

Bylaws of the Board

BOARD TRAINING

BB 9240

The Governing Board believes that its 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 trainings on school district finance, ethics, and mandated reporting as required by this Bylaw. Additionally, Board members are encouraged to participate in ongoing opportunities for professional development to help them understand their responsibilities, stay abreast of new developments in education, and improve their governance skills.

Each Board member shall complete a training in district finance in accordance with Education Code 35220-35223. For Board members in office as of April 1, 2027, the deadline to complete the training is April 1, 2028, unless their term of office ends before April 1, 2028. For Board members elected or appointed to office after April 1, 2027, including a Board member newly elected or appointed to a nonconsecutive term, the deadline to complete the training is one year from the first day of serving as a Board member. Completion of CSBA's Masters in Governance (MIG) Program shall be deemed to satisfy the district finance training requirement.

Additionally, each Board member shall complete ethics training in accordance with Government Code 53234-53235.2 within six months from the first day of serving as a Board member and at least once every two years thereafter. (Government Code 53235).

Additionally, Government Code 53235, as amended by AB 2631 (Ch. 201, Statutes of 2024), requires the Fair Political Practices Commission, in consultation with the Attorney General, to create, maintain, and make an ethics training course available to local agency officials, including Board members (a no-cost option).

In addition, each Board member shall receive annual mandated reporter training in accordance with Board Policy/Administrative Regulation 5141.4 - Child Abuse Prevention Reporting. (Education Code 44691; Penal Code 11165.7).

Each Board member shall inform the Board president and Superintendent or designee of the completion of any training required by this Bylaw, and the Superintendent or designee shall ensure that records of participation and completion are retained for each Board member. (Education Code 35222;

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Government Code 44691, 53235.2)

Upon each Board member's election or appointment, the district shall provide the Board member with a copy of the Brown Act. (Government Code 54952.7)

The Board president and/or the Superintendent 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 in the district's proposed annual budget for professional development, and associated reasonable travel expenses, for the Board as a whole and for each individual Board member.

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 consideration at a Board meeting, a Board professional development calendar designed to assist the Board as a whole in understanding the principles of effective governance, including, but not limited to, information on the district's budget, 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 the 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. The Board shall approve board training expenditures paid by district funds in advance.

Consistent with Board Bylaw 9320 - Meetings And

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, MIG Program, Annual Education Conference and

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Trade Show, Legal Symposium for Experienced Board Members, Board Presidents Workshop, Brown Act Workshop, Policy Update Webinars, and Ethics Trainings.

~~Individual Board members are encouraged to share the knowledge or skills acquired from individual professional development opportunities with the full Board, thereby benefiting the Board as a whole and the district.~~

Consistent with Board Bylaw 9320 - Meetings and Notices, Board members may attend a professional development opportunity as part of a conference 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 specific nature that is within the district's jurisdiction.

Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 35220-35223

Ed. Code 35222

Ed. Code 44691

Gov. Code 53234-53235.2

Gov. Code 54950-54963

Gov. Code 54952.2

Gov. Code 54952.7

Pen. Code 11164-11174.3

Management Resources

CSBA Publication

CSBA Publication

Description

School district finance training

Record retention

Mandated reporting

[Ethics training](#)

[The Ralph M. Brown Act](#)

[Meeting; defined](#)

Copy of the Brown Act

[Child Abuse and Neglect Reporting Act](#)

Description

[Our Commitment to Board Professional Learning and Training](#)

[Board Bylaw 9240: Why board training and professional development matter, Research and Policy Fact Sheet, February 2026](#)

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CSBA Publication	<u>Call to Order: A Blueprint for Great Board Meetings, 2018</u>
CSBA Publication	<u>Professional Governance Standards for School Boards, November 2021</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>CSBA</u>
Website	<u>California Department of Education</u>
Website	<u>Fiscal Crisis and Management Assistance Team</u>

Cross References

Policy	Description
0000	<u>Vision</u>
0100	<u>Philosophy</u>
0200	<u>Goals For The School District</u>
1112	<u>Media Relations</u>
2110	<u>Superintendent Responsibilities And Duties</u>
2111	<u>Superintendent Governance Standards</u>
2140	<u>Evaluation Of The Superintendent</u>
3100	<u>Budget</u>
3100	<u>Budget</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
6000	<u>Concepts And Roles</u>
9000	<u>Role Of The Board</u>
9005	<u>Governance Standards</u>
9100	<u>Organization</u>
9121	<u>President</u>
9150	<u>Student Board Members</u>
9220	<u>Governing Board Elections</u>
9220-E(1)	<u>Governing Board Elections</u>
9230	<u>Orientation</u>
9250	<u>Remuneration, Reimbursement And Other Benefits</u>
9250-E(1)	<u>Remuneration, Reimbursement And Other Benefits</u>
9250-E(2)	<u>Remuneration, Reimbursement And Other Benefits</u>
9270	<u>Conflict Of Interest</u>
9270-E(1)	<u>Conflict Of Interest</u>
9320	<u>Meetings And Notices</u>
9320.1	<u>Remote Meetings and Attendance</u>
9400	<u>Board Self-Evaluation</u>

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Bylaw

PASADENA UNIFIED SCHOOL DISTRICT

Adopted: March 26, 1996

Pasadena, California

Revised: 06/24/2014; 02/23/2017; 11/21/2024; 03/27/2025; 09/24/2026;