

Mt. Diablo Unified School District
Board Policy Manual

Bylaw 9000: Role Of The Board

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2006

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement
2. Establishing an effective and efficient organizational structure for the district by:
 - a. Employing the Superintendent and setting policy for hiring of other personnel
 - b. Overseeing the development and adoption of policies
 - c. Establishing academic expectations and adopting the curriculum and instructional materials
 - d. Establishing budget priorities and adopting the budget
 - e. Providing safe, adequate facilities that support the district's instructional program
 - f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
3. Providing support to the Superintendent and staff as they carry out the Board's direction by:
 - a. Establishing and adhering to standards of responsible governance
 - b. Making decisions and providing resources that support district priorities and goals
 - c. Upholding Board policies
 - d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons
4. Ensuring accountability to the public for the performance of the district's schools by:
 - a. Evaluating the Superintendent and setting policy for the evaluation of other personnel
 - b. Monitoring and evaluating the effectiveness of policies
 - c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
 - d. Monitoring student achievement and program effectiveness and requiring program changes as necessary
 - e. Monitoring and adjusting district finances
 - f. Monitoring the collective bargaining process
5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 12400-12405
 Ed. Code 17565-17592
 Ed. Code 33319.5
 Ed. Code 35000
 Ed. Code 35010
 Ed. Code 35020-35046
 Ed. Code 35100-35351
 Ed. Code 35160-35185
 Ed. Code 35291
 Ed. Code 5304

Description

Authority to participate in federal programs - <https://simbli.eboardsolutions.com/SU/l9zV6llqBsUcjUFT30Bw3g==>
 Board duties re property maintenance and control
 Implementation of authority of local agencies
 District name
 Control of district; prescription and enforcement of rules
 Officers and agents
 Governing boards
 Powers and duties
 Rules (power of governing board)
 Duties of governing board (re school district elections)

Management Resources References

CSBA Publication
 National School Boards Association Publication
 Website
 Website

Description

Professional Governance Standards
 The Key Work of School Boards, 2000
 National School Boards Association - <https://simbli.eboardsolutions.com/SU/PGLybcP29yufJSot5FEGJg==>
 CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

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 0100
 0200
 0500
 0510
 1000
 1100
 1112
 1160
 1312.1
 1312.1
 1312.2-E(1)
 1312.2

Description

Vision - <https://simbli.eboardsolutions.com/SU/llKOVTtJlQLs4plusOHj5RslshBA==>
 Philosophy - <https://simbli.eboardsolutions.com/SU/HAmOKQObEwsZpTECs2kptw==>
 Goals For The School District - <https://simbli.eboardsolutions.com/SU/Bgly4K2tFGH6Vx9bVRWZvw==>
 Accountability - <https://simbli.eboardsolutions.com/SU/3uSRcB7xWnM9ucBe2FlslshPQ==>
 School Accountability Report Card - <https://simbli.eboardsolutions.com/SU/Lynxi3HVXrl39slshPBZoWniw==>
 Concepts And Roles - <https://simbli.eboardsolutions.com/SU/gilf6ceFp5KiwGZvM6YsQg==>
 Communication With The Public - <https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==>
 Media Relations - <https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==>
 Political Processes - <https://simbli.eboardsolutions.com/SU/slshSEIMlx4qSRkx91DBV9ddA==>
 Complaints Concerning District Employees - <https://simbli.eboardsolutions.com/SU/MppUel1WNR5xp42U7aZSpw==>
 Complaints Concerning District Employees - <https://simbli.eboardsolutions.com/SU/Ovzn0wdmslshnLMRciYONkfJA==>
 Complaints Concerning Instructional Materials - <https://simbli.eboardsolutions.com/SU/4MsptAcNoJMsD7jsqE8slw==>
 Complaints Concerning Instructional Materials - <https://simbli.eboardsolutions.com/SU/8RKZie5ge7QB07BwHkny4A==>

1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/Y7w80cPDplusGI3m9AzPiuKvQ==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/EZNBj9otDYDuEdjs42ZY3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/z7dplus15Yx2OsFoTU2SsLh7Q==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/iF7XVrTLVgka8qS0bhHh4w==
1312.4-E(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/8HPm8KslshisDs5hMZf4hp08w==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LJ5wHnr3ioQ00m5NGceBfQ==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/1Zf42jutY0enkH6qw7slshogA==
2000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/4yslshLD9flqTD3pXOSYTLAVg==
2110	Superintendent Responsibilities And Duties - https://simbli.eboardsolutions.com/SU/zUFo0gtK1DdExuo5ovSI6w==
2111	Superintendent Governance Standards - https://simbli.eboardsolutions.com/SU/KrrcWg9slshhwsXFozuLSIU6A==
2120	Superintendent Recruitment And Selection - https://simbli.eboardsolutions.com/SU/lrP21VI4mwYrTRsPOZxHQA==
2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/wGuj1WneyCCG8TJhoOuPCw==
2140	Evaluation Of The Superintendent - https://simbli.eboardsolutions.com/SU/XBpUc3qyO05zTptu22J4GQ==
2210	Administrative Discretion Regarding Board Policy - https://simbli.eboardsolutions.com/SU/X2P7c7U9Dv50qfS5BJm4lg==
3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/JdgifB2plus0qJxNgSrLTMbuQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
3517	Facilities Inspection - https://simbli.eboardsolutions.com/SU/K7Rh9EAbSsy6DeyXpQnhpA==
4000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/8PQOpAXyncSAGTGI7wZCNw==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/h2VMuJcSPvfJhvPPdxHUFg==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/mC41DWYq81hTWwOr3Fplus4qg==
4111	Recruitment And Selection - https://simbli.eboardsolutions.com/SU/kTmnYC4slshOSc7JuJ5JDfjLA==

- 4115 Evaluation/Supervision -
<https://simbli.eboardsolutions.com/SU/FgHdmuiJJ8zfVxaKJL7EQQ==>
- 4115 Evaluation/Supervision -
<https://simbli.eboardsolutions.com/SU/3uiTkOzOKvUTETFnbsW5Q==>
- 4117.3 Personnel Reduction -
<https://simbli.eboardsolutions.com/SU/Cqt7eP4oLXANslshwXE8uqjg==>
- 4118 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/wZFYykTza3gWpbXtoZL6w==>
- 4118 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/je2IMd3pmQR8F6Dplusaa5plusGg==>
- 4140 Bargaining Units -
<https://simbli.eboardsolutions.com/SU/PUKmtaXWvIFN9O2s7ONQHg==>
- 4141 Collective Bargaining Agreement -
<https://simbli.eboardsolutions.com/SU/puHB2hnhonBBZdMrS7rgzQ==>
- 4141.6 Concerted Action/Work Stoppage -
<https://simbli.eboardsolutions.com/SU/RxhijeiaZxQr2WEpMRqBNg==>
- 4141.6 Concerted Action/Work Stoppage -
<https://simbli.eboardsolutions.com/SU/gVvpojFpNqixyKhxSQsemw==>
- 4143 Negotiations/Consultation -
<https://simbli.eboardsolutions.com/SU/0wyScezsOBuslshdFQq6Pevlw==>
- 4143.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/Qzslshue8hHJJrZNMELNV5U8g==>
- 4143.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/Xfhw3yOsgplusQ8eAMWHCMpeQ==>
- 4144 Complaints -
<https://simbli.eboardsolutions.com/SU/VWhqGqUoIMF5jFb63TF4Qw==>
- 4144 Complaints -
<https://simbli.eboardsolutions.com/SU/VGAUuslsh17oA8plusPNAGXiDnjA==>
- 4211 Recruitment And Selection -
<https://simbli.eboardsolutions.com/SU/E9bBtJPFm6ClqvBKYI09ug==>
- 4215 Evaluation/Supervision -
<https://simbli.eboardsolutions.com/SU/qbdjHHP6KH2blqhtLZknhQ==>
- 4218 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/YwazqKslshJZ85pluswplusnktprmjw==>
- 4218 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/Sgi9KXTH8ST61iXslsh7fF5Sw==>
- 4240 Bargaining Units -
<https://simbli.eboardsolutions.com/SU/8gH0Q1oN8x8SCQDa8EmvHA==>
- 4241 Collective Bargaining Agreement -
<https://simbli.eboardsolutions.com/SU/IVJjNRtYrREissh6rslshYRslsh5qg==>
- 4241.6 Concerted Action/Work Stoppage -
<https://simbli.eboardsolutions.com/SU/1igV0GviUrij0XmTajTmTQ==>
- 4241.6 Concerted Action/Work Stoppage -
<https://simbli.eboardsolutions.com/SU/AOTevm8SpAagW8xplusB3jpEg==>
- 4243 Negotiations/Consultation -
<https://simbli.eboardsolutions.com/SU/b4KZOxXlfC9JWBaYCwWpluslg==>
- 4243.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/UdsdITBAdcQMnJdECKZ4HQ==>
- 4243.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/adj6H7WvJQOtkJovINslshyg==>

