



13000 New Airport Road, Auburn, CA 95603 - 530.886.4400

# Student Board Member Handbook



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## PUHSD Mission Statement

Placer Union High School District is:

***“Committed to student learning through teaching excellence  
in a supportive environment.”***

## PUHSD Local Control Accountability Plan

Goal 1: Increase Number of Students High School, College, Career, & Life Ready

Goal 2: Strengthen Achievement of All Students Including Special Populations

Goal 3: Provide a Safe, Healthy, and Engaged Learning Environment for All

**Help Make Unity of Purpose and Community Confidence a Priority**

***“Public service ethics is not only about doing the right thing, but also about the  
public’s confidence that indeed the right thing has been done.”***

*-CA Fair Political Practices Commission*



Left to right: David Underwood (back row); Ron Oates (front row); Kathleen Geary (front row); Maureen “Mo” Ward (front row); Superintendent George Sziraki (back row); Lynn MacDonald (front row).

## Introductions & Bios (ALL)



**Mrs. Kathleen Geary**, Board Member (Term Expires 2020)

**Trustee Area #5 (Del Oro):** [kgeary@puhsd.k12.ca.us](mailto:kgeary@puhsd.k12.ca.us)

Trustee Geary was appointed to the Board in early 1999 and has been re-elected to the Board multiple times. She served as a volunteer in the elementary schools and at Del Oro High School, from which each of her three sons graduated, including membership on the School Site Council.. Kathleen regularly attends school sites and district events throughout the Placer Union High School District's communities. Kathleen has a special interest in the acceptance of students with learning differences as well as other challenges. She volunteers her time as a member of Assistance League of Greater Placer which serves and supports the lives of children and adults through various community programs.



**Mrs. Lynn MacDonald**, Board Member (Term Expires 2020)

**Trustee Area #1 (Colfax & Foresthill):** [lmacdonald@puhsd.k12.ca.us](mailto:lmacdonald@puhsd.k12.ca.us)

Trustee MacDonald has served on the Placer Union High School District since her first election in 1978. Lynn is a credentialed teacher and is familiar with the operation of schools and the issues teachers and students face in the classroom. She is well-recognized throughout the region as a solid supporter of schools, students, teachers, education. Lynn participates in school and community events throughout the district. Lynn's nearly 40 years on the Board and dedication to children and education throughout her entire personal and professional career was recently recognized by the PUHSD Board through the naming of the "Lynn MacDonald Education Center". This center will house staff development and many other education-related trainings and events.



**Mr. Ron Oates, Board Clerk (Term Expires 2022)**

**Trustee Area #4 (Del Oro): [roates@puhsd.k12.ca.us](mailto:roates@puhsd.k12.ca.us)**

Trustee Oates is the father of six children- all of whom attended and graduated from Del Oro High School. He currently has grandchildren attending Del Oro. Ron owns and operates a small business in Loomis and has served on the Board since 1993. His strong business sense is of great value to the Board. He has a keen interest in having the students acquire adequate financial literacy to serve them in the future. In addition to Ron's service to students throughout the Placer Union High School District, he is very active in his local church.



**Mr. David Underwood, Board Member (Term Expires 2022)**

**Trustee Area #3 (Placer): [dunderwood@puhsd.k12.ca.us](mailto:dunderwood@puhsd.k12.ca.us)**

Trustee Underwood was elected to the Board in 2014 after dedicating 39 years as a social science and psychology teacher at Placer High School, from which his two sons graduated. David believes that education of the whole child is imperative with a strong focus on character education. He is always concerned with assuring the legacy and culture of the high schools and Quality Schools concepts. He remains actively involved in the district, the community and regularly travels abroad to visit different cultures.



**Ms. Maureen "Mo" Ward, Board President (Term Expires 2022)**

**Trustee Area #2 (Placer): [mward@puhsd.k12.ca.us](mailto:mward@puhsd.k12.ca.us)**

Trustee Ward has been a member of the Board since 1998. She is a small business owner, graduate of Del Oro High School and was a member of the Ackerman (Bowman) Elementary School District Board of Trustees (a foundation district) prior to being elected to the PUHSD Board. She is also a member of the Placer County School District Reorganization Board where she has served multiple terms. Mo's husband and both daughters are graduates of Placer High School. Mo is well known throughout the community as a strong supporter and volunteer of the arts and of equal academic and athletic opportunities for males and females. Along with the other board members, Mo is also actively involved in district events.



