meeting

The Board agrees to:

- Place all personal devices on silent or vibrate. This includes cell phones, tablets, and smartwatches.
- Use personal devices **only when absolutely necessary**, such as for emergency texts, calls, or emails. This includes responding to personal or board-related messages.
- Step outside the meeting room to send or respond to an emergency.

Visiting Schools

Board members are present in classrooms and other District Offices to observe and learn, not to openly question operations and activities. Questions about specific events observed

should be shared with the superintendent so as not to convey to staff a Board member's role as 'management' of the District.

- Board members shall arrange a time with the school site administrator or Superintendent for a mutually agreed upon time for the visit
- Although the Board is assigned a 'Buddy School,' Board members are free to visit any of the district's schools.
- Principals and/or Superintendent will, accompany the Board member during the visit.
- Principals are encouraged to debrief with a Board member at the end of the visit to put what the Board member has observed in context and answer any questions.

Office Hours

The Governing Board realizes the importance of transparency and accessibility to the community. The Board believes that implementing Board Office Hours with community members will promote accessibility and allow for open dialogue on current and high-priority needs. Brown Act requirements state that board meetings are open to the community. All Board discussions, except those of a confidential nature, must be held in public with a majority of the Board. Board Office Hours allow for two-way communication in a less formal setting and are open to staff, students, and community members.

- The Board will create a schedule at the first meeting of the new school year to set dates and times for office hours. Meetings will be posted on the district and school websites.
- A designated room will be chosen and publicly posted at each school site. The community is welcome to attend a meeting at any site.
- Due to Brown Act restrictions, only two (2) Board members can attend a single meeting.

Additional Requirements And Guidelines:

- To ensure compliance with the Brown Act, Board members will not communicate the content of these meetings to other Board members individually but report out as a whole at a duly agendaized Board meeting.
- Please remember that the Board can only take action with a majority vote or agreement of its members. Therefore, statements by individual Board members represent the view of that member only, not the Board as a whole.
- Because of Brown Act restrictions, no decisions can or will be made during Board Office Hours. Decisions will only be made during duly agendized Board meetings.

- Since the Brown Act only allows a Board majority to meet in a duly agendized meeting, the best time to address the Board as a whole is at a public Board meeting or in writing.
- Conversations during Board office hours are not confidential.
- Please be courteous and respectful. While the Board might not agree on every issue, they share the common goal of providing our students with the best education possible.

Appropriate Office Hour Topics:

- Priorities, goals, and/or policies of the district.
- Any issues that are unable to be resolved through appropriate channels, will be directed to contact the Superintendent's office. The Board would only be involved if the Superintendent cannot resolve the issue.

Reminder: Board Office Hours are considered public, and any sensitive issues should be addressed by alternate means.

Individual Board Member Requests for Information From Staff

The Board Members agree to:

- Call or email the Superintendent, who will answer or direct the information to the appropriate staff.
- Self-monitor requests to assure one person's request will not divert an inappropriate amount of time from the staff.

The Superintendent agrees to:

- Share all information on Board Member's requests with all Board Members, as necessary.

Spokesperson for the Board

General:

- When speaking to community groups, the media, or other members of the public, individual Board members understand that their statements may be perceived as reflecting the board's views and positions. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

- All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.
- The Superintendent and Board President will ensure that board members have access to talking points about situations, topics, or issues of community interest or concern.
- Board Members will utilize talking points when communicating with community members and staff about important district situations, issues, or topics.

Specific:

- Crisis/Disaster: The superintendent is the primary spokesperson and may involve the board president at their discretion.
- The Board president and the Superintendent will serve as the primary spokespersons for meeting information (e.g., board meeting agenda items, study sessions).
- Core Values/Vision/District Priorities/General District Information: All governance team members serve as spokespersons, utilizing developed and agreed-upon key messages.

Written Communication with the Public

The Board Members agree to:

- The Board President and Superintendent will serve as the district's primary spokespersons (Spokesperson for the Board Protocol, 8.6.15).
- When one Board Member receives written communication, the Board Member will respond to the sender and inform them that they will follow up with the Superintendent. All Board members will be copied on the written response.
- When all Board Members receive an email, the Board President responds in the same manner and copies all Board Members and the Superintendent.

The Superintendent agrees to:

- Respond to the email and copy the Board Members.