

Board Governance Protocols

The Board of Education is the educational policy-making body for the District. As a committed group of five elected community leaders, they agree to uphold the District's mission and vision and to adhere to the District's core values. To ensure unity among team members and an effective governance process, the Board will aspire to follow the guidelines outlined below.

Activity	General Protocol Agreements
1.1 Conference / Meeting Attendance	<p>Conference/meeting attendance required or expected as part of a board-appointed liaison responsibility to an affiliated organization will be reimbursed by the District. Similarly, activities required as part of an elected position to an affiliated organization, or as a representative of the Board, will be reimbursed by the District. (Examples of affiliated organizations include CSBA, OCSBA, ALWS, CIF, SSC, etc.)</p> <p>Locally sponsored meetings or events to which all board members are invited (Exchange Club, Chamber of Commerce, TIC, IPSF events) may be reimbursed by the District.</p> <p>Individual board member participation in other "education-related" activities or social events which are optional will not be reimbursed, and deemed appropriately covered by the \$400/month board stipend.</p>
1.2 Legal Contact	<p>The use of legal counsel shall be limited to actions contemplated or considered by the Board. Individual board members agree to a) refrain from contacting legal counsel directly, and b) refer any legal counsel contact requests to the Superintendent.</p> <p>(The above notwithstanding, nothing shall prevent a member from contacting legal counsel for personal defense.)</p>
1.3 Media Contact	<p>Individual board members are free to comment to the media on all matters. As a courtesy, board members will inform each other and the District when they have or will be making a media contact on "hot" or controversial issues. Members will publicly support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.</p> <p>As individuals, members of the board may express opinions regarding political issues; the Board President may express opinions on behalf of the Board, if the Board has taken a position on an issue. The Board President shall serve as the Board spokesperson, when possible.</p>
1.4 Negotiations	<p>Except in conformance with legal advice, and as agreed upon by the entire Board, all information regarding the parameters and proposals related to negotiations shall be treated as confidential.</p>
1.5 Request for Information from Staff	<p>Requests for information may be made directly to staff if the information is readily available and will not take considerable staff time.</p> <p>Any requests for information which entail considerable staff time shall be made directly to the superintendent for input regarding the time and resources required.</p> <p>When an individual board member requests information, the information will be provided to all members.</p> <p>Board members will avoid initiating one-on-one meetings with staff to prevent any perception of undue influence.</p>

Activity	General Protocol Agreements
1.6 Response to Complaints	<p>Board members, as representatives of the community, will listen carefully and respectfully to complaints.</p> <p>In attempting to resolve concerns, board members will facilitate the process by providing the complainant 1) information that is public, and/or 2) a referral to the district or school staff member most able to address the concern. Any written responses should copy the superintendent.</p>
1.7 Role on Committees	<p>Board members serving on a committee should be considered liaison representatives only and should not hold office, vote or be part of any decision-making process (with the exception of Coastline ROP and the Irvine Child Care Project). Board members are expected to report out publicly on their committee assignments during Announcements and Acknowledgements.</p>
1.8 Self-Monitoring of Governance Team Effectiveness	<p>Individual members of the Board agree to review and adhere to meeting norms, board goals, district values and CSBA-defined board member roles (<i>as defined in the attached CSBA Professional Governance Standards</i>) and will conduct a self-evaluation as necessary.</p> <p>The Board may censure a member for failing to abide by these protocols.</p>
1.9 Training	<p>Board members are expected to complete CSBA's Masters in Governance Program.</p>
1.10 Use of District Letterhead	<p>District letterhead will be used whenever a majority of the board directs communication to a particular person or entity, or when written communication is desired in support of a position or goals previously adopted by the board. Such communication may be signed by the president or by all members.</p> <p>Individual board members may use district letterhead for:</p> <ul style="list-style-type: none"> • letters of support to persons or agencies on issues where the board has a clear position • letters of congratulation <p>Thank you notes incorporating the district name and logo shall be made available for board member use.</p> <p>District resources shall not be used for unnecessary mass mailings.</p>

Activity	Meeting Protocol Agreements
2.1 Closed Session	<p>Per Brown Act, items discussed in closed session shall be limited to the items posted for the closed session agenda.</p> <p>Closed session discussions are deemed confidential and are not to be shared outside of the closed session. In the event of an infraction of this agreement, the Brown Act violation may be placed on the public agenda for discussion and resolution.</p>

Activity	Meeting Protocol Agreements
2.2 Meeting Norms	<ul style="list-style-type: none"> – Come prepared and ready to participate – Listen before responding – Seek first to understand, then to be understood – Remain objective – Remain respectful; depersonalize disagreement with other board members or with staff – Protect confidences – Stay on topic – Keep discussion moving forward – One conversation at a time – Be attentive during public comments and presentations – Limit Announcements & Acknowledgements to district or board business only; attempt to observe the 3 minute time limit
2.3 Removing / Pulling Items from the Consent Calendar	<p>Board members will make an effort to notify the superintendent by noon of the board meeting date of their intent to remove an item from the Consent Calendar. (Information will then be passed to Board President for notation on their agenda.)</p> <p>There are two specific instances that necessitate pulling an item:</p> <ol style="list-style-type: none"> 1) When a board member plans to vote “no” or to abstain 2) When a board member requires additional information and/or discussion before determining his/her vote. <p>Items may also be pulled for other reasons such as making a public comment regarding the item.</p>
2.4 Request for Action	<p>Board members may request action by posing a new idea during the segment of the public meeting devoted to board member comments. After explaining the interest in a particular course of action, the member may request placement of an action or information item on an upcoming agenda.</p> <p>The Board President will restate the request, ask the superintendent or staff for input, and determine if at least two board members support having the item placed on an agenda for discussion. (See also BP #9323)</p>
2.5 Request for Information	<p>Whenever possible, acknowledging limited time for review of detailed agenda upon occasion board members will inform the superintendent and staff in advance that a request for information will be made in public, so that staff may be prepared to provide a thorough response.</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 the time and resources required.</p> <p>When an individual board member requests information, the information will be provided to all members.</p>
2.6 Voting “No” and Abstaining	<p>Each member of the board respects the right of other members to hold opposing points of view. Each member has the right to vote “no” or abstain. Each member has an obligation to vote on each item, except that the right to abstain from voting must be exercised if a conflict of interest exists.</p> <p>Members agree that it is a courtesy to the full board to explain the reason for the dissenting vote during deliberation. The Board also agrees that no member shall be compelled to explain his/her vote.</p>