4244	Complaints - https://simbli.eboardsolutions.com/SU/PSQsUTplusc7kgK1labZslshSt5Q==
4244	Complaints - https://simbli.eboardsolutions.com/SU/OWl8rs91plusUU2m8yjjfJ8KA==
4311	Recruitment And Selection - https://simbli.eboardsolutions.com/SU/Ca3HCO6f0L6jpslshkfsBiOQA==
4315	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/ZbKmiSLGijHBG8nKAvamjg==
4340	Bargaining Units - https://simbli.eboardsolutions.com/SU/qU4DidJhuslshwWTIVzsFD9Ng==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PkRNJVonMfwwanplus8782VbQ==
4344	Complaints - https://simbli.eboardsolutions.com/SU/utMQzAqJE6tB2aV4f7MPAw==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/rplusqxF2gFQfpvHflaKF7wMw==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/v1MGDaslsh2xz1j34kuG6kQ7Q==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/M65UVU52dD6tJUuqplus0WGplusw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/O929LIN723Jw6duArJnnplusw==
5119	Students Expelled From Other Districts - https://simbli.eboardsolutions.com/SU/sSnGKu4mnEWMcMCHs0n4Hg==
5125.3	Challenging Student Records - https://simbli.eboardsolutions.com/SU/SKHQxzDefwW9BQnirpfPQw==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqlNAXPA==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/C1BlqGGeHzV20k92bmslshg9A==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/uUDKslshVslshqslshH0Nj5vWSRvRslshA==
6011	Academic Standards - https://simbli.eboardsolutions.com/SU/wlGjFNRxztT1OZaKWHzRjw==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/5QiMRgIDBplus2dy8q9QN8pSA==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/8Wk4UjSLOIFCSliJkQ4Og==
6142.3	Civic Education - https://simbli.eboardsolutions.com/SU/hBV12DFsbv8plusEsyemsZTyw==
6142.4	Service Learning/Community Service Classes - https://simbli.eboardsolutions.com/SU/rp0K7YDUYV1nKGFz5glPyg==
6142.94	History-Social Science Instruction - https://simbli.eboardsolutions.com/SU/QcvDyVpRIDvCxJPwAM5FMQ==
6146.1	High School Graduation Requirements - https://simbli.eboardsolutions.com/SU/d7WplusAB2G5OfnlcNBqTDPAQ==
6146.1	High School Graduation Requirements - https://simbli.eboardsolutions.com/SU/r9H7Up5TPwZu770hjkgb4A==
6146.5	Elementary/Middle School Graduation Requirements - https://simbli.eboardsolutions.com/SU/qlv5wGaxvbslshKqgslshLpluszqhfA==

6159.1	Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/6ahz701pSsf3rUdoZTVCbQ==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/VeHEm2kbtrIIZMslshw24JyuA==
6161.1-E(2)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/swHNIbkCv3XIWJ58dVdW3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/ERVWUNplusHvvYCGpQXfQ0v3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/UWssGXmA9GOyeuYrokAT6Q==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/07pe12R5AbPRdgSf3nWu9g==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/St7kKZe3pAQRoAlygL0a1A==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/ovRxo5VcGyOYjrOPDIVM8w==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/24DslshInneuslshYIWzUxTjBV2g==
6164.6	Identification And Education Under Section 504 - https://simbli.eboardsolutions.com/SU/uYempwEDI0rGyIVELudWzg==
6190	Evaluation Of The Instructional Program - https://simbli.eboardsolutions.com/SU/mUpP3KawJeBEoySztZgyyA==
7000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/vVCRO9Y9xynhmgBdzy1pXg==
7110	Facilities Master Plan - https://simbli.eboardsolutions.com/SU/TpI5YVCLGoV6slshaQuIMTGEQ==
7150	Site Selection And Development - https://simbli.eboardsolutions.com/SU/g2plusplusANVa3RtO598cewlPjA==
7150	Site Selection And Development - https://simbli.eboardsolutions.com/SU/NrarCHynB2yNmP5TbkYrpA==
7210	Facilities Financing - https://simbli.eboardsolutions.com/SU/rGTIPSEa84mTATCAoeMLZg==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9010	Public Statements - https://simbli.eboardsolutions.com/SU/YAt6mw4ISJLkfE2T2xIWmA==
9011	Disclosure Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/rpXUDplusV0yHwWFEC0hk1v8WQ==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxIJQ==
9100	Organization - https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==
9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9124	Attorney - https://simbli.eboardsolutions.com/SU/slshbZ2gGeYXbt3SplusMNuzNkqw==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgFWCg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==

9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==
9240	Board Training - https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RiiEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/56NaicXY77YQIrvO1CIXfg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIzg==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/Oj9StaaCtwtGPtshghfIYcQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==
9324	Minutes And Recordings - https://simbli.eboardsolutions.com/SU/KSqN8yZmMQEBk8A2y895kg==
9400	Board Self-Evaluation - https://simbli.eboardsolutions.com/SU/awn9xgwplusslshMG0NXuO4r736A==

Bylaw 9005: Governance Standards

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2001

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

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

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Authority of governing boards
Ed. Code 35164	Actions by majority vote

Elec. Code 1125-1129	Incompatible activities
Gov. Code 1090	Financial interest in contract
Gov. Code 1098	Disclosure of confidential information
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 87300-87313	Conflict of interest code - https://simbli.eboardsolutions.com/SU/YaObxMYA749OVplusgURs6YDA==

Management Resources References

CSBA Publication	Professional Governance Standards
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0000	Vision - https://simbli.eboardsolutions.com/SU/IIKOVTtJIQLs4plusOHj5RslshBA==
0100	Philosophy - https://simbli.eboardsolutions.com/SU/HAmOKQObEwsZpTECs2kptw==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/Bgly4K2tFGH6Vx9bVRWZvw==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/slshQxIBCQJ8fkTYiUPG1TjpA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==
1312.2-E(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/4MsptAcNoJMsd7jsqE8slw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/8RKZie5ge7QB07BwHkny4A==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/Y7w80cPDplusGI3m9AzPiuKvQ==
2000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/4yslshLD9flqTD3pXOSYTLAVg==
2110	Superintendent Responsibilities And Duties - https://simbli.eboardsolutions.com/SU/zUFo0gtK1DdExuo5ovSl6w==
2111	Superintendent Governance Standards - https://simbli.eboardsolutions.com/SU/KrrcWg9slshhwsXFozuLSIU6A==
2140	Evaluation Of The Superintendent - https://simbli.eboardsolutions.com/SU/XBpUc3qyO05zTptu22J4GQ==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9010	Public Statements - https://simbli.eboardsolutions.com/SU/YAt6mw4ISJLkFE2T2xIWMa==
9011	Disclosure Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/rpXUDplusV0yHwWFEC0hk1v8WQ==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxJJQ==
9100	Organization - https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==

9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgWCg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==
9220	Governing Board Elections - https://simbli.eboardsolutions.com/SU/9n2jH0i2IS5ZWHd8OmEf4g==
9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==
9240	Board Training - https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RliEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/56NaicXY77YQIrvO1CIXfg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/Oj9StaaCtwGPTslshgfhlycQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==
9324	Minutes And Recordings - https://simbli.eboardsolutions.com/SU/KSqN8yZmMQEBk8A2y895kg==
9400	Board Self-Evaluation - https://simbli.eboardsolutions.com/SU/awn9xgwplusslshMGONXuO4r736A==

Bylaw 9010: Public Statements

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 08/01/2013

The Governing Board recognizes the responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

When speaking to community groups, members of the public, or the media, 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.

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35010	Control of district; prescription and enforcement of rules
Gov. Code 54960	Actions to stop or prevent violation of meeting provisions
Gov. Code 54963	Unauthorized disclosure of confidential information
Gov. Code 6250-6270	California Public Records Act

Management Resources References

	Description
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhIsslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVlps9s9O43A==
1000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/gilf6ceFp5KiwGZvM6YsQg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==

1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/R2cgfrYoJSpiWH9TxbhV2w==
1114	District-Sponsored Social Media - https://simbli.eboardsolutions.com/SU/8HcyS7ok2c4cZ57hrCprnA==
1160	Political Processes - https://simbli.eboardsolutions.com/SU/slshSEIMlx4qSRkx91DBV9ddA==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvvybcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==
2110	Superintendent Responsibilities And Duties - https://simbli.eboardsolutions.com/SU/zUFo0gtK1DdExuo5ovSl6w==
4143	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/0wyScezsOBUSlshdFQq6Pevlw==
4143.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/Qzslshue8hHJJrZNMELNV5U8g==
4143.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/Xfhw3yOsgplusQ8eAMWHCMpeQ==
4243	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/b4KZOxXlfc9JWBaYcWwpluslg==
4243.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/UdsdlTBAdcQMnJdECKZ4HQ==
4243.1	Public Notice - Personnel Negotiations - https://simbli.eboardsolutions.com/SU/adj6H7WvJOQotkJovINslshyg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9011	Disclosure Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/rpXUDplusV0yHwWFC0hk1v8WQ==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxIJQ==
9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgfWCg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==
9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==

Bylaw 9011: Disclosure Of Confidential/Privileged Information

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 11/01/2002

The Governing Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law.