**Dr. George Sziraki, PUHSD Superintendent**

***The Superintendent of the District serves as the Chief Executive Officer, manages district staff and ensures that Board policies are carried out. The Superintendent serves the Board and carries out the directives and goals of the Board.***

Dr. Sziraki began his service to Placer Union on July 1, 2013. He brings to the Placer Union team extensive experience in teaching, coaching and administering in a high school setting. He continues to institute and direct new initiatives in instructional improvement . PUHSD is showing strong growth in the areas most often cited when measuring the quality of school districts. Dr. Sziraki loves the high school environment and always looks forward to the challenges ahead. He continues the district commitment to student learning by creating supportive environments for students and staff.



**MORGAN ANGOVE, Del Oro High School (Term Expires June, 2019):**

Morgan is the PUHSD student board member representative for Del Oro High School. As a 2019 graduating senior, she is involved in leadership positions, several of which allow her to help incoming freshman students acclimate to the high school environment and culture. Morgan plans to attend a 4 year college, majoring in architecture/environmental design. Morgan is the president of WAC (Women's Athletic Club), vice president of Toastmasters and involved with the ASL (American Sign Language) Club, and Outdoor Adventure Club.

Morgan's goal as a student board member is to help promote respect, kindness and student empowerment at Del Oro, as well as to ensure that the student voice is heard.



**ELIZABETH BRADLEY, Foresthill High School (Term Expires June, 2019):**

Elizabeth is the PUHSD student board member representative for Foresthill High School. As a 2019 graduating senior, she plans to earn an environmental science degree, with a minor in traditional arts. She then hopes to pursue a career studying wildlife and working closely with nature. Elizabeth is the cross country and track team captain for Foresthill, and an active member in the ecology/gardening club, the Captains' Club, and the Bring Change to Mind Club, where she advocates for mental health awareness.

Elizabeth's goal as a student board member is to amplify the student voice, and bolster a sense of pride, tradition and unity throughout her school and in her community.



**KRISTIN PISCHEL, Colfax High School (Term Expires June, 2019):**

Kristin is the PUHSD student board member representative for Colfax High School. As a senior, she has been involved in various activities throughout her high school years. She is a member of the Placer County Youth Commission (with participation on the Youth Impact Awards subcommittee for two years); and the Young Voters Initiative founder, which she led for a year. Following high school, Kristin plans to attend a post-secondary university to pursue a major in biochemistry and a minor in music.

Kristin has been on the cross-country team for three years, and a member of the chamber choir for two years. She is the president of the LEO Club, and a proponent of career technical education.

As a student board member, Kristin's hopes to provide a positive influence on the student body, and to help solve problems by proposing innovative solutions.



**KATRINA RICCARDELLI, Placer High School (Term Expires June, 2019):**

Kate is the PUHSD student board member representative for Placer High and Confluence High Schools, as well as for the Maidu Virtual Charter Academy. As a current senior, she plans to graduate from college with a major in pre-law/government, which will allow her to pursue a career in international diplomacy or law.

Kate is a founding member of the peer mentor program, and current president of the Women's Active Club, as well as an outdoor enthusiast who enjoys hiking and running in the American River Canyon and Sierra Nevada mountains.

As a student board member, Kate hopes to help improve the high school experience for all students, and to advocate so that all student voices are heard.

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## Roles & Responsibilities

California K-12 schools are public institutions that belong to the communities they serve. Responsibility for their fiscal health and effectiveness is granted to locally elected boards. To fulfill these responsibilities, boards must have maximum autonomy and flexibility. Roles of the Board: As the Official Governing Body of the District, the Board:

- Is a trustee for students
- Hears the views of the public
- Sets District policies and goals
- Decides how to prioritize and spend District funds
- Maintains relationships with other school boards and related organizations
- Oversees employee relations and approves contracts
- Establishes curriculum and standards

The Superintendent of the District serves as the Chief Executive Officer and manages district staff and ensures that Board policies are carried out.

