



**San Ramon Valley Unified School District**  
699 Old Orchard Drive, Danville  
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**BOARD OF EDUCATION MEETING AGENDA - WORKSHOP**  
**September 3, 2021**

**9:00AM – 12PM**

Susanna Ordway, President

Ken Mintz, Vice-President  
Rachel Hurd, Clerk

Laura Bratt, Member  
Shelley Clark, Member

Welcome to the San Ramon Valley Unified School District Board of Education Workshop. Your interest in our schools is greatly appreciated.

Members of the public who wish to submit public comment at the SRVUSD Board Meetings, may do so in one of two ways. Because this is a special meeting of the Board, public comment will not be allowed on any item not on the agenda.

1. Attend the meeting and complete a Public Comment Card. Give the card to Cindy Fischer and you will be called up to the podium to present your comments in person.
2. Email your comments to [publiccomments@srvusd.net](mailto:publiccomments@srvusd.net). Emails will be automatically forwarded to each board member and will be entered into the official minutes.
  - a. Public comments received from the time the agenda is posted through the end of the open session portion of the meeting, will be included in the minutes.
  - b. Public comments received 4 hours or less prior to the start of open session will be included in the minutes, but may not be read by all Board Members prior to the meeting.
  - c. No email attachments will be accepted with electronically submitted public comment.
  - d. Email addresses will not be included in the public record in order to protect the privacy of commenters.

By law, board members can only discuss items that appear on the agenda. For this reason, board members do not engage in dialogue with individuals speaking during the non-agenda public comment section of the meeting. For individuals who wish to speak with board members in depth about an issue, contacting board members on an individual basis is recommended, although individual board members have no legal authority to make decisions without consideration by the whole board.

**All public comments during the meeting will be limited to three minutes.**



**WORKSHOP**  
**Board Rooms**  
**September 3, 2021**  
**9:00 AM – 12:00PM**

- 1.0 Call to Order**
- 2.0 Pledge of Allegiance / Attendance**
- 3.0 Acceptance of Workshop Agenda** **Action**
- 4.0 Board Workshop** **Discussion**
- 4.1 Board Governance Workshop**
- 5.0 Public Comment** **Oral**
- Adjournment**

# Sample Unified School District GOVERNANCE TEAM HANDBOOK

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Last Updated: June 2021

## GOVERNANCE NORMS\*

*Sample Unified School District is governed by a Board, not by individual Trustees. While understanding our separate roles, the Board and Superintendent work together as a “governance team.” This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.*

We will . . .

- Keep the District focused on learning and achievement for all students.
- Communicate a common vision.
- Operate openly, with trust and integrity.
- Govern in a dignified and professional manner, treating everyone with civility and respect.
- Govern within Board-adopted policies and procedures.
- Take collective responsibility for the Board’s performance.
- Periodically evaluate our own effectiveness.
- Ensure opportunities for the diverse range of views in the community to inform Board deliberations.

## GOVERNANCE PROTOCOLS

Issue/Background	Our agreement on how we will handle this
<b>Section 1: BOARD MEETING AGENDAS</b>	
<p><b>Setting the Agenda</b> The Consent Calendar allows the Board to deal with routine business (including items that are covered by Policy) with minimal discussion. This helps keep the focus on our bottom line, which is student learning.</p>	<p>Trustees will notify the Board President by the morning of the Board meeting if they intend to pull an item.</p> <p>There are two specific times that call for an item being pulled:</p> <ul style="list-style-type: none"> <li>➤ When a Trustee plans to vote “no”</li> <li>➤ When a Trustee needs further information or discussion before deciding how to vote Before pulling an item simply to “speak to it”, Trustees will consider postponing their remarks until the Trustee announcements/requests.</li> </ul>
<p><b>Placing Items on the Agenda</b></p>	<p>A Board member or 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 shall 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.</p> <p>The Board president and Superintendent shall decide whether 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 the 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.</p> <p>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 subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.</p>
<p><b>Setting Board Agenda</b></p>	<p>The Superintendent will distribute a tentative calendar of agenda items to all Board members each year. Following the established template, the Superintendent and Board President will order the agenda for each meeting for maximum effectiveness—considerations will include staff time, paid consultant time, likely public involvement, and anticipated Trustee discussion. Under unusual circumstances, the Superintendent and Board President may reorder the established template. Out of courtesy to staff and the community, whenever possible the published agenda will reflect the actual order of the meeting. However, there may be times that the Board will reorder the agenda at the beginning of a meeting. Trustees may request that an item be placed on an upcoming agenda; if no consensus exists, the Trustee may follow Board policy for placing an item on the agenda. There may be cases when the Board President determines it is appropriate to reorder the agenda, and the Board President agrees to make this decision in consultation with the Superintendent.</p>