Disclosure of Closed Session Information

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure. (Government Code 54963)

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is: (Government Code 54963)

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

Other Disclosures

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member. (Government Code 1098)

Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities. (Government Code 1098)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35146	Closed sessions regarding suspensions
Evid. Code 1040	Privilege for official information
Gov. Code 1098	Disclosure of confidential information
Gov. Code 3549.1	Meeting and negotiating in public educational employment
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54956.8	Open meeting laws
Gov. Code 54956.9	Closed meeting for pending litigation
Gov. Code 54957	Complaints against employees; right to open session
Gov. Code 54957.1	Subsequent public report and rollcall vote; employee matters in closed session
Gov. Code 54957.5	Public records
Gov. Code 54957.6	Closed session; representatives with employee organization

Gov. Code 54957.7
Gov. Code 54963
Gov. Code 6250-6270

Reasons for closed session
Unauthorized disclosure of confidential information
California Public Records Act

Management Resources References

Attorney General Opinion
CSBA Publication
Website

Description

80 Ops.Cal.Atty.Gen. 231 (1997)
Professional Governance Standards
CSBA -
<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

0450
0450
1100
1312.3
1312.3
1340
1340
2120
2121
3580
3580
4112.5-E(1)
4112.5
4112.6
4119.23
4119.42-E(1)
4119.42
4119.42
4143

Description

Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhSslshRVFa1Q==>
Comprehensive Safety Plan -
<https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==>
Communication With The Public -
<https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==>
Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/EZNBj9otDYDuEdjs42ZY3g==>
Uniform Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/z7dplus15Yx2OsFoTU2SsLh7Q==>
Access To District Records -
<https://simbli.eboardsolutions.com/SU/jKjmvbybcb5r0TzqOyicklg==>
Access To District Records -
<https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>
Superintendent Recruitment And Selection -
<https://simbli.eboardsolutions.com/SU/lrP21Vl4mwYrTRsPOZxHQA==>
Superintendent's Contract -
<https://simbli.eboardsolutions.com/SU/wGuj1WneyCCG8TJhoOuPCw==>
District Records -
<https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==>
District Records -
<https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==>
Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/rZlyXjwGj5CGSptFf5ou8w==>
Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/feT0jB9qdDOlljGxplusDh2Eg==>
Personnel Files -
<https://simbli.eboardsolutions.com/SU/plusYXkJhuc8gfplusslB4FNXFkg==>
Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/mdnslshUe58c1X7ZKqyIEBsag==>
Exposure Control Plan For Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/plusjBJv0HORwwOX7mXpilzNA==>
Exposure Control Plan For Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/YxkPdzlqwXINotX2mZoAlg==>
Exposure Control Plan For Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/AmstZtMvSVwxLbVdGTIUpw==>
Negotiations/Consultation -
<https://simbli.eboardsolutions.com/SU/0wyScezsOBushdFQq6Pevlw==>

4143.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/Qzslshue8hHJJrZNMELNV5U8g==>

4143.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/Xfhw3yOsgplusQ8eAMWHCMpeQ==>

4212.5-E(1) Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/cOvII5OhNQ8ojmWjlsbhv6EA==>

4212.5 Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/0NpkCsTlelNoaBslshxZh1fjw==>

4212.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/Rum7AoBeG3XCHB3ypxvVbQ==>

4219.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/UI3UwU9gy89W9hclleS5Jw==>

4219.42-E(1) Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/X5qPa8RAPFvSHrfcpOd1KA==>

4219.42 Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/xbLeFyWaesvRpNBbsz0OFg==>

4219.42 Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/sGj4mQslshd0Rm2gms0bslshbf2A==>

4243 Negotiations/Consultation -
<https://simbli.eboardsolutions.com/SU/b4KZOxXlfC9JWBaYcWwpluslg==>

4243.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/UdsdlTBAdcQMnJdECKZ4HQ==>

4243.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/adj6H7WvJOQotkJovlNslshyg==>

4312.5-E(1) Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/rpn8k7HI43KkpiN92sKAAw==>

4312.5 Criminal Record Check -
<https://simbli.eboardsolutions.com/SU/cZ3nyL3uGplusC0XavtshLqYwQ==>

4312.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/PhQKXNdGe4g5Nigrpslsh7yxQ==>

4319.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/BdiMNGpkGbLuVxR8U8b7wg==>

4319.42-E(1) Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/dbqF3XwcXiXIVYBBLQ7rQA==>

4319.42 Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/VCsslshq40KSGbw14LFBTSIOg==>

4319.42 Exposure Control Plan for Bloodborne Pathogens -
<https://simbli.eboardsolutions.com/SU/5BslshX4CJkH2z0lhvkTmGRWw==>

5125 Student Records -
<https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRFjvme7TOw==>

5125 Student Records -
<https://simbli.eboardsolutions.com/SU/IY2DRBLkPjKOKFgTVgcS3Q==>

9000 Role Of The Board -
<https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==>

9005 Governance Standards -
<https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==>

9010 Public Statements -
<https://simbli.eboardsolutions.com/SU/YAt6mw4ISJLkfE2T2xIWmA==>

9200 Limits Of Board Member Authority -
<https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhpluw9GeCCsA==>

9230 Orientation -
<https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==>

9321-E(1) Closed Session -
<https://simbli.eboardsolutions.com/SU/s2qjNlhKoINL8VoplusCTYTVg==>

9321-E(2) Closed Session -
<https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==>

9321 Closed Session -
<https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==>

Bylaw 9100: Organization

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2015

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates
6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

Election of Officers

The Board shall each year elect its entire slate of officers.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
Ed. Code 35143	Annual organizational meetings; date and notice
Ed. Code 35145	Public meetings
Ed. Code 5017	Term of office
Gov. Code 54953	Meetings to be open and public; attendance

Management Resources References

Management Resources References	Description
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)
Attorney General Opinion	68 Ops.Cal.Atty.Gen. 65 (1985)

Cross References

Cross References	Description
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==

9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9123	Clerk - https://simbli.eboardsolutions.com/SU/plus6TtAuOiiSZmslshNK3GK28UA==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgfWCg==
9223	Filling Vacancies - https://simbli.eboardsolutions.com/SU/MFfB39slshpluswWSHbYkjDsjWg==
9224	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/J3yeSVPNslshFXLCD4KVjBuqQ==
9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==
9240	Board Training - https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrlZg==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==

Bylaw 9110: Terms Of Office

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 10/01/2018

The Governing Board shall consist of five members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each year in which the Board's elections are regularly held. (Education Code 35012)

The term of office for Board members elected in regular elections shall be four years, commencing on the second Friday in December following their election. (Education Code 5017)

Board members whose terms have expired shall continue to discharge the duties of office until their successors have qualified by taking the oath of office. (Education Code 5017; Government Code 1302, 1360)

If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35012	Board members; number, election and terms
Ed. Code 35107	School district employees
Ed. Code 5000-5033	Election of school district board members
Elec. Code 10400-10418	Consolidation of elections
Elec. Code 1302	Local elections, school district election
Elec. Code 14050-14057	California Voter Participation Rights Act
Gov. Code 1302	Continuance in office until qualification of successor
Gov. Code 1303	Exercising functions of office without having qualified
Gov. Code 1360	Necessity of taking constitutional oath

Management Resources References

	Description
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
9220	Governing Board Elections - https://simbli.eboardsolutions.com/SU/9n2jH0i2IS5ZWHd8OmEf4g==
9223	Filling Vacancies - https://simbli.eboardsolutions.com/SU/MFfB39slshpluswWSHbYkjDdSJWg==
9224	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/J3yeSVPNslshFXLCD4KVjBuqQ==
9250-E(1)	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/dUz4B6Ja06ho2plusd7yrpk1A==
9250	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/oz66G5slshgVQWd3R79jUr0iQ==

Bylaw 9121: President

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2017

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves.

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law
2. Consult with the Superintendent or designee on the preparation of Board meeting agendas
3. Call the meeting to order at the appointed time and preside over the meeting
4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees
4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media
5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

The president shall participate in the California School Boards Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.

When the president resigns or is absent, the vice president shall perform the president's duties. When both the president and vice president are absent, the Board shall choose a president pro tempore to perform the president's duties.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 35022
Ed. Code 35143
Gov. Code 54950-54963

President of the board
Annual organizational meetings; date and notice
The Ralph M. Brown Act

Management Resources References

CSBA Publication
CSBA Publication
CSBA Publication
Website

Description

Call to Order: A Blueprint for Great Board Meetings, 2015
Professional Governance Standards
Board Presidents' Handbook, revised 2002
CSBA -
<https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

1112
2140
9000
9005
9010
9012
9100
9123
9130
9230
9240
9320
9321-E(1)
9321-E(2)
9321
9322
9323

Description

Media Relations -
<https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==>
Evaluation Of The Superintendent -
<https://simbli.eboardsolutions.com/SU/XBpUc3qyO05zTptu22J4GQ==>
Role Of The Board -
<https://simbli.eboardsolutions.com/SU/WZyw8x3kZchozuLDZ2bMPw==>
Governance Standards -
<https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrZQldHac9Q==>
Public Statements -
<https://simbli.eboardsolutions.com/SU/YAt6mw4ISJLkfE2T2xIWmA==>
Board Member Electronic Communications -
<https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxIJQ==>
Organization -
<https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==>
Clerk -
<https://simbli.eboardsolutions.com/SU/plus6TtAuOiiSZmslshNK3GK28UA==>
Board Committees -
<https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==>
Orientation -
<https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==>
Board Training -
<https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==>
Meetings And Notices -
<https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrlZg==>
Closed Session -
<https://simbli.eboardsolutions.com/SU/s2qjNIhKoINL8VoplusCTYTv==>
Closed Session -
<https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==>
Closed Session -
<https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==>
Agenda/Meeting Materials -
<https://simbli.eboardsolutions.com/SU/7g609RxluqTm6e5jAahqrQ==>
Meeting Conduct -
<https://simbli.eboardsolutions.com/SU/EISAG9UbgKAIhplusLCMGvBRQ==>