The Board of Trustees is the policy making body for the Placer Union High School District. It is charged with providing a quality public education program in accordance with the California Constitution, State Education Code, state and federal laws and adopted Board policies and Administrative Regulations. As elected officials, they listen to the desires expressed by the communities they serve. Beyond the establishment of school district policies, the Board is responsible for adoption of the annual budget and approval of all expenditures; employment of personnel; approval of curriculum, textbooks and courses of study; and decision-making relative to the purchase, planning and construction of all school district property. Board members have no power to act individually in the name of the entire Board. Action can only be taken when a majority of the Board is in formal session.

*[ABOUT California School Boards...](#) School boards govern California's 1000+ school districts serving 6.2 million student in the State of California. **Click here** to view an infographic on about the roles and responsibilities of school boards.*

**WHO DOES WHAT??**  
***Superintendent and Board must understand the  
balance of authority and responsibility***

<b>THE BOARD</b>	<b>SUPERINTENDENT</b>
Superintendent	Staff
Vision & Goals	Action Plans
Policies	Regulations
Budget	Expenditures
Approves Contracts	Employee Relations
Monitors Progress	Reports Progress
Advocacy	Advocacy
<b>DECIDES <i>WHAT</i></b>	<b>DECIDES <i>HOW</i></b>

**Board Policies & Administrative Regulations - GAMUT**

**BOARD POLICY GOVERNANCE MANUAL**

**BOARD POLICY (BP):** Policies are principles and guidelines adopted by the Board in support of the school district goals and guide administrative decisions. Policies convey standards and set parameters for compliance with legal requirements. Existing law supersedes a board policy.

**ADMINISTRATIVE REGULATION (AR):** Regulations are detailed guidelines developed by the administration of the school district within the parameters established by Board Policies. The Superintendent is empowered with the authority to establish and modify administrative regulations without prior approval of the Board. *But, we bring all AR's before the Board for transparency purposes.*

**BOARD BYLAW (BB):** Board Bylaws are core legal documents that define/outline the structure and operation of the governing board.

## **Governance and Management Using Technology = GAMUT**

<http://gamutonline.net/district/placerunhsd/>

GAMUT provides easy access to more than 650 policies, regulations and bylaws, pertinent laws and other resources. It includes all of the PUHSD's adopted policies as well as sample policies from our governance management agency, the California School Boards Association (CSBA) and the entire California Education Code, Title 5 of the California Code of Regulations and other state and federal code sections.

**GAMUT:** Governance and Management Using Technology; Policy updates are release five times per year in July, October, December, March and May reflecting new laws at the State and Federal levels.

### **EFFECTIVE POLICY MAKING Involves:**

#### **1) Identification of the need for a new policy or the revision of an existing policy**

The governance team must assess whether a new policy on a certain topic is necessary or a current policy needs to be revised. The need for a new or revised policy can arise from many different situations, including a recommendation from CSBA based on a change in law or a new educational trend, a new district vision statement, an incident that has arisen in the district, or a change in the governance team

#### **2) Discussion of the Policy Issues**

In order to ensure that the policy will be effective, the governance team must gain an understanding of the issue and hold discussions in order to provide some initial direction to staff.

- What are the community's expectations on this policy issue?
- How will the policy contribute to improved student learning?
- How does the policy align with the goals, beliefs, and priorities of the district?
- What is the fiscal impact?
- What data does staff need to provide so that the board can fully understand the issue?
- What is staff's recommendation?
- Who else needs to be involved and how (e.g., community forum, staff workshop, other stakeholders)?

### **3) Development of the Draft Policy by Staff**

The superintendent, committee, and/or other appropriate designees will review the draft policy received from CSBA and modify it to reflect district circumstances. If no CSBA draft exists, staff shall develop a draft. A legal review may need to be conducted before submitting the draft policy to the board. If the policy is noncontroversial or not related to student learning (e.g., in response to a minor change in law), the district may skip Steps 1-2 above. The board should ensure that the policy sets clear goals and expectations.