<b>Section 2: INFORMATION ON THE AGENDA</b>	
<b>Trustee request for information</b>	<p>Trustees will, insofar as possible, let the Superintendent know ahead of time when a request for information will be made in public so the staff can be prepared to provide a thorough answer.</p> <p>If it appears that a request for information will take considerable staff time, the Board President will restate the request and ask the Superintendent for input regarding time and resources involved. The Board President will then ask for a “thumbs up” from the entire Board to see if a majority of the Board supports the request.</p> <p>When an individual Board member requests information, it will be provided to all Board members.</p>
<b>Getting questions answered about items on the agenda before a meeting</b>	<p>Method 1: Call or e-mail questions to the Superintendent (with cc to the Executive Assistant) as soon as possible. If the item is confidential, do not use names of personnel or students when using e-mail.</p> <p>Method 2: Make an appointment through the Superintendent’s assistant and ask the questions then.</p> <p>Method 3: Ask questions during the Board prep meeting (president)</p>
<b>Section 3: BOARD MEETINGS/MEETING MANAGEMENT</b>	
<b>Board Meeting Management</b>	<p>During discussion, Trustees will be called on only when they indicate they have something to say (vs. “going down line”).</p> <p>Trustees may request that a break be taken during long meetings (by passing a note to the president). Trustees may leave for a personal break.</p> <p>It is the role of the Board President, and individual Trustees, to actively facilitate Board meeting efficiency and protocol.</p>
<b>How we address each other during public Board meetings</b>	Trustees will address each other by their first names and will use a title only with the Superintendent.
<b>Communications During Meetings</b>	<p>Communications utilized during Board meetings, including those by electronic means, are subject to requests from the public under the Public Records Act. Trustees will refrain from sending/receiving electronic communication during Board meetings on matters that are being heard, considered, or deliberated.</p> <p>As a matter of courtesy, and to allow all Board members access to the most complete information possible, Trustees will refrain from engaging in private conversations during Board meetings, including during breaks, with members of the public on matters of which the Board will be deliberating.</p>
<b>Motions and Deliberation Process</b>	<p>On action items, the order is as follows:</p> <ol style="list-style-type: none"> <li>1. Staff Explanation</li> <li>2. Input from public (if any)</li> <li>3. Motion</li> <li>4. Trustee discussion and deliberation; further clarification from staff when needed and/or as directed by President</li> <li>5. Vote</li> <li>6. Board President summarizes and clarifies</li> </ol>

<b>Voting “No” or Abstaining</b>	Each Trustee respects the right of other Trustees to vote “no” or to abstain on an issue. But everyone agrees it is a courtesy to the team to explain the reasons for the “no” vote or abstention during deliberation.
<b>Self Monitoring of Governance Team Effectiveness</b>	Individual Trustees agree to review and adhere to meeting norms, goals and CSBA Board member roles. When behavior by an individual Trustee detracts from effective governance, other Trustees work with that Trustee to encourage conformance to our norms (communicating with courage and consideration). In a workshop setting, the governance team will evaluate its effectiveness once a year.
<b>Board Member Reports</b>	The purpose of Trustee reports is to share information on school events the trustee may have attended since the last meeting. Trustees respect the need to help facilitate efficient meetings, so they agree to (a) limit their remarks to, (b) focus on offering information that helps other Trustees do their job, and (c) always consider, “Does this need to be said?” Trustees agree they will not use this time to lobby.
<b>Meeting Norms</b> Developed specifically for workshop setting, but also applies to Board meeting	<ul style="list-style-type: none"> <li>➤ Everyone participates</li> <li>➤ Seek first to understand, then be understood</li> <li>➤ Stay on topic</li> <li>➤ Listen before responding</li> <li>➤ Keep discussion moving forward (Does it need to be said?)</li> <li>➤ Remain objective</li> <li>➤ Adhere to time</li> <li>➤ One conversation at a time</li> <li>➤ Maintain a collegial tone, where discussion and debates are thoughtful and respectful</li> <li>➤ Protect confidence</li> </ul>
<b>Process Options for Community Input</b>	<p>An agenda item will be included in a regular Board meeting following the standard format of staff presentation, questions from the Board, public comments and Board discussion. If the Board feels additional public input would be helpful in determining a course of action, the following steps may be taken:</p> <p>Step 1: A community input meeting may be held. The Board will decide the parameters for discussion, the desired representation (school sites, pertinent interest groups, community-at-large, etc.) and appropriate time line. Invitations will be issued to the suggested representatives.</p> <p>Step 2: After receiving this additional input, the Board may decide if an ongoing group is needed to continue to address the issue. The Board may form a committee or direct the Superintendent to form a task force.</p>
<b>Closed Session Protocol</b>	<p>During Board Agenda Planning, Cabinet will identify any input/direction they will need to obtain from the Board during the upcoming Closed Session. At the end of Closed Session, staff will summarize (and record) the direction provided by the Board.</p> <p>During closed session discussions, if Board members don’t express concern about an item brought up in Closed Session, staff will assume that the Board supports it.</p>
<b>Board President and Vice President</b>	The Board President conducts meetings, works closely with the Superintendent to construct upcoming agendas, and at times serves as the public face of the Board. The President plays a key role in the success of the Governance Team, therefore, it is highly recommended that the Board President have demonstrated leadership experience and competency on an elected body, or participate in a training to invest in strong leadership skills, such as the New President workshop offered through CSBA or CSBA Masters in Governance trainings.