Bylaw 9122: Secretary

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2003

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda
2. Record, distribute and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 35025	Secretary and bookkeeper
Ed. Code 35143	Annual organizational meetings; date and notice
Ed. Code 35250	Duty to keep certain records
Gov. Code 54950-54963	The Ralph M. Brown Act

Management Resources References

Description

CSBA Publication	Professional Governance Standards
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

2110	Superintendent Responsibilities And Duties - https://simbli.eboardsolutions.com/SU/zUFo0gtK1DdExuo5ovSl6w==
2111	Superintendent Governance Standards - https://simbli.eboardsolutions.com/SU/KrrcWg9slshhwsXFozuLSIU6A==
4112.1	Contracts - https://simbli.eboardsolutions.com/SU/na4ZkPy4PdA2Ztxr0whAew==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/7g609RxluqTm6e5jAahqrQ==
9324	Minutes And Recordings - https://simbli.eboardsolutions.com/SU/KSqN8yZmMQEBk8A2y895kg==

Bylaw 9123: Clerk

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2011

The Governing Board shall elect a clerk from its own membership at the annual organizational meeting. (Education Code 35143)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board
4. Serve as presiding officer in the absence of the president and vice president
5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 17593	Repair and supervision of property (duty of district clerk)
Ed. Code 35038	Appointment of clerk by county superintendent of schools
Ed. Code 35039	Dismissal of clerk
Ed. Code 35121	Appointment of clerk in certain city and high school districts
Ed. Code 35143	Annual organizational meetings; date and notice
Ed. Code 35250	Duty to keep certain records
Ed. Code 38113	Duty of clerk (re provision of school supplies)
Gov. Code 54950-54963	The Ralph M. Brown Act

Management Resources References

	Description
CSBA Publication	Professional Governance Standards
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
9100	Organization - https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==
9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==

Bylaw 9124: Attorney

Status: DRAFT

Original Adopted Date: Pending | Last Revised Date: 07/01/2008

The Governing Board recognizes the complex legal environment in which districts operate and desires reliable, high-quality legal advice at reasonable rates. In order to meet the district's legal needs, the Board may contract with county counsel, attorneys in private practice, or appoint legal counsel as a district employee or independent contractor. The Board also supports pursuing collaborative legal efforts with other agencies and districts as appropriate.

Duties of Legal Counsel

The district's legal counsel may: (Education Code 35041.5)

1. Render legal advice to the Board and the Superintendent or designee
2. Serve the Board and the Superintendent or designee in the preparation and conduct of district litigation and administrative proceedings
3. Render advice on school bond and tax increase measures and prepare the necessary forms for the voting of these measures
4. Perform other administrative duties as assigned by the Board and Superintendent or designee

Retaining Legal Counsel

When the district is seeking legal advice or representation, the Superintendent or designee shall initiate a Request for Proposals (RFP) to advertise and solicit proposals for legal services. In evaluating the proposals, the Board and Superintendent shall consider the firm's or attorney's background, experience, and reputation in education law; experience advising or representing school districts in California; fees; and experience of attorneys at the firm who will provide legal services.

The Board and Superintendent shall annually evaluate the performance of the firm and/or attorneys providing legal services in such areas as efficiency and adequacy of advice; results obtained for the district; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community. Upon a successful evaluation, the Board may renew the agreement with legal counsel without initiating an RFP.

The Board may also contract for temporary, specialized legal services without initiating an RFP when a majority of the Board determines that the unique demands of a particular issue or emergency situation so requires.

Contacting Legal Counsel

At his/her discretion, the Board president or Superintendent may confer with district legal counsel subject to any limits or parameters established by the Board. In addition, the Superintendent or Board president may contact district legal counsel to provide the Board with legal information or advice when so directed by a majority of the Board.

Individual Board members other than the Board president may not seek advice from district legal counsel on matters of district business unless so authorized by a majority of the Board.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35041	Administrative adviser
Ed. Code 35041.5	Legal counsel
Ed. Code 35161	Board delegation of any powers or duties
Ed. Code 35200-35214	Liabilities

Ed. Code 35204	Contract with attorney in private practice
Ed. Code 35205	Contract for legal services
Gov. Code 26520	Legal services to school districts
Gov. Code 53060	Special services and advice
Gov. Code 814-895.8	Liability of public entities and public employees
Gov. Code 995-996.6	Defense of public employees

Management Resources References

CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
National School Boards Association Publication	Selecting and Working with a School Attorney: A Guide for School Boards, 1997
Website	State Bar of California - https://simbli.eboardsolutions.com/SU/HeXYVIVNHfX4izN0mRp2fg==
Website	California Council of School Attorneys - https://simbli.eboardsolutions.com/SU/esZp2XebReOtGosIshZJmM3dA==
Website	National School Boards Association - https://simbli.eboardsolutions.com/SU/PGLybcP29yufJSot5FEGJg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

1160	Political Processes - https://simbli.eboardsolutions.com/SU/slshSEIMlx4qSRkx91DBV9ddA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/EZNBj9otDYDuEdjs42ZY3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/z7dplus15Yx2OsFoTU2SsLh7Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmyybcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==
2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/wGuj1WneyCCG8TJhoOuPCw==
3311.2	Lease-Leaseback Contracts - https://simbli.eboardsolutions.com/SU/v9tF3flQus1UYNiEUhrsAg==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/plus107S8bfHbZ1DD9FyCwBYQ==
3400	Management Of District Assets/Accounts - https://simbli.eboardsolutions.com/SU/UvCwqBlzwtiQVxql2OWcdg==
4312.1	Contracts - https://simbli.eboardsolutions.com/SU/8GI1QDRimo8DYtDanPmNdg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==
9260	Legal Protection - https://simbli.eboardsolutions.com/SU/Bey0o1NVHkplusKuoJGGslshjmZg==

9321-E(1)

Closed Session -

<https://simbli.eboardsolutions.com/SU/s2qjNIhKoINL8VoplusCTYTvg==>

9321-E(2)

Closed Session -

<https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==>

9321

Closed Session -

<https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==>

Bylaw 9130: Board Committees

Status: DRAFT

Original Adopted Date: Pending | Last Revised Date: 04/01/2013

The Governing Board may establish a committee whenever it determines that such a committee would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the Board or committees that include members of the community, staff, or other stakeholder groups.

Upon establishing a committee, the Board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent or designee. Unless specifically authorized by the Board to act on its behalf, the committee shall act in an advisory capacity.

Except for subcommittees of the Board, committee members shall, as appropriate, be recommended by the Superintendent or designee and appointed by the Board president, subject to Board approval.

The Superintendent or designee shall provide committee members with information and assistance necessary for the fulfillment of the committee's charges, and may serve as a non-voting advisor to the committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies.

Any committee not required by law may be dissolved when its duties or term has been completed or whenever the Board deems necessary.

Committee Meetings

Unless otherwise exempted by law, Board-created committees shall provide public notice of their meetings and conduct meetings in accordance with Government Code 54950-54963 (the Brown Act).

However, Board subcommittees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees. Standing committees of the Board, irrespective of membership, are those that have a continuing subject matter jurisdiction or a meeting schedule established by action of the Board. (Government Code 54952)

Standing committees with a continuing subject matter jurisdiction include, but are not limited to, those responsible for providing advice on budgets, audits, Board policy, contracts, and personnel matters at the Board's request.