### **4) Adoption of the Policy by the Board**

The board should discuss the proposed policy and conduct a first reading (and second reading if necessary) at a board meeting before formal adoption.

### **5) Implementation of the Policy:**

**a. Development of administrative regulations and implementation plan.** As necessary, the superintendent or his/her designee should develop administrative regulations and an implementation plan that describe how the policy will be implemented, including specific actions, roles and responsibilities of staff, timelines, and/or other necessary provisions.

**b. Communication and dissemination of the policy and regulation.** The superintendent should ensure that staff, parents/ guardians, students, and other stakeholders are notified about the policy and regulations.

**c. Oversight and support of the implementation of the policy.** It is the responsibility of the superintendent and appropriate staff to ensure that policies and regulations are implemented and enforced. The board also has a responsibility to support implementation by adhering to its own policies and by making other decisions (e.g., budget, curriculum, collective bargaining decisions) that facilitate implementation.

### **6) Monitoring and Evaluation:**

Critical policies should be regularly evaluated based on timelines and measures agreed on by the board and superintendent at the time the policy is adopted. Is the policy effective in achieving its intended purpose and the goals and expectations set by the board? If not, the implementation of the policy or the policy itself should be revised as necessary. The policy also should be periodically reviewed and revised for consistency with law and changing district needs.

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## **Board Bylaw: 9150**

*This is the policy/Board Bylaw that establishes the positions of Student Board Members to the Board and is required, if a Board desires to have student members, as our does, in accordance with Education Code Section 35012.*

# Placer Un HSD

## Board Bylaws

### Student Board Members

#### BB 9150

In order to enhance communication between the Governing Board and the student body and to engage students in the district's educational programs and operations, the Board encourages the involvement of high school students in district governance. The inclusion of one or more student representatives on the Board shall be ordered upon receipt of a student petition in accordance with Education Code 35012 or may be ordered at any time at the discretion of the Board.

Once established, the student Board member position shall remain in effect until the Board, by majority vote of all voting Board members, approves a motion to eliminate the position. (Education Code 35012)

#### Selection of Student Board Member

##### Eligibility

The role of the student board member is reserved for junior and senior students only. Interested students at any schools (with the exception of the Placer School for Adults) in the PUHSD, who meets the criteria for participation in extra-curricular activities, and in good standing in their academics, community and with their social peers may apply.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

##### Application Procedures:

Interested students in PUHSD schools shall review the Student Board Member Job Description/Position and complete the comprehensive Application in completion and meet all timelines.

##### Representation

Four student board members—one student from each comprehensive school site, shall be appointed by the Board. The student representing Placer High School shall represent the alternative education school sites

##### Term of Office

The Student Board Member(s) will serve a one-year term from August 1 through June 30 (Education Code 35012)

##### Time Requirements

The estimated time commitment required for the Student Board Member will be at least one evening per month (generally held the first or third Tuesday of each month) to attend Board meetings which begin at 6:00 p.m. except closed (executive) sessions. (Education Code 35012)

Sufficient time to study the agenda materials in advance of the meeting which may include consultation with Board/staff, for background information related to agenda issues; additional time for handling Board-related business; and time to attend the Superintendent's Voice Council, student meetings, workshops and the California School Boards Association (CSBA) Annual Education Conference and/or other conferences the Board and/or Superintendent deem appropriate.

#### Initial Screening

Immediately after the application deadline, a Screening Committee will consider all applications received. Eligible applicants will receive a brief screening interview opportunity. The committee will then recommend two (2) candidates from each school for an interview before the PUHSD Board of Trustees. Applicants will not receive evaluations nor will their application materials be returned.

#### Interview

The Screening Committee will recommend four (4) finalists to the PUHSD Board of Trustees for a final Board interview.

#### Appointment

The PUHSD Board of Trustees will officially appoint four (4) students who will take on the official role of Student Board Members—the students shall be assigned a rotation schedule/calendar of meetings to attend with two student board members attending each meeting.

