



## Guide to Board Meeting Discussion/Action Items:

### **For Discussion items:**

- (1) Staff gives report
- (2) Board asks questions to staff, if any
- (3) We hear public comments, if any
- (4) President will call for discussion
- (5) President wraps up

### **For Action items:**

- (1) Staff gives report
- (2) Board asks questions to staff, if any
- (3) We hear public comments, if any
- (4) President will call for discussion
- (5) Once discussion complete, President will call for a motion
- (6) Any board member may make a motion on the item
- (7) If there is a second to the motion, President will call for further discussion. If there is no second, or after further discussion, President will ask for a Roll Call vote.



## SRCS SCHOOL BOARD COMMUNICATION NORMS

### Communication with the Board and with the Superintendent

1. Assume positive intentions and be open minded
2. Listen to understand
3. Respect confidentiality
4. Be honest and respectful
5. Encourage and honor inquiry
6. Commit to direct communication to fill gaps and be forthcoming with information
7. Be timely and responsive with communication
8. Fact check communication
9. Learn, share and respect each other's communication style
10. Respect other perspectives, actions and opinions

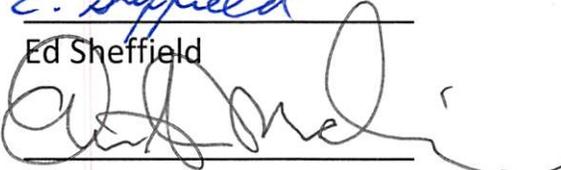
### Communication during problem solving / Conflict resolution

1. Address conflict as soon as possible in an honest and respectful manner
2. Seek to resolve issues at the lowest possible level and commit to moving forward as a collaborative governance team
3. Lean in and embrace conflict and work towards resolution
4. Voice concerns in deliberations and accept final outcome
5. Be compassionate and empathetic
6. Be at cause in your words and actions

  
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Jen Klose

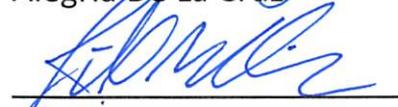
  
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Stephanie Manieri

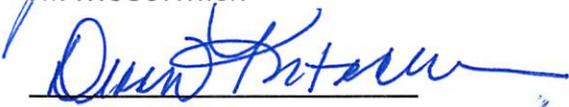
  
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Ed Sheffield

  
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Omar Medina

  
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Laurie Fong

  
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Alegria De La Cruz

  
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Jill McCormick

  
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Diann Kitamura

# Santa Rosa City Schools

## Board Bylaw

### Code Of Ethics

BB 9005.1

#### Board Bylaws

This Code of Ethics expresses the personal ideals which the Board believes should guide each school Board member's activities.

As a member of the Santa Rosa City Schools Board, I will perform my duties in accordance with my oath of office. I am committed to serving the educational needs of the students in our schools. My primary responsibility is to provide high quality learning opportunities to each student in accord with our district Mission Statement, Strategic Plan and LCAP goals.

As a Board Member:

1. I will hold myself to the highest standards of ethical conduct.
2. I will be responsible to ALL residents of the district and not solely to those who elected me from my trustee area nor solely to any organization to which I may belong, or which may have supported my election.
3. I will have a direct concern for my duties. I represent the authority and responsibility of government. This authority must be exercised with as much care and concern for the least influential as for the most influential member of the community.
4. I recognize that my actions may affect the capability of district employees to practice their trade or profession and I will encourage their increasing competence and professional growth.
5. I will be aware of, and comply with, the Constitutions of State and Nation, the Education Code of the State of California, other laws pertaining to public education, and the established policies of the district.
6. I am obliged by law to participate in decisions pertaining to education in the district. As an elected representative of the people, I can neither relinquish nor delegate this responsibility to any other individual or group.
7. I have something to contribute to society, and to this district.
8. I consider my position on the Board as a public trust and will not use it for private advantage or personal gain.

9. I will remember at all times that, as an individual, I have no legal authority outside the meetings of the Board, and conduct my relationships with staff, students, and local citizenry, and the media on that basis.
10. I will encourage ideas and opinions from ALL residents of the district and endeavor to incorporate community views into the deliberations and decisions of the Board.
11. I will devote sufficient time, thought, and study to proposed actions so as to be able to base decisions upon all available facts and vote in accordance with honest convictions, unswayed by partisan bias of any kind.
12. I will remember that the basic functions of the Board are to establish the policies by which district schools are administered, implement those policies, and hold them accountable for the administration of the district.
13. I will promote and participate actively in a concerted program of timely exchange of information with all district residents, parents, employees and students.
14. I will make use of opportunities to enlarge my potential as a Board member through participation in educational conferences, workshops, and training sessions made available by local, state, and national agencies.
15. I will work with my fellow Board Members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debates of points at issue.
16. I will base my personal decisions upon all available facts in each situation, vote my honest conviction in every case unswayed by partisan bias, including by constituents from the trustee area in which I reside, and abide by and uphold the final majority decision of the Board.
17. I recognize that it is important for the Board to understand and evaluate the educational programs of Santa Rosa City Schools.
18. I will recognize that deliberations of the Board in closed session are not mine to release or discuss in public without the prior approval of the Board by majority vote.
19. I will keep informed about educational research and the actions and positions of regional, state, and national School Board groups.
20. I will strive to provide the most effective Board service of which I am capable, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

Bylaw SANTA ROSA CITY SCHOOLS

adopted: April 12, 2017 Santa Rosa, California

revised: August 22, 2018