



Mt. Diablo Unified School District

Governance Handbook 2024-25

Board of Education

Linda Mayo, President
Cherise Khaund, Vice President
Debra Mason
Thomas McDougall
Keisha Nzewi

Superintendent

Dr. Adam Clark

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MDUSD Equity Statement

MDUSD Governing Board believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgment that educational excellence requires a commitment to equity in the opportunities provided to students and resulting outcomes. See the complete policy statement BP 0415: Equity

Governance Team

The Governance Team for Mt. Diablo Unified School District is recognized as the Board of Trustees and the Superintendent. This team is committed to keep learning and achievement for all students as the primary focus. The overall effectiveness of the Governance Team has a direct impact on student outcomes. To this end, the Governance Team embraces the Unity of Purpose.

Unity of Purpose

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

Local Control Accountability Plan Goals

Goal 1: All students will receive a high quality education in a safe and welcoming environment with high expectations and rigorous instruction in the California State Standards that prepare them for college and/or career.

Goal 2: Highly quality, culturally proficient, and responsive staff will provide engaging instruction respectful of all students' backgrounds to ensure they are college and/or career ready when they graduate

Goal 3: Families and community will be informed, and empowered as partners with Mt. Diablo Unified to support student learning and achievement.

Goal 4: Focus scholars, specifically African American students, Foster Youth, students experiencing homelessness, students with disabilities and emerging bilingual students, will experience culturally responsive practices and instruction, and be provided rigorous instruction within an educational environment that builds trust and inclusive partnerships between the students, families and staff.

Goal 5: All students at Crossroads High School and Olympic High School will demonstrate a 6% increase in attendance rate and a 6% increase in on-pace graduation rate by June 2026, leading to an increase of 6% in graduation rates.

Governance Standards

MDUSD Governance Team follows the Brown Act, Government Code §§ 54950 *et seq.*, in the process of carrying out its responsibilities. Governance Team members are responsible for being familiar with the Brown Act.

The Governance Standards for MDUSD Governance Team is outlined in Board Bylaws, which regulate the work of the Board. There is an annual review of these Bylaws, with opportunity for revision. Each member of the Governance Team is responsible for being familiar with the Board Bylaws, which are included in this Handbook. The following Board Bylaws segments are highlighted here to support ongoing Governance Team effectiveness:

Role of Board: BB9000

Board Bylaw 9000 brings clarity to the role and responsibilities of the Board.

The Board is the elected representation for the community to provide leadership and citizen oversight of the District, and establishes the framework for all district work by adopting fair and responsible policies and procedures that guide district operations. The Board provides leadership on educational issues to the community, and fosters an environment within the district where excellence can be attained.

Board members have no individual authority to give direction, task any member of district staff, or resolve complaints. The Board as a whole provides direction to the Superintendent by majority vote of all of the membership constituting the Board. Action is taken at legally noticed Board meetings on items that have been identified for action on the agenda.

Governance Standards: BB9005

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus.
2. Value, support and advocate for public education.
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community.
4. Act with dignity, and understand the implications of demeanor and behavior.
5. Keep confidential matters confidential.

6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff.
8. Understand that authority rests with the Board as a whole and not with individuals.

Public Statements: BB9010

When speaking to community groups, the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

Members Limits of Board Members Authority: BB9200

Individual members of the Board, by virtue of holding office, shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee, unless agreed to by the Board as a whole. Individual Board members shall submit requests for information to the Superintendent.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

Meetings and Notices: BB9320

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members.

Agenda/Meeting Materials: BB9322

Any 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 must be in writing and be submitted to the Superintendent with supporting documents and information, if any, at least two weeks before the scheduled meeting date. Items submitted less than two weeks 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.

Meeting Conduct: BB9323

Except as otherwise provided in the bylaws of the Board or by specific legal requirements, the Board shall conduct all its meetings in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

Protocols

To ensure practices appropriate for the roles Board Members and of the Superintendent, the following protocols have been established:

Prior to Board Meetings

- The Superintendent confers with or meets with the Board President to finalize the agenda prior to public posting.
- Board members review all Board agenda items early enough to submit questions to the Superintendent.
- Board members let the Superintendent know in advance of any consent agenda items he/she will be asking to pull for separate consideration.
- When a high profile item is being considered by the Board, Board members will individually discuss any concerns with the Superintendent in advance of the meeting.
- Board members will be thoughtful in their requests for information to ensure such requests are appropriately consistent with the role of Board members and to not put undue burden on the Superintendent and staff.

During Board Meetings

- Board members provide Board Members and the Superintendent with reason for voting no or abstaining on any agenda item.
- Board members understand that an abstention is a vote in support.
- Board members respect the right of other Board members to hold an opposing view, and following a Board vote, respect the decision made by the Board.
- Board members follow the stated protocol for public comment.
- Board members refrain from use of cell phones and any two-way electronic communication during the meetings.
- Board members will limit their communications during the Board meeting to those in attendance at the meeting.
- The President will introduce the agenda item and pass it to the assigned staff member, then ask if the Board members have clarifying questions
- Board comments will be taken when applicable
- After deliberation, the president will ask for motion and a second, then vote
- Regular Board meetings will begin at 6:00 pm, unless otherwise indicated, and adjourn by 10:30 pm unless a meeting extension has been granted

Maintaining Confidentiality

- Board members agree to maintain the confidentiality of all closed sessions and privileged conversations.

Communications

- In order for the Superintendent to be aware of all expressed concerns of Board members, Board member requests for information will go to the Superintendent and not to staff.
- Board members will let the Superintendent know of any plans to visit school sites.
- Board members will keep the Superintendent informed of any concerns and will practice the 'no surprises' rule with their fellow Board members and the Superintendent.
- Board members will refer staff, parents and community members to the Superintendent with any questions, issues and concerns.

Board Member Role in Public

- Board members represent the District in an official capacity only when appointed by the Board to serve in that capacity.
- Board members contact the Superintendent should the media contact them. At the Board direction, the Board President acts as the spokesperson on specific issues.

Board Roles

The Board will use the nomination process at the annual Organizational Meeting held in December

Board President - [BB 9121](#)

- Facilitates the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
- Enforce the Board Bylaws related to the orderly conduct of meetings
- Prepares with the superintendent the Board agendas
- Serves in collaboration with the superintendent, as the official media contact for the board

Board Vice President - [BB 9123.1](#)

- Serve as presiding officer in the absence of the president
- Notify Board members and members-elect of the date and time for the annual organizational meeting
- Perform any other duties assigned by the Board
- Certify or attest to actions taken by the Board when required

Student Board Member - [BB 9150](#)

- The term of student Board member(s) shall be one year, commencing on July 1.
- Student Board member(s) shall have the right to attend all Board meetings except closed (executive) sessions
- Student Board member(s) shall be recognized at Board meetings as full member(s), shall be seated with other members of the Board, and shall be allowed to participate in questioning presenters and discussing issues

Ethics Training -California Assembly Bill 2158 - [AB 2158](#)

AB 2158 amends the Government Code and requires local agency officials to complete ethics trainings every two years during their term. Previously, members of school district governing boards, county boards of education and governing bodies for charter schools were exempt from the ethics trainings requirement. Importantly, unlike other local agency officials, board members are subject to the ethics training requirement whether or not the member receives any type of compensation, salary, stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties. (Gov. Code § 53234-5.)