#### Removal From Office

Following a review, the PUHSD Board of Trustees, by majority vote, may dismiss/or remove a student board member for multiple invalid absences, or is otherwise unable or is unwilling to fulfill the duties, meet the obligations and requirements or commits any action bringing disrepute to the position.

#### Roles and Responsibilities of Student Board Members

As the official governing body of the District, the Board:

- Is a trustee for students
- Hears the views of the public
- Sets District policies and goals
- Decides how to prioritize and spend District funds
- Maintains relationships with other school boards and related organizations
- Oversees employee relations and approves contracts
- Establishes curriculum and standards

The Student Board Member/Advisor May:

- Become a Student Advisor and voice to the Superintendent and Board
- Receive preferential voting rights
- Attend/Present at Back to School night events
- Present/Address staff at the annual "Welcome Back to School" event
- Respect the diversity of students' points of view in order to express a position that will be in keeping with the best interests of all of the PUHSD's schools and not represent any particular special interest group of students on an issue.

- Represent students at PUHSD school board meetings and possibly other civic meetings where student input is needed or requested.
- Participate as a member of the Superintendent’s Voice Council
- Practice, as a member of the Superintendent’s Voice Council, effective communication skills and help create an atmosphere of mutual respect between students and adults and community members in order to communicate the needs, desires and concerns of fellow students
- Give sufficient time to review Board agenda items coming before each Board meeting
- Stress the following basic benefits:
  - Improving the school and community
  - Learning new life skills
  - Participating in goal-oriented teams
  - Having a voice in issues that affect youth

(cf. 9321 - Closed Session Purposes and Agendas)

A student Board member shall be recognized at Board meetings as a full member. In addition, a student Board member shall receive all materials presented to other Board members except those related to closed sessions, and he/she may participate in questioning and discussing issues. The Board Agenda shall reflect a standing “School Board Member Report” Item where the student representative shall be prepared and responsible to deliver a report at each meeting they attend. (Education Code 35012)

(cf. 9322 - Agenda/Meeting Materials)

The student Board member may cast preferential votes on all matters except those subject to closed session discussion. Preferential votes shall not affect the final numerical outcome of a vote. Preferential votes shall be recorded in the Board meeting minutes. (Education Code 35012)

(cf. 9324 - Minutes and Recordings)

A student Board member shall not be liable for any acts of the Board. (Education Code 35012)

(cf. 9323.2 - Actions by the Board)

A student Board member shall be entitled to be reimbursed for mileage in relation to their attendance at Board meetings and other district-related events which are pre-approved by submitting a mileage claim form. Mileage claim forms shall be submitted by the Executive Assistant to the Superintendent to the district’s business department.. Student Board Members shall not receive compensation for attendance at Board meetings. (Education Code 35012)

Education Code 35012 (4)(A)(B)(6)(8)(9)(10)(11)(12)

(cf. 3350 - Travel Expenses)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Student Board Member Development

As necessary, the Superintendent or designee shall, at district expense, provide learning opportunities to student Board members, through trainings, workshops, and conferences, to enhance their knowledge, understanding, and performance of their Board responsibilities.

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

Legal Reference:

EDUCATION CODE

33000.5 Appointment of student members to State Board of Education

35012 Board members; number, election and terms; student members

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association of Student Councils: <http://www.casc.net>

California Association of Student Leaders: <http://www.caslboard.com>

National School Boards Association: <http://www.nsba.org>

(3/93 7/11) 12/15

Adopted: April 18, 2017

Amendments Before the Board: April 17, 2018

Amendments Before the Board: August 7, 2018

## **Agenda Online**

Agenda Online is a web-based application which allows for the development and access to every meeting of the Board (Special & Regular) which involves the agenda, minutes, support documents and access to these items via the Internet. <http://placerunion.agendaonline.net/public/>

MEETINGS: According to Board Bylaw (BB) 9320, the Board conducts two (2) Regular meetings per month, typically on the first and third Tuesday of each month unless otherwise conducted due to annual holidays and school/district closures.

