



San Ramon Valley Unified School District

Governance Handbook

Board of Trustees

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*Dedicated to academic excellence where all students thrive and succeed
in innovative and inclusive learning environments.*



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[Link to SRVUSD Board Bylaws](#)

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Meeting Guidelines/Norms

The Board adopted Rosenberg's Rules of Order on 8/31/21

- Focus on students' needs
- Treat everyone with dignity and respect
- Listen openly
- Be open to the ideas of others. Everyone's opinion counts
- Work toward the future, learning from the past
- Promote a stable and consistent environment
- Be mindful of the length of meetings, be brief with comments, avoiding repetition
- Share responsibility for the success of the Board meeting
- Encourage Trustee conversation/discussions
- Protect confidence

Board Agenda- Board Bylaw 9322

- A trustee may request an item be placed on the agenda by contacting the Superintendent, Board President or Executive Assistant.
- Agendas are set the Wednesday prior to the meeting by the President, one Trustee (on a rotating basis), Superintendent and Executive Assistant.
- Questions regarding agenda items prior to the meeting should be addressed to the Superintendent or the appropriate staff member with a copy to the Superintendent and Executive Assistant.
- Consent agenda - consent items are considered routine in nature and are approved by combining them into a single vote. A member of the Board of Education may request that a consent item be removed from the consent agenda to action and voted on separately.
- Regular Meetings - A copy of the Board agenda and supporting materials provided to members of the Board of Education will be available for review in the Office of the Superintendent beginning at 4 pm on the last working day of the week preceding each meeting of the Board of Education. All materials will be emailed to Trustees and are posted on the homepage of the SRVUSD at www.srvusd.net. The community can request email agenda notifications by emailing the Executive Assistant to be added to the distribution list.
- Member of the public requesting an agenda item - see bylaw.

Board Meeting Protocol

- The President will introduce the agenda item and pass to the assigned staff member.
- Staff will introduce the topic and provide the staff report and staff recommendation
- The President will ask Trustees if they have clarifying questions.
- Public comment
- Trustees discuss and deliberate the agenda item. The Board President will call on the Trustee if they have indicated they have something to say versus “going down the line”
- On action items a Trustee may make a motion and another Trustee may second. Alternatively, the Board President may ask for a motion.
- The Executive Assistant will ask for a roll call vote. Trustees may vote yes, no or abstain from the vote
- The student Board member's vote is a preferential vote which shall not affect the final numerical outcome of a vote and will be recorded in the minutes.
- All votes will be reflected in the meeting minutes.
- Board members shall not use electronic communication during the meeting.
- Regular Board meetings shall begin at 6pm and adjourn by 10pm - Board Bylaw 9320, 9323

Closed Session - Board Bylaw 9321

- Closed session meetings are not open to the public
- All information shared and discussion in closed session is confidential. Action items will be reported out in accordance with the law.
- Closed session topics can include litigation, property negotiations, matters dealing with students and district employees and collective bargaining issues with employee associations.

Board Roles

- The Board will use the nomination process at the annual Organizational Meeting held in December
- Board President - Reference Board Bylaw 9121

- Board Vice President
- Board Clerk - Reference Board Bylaw 9123
- The SRVUSD Board has a long history of rotating the Board President, Board Vice President and Board Clerk on an annual basis.
- If a Trustee is not prepared to accept the position of President, Vice President or Clerk, they may pass.
- Trustees are seated on the dais as follows. Board President, Board Vice President, Board Clerk, Trustee, Trustee, Student Board Member
- At the organizational meeting, current and re-elected trustees will be seated in the same order as the previous meeting, followed by newly-elected trustees. If there is more than one newly-elected trustee, they will be seated in alphabetical order by last name. The outgoing president opens the Annual Organizational Meeting, and passes the gavel to the newly elected president, upon election. The immediate past president moves to the second Trustee seat at the next meeting.