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

Whenever any advisory or standing committee, including a committee not otherwise subject to the Brown Act, posts a meeting agenda at least 72 hours in advance of the meeting, that meeting shall be considered as a regular meeting of the Board for purposes of the Brown Act and therefore must be held within district boundaries unless otherwise authorized by law. (Government Code 54954)

Committees may meet in a closed session during a regular or special meeting only for those purposes specifically authorized by law for closed sessions held by the Board.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 35010

Ed. Code 35024

Description

Control of district; prescription and enforcement of rules

Executive committee

Ed. Code 35160	Authority of governing boards
Ed. Code 35160.1	Broad authority of school districts
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952	Legislative body, definition
Gov. Code 54952.2	Meeting, defined
Gov. Code 54954	Time and place of regular meetings
Gov. Code 54954.3	Opportunity for public to address legislative body
Gov. Code 54957	Complaints against employees; right to open session

Management Resources References

Attorney General Opinion	79 Ops.Cal.Atty.Gen. 69 (1996)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 308 (1997)
Attorney General Opinion	81 Ops.Cal.Atty.Gen. 156 (1998)
Court Decision	Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, 2014
Website	National School Boards Association - https://simbli.eboardsolutions.com/SU/PGLybcP29yufJSot5FEGJg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/K3BOsejlfjMsgRpMvc0j3g==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/MppUel1Wnr5xp42U7aZSpw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/Ovzn0wdmslshnLMRciY0NKfJA==
2230	Representative And Deliberative Groups - https://simbli.eboardsolutions.com/SU/4TOGpg1viLdJFRFwZrNfNA==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOl8w4xRplusvFVpSOA==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/SIA79g2fGRAEp7QFCQNqew==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/seit7mplus2HRuCnUr03aPsDQ==
3430	Investing - https://simbli.eboardsolutions.com/SU/D4kfjySH8p1JalvYywiMUw==
3430	Investing - https://simbli.eboardsolutions.com/SU/jSIZkLzuHvJc1KchaJQYGg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==

3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgfWCg==
9150	Student Board Members - https://simbli.eboardsolutions.com/SU/MwdmtDnmoz0YoGI5CkZ9AA==
9223	Filling Vacancies - https://simbli.eboardsolutions.com/SU/MFfB39slshpluswWSHbYkjdDsJWg==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/56NaicXY77YQIrvO1CIXfg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrlZg==
9321-E(1)	Closed Session - https://simbli.eboardsolutions.com/SU/s2qjNlhKoINL8VoplusCTYTvg==
9321-E(2)	Closed Session - https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/7g609RxlucTm6e5jAahqrQ==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==

Bylaw 9140: Board Representatives

Status: DRAFT

Original Adopted Date: Pending

The Governing Board recognizes that effective performance of its community leadership responsibilities may require its participation in district or community committees on matters of concern to the district and its students. As needed, the Board may appoint any of its members to serve as its representative on a district committee or on a committee of another public agency or organization of which the Board or district is a member or to which the Board is invited to participate.

When making such appointments, the Board shall clearly specify the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the Board regarding committee activities and/or actions. Board representatives shall not exercise the authority of the Board without prior Board approval.

If a committee discusses a topic on which the Board has taken a position, the Board member shall express the position of the Board. When contributing his/her own ideas or opinions, the representative shall clearly indicate that he/she is expressing his/her individual idea or opinion.

Board Representative to Elect Members of County Committee on School District Organization

At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school district organization. (Education Code 35023)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 35020-35046	Officers and agents
Ed. Code 35160	Authority of governing boards
Ed. Code 4000-4014	County committees on school district organization
Gov. Code 54952.2	Meeting, defined

Management Resources References

Description

California Department of Education Publication	California Department of Education District Organization Handbook, 2010
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Cross References

Description

0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/bxXF2CqiPP9fmbVd9JIMbg==
0440	District Technology Plan - https://simbli.eboardsolutions.com/SU/wNqKCvsTokMJviUZp8WhHA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplus4YcmEWDw==
1260	Educational Foundation - https://simbli.eboardsolutions.com/SU/IUWoZWII8Ocntj4SOvOAhA==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvgLQ4g==
1700	Relations Between Private Industry And The Schools - https://simbli.eboardsolutions.com/SU/1Zf42jutY0enkH6qw7slshogA==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nI9AF0ZDQbf1Nw==

3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAvZZ3rw==
4156.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/jqEZpcVUOqo89kBHC97XIA==
4256.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/vBNPQfJkueZB4bqfZpu9RQ==
4356.2	Awards And Recognition - https://simbli.eboardsolutions.com/SU/NslshdshVcjsulXHatWb7wNGg==
6200	Adult Education - https://simbli.eboardsolutions.com/SU/slshYwsynSip3gQRGQvllmeyw==
6200	Adult Education - https://simbli.eboardsolutions.com/SU/WATQiVnMWSIDplus0plusTV4KkqQ==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9010	Public Statements - https://simbli.eboardsolutions.com/SU/YAt6mw4ISJLkfE2T2xIWmA==
9100	Organization - https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RIiEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIJFPJHWNdBFgfBYdkg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==

Bylaw 9200: Limits Of Board Member Authority

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2006

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

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.

A Board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with district employees about his/her child. Because his/her position as a Board member may inhibit the performance of school personnel, the Board member should inform the Superintendent or designee before volunteering in his/her child's classroom.

Members will exercise personal discipline in the performance of their duties, including proper use of authority and appropriate decorum when acting as Board members.

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act. (Government Code 54952.1)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
Ed. Code 200-262.4	Educational equity; prohibition of discrimination on the basis of sex - https://simbli.eboardsolutions.com/SU/ytTLslshoozWGUAAbNL6kKkgxQ==
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35100-35351	Governing boards
Ed. Code 35160-35184	Powers and duties
Ed. Code 35291	Rules (power of governing board)
Ed. Code 35292	Visits to schools (Board members)
Ed. Code 51101	Rights of parents/guardians
Ed. Code 7054	Use of district property, campaign purposes
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952.1	Member of a legislative body of a local agency
Gov. Code 54952.7	Copies of chapter to members of legislative body

Management Resources References

Management Resources References	Description
CSBA Publication	Professional Governance Standards
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References**Description**

1160	Political Processes - https://simbli.eboardsolutions.com/SU/slshSEIMlx4qSRkx91DBV9ddA==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/VOslshwVhU2oPzSUjqkV1LBFg==
1240	Volunteer Assistance - https://simbli.eboardsolutions.com/SU/vEvx6PsF9jR5Vi4kNECFQ==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/MppUel1WNR5xp42U7aZSpw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/Ovzn0wdmslshnLMRciYONKfJA==
1312.2-E(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/4MsptAcNoJMsd7jsqE8slw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/8RKZie5ge7QB07BwHkny4A==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/Y7w80cPDplusGI3m9AzPiuKvQ==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/EZNBj9otDYDuEdjs42ZY3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/z7dplus15Yx2OoFoTU2SsLh7Q==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/iF7XVrTLVgka8qS0bhHh4w==
1312.4-E(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/8HPm8KslshisDs5hMZf4hp08w==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LJ5wHnr3ioQ00m5NGceBfQ==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvvybcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/slshuZhgpqe8YmTASZ3zLCpg==
5020	Parent Rights And Responsibilities - https://simbli.eboardsolutions.com/SU/kCVmqrA3fKypjTvqZLE2Mw==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/mkUtMJCbJnwpIFx25JE6VQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/DzsrcmhyMOxEo0ClvBxZvg==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/6ahz701pSsf3rUdoZTVCbQ==
6159.1	Procedural Safeguards And Complaints For Special Education - https://simbli.eboardsolutions.com/SU/VeHEm2kbrllZMslshw24JyuA==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrZQldHac9Q==
9010	Public Statements - https://simbli.eboardsolutions.com/SU/YAt6mw4ISJLkfE2T2xIWmA==

9011 Disclosure Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/rpXUDplusV0yHwWFC0hk1v8WQ==>

9012 Board Member Electronic Communications -
<https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxJJQ==>

9124 Attorney -
<https://simbli.eboardsolutions.com/SU/slshbZ2gGeYXbT3SplusMNuzNkqw==>

9140 Board Representatives -
<https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgWCg==>

9230 Orientation -
<https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==>

9270-E(1) Conflict Of Interest -
<https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RiiEIODhw==>

9270 Conflict Of Interest -
<https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==>

9322 Agenda/Meeting Materials -
<https://simbli.eboardsolutions.com/SU/7g609Rxlut6e5jAahqrQ==>

9323 Meeting Conduct -
<https://simbli.eboardsolutions.com/SU/EISAG9UbgKAIhplusLCMGvBRQ==>

9323.2-E(4) Actions By The Board -
<https://simbli.eboardsolutions.com/SU/Oj9StaaCtwTgPtlshgfhIYcQ==>

9323.2 Actions By The Board -
<https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==>

Bylaw 9220: Governing Board Elections

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2017

Board Member Qualifications

Any person is eligible to be a member of the Governing Board, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or elected as a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. The Superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

Consolidation of Elections

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.

In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. The district shall move its election to the next state statewide election date, unless the Board has adopted a plan by January 1, 2018 to consolidate Board elections not later than the November 8, 2022 statewide general election. (Elections Code 14051, 14052)

In order to consolidate elections based on either circumstance described above, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Elections Code 10404.5)

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

Elections Process and Procedures

The district is divided into trustee areas and each trustee area shall be represented by a Board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.

Prior to March 1 following the year in which the results of each decennial federal census are released, the Board shall adjust the boundaries of the district's trustee areas based on population figures as validated by the Population Research Unit of the Department of Finance. (Education Code 5019.5)

To ensure ongoing compliance with the California Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

If the Board determines that a change is necessary, it shall hold public hearings in accordance with Elections Code 10100 before adopting a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code 5019, obtain approval from the county committee on school district organization having jurisdiction

over the district.