AGENDA's: The Executive Assistant compiles and publishes the electronic agenda each Thursday prior to the Tuesday meeting. Pursuant to The Brown Act, all Regular meeting agendas must be published at least 72 hours prior to each meeting and posted in public places, in addition to the district's website. Special meetings must be published at least 24 hours prior to the meeting. You will receive an email notification alerting you that the agenda has been completed and published/posted and ready for review. It is the responsibility of every board member to review the agenda and be prepared with any notes/questions/concerns/clarifying points you'd like to ask either prior to the meeting (staff) or at the meeting.

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## Meetings & Assigned Dates

<b>REGULAR MEETINGS</b>	<b>SPECIAL MEETINGS</b>
<p>The law, (The Brown Act), requires that the governing board of each school district approve the time and place for all regular board meetings and provides all proper notice to all members of the Board, staff and the public pursuant to Education Code Section 35140 and Government Code Section 54954.</p>	<p>Special meetings are designed to allow boards to deliberate or act prior to the next regular board meeting. Special meetings often take place in order to meet particular deadlines. No business other than the business listed on the agenda can be considered at special meetings pursuant to Education Code Section 35144 and Government Code Section 54956.</p> <p>Special Joint Meetings are meetings that the PUHSD Board of Trustees conducts with members of foundation district and Sierra College boards.</p>
<p><i>*A rotation schedule of two (2) Student Board Members per meeting shall be determined and assigned by the Superintendent's Executive Assistant who will also assign your Board Report topic through Friday Facts.</i></p>	<p><i>*Student Board Members do not need to attend unless otherwise deemed appropriate by the Board. Student Board members are asked to join the Special/Joint meetings.</i></p>

### The Student Voice Council

Students are the #1 priority in the PUHSD and the #1 source of information about our schools and their peers. The PUHSD Board of Trustees holds high regard for the student voice. The Voice Council meets quarterly to discuss topics including school culture and climate, community service, leadership and items that are brought forward by student board members. Dr. Sziraki, Superintendent, board members, student board members and students from each school site throughout the PUHSD meet simultaneously via Google Hangout to gain their perspectives and feedback on a variety of topics. The Council meets quarterly to discuss topics including school culture and climate, community service, leadership and items that are brought forward by student board members.

Student Board members facilitate each meeting.

### **Roles & Responsibilities for Quarterly Meetings**

- Student Board members will facilitate each meeting
- Student Board members shall engage with and invite a diverse group of students to participate in this meeting

- Student Board members shall work with their site principal and his/her administrative assistant to secure lunches for student participants, as well as a location for the Google Hangout.
- Student Board members will be tasked to record notes from each meeting and prepare a report to deliver during an upcoming Board Meeting
- Student Board Members shall determine multiple means to communicate, survey and engage all students and be available to listen to concerns/issues, etc. to relay during Voice meetings and/or to the Board during their regular Board reports

## **SUPERINTENDENT/BOARD STUDENT VOICE HANGOUTS 2018-2019**

**Wednesday, September 12 from 12:00 – 1:00 Hosted by Kristin @ CHS**

**Wednesday, December 12 from 12:00 – 1:00 p.m. Hosted by Kate @ PHS**

**Wednesday, March 6 from 12:00 – 1:00 p.m. Hosted by Morgan @ DOHS**

**Wednesday, May 8 from 12:00 – 1:00 p.m. Hosted by Elizabeth @ FHS**

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### **Governance Calendar**

The Governance Calendar includes legally required dates as well as scheduling of special events and reports. What is important is that governance team members ensure they are fulfilling their governance responsibilities in a logical sequence (e.g. setting annual goals before setting budget priorities).

***Here's a link to ours:***

<https://drive.google.com/drive/search?q=governance%20calendar>

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### **Local Control Accountability Plan (LCAP)**

The LCAP is a tool for local educational agencies to set goals, plan actions, and leverage resources to meet those goals to improve student outcomes. The LCAP is a three-year plan developed with the community and other stakeholders that describes the goals, actions, services, and expenditures to support positive student outcomes. The LCAP provides an opportunity for local educational agencies (LEAs) to share their stories of how, what, and why programs and services are selected to meet their local needs.