	A new Vice President is highly recommended to complete the New President workshop or a similar training before rotating into the position of President.
<b>Section 4: COMMUNICATION/COMMUNITY ENGAGEMENT</b>	
<b>Visiting Schools</b>	Visits are encouraged, and Board members are encouraged to visit schools throughout the district. As a professional courtesy, Trustees will notify Executive Assistant of Superintendent, ideally 24 hours in advance when visiting classrooms or programs. Trustees will be cautious about encroaching on the administrator's time. Trustees should advise the Superintendent when they plan to make site visits. Trustees will avoid evaluative commentary. Trustees will observe visitor protocol and wear badges and also sign in.
<b>Handling Complaints and Concerns</b> Individual Board members have no authority to fix problems. The appropriate order of whom to contact is first the teacher, then principal, then District staff.	Trustees listen carefully to complaints, remembering they are only hearing one side of the story, then direct the person making the complaint to the person in the District most appropriate and able to help them resolve their concern. This will ensure everyone is treated fairly, equally and expeditiously and that the processes and procedures of the District are upheld. As representatives of the public, it is important that Trustees invite the person with the complaint to ultimately get back to them if the issue is not addressed.  The Trustee will advise the Superintendent of the concern.  Email Statement: Thank you for your email. I will inform the Superintendent of your concern and she or her designee will respond accordingly.
<b>Spokesperson</b>	<ol style="list-style-type: none"> <li>1. Once decisions have been made the Board President, or the President's designee, will be the spokesperson for the Board and describe the Board's processes and positions.</li> <li>2. During disasters and emergencies, Board President, or the President's designee, will be the spokesperson for the Board.</li> </ol>
<b>Communication Tools</b>	Board Wrap Up: The Superintendent's Executive Assistant will prepare and distribute a summary of each Board meeting to all SUSD staff.

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<p><b>Social Media Communication</b></p>	<p>It is each trustees' right to use social media, however, they must clearly distinguish between their personal opinion and a board position; further they must be careful to not offer a personal opinion on a matter that will come before the board for action.</p> <p>Board members agree they will not engage in social media debates and arguments, and if they observe concerning online discussions or information, they will bring it to the attention of the Superintendent for appropriate action. The governance team recognizes that electronic communication is an efficient and convenient way to communicate and expedite the exchange of information.</p> <ul style="list-style-type: none"> <li>• Board members agree to not comment, like or in any way react to another board members' post.</li> <li>• Board members shall exercise caution to ensure that social media is not used as a means for the board to deliberate outside of an agenda board meeting.</li> <li>• Electronically transmitted suggestions or issues will be sent to the superintendent for appropriate response and distribution. The Superintendent may handle the issue, forward on to staff, or add to the "Board Issues Bin" for future discussion.</li> <li>• A trustee may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole.</li> <li>• Any complaint or request for information should be forwarded to the superintendent in accordance with board bylaws and governance protocols so that the issue may be handled through the appropriate process.</li> <li>• Like other writings concerning school district business, a trustee's electronic communication may be subject to disclosure under the California Public Records Act.</li> </ul>
<p><b>Section 5: ELECTION OF OFFICERS/LEGAL</b></p>	
<p><b>Election of Board Officers</b></p>	<p>The Board will use the nomination process at the annual Organizational Meeting held in December</p>
<p><b>Attorneys Contact</b></p>	<p>Superintendent and Board President Board Bylaw 9XXX states as follows:</p> <p>At his/her discretion, the Board president or Superintendent 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.</p> <p>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 the Superintendent or President.</p>