Affiliation with School Board Associations

- The District is a member of the California School Boards Association (CSBA) and is in CSBA Region 7A.
- Each year we vote for 3 At-large Region 7A Delegates who serve 2-year terms
- Districts with more than 30,000 students are entitled to an appointed delegate seat, chosen by the Board.
- CSBA hosts a statewide Annual Education Conference each year at the end of November/beginning of December. Board Members are encouraged to attend. Their registration and expenses to attend are covered by the District, in accordance with the district's conference per diem guidelines.
- New Trustee Training is held the day before the conference opens. Newly-elected trustees are highly encouraged to attend.
- The District is also a member of the Contra Costa County School Boards Association (CCCSBA), which is a county-level group that is not part of the CSBA structure. One trustee serves as the Board's representative to CCCSBA. All Board members are encouraged to participate in CCCSBA general meetings/programs.
- The District is also a member of the California Association of Suburban School Districts (CALSSD). Board members are encouraged to attend these meetings, as well.

School Visits

- Trustees may schedule site visits by emailing the Supervisor and Principal
- School Liaison assignments will be rotated yearly with new assignments made at the start of the school year.
- Trustees will be cautious about encroaching on administrators' time. Trustees will avoid evaluative commentary. Trustees will observe visitor protocol and wear badges and also sign in at the front office.

Communications

- Trustees will be assigned an SRVUSD email and phone number
- Emails addressed to all trustees will be responded to by the Board President, on behalf of the Board. If a trustee would like to respond to an email addressed to all Trustees, they should do so only after the Board President has responded on behalf of the Board, and they may only respond to the individual email; no trustee may be included in the response. Additionally, if any opinion is shared in an individual email, the Trustee must make clear that the response reflects his or her personal view and not the view of the Board.
- If the communication is addressed to the Superintendent and the Board, the Superintendent will reply on behalf of the District and the Board.
- Trustees may access the SRVUSD Communications and Community Relations Department for support with communications.

Social Media

- It is each Trustee's 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
- Board members agree they will not engage in social media debates and arguments, and if they observe concerning online discussion 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
 - Board members shall exercise caution to ensure that social media is not used as a means for the Board to deliberate outside of an agendaized Board meeting.
 - Electronically transmitted suggestions or issues will be sent to the Superintendent for appropriate response and distribution. The Superintendent may handle the issue or forward to staff.
 - 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.

- Any concern 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.
- Like other writings concerning school district business, a trustee's electronic communication may be subject to disclosure under the California Public Records Act.

Board Member Reports

- During this agenda item, Board members have an opportunity to share about their attendance at meetings as well as information of interest about their liaison assignments, including actions taken.

Public Comment

Public Comment for both Agendized and Non-Agendized Items

- Anyone who wishes to address the Board must submit a Speaker Card to the Executive Assistant.
- The Board President will call each speaker to the podium during the appropriate agenda item.
- Please note that, by law, the Board cannot take action or engage in dialogue on items not on the agenda.

For Items Not on the Agenda

- Public Comment for Non-Agendized items-The Board may limit the total time for public input on each agenda item to 30 minutes- Board Bylaw 9323
- If the amount of time needed for all speakers to be heard exceeds the thirty minutes allotted, then Public Comment for Non-Agendized Items will be paused at the thirty minute mark and will be continued prior to agenda item: Administrative Matters until all remaining speakers whose cards were submitted before the pause have had an opportunity to be heard
- When there is a topic that only one speaker wishes to address, that speaker will be prioritized
- We strongly encourage speakers who wish to speak about the same topic to designate one or two individuals to speak on behalf of the entire group
- If there are many people who share a unified view of a topic, they may raise their hand or stand while the designated speakers are addressing the Board so that the Board Members are aware of the level of support

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.

Electronic Submission of Public Comment

Public comments can be emailed to publiccomments@srvusd.net. These emails will automatically forward to each Board Member and will be entered into the official minutes.

1. 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.
2. 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.
3. No email attachments will be accepted with electronically submitted public comment.
4. Email addresses will not be included in the public record in order to protect the privacy of commenters.

Public comment can be limited to less than 3 minutes.

New Trustees

- On-Boarding timeline will be distributed following the election and may include the following.
- California School Board Association new Trustee training
- 1:1 meeting with the Superintendent
- Trustee orientation
- Board Workshop/Retreat in January

Trustees Areas

- See SRVUSD website.
- Elected by trustee areas, Board members make decisions for the good of all students.