***Here's a link to ours:***

<https://sites.google.com/a/puhsd.k12.ca.us/website/departments/business/local-control-accountability-plan>

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# The Brown Act

**What is the Brown Act:** Ralph M. Brown Act is often called California's "open meetings law", which was passed in 1953 to ensure that elected bodies are accessible to the public, transparent and hold accessible meetings. It also defines the different types of meetings a board can hold. Basically, the Brown Act prevents the board from making discussions SECRETLY. *This is the goal!*

- The Brown Act prevents board members from discussing policy privately. Having a discussion with a board member over social media (ie: Twitter, Snapchat, email...) concerning a policy is prohibited by this law.
- Because of this act, ALL meetings of the board of directors must have a properly prepared and posted agenda, which is released to board members and the public 72 hours before the actual meeting. Board members are prohibited from discussing topics at public meetings that are not on the agenda.
- At board meetings, there are CLOSED and OPEN sessions. The public or student board members do not have access to closed sessions, which usually concern personnel matters like employee employment, evaluations of employees, employee discipline or dismissal and complaints against employees and student discipline.
- This act also mandates that all board members votes on actions must be recorded and taken in roll call.
- This act allows the board to create regulations for public comments.

## How this applies to you:

- Be wary not to discuss district business, policies, or employees outside of meetings or on any social media or email. These conversations are saved for public listening at the meeting. The goal is to be unconcealed to the public. Think carefully before sending an email: do not communicate your position. However, if you have a question on a piece of the agenda feel free to ask for clarification, or make note of it to ask at the meeting.
- Before each meeting, an agenda will be posted and sent to you.
  - Review this agenda, come up with questions, and try to ask student populations what their opinions are on agenda topics. On the agenda, you see exactly what the public sees. This helps everyone be prepared for the meeting and the public to come forth if they have concerns or opinions.
- You will show up only for OPEN sessions, and after introductions, there is time for the public comment. The Brown Act makes sure that the public has a chance to witness the thinking and processing of the board. Posting an agenda is important.
  - The board hopes to have everyone beforehand prepared and in understanding of the goals of the meeting so that things will run smoothly. There is a time limit for public comments.
- Student board members get a preferential vote. They vote first so their votes are taken into account but do not affect the final outcome of the decision. Come into a meeting prepared.



## Helpful Links:

<http://www.carcd.org/docs/district%20tools/brownact.pdf>

<https://edsources.org/2013/lets-bring-the-brown-act-into-the-21st-century/25885>

[http://www.mrwmd.org/archives/2015%20Board%20Meeting/February/Feb2015 20 Brown Act PP.pdf](http://www.mrwmd.org/archives/2015%20Board%20Meeting/February/Feb2015%20Brown%20Act%20PP.pdf)

<https://www.youtube.com/watch?v=k7bxxnGN3E>



<https://www.youtube.com/watch?v=6BWG08wK-n0>

*my favorite*

**"Do everything in public!!!"**

**\*Only the Superintendent and Executive Assistant have the authority to "reply all" in an email with the Board.**

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# Robert's Rules of Order

When you attend your first board meeting, there will be a lot of vernacular, some of which may seem unfamiliar. For example, a board member may make a motion to "amend" or "table" an agenda item. While these phrases may seem confusing at first, you will need to understand them in order to contribute to the discussion as a student board member. Luckily, *Robert's Rules of Order* covers everything that you will need to know.

Several centuries ago, different legislative bodies used varying parliamentary procedures, which made their operations significantly less efficient. This prompted Henry Martyn Robert, an officer in the Army, to create the original version of *Robert's Rules of Order*, or *Robert's Rules* for short, in 1876. Over time, *Robert's Rules* was widely adopted because of its clarity and thoroughness. Today, the 11th and most current edition of *Robert's Rules* is used by many legislative bodies in the United States, including the PUHSD Board.