Campaign Conduct

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (Government Code 85300)

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

The district shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the hard copy and/or electronic voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
CA Constitution Article 2, Section 2	Voters, qualifications - https://simbli.eboardsolutions.com/SU/KKLw0OnoP51tFVmcD0r0cw==
CA Constitution Article 7, Section 7	Conflicting offices - https://simbli.eboardsolutions.com/SU/w2GJWnE8euW42mslshEhP4pdA==
CA Constitution Article 7, Section 8	Disqualification from office - https://simbli.eboardsolutions.com/SU/Q4yREwplusyW3K8LD1GiJq8Eg==
Ed. Code 1006	Qualifications for holding office, county board of education - https://simbli.eboardsolutions.com/SU/Qnj8IKKU84qMv8ZX5ZPu1w==

Ed. Code 35107	School district employees
Ed. Code 35177	Campaign expenditures or contributions
Ed. Code 35239	Compensation of governing board member of districts with less than 70 ADA
Ed. Code 5000-5033	Election of school district board members
Ed. Code 5220-5231	Elections
Ed. Code 5300-5304	General provisions (conduct of elections)
Ed. Code 5320-5329	Order and call of elections
Ed. Code 5340-5345	Consolidation of elections
Ed. Code 5360-5363	Election notice
Ed. Code 5380	Compensation (of election officer)
Ed. Code 5390	Qualifications of voters
Ed. Code 5420-5426	Cost of elections
Ed. Code 5440-5442	Miscellaneous provisions
Ed. Code 7054	Use of district property, campaign purposes
Elec. Code 10010	District boundaries
Elec. Code 10400-10418	Consolidation of elections
Elec. Code 10509	Notice of election by secretary
Elec. Code 10600-10604	School district elections
Elec. Code 1302	Local elections, school district election
Elec. Code 13307	Candidate's statement
Elec. Code 13308	Candidate's statement contents
Elec. Code 13309	Candidate's statement, indigence
Elec. Code 14025-14032	California Voting Rights Act
Elec. Code 14050-14057	California Voter Participation Rights Act
Elec. Code 20	Public office eligibility
Elec. Code 20440	Code of Fair Campaign Practices
Elec. Code 2201	Grounds for cancellation
Elec. Code 4000-4008	Elections conducted wholly by mail
Gov. Code 1021	Conviction of crime
Gov. Code 1097	Illegal participation in public contract
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 81000-91014	Political Reform Act of 1974
Pen. Code 424	Embezzlement and falsification of accounts by public officers
Pen. Code 661	Removal for neglect or violation of official duty
Pen. Code 68	Bribes
Pen. Code 74	Acceptance of gratuity

Federal References

52 USC 10301-10508

Description

Voting Rights Act

Management Resources References

Attorney General Opinion

Description

69 Ops.Cal.Atty.Gen. 290 (1986)

Attorney General Opinion	81 Ops.Cal.Atty.Gen. 98 (1998)
Attorney General Opinion	83 Ops.Cal.Atty.Gen. 181 (2000)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 49 (2002)
California School Boards Association Publication	Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections, January 2017
Court Decision	Dusch v. Davis, (1967) 387 U.S. 112
Court Decision	Randall v. Sorrell, (2006) 126 S.Ct. 2479
Court Decision	Rey v. Madera Unified School District, (2012) 203 Cal. App. 4th 1223
Court Decision	Sanchez v. City of Modesto, (2006) 145 Cal. App. 4th 660
Website	Institute for Local Government - https://simbli.eboardsolutions.com/SU/U2G2edhR1agbQ5dqoPtfmA==
Website	Fair Political Practices Commission - https://simbli.eboardsolutions.com/SU/C2dGDtcJnwlshMnGhy8Jcbw==
Website	California Secretary of State's Office - https://simbli.eboardsolutions.com/SU/boqYBvXk4Ayr0Vpwlsh5Z9FA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlcjCV5FefkGPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9110	Terms Of Office - https://simbli.eboardsolutions.com/SU/gkS0HbzHmZ7nRM99OqFKGw==
9223	Filling Vacancies - https://simbli.eboardsolutions.com/SU/MFfB39sIshpluswWSHbYkjDdsJWg==
9224	Oath Or Affirmation - https://simbli.eboardsolutions.com/SU/J3yeSVPNslshFXLCD4KVjBuqQ==
9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==
9240	Board Training - https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RIeIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==

Bylaw 9222: Resignation

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2016

A member of the Governing Board who wishes to resign from the Board shall file a written resignation with the County Superintendent of Schools. (Education Code 5090)

The resigning Board member shall also notify the Board and give a copy of his/her written resignation to the Board secretary.

The resignation shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Once filed, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that he/she shall not have the right to vote for his/her successor in an action taken by the Board to make a provisional appointment. (Education Code 5091, 35178)

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be filed and the date he/she leaves office. (Government Code 87302, 87500)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
Ed. Code 35178	Resignation with deferred effective date
Ed. Code 5090-5095	Vacancies on the board
Gov. Code 1770	Vacancy on the board
Gov. Code 87300-87313	Conflict of interest code - https://simbli.eboardsolutions.com/SU/YaObxMYA749OVplusgURs6YDA==
Gov. Code 87500	Statement of economic interests

Management Resources References

Management Resources References	Description
CSBA Publication	Filling a Board Vacancy, rev. December 2010
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Cross References	Description
9223	Filling Vacancies - https://simbli.eboardsolutions.com/SU/MFfB39sIshpluswWSHbYkjdDsJWg==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RIiEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==

Bylaw 9223: Filling Vacancies

Status: DRAFT

Original Adopted Date: Pending

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)
8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

9. A Board member's refusal or neglect to file his/her required oath within the time prescribed (Government Code 1770)
10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)
11. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)
12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and

shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35107	School district employees
Ed. Code 35178	Resignation with deferred effective date
Ed. Code 5000-5033	Election of school district board members
Ed. Code 5090-5095	Vacancies on the board
Ed. Code 5200-5208	Districts governed by boards of education
Ed. Code 5300-5304	General provisions (conduct of elections)
Ed. Code 5320-5329	Order and call of elections
Ed. Code 5340-5345	Consolidation of elections
Ed. Code 5360-5363	Election notice
Ed. Code 5420-5426	Cost of elections
Ed. Code 5440-5442	Miscellaneous provisions
Elec. Code 10600-10604	School district elections
Elec. Code 11381-11386	Candidates for recall
Gov. Code 1064	Absence from state
Gov. Code 1770	Vacancy on the board
Gov. Code 3000-3003	Forfeiture of office
Gov. Code 3060-3075	Removal other than by impeachment
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6061	One time notice
Pen. Code 88	Bribery, forfeiture from office

Federal References

	Description
18 USC 704	Military medals or decorations

Management Resources References

	Description
Attorney General Opinion	58 Ops.Cal.Atty.Gen. 888 (1975)
CSBA Publication	Filling a Board Vacancy, rev. December 2010

Website California State Attorney General's Office, Quo Warranto Applications - <https://simbli.eboardsolutions.com/SU/plus0W6mhrGbhBsJI5dplus4ScSQ==>

Website CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

Description

1340 Access To District Records - <https://simbli.eboardsolutions.com/SU/jKjmvbybcb5r0Tzq0yicklg==>

1340 Access To District Records - <https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>

9100 Organization - <https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==>

9110 Terms Of Office - <https://simbli.eboardsolutions.com/SU/gkS0HbzHmZ7nRM99OqFKGw==>

9130 Board Committees - <https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==>

9220 Governing Board Elections - <https://simbli.eboardsolutions.com/SU/9n2jH0i2IS5ZWHd8OmEf4g==>

9222 Resignation - <https://simbli.eboardsolutions.com/SU/6kGtKVtJf9KDLplusWkdVO9Og==>

9224 Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/J3yeSVPNslshFXLCD4KVjBuqQ==>

9230 Orientation - <https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==>

9323.2-E(4) Actions By The Board - <https://simbli.eboardsolutions.com/SU/0j9StaaCtwtGPtshghfIYcQ==>

9323.2 Actions By The Board - <https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==>

Bylaw 9224: Oath Or Affirmation

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2003

Prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

The oath may be administered and certified by a Board member, secretary or assistant secretary to the Board, Superintendent, deputy or assistant superintendent, principal, or County Superintendent of Schools or any other person authorized in Education Code 60.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

- CA Constitution Article 20, Section 3
- Ed. Code 60
- Gov. Code 1303
- Gov. Code 1360-1369
- Gov. Code 3100-3109

Description

- Oath of office - <https://simbli.eboardsolutions.com/SU/R9x0MkoG204v94pkEU0Qng==>
- Persons authorized to administer and certify oaths
- Exercising functions of office without having qualified
- Oath of office
- Oath or affirmation of allegiance

Management Resources References

- Court Decision
- Court Decision

Description

- Chilton v. Contra Costa Community College District (1976) 55 Cal. App. 3d 544
- Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

Cross References

- 4112.3-E(1)
- 4112.3
- 4212.3-E(1)
- 4212.3
- 4312.3-E(1)
- 4312.3
- 9100
- 9110
- 9220
- 9223

Description

- Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/DVFNslsheANVYZtx2pluslgVlaQ==>
- Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/Uq2SSR8Or63jfQusX4bkvQ==>
- Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/Zew7Vau9x6Y84k8lrGBF3A==>
- Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/ZpluscXG859itULhGEAbcmslshplusg==>
- Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/XCiEHPDFIgC6kOkUJyVZ6g==>
- Oath Or Affirmation - <https://simbli.eboardsolutions.com/SU/SGxWKminxBTorkRiplusxPjUw==>
- Organization - <https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==>
- Terms Of Office - <https://simbli.eboardsolutions.com/SU/gkS0HbzHmZ7nRM99OqFKGw==>
- Governing Board Elections - <https://simbli.eboardsolutions.com/SU/9n2jH0i2IS5ZWHd8OmEf4g==>
- Filling Vacancies - <https://simbli.eboardsolutions.com/SU/MFfB39slshpluswWSHbYkjdDsJWg==>

Bylaw 9230: Orientation

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2017

The Governing Board recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. Incoming Board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

As early as possible following the election or appointment of Board members, one or more orientation sessions shall be held during open meeting(s) of the Board. The Board president and the Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members.

