Cupertino Union School District
2026-27 Board Protocols and Procedures

BOARD OF EDUCATIOn

Satheesh Madhathil, Board President **Ava Chiao**, Board Vice President
Sylvia Leong, Board Clerk **Long Jiao**, Board Member **Jerry Liu**, Board Member

ACTING SUPERINTENDENT

Allison Liner

We believe…

- All children will progress, learn, and thrive when provided engaging and learning experiences and environments
- One size does not fit all – students learn at different paces and in different ways
- Academics are a portion of what matters to a child's success in school and life
- When families, communities and schools work together, students are more successful and the entire community benefits

Our Commitments…

- Provide meaningful, creative and innovative curriculum and instruction that supports student engagement and deepen student learning experiences
- Design Dynamic Learning Environments to meet the needs of all students while challenging each to develop existing skills, interests and understandings, as well as building new ones
- Attract, retain and support highly qualified staff who are seen as leaders and learners empowered to inspire our students
- Engage family and community as partners to actively support and improve the academic achievement, social and behavioral development, and health of our students
- Ensure District communication systems are in place in order to connect our schools to our families and community, celebrate the successes of our students, staff, and alumni while attracting and welcoming new families to the District
- Develop and maintain a District culture and infrastructure that ensures fiscal responsibility and places highest value on student learning

District Priorities…

1. **Future-Ready Learning**
   Support each child in developing the skills and characteristics of our CUSD Portrait of a Learner including academic content skills and our six (6) competencies
2. **Community-Wide Engagement**
   Actively engage educational partners (students, staff, parents and community members) and build strong relationships to support the implementation of the CUSD Strategic Plan, including the Portrait of a Learner
3. **Fiscal Responsibility**
   Effectively and efficiently utilize District resources, operations, and processes to maximize each student's learning
4. **Sense of Belonging**
   Create a sense of belonging in the workplace so that every employee feels valued, validated and supported to actively engage in their work, fully contribute, and confidently practice well-being activities that promote connectedness and work-life balance

Board (B) and Superintendent (S) Committees

Budget Advisory (B)
Ava Chiao, Satheesh Madhathil

Cupertino 2x2x2 (B)
Sylvia Leong, Satheesh Madhathil

Los Altos 2x2x2 (B)
Ava Chiao, Long Jiao

Saratoga 2x2
Long Jiao, Sylvia Leong

Sunnyvale 2x2x2x2 (B)
Ava Chiao, Jerry Liu

CUSD/FUHSD/SSD (B)
Current Board President

Facilities (S)
Jerry Liu, Satheesh Madhathil

POL Think Tank (S)
Jerry Liu, Long Jiao

Wellness (S)
Sylvia Leong, Jerry Liu

Board Members' School Assignment – 2026-27 School Year

Ava Chiao
Miller, De Vargas, Eaton, Garden Gate, Stevens Creek

Jerry Liu
Lawson, Collins, Eisenhower, Murdock-Portal, Sedgwick

Long Jiao
Kennedy, Dilworth, Muir, Nimitz, West Valley

Sylvia Leong
Hyde, Blue Hills, McAuliffe, Stocklmeir

Satheesh Madhathil
CMS, Faria, Lincoln, Montclaire

Protocols

Board Meeting

- Wait to be acknowledged by the Board President
- Follow guidelines for Board interactions as outlined in Board Bylaw 9121 and 9322
- Include Agenda Setting as an agenda item to allow Trustees to propose/decide which items to bring forward at a future meeting
- Possible tagline: "I'm not sure we are adhering to the agreed upon protocol"
- "Year-at-a-Glance" to inform the Board and the public of upcoming agenda items

Agenda Items & Agenda Setting

- The Board President and the Superintendent will meet regularly to develop Board meeting agendas
- The substance of proposed future agenda items will only be discussed via a suggested title and a very short description of its purpose without any details
- Pre-Board discussion will continue; email questions to the Superintendent and don't wait until Pre-Board
- Pursuant to Board Bylaw 9322, the public may submit to the Superintendent a written request for an agenda item for a future meeting

Voting

- Board Members who are going to vote "NO" or "ABSTAIN" prior to taking a vote are encouraged to explain their rationale
- Roll call votes

Social Media – Board Members…

- May use social media unrelated to Board business
- May use social media to provide/solicit information to/from the public
- May not directly respond to any communication from another Board Member(s) regarding Board business
- Must avoid otherwise permissible use of social media which results in a discussion between a majority of Board Members regarding business of a specific nature

Communication – Media/Public in General

- The Board President or the Superintendent (or designee) will respond to the media
- The Board President or designee will respond to emails sent to all Board Members as a group with copy to the Superintendent
- Individual Board Members may respond to/meet with individuals using discretion and inform the Superintendent if needed; it must be clear that any opinion expressed represent only that of the individual Board Members and not the Board as a whole
- A Board Member retains the right to respond to anyone but not on behalf of the Board

Communication – Board Members, Staff

- Board Members will communicate directly with the Superintendent
- The Superintendent will use discretion when deciding to respond to all Board Members or only to the one asking the questions. There will be no back-and-forth replies or forwarding of the responses to others
- Board Members may contact the Executive Cabinet directly but should copy the Superintendent
- Keep Board Members' one-on-one conversations confidential
- Friday Memo from Superintendent and Staff
- Send critical items immediately as they arise
- Support one another to adhere to the Brown Act at all times

Board Office Hour

- For the public – held quarterly when schools are in session, at different times (morning or evening) to accommodate schedules
- For staff – held quarterly when schools are in session
- Flexibility for additional sessions if needed
- Hosted by two rotating Board Members
- No decision will be made by the two Board Members in attendance

Complaints/Issues from Community

- Direct the complainant to talk with the teacher/principal/appropriate person
- If appropriate, share with the Superintendent as a heads up
- Adhere to District policies pertaining to Governance Stands and Board Authority etc. as specified in BP 1312/1312.1. and Board Bylaws 9005, 9121, 9200 and 9322
- Once an answer is provided, copy the Board to acknowledge that the issue has been handled with no further response from Board Members

Meeting with Principal/Staff

- The Board President and one Board Member will meet quarterly with Union leadership
- Board Members meeting one-on-one with a Union leadership member should inform the Superintendent
- The Board President and Vice President should continue to meet with the CEEF President
- If a Board Member is invited to speak at a CUSD affiliated function, s/he will first discuss participation with the Superintendent
- If a staff member reaches out to a Board Member to chat, it is appropriate to do so at the Board Member's discretion
- Meetings with others may be set up individually and reported to the Superintendent as needed

School Visits – Board Members…

- Shall be accompanied by the Principal or Designee
- Shall be no longer than 60 minutes in duration
- Will each adopt 4-5 schools (see list on previous page)
- Are responsible for their schools' SPSA reviews
- Are encouraged to attend their schools' PTA/site council meetings as appropriate
- Can reach out to Principals to arrange visits
- May visit unassigned schools for special events by contacting the Principal
- Are never to do unannounced school visit

Role in Collective Bargaining

- Neither the Board Members nor the Superintendent are members of the negotiating teams
- Avoid any individual conversations about issues in negotiations
- Refer individuals to the Board as a whole by encouraging them to make their comments at the Public Comment portion of any upcoming Board meeting