In essence, *Robert's Rules* is a series of procedures that govern the meetings you will attend. The basic procedures are as follows. Don't worry about memorizing every detail, but try to understand the overall purpose and function of each phrase. Pay special attention to the note at the end that details the four main motions used by small legislative bodies such as our school board:

**1. Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

**2. Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

**3. Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted.

Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

**4. Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

**5. Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

**6. Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

**7. Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.) \
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)”

The quoted passage was taken from

[https://www.afsc.noaa.gov/education/activities/PDFs/SBSS\\_Lesson6\\_roberts\\_rules\\_of\\_order.pdf](https://www.afsc.noaa.gov/education/activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf)

Sources:

[https://www.afsc.noaa.gov/education/activities/PDFs/SBSS\\_Lesson6\\_roberts\\_rules\\_of\\_order.pdf](https://www.afsc.noaa.gov/education/activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf)

<http://www.robertsrules.com/history.html>

[https://en.wikipedia.org/wiki/Robert%27s\\_Rules\\_of\\_Order](https://en.wikipedia.org/wiki/Robert%27s_Rules_of_Order)

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## Parliamentary Procedures & Conduct at Board Meetings

### What is parliamentary procedure?

- The technical definition is “a rule that defines how a particular situation is to be handled, or a particular outcome achieved, in a legislature or deliberative body.”
  - Basically, it allows:
    - organizations to run in a smooth, efficient manner
    - The majority to rule while giving minority a say

### How a board meeting is run:

- Board meetings ALWAYS abide by Robert’s Rules of Order and The Brown Act (see above).
- Board meetings run according to an agenda. Agendas are the “guidelines” to a meeting, as they display all that should be covered during the meeting. Meeting agendas must be released *at least* 72 hours prior to the board meeting to ensure that the public has enough time to review the given topics. \*Note that items/topics not on the agenda shall not be discussed by board members during the meeting.

- Here is a link to easily access our board meeting agendas:
  - <http://placerunion.agendaonline.net/public/>

### **What does a board meeting look like?**

- Our agendas follow a particular order; usually the agenda will look like this:
  - 5:00-6:00 - Closed Session
    - Call to Order
    - Public comment on non-agenda related items
      - This is where the public is allowed to address the board on topics on or not on the agenda although the public can address the board during the meeting when the agenda item is discussed
    - Closed Session agenda items
      - This may include student expulsions, employee dismissals, or other private matters
  - 6:00 - 9:00 - Open Session
    - Organization
      - Pledge of Allegiance and approval of the agenda
    - Public Comment
      - This is where the public is allowed to address the board on topics not on the agenda
    - Superintendent's Report and Showcase
      - School and program Showcase presentations, Student Board Member Reports, Superintendent's Report
    - Consent Agenda Items
      - Approvals of items including prior minutes, board policy updates, items generally needing discussion, etc.
    - Action Items
      - Classified Personnel Reports, Contracts with outside companies, etc.
    - Staff Reports
      - Pupil Services, Deputy Superintendent, Assistant Superintendent, etc.
    - Board Reports & Calendar
      - Members of the board discuss events they have participated within district as well as future agenda items
    - Adjournment

### **Helpful Links:**

- Board Policy 6000 on Instruction  
<http://gamutonline.net/district/placerunhsd/DisplayPolicy/749467/6>
  - Board Policy 9000 on Board Bylaws  
<http://gamutonline.net/district/placerunhsd/PolicyCategoryList/2429/9>
  - Parliamentary Procedures Youtube video  
<https://www.youtube.com/watch?v=FfnBGolKmbM>
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## **BOARD DIAS**

The Board “dias” is a low platform for the seating of the Board and District Administrators. This is where you will sit for the duration of meetings you are responsible for attending

## **LINKS**

[PUHSD Website](#)

[PUHSD Board Policies](#)

[PUHSD Board of Trustees](#)

[PUHSD Board of Trustees Meeting Schedule](#)

[PCOE Website](#)

[California School Boards Association \(CSBA\)](#)

[National School Boards Association \(NSBA\)](#)

[California Department of Education \(CDE\) & State Board of Education \(SBE\)](#)

[EdSource \(Strategies for Student Success\)](#)

## **EDUCATION ACRONYMS**

<https://www.cde.ca.gov/re/di/aa/ap/index.asp>