Upon their election or appointment, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements related to conflict of interest and prohibited political activity; protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices.

In addition, the Superintendent or designee shall provide incoming Board members with specific background information regarding the district, including, but not limited to, the district's vision and goals statements, local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, district policy manual, district budget, and minutes of recent open Board meetings.

The Superintendent or designee may offer incoming Board members a tour of district schools and facilities, and may introduce them to district and school site administrators and other staff.

Incoming members are encouraged, at district expense and with approval of the Board, to attend the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, and workshops and conferences relevant to the needs of the individual member, the Board as a whole, or the district.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 33360	Department of Education and statewide association of school district boards; annual workshops
Ed. Code 33362-33363	Reimbursement of expenses; board member or member-elect
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952.1	Member of a legislative body of a local agency
Gov. Code 54952.2	Meeting, defined
Gov. Code 54952.7	Copies of chapter to members of legislative body

Management Resources References

Description

CSBA Publication	Professional Governance Standards for School Boards
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. December 2014
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

0000	Vision - https://simbli.eboardsolutions.com/SU/IIKOVtTjIQls4plusOHj5RslshBA==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/Bgly4K2tFGH6Vx9bVRWZvw==
0400	Comprehensive Plans - https://simbli.eboardsolutions.com/SU/K3BOsejlfjMsgRpMvc0j3g==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/Aw8id04Xslshtwr2fwthpc6kQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==
1160	Political Processes - https://simbli.eboardsolutions.com/SU/slshSEIMlx4qSRkx91DBV9ddA==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9010	Public Statements - https://simbli.eboardsolutions.com/SU/YAt6mw4ISJLkfE2T2xIWmA==
9011	Disclosure Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/rpXUDplusV0yHwWFEC0hk1v8WQ==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxJJQ==
9100	Organization - https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==
9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9150	Student Board Members - https://simbli.eboardsolutions.com/SU/MwdmtDnmoz0YoGI5CkZ9AA==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==
9220	Governing Board Elections - https://simbli.eboardsolutions.com/SU/9n2jH0i2IS5ZWHd8OmEf4g==
9223	Filling Vacancies - https://simbli.eboardsolutions.com/SU/MFfB39slshpluswWSHbYkjdDsJWg==
9240	Board Training - https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RliEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIzg==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==
9400	Board Self-Evaluation - https://simbli.eboardsolutions.com/SU/awn9xgwplusslshMGONXuO4r736A==

Bylaw 9240: Board Training

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/01/2016

The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

Funds for board training shall be budgeted annually for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952.2	Meeting, defined

Management Resources References

	Description
CSBA Publication	Professional Governance Standards for School Boards
Website	California County Boards of Education - https://simbli.eboardsolutions.com/SU/mBYiSVbPflshozMvDPid7e3A==
Website	National School Boards Association - https://simbli.eboardsolutions.com/SU/PGLybcP29yufJSot5FEGJg==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

0000	Vision - https://simbli.eboardsolutions.com/SU/IIKOVtUjQLs4plusOHj5RslshBA==
0100	Philosophy - https://simbli.eboardsolutions.com/SU/HAmOKQObEwsZpTECs2kptw==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/Bgly4K2tFGh6Vx9bVRWZvw==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==
2111	Superintendent Governance Standards - https://simbli.eboardsolutions.com/SU/KrrcWg9slshhwsXFozuLSIU6A==
2140	Evaluation Of The Superintendent - https://simbli.eboardsolutions.com/SU/XBpUc3qyO05zTptu22J4GQ==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaoYeOI8w4xRplusvFVpSOA==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/uUDKslshVslshqslshH0Nj5vWSRvRslshA==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1R0rZQldHac9Q==
9100	Organization - https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==
9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9150	Student Board Members - https://simbli.eboardsolutions.com/SU/MwdmtDnm0z0YoGI5CkZ9AA==
9220	Governing Board Elections - https://simbli.eboardsolutions.com/SU/9n2jH0i2IS5ZWHd8OmEf4g==
9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==
9250-E(1)	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/dUz4B6Ja06ho2plusd7yrpk1A==
9250	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/oz66G5slshgVQWd3R79jUr0iQ==
9400	Board Self-Evaluation - https://simbli.eboardsolutions.com/SU/awn9xgwplusslshMG0NXuO4r736A==

Exhibit 9250-E(1): Remuneration, Reimbursement And Other Benefits

Status: DRAFT

Original Adopted Date: Pending

See PDF on the next page.

RESOLUTION ON BOARD COMPENSATION FOR MISSED MEETINGS

Note: The following **optional** exhibit is for use by districts that offer compensation to members of the Governing Board for their service; see Options #1 and 2 in the accompanying board bylaw. Pursuant to Education Code 35120, a Board member may receive compensation for Board meetings that he/she missed if the Board makes a finding, by resolution, that one or more specified circumstances exist.

WHEREAS, the Governing Board of the _____ School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

WHEREAS, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

WHEREAS, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

WHEREAS, the Board finds that (name of Board member) did not attend the Board meeting(s) on (dates) for the following reason(s): (check applicable reasons)

- Performance of other designated duties for the district during the time of the meeting
- Illness or jury duty
- Hardship deemed acceptable by the Board

NOW THEREFORE BE IT RESOLVED that the Board of the _____ School District approves full compensation of the Board member for the month of _____.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a regular meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary

President

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 33050-33053	General waiver authority
Ed. Code 33362-33363	Reimbursement of expenses; board member or member-elect
Ed. Code 35012	Board members; number, election and terms
Ed. Code 35044	Payment of traveling expenses of representatives of board
Ed. Code 35120	Course credit for student board members
Ed. Code 35172	Promotional activities
Ed. Code 44038	Cash deposits for transportation purchased on credit
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 20322	Elective officers; election to become member
Gov. Code 20420-20445	Membership in Public Employees' Retirement System; definition of safety employees
Gov. Code 3543.7	Duty to meet and negotiate in good faith
Gov. Code 53200-53209	Group insurance
Gov. Code 54952.3	Simultaneous or serial meetings; announcement of compensation
Gov. Code 8314	Use of public resources
H&S Code 1373	Health services plan, coverage for dependent children
Ins. Code 10277-10278	Group and individual health insurance, coverage for dependent children

Federal References

Description

26 CFR 1.403(b)-2	Tax-sheltered annuities, definition of employee
26 USC 403	Tax-sheltered annuities
42 USC 18011	Right to maintain existing health coverage

Management Resources References

Description

Attorney General Opinion	83 Ops.Cal.Atty.Gen. 124 (2000)
Attorney General Opinion	91 Ops.Cal.Atty.Gen. 37 (2008)
Court Decision	Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598
Court Decision	Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578
Institute for Local Government Publication	Sample Expense and Use of Public Resources Policy Statement, January 2006
Internal Revenue Service Publication	Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013

Website	Public Employees' Retirement System - https://simbli.eboardsolutions.com/SU/vTYKk6bnVN4oQETslshPnplusqXQ==
Website	Institute for Local Government - https://simbli.eboardsolutions.com/SU/U2G2edhR1agbQ5dqoPtfmA==
Website	Internal Revenue Service - https://simbli.eboardsolutions.com/SU/Q4VQpg5n4iGWL4GteBcOQw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

	Description
1160	Political Processes - https://simbli.eboardsolutions.com/SU/slshSEIMlx4qSRkx91DBV9ddA==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nI9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3350	Travel Expenses - https://simbli.eboardsolutions.com/SU/X3k5DytFmxwLBgWpGo4scg==
3513.1	Cellular Phone Reimbursement - https://simbli.eboardsolutions.com/SU/BHjoRJ5Zn050CDiCJnrwNQ==
4154	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/DQpnC0plush9i3mkYQQM3Fsag==
4154	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/Ki5k5ejhoiqKWb6Z5fcr2w==
4254	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/VASavsVZBI43Ygpluse3hq4SQ==
4254	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/8S4viCYzlleLdfHe9vBtQ==
4354	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/OMCeoBIDWPplusV1dzH0wJmXg==
4354	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/4hahjBGiweyMLT4QVmfepusg==
9110	Terms Of Office - https://simbli.eboardsolutions.com/SU/gkS0HbzHmZ7nRM99OqFKGw==
9150	Student Board Members - https://simbli.eboardsolutions.com/SU/MwdmtDnm0z0YoGI5CkZ9AA==
9240	Board Training - https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==
9324	Minutes And Recordings - https://simbli.eboardsolutions.com/SU/KSq8yZmMQEBk8A2y895kg==

Bylaw 9250: Remuneration, Reimbursement And Other Benefits

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 08/01/2013

Keep Option 1 for maximum monthly compensation, Option 1 for health benefits for current board members
Compensation

OPTION 1: Each member of the Governing Board may receive the maximum monthly compensation as provided for in Education Code 35120.

OPTION 1 ENDS HERE

OPTION 2: Each member of the Governing Board may receive a monthly compensation of \$ _____. (Education Code 35120)

OPTION 2 ENDS HERE

OPTION 3: The members of the Governing Board view their Board service as a voluntary contribution to the community and elect not to receive the compensation to which they are entitled pursuant to Education Code 35120.

OPTION 3 ENDS HERE

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

Student Board members shall receive no compensation for meetings attended. (Education Code 35012)

Whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting, the Board clerk or a member of the Board shall verbally announce the amount of any additional compensation or stipend that each member will be entitled to receive as a result of convening the simultaneous or serial meeting. (Government Code 54952.3)

Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose

activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Board members may use district-issued credit cards while on official district business and consistent with the limits established for district personnel. Personal expenses shall not be charged on a district-issued credit card, even if the Board member intends to subsequently reimburse the district for the personal charges.

Health and Welfare Benefits for Current Board Members

Board members may participate in the health and welfare benefits program provided for district employees.

Health and welfare benefits for Board members shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

OPTION 1: The district shall pay the premiums required for Board members electing to participate in the district health and welfare benefits program to the same extent that it pays for district employees.

OPTION 1 ENDS HERE

OPTION 2: Board members who elect to participate shall pay the full cost of premiums.

OPTION 2 ENDS HERE

OPTION 3: The district shall pay \$ _____ as a reimbursement for costs of approved health plans that have been paid by Board members.

OPTION 3 ENDS HERE

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

Health and Welfare Benefits for Former Board Members

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Health and welfare benefits for former Board members shall be no greater than those received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

OPTION 1: (Benefits paid by district)

The district shall pay the premiums for health and welfare benefits of any former Board member who served in office after January 1, 1981, began his/her term before January 1, 1995, and has served for 12 or more years. (Government Code 53201)

OPTION 1 ENDS HERE

Any other former Board member who served at least one term may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time he/she leaves office. (Government Code 53201)

OPTION 2: (Benefits paid by former Board member)

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

OPTION 2 ENDS HERE

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 33050-33053	General waiver authority
Ed. Code 33362-33363	Reimbursement of expenses; board member or member-elect
Ed. Code 35012	Board members; number, election and terms
Ed. Code 35044	Payment of traveling expenses of representatives of board
Ed. Code 35120	Course credit for student board members
Ed. Code 35172	Promotional activities
Ed. Code 44038	Cash deposits for transportation purchased on credit
Fam. Code 297-297.5	Rights, protections, benefits under the law; registered domestic partners
Gov. Code 20322	Elective officers; election to become member
Gov. Code 20420-20445	Membership in Public Employees' Retirement System; definition of safety employees
Gov. Code 3543.7	Duty to meet and negotiate in good faith
Gov. Code 53200-53209	Group insurance
Gov. Code 54952.3	Simultaneous or serial meetings; announcement of compensation
Gov. Code 8314	Use of public resources
H&S Code 1373	Health services plan, coverage for dependent children
Ins. Code 10277-10278	Group and individual health insurance, coverage for dependent children

Federal References

	Description
26 CFR 1.403(b)-2	Tax-sheltered annuities, definition of employee
26 USC 403	Tax-sheltered annuities
42 USC 18011	Right to maintain existing health coverage

Management Resources References

	Description
Attorney General Opinion	83 Ops.Cal.Atty.Gen. 124 (2000)
Attorney General Opinion	91 Ops.Cal.Atty.Gen. 37 (2008)

Court Decision	Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598
Court Decision	Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578
Institute for Local Government Publication	Sample Expense and Use of Public Resources Policy Statement, January 2006
Internal Revenue Service Publication	Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013
Website	Public Employees' Retirement System - https://simbli.eboardsolutions.com/SU/vTYKk6bnVN4oQETslshPnplusqXQ==
Website	Institute for Local Government - https://simbli.eboardsolutions.com/SU/U2G2edhR1agbQ5dqoPtfmA==
Website	Internal Revenue Service - https://simbli.eboardsolutions.com/SU/Q4VQpg5n4iGWL4GteBcOQw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

1160	Political Processes - https://simbli.eboardsolutions.com/SU/slshSEIMlx4qSRkx91DBV9ddA==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4nI9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3350	Travel Expenses - https://simbli.eboardsolutions.com/SU/X3k5DytFmxwLBgWpGo4scg==
3513.1	Cellular Phone Reimbursement - https://simbli.eboardsolutions.com/SU/BHjoRJ5Zn050CDiCJnrwNQ==
4154	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/DQpnC0plush9i3mkYOQM3Fsag==
4154	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/Ki5k5ejhoiqKWb6Z5fcr2w==
4254	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/VASavsVZBI43Ygpluse3hq4SQ==
4254	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/8S4viCYzlleLdfHe9vBtQ==
4354	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/OMCeOBIWpplusV1dzH0wJmXg==
4354	Health And Welfare Benefits - https://simbli.eboardsolutions.com/SU/4hahjBGiweyMLT4QVmfepusg==
9110	Terms Of Office - https://simbli.eboardsolutions.com/SU/gkS0HbzHmZ7nRM99OqFKGw==
9150	Student Board Members - https://simbli.eboardsolutions.com/SU/MwdmtDnm0YoGI5CkZ9AA==
9240	Board Training - https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==
9324	Minutes And Recordings - https://simbli.eboardsolutions.com/SU/KSqN8yZmMQEBk8A2y895kg==

Bylaw 9260: Legal Protection

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2003

Liability Insurance

The Governing Board shall provide insurance necessary to protect Board members and employees while acting within the scope of their office or employment in accordance with Education Code 35208.

Protection Against Liability

No Board member shall be liable for harm caused by his/her act or omission when acting within the scope of district responsibilities. The act or omission must be in conformity with federal, state and local laws and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 6736)

The protection against liability shall not apply when: (20 USC 6736)

1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The Board member caused harm by operating a motor vehicle.
3. The Board member was not properly licensed, if required, by the State for such activities.
4. The Board member was found by a court to have violated a federal or state civil rights law.
5. The Board member was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.
7. The misconduct involved a sexual offense for which the Board member has been convicted in a court.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Ed. Code 17029.5

Description

Contract funding; board liability - <https://simbli.eboardsolutions.com/SU/98slsh1GqFP4cptRWWFMJy1IQ==>

Ed. Code 35208

Liability insurance

Ed. Code 35214

Liability insurance (self-insurance or a combination of self-insurance and insurance through an insurance company)

Gov. Code 1090-1098

Prohibitions applicable to specified officers

Gov. Code 54950-54963

The Ralph M. Brown Act

Gov. Code 815.3

Intentional torts

Gov. Code 820-823

Tort claims act

Gov. Code 825.6

Indemnification of public entity

Gov. Code 87100-89503

Conflicts of interest

Federal References

Description

18 USC 16

Crime of violence defined

20 USC 6731-6738

Teacher liability protection

Management Resources References

Court Decision

Description

Caldwell v. Montoya (Paramount Unified School District) 10 Cal 4th 972 (1995)

Cross References

1330.1

Joint Use Agreements -

<https://simbli.eboardsolutions.com/SU/stKqY9WmU4plusOGUIKkyeTJw==>

3530

Risk Management/Insurance -

<https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==>

4119.1

Civil And Legal Rights -

<https://simbli.eboardsolutions.com/SU/U2liUZctSJrnf5kSrloM3A==>

4219.1

Civil And Legal Rights -

<https://simbli.eboardsolutions.com/SU/cRekj7Wslsh8lmlFmKndVpdQQ==>

4319.1

Civil And Legal Rights -

<https://simbli.eboardsolutions.com/SU/jEOPjzv8HNMcuN1glqslshFWQ==>

9124

Attorney -

<https://simbli.eboardsolutions.com/SU/slshbZ2gGeYXbT3SplusMNuzNkqw==>

Exhibit 9270-E(1): Conflict Of Interest

Status: DRAFT

Original Adopted Date: Pending

See PDF on the next page.

**RESOLUTION ADOPTING A
CONFLICT OF INTEREST CODE**

Note: The Governing Board is required to adopt a conflict of interest code in compliance with Government Code 87300-87313 of the Political Reform Act (PRA). Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a district adopts a conflict of interest code that incorporates 2 CCR 18730 by reference along with a list of designated positions and disclosure categories. Board members and designated employees must annually file a Statement of Economic Interest/Form 700 pursuant to the disclosure requirements of the district's conflict of interest code.

Government Code 87303 requires a district's conflict of interest code to be approved by a code reviewing body. For school districts located entirely in one county, the code reviewing body is the board of supervisors of the county in which the district is located. The Fair Political Practices Commission (FPPC) is the code reviewing body for school districts with jurisdiction in more than one county.

The code reviewing body needs to review only the portion of the district's conflict of interest code that specifies the district's designated positions and the disclosure categories as detailed in the following sample Resolution, including its Appendix, and not the other legal requirements related to conflict of interest reflected in the accompanying sample bylaw. The Resolution, including the Appendix, should be adopted by the Board and, as necessary, forwarded to the code reviewing body. Pursuant to Government Code 87306.5, the code reviewing body is required to notify the district in even-numbered years of the need to review the district's conflict of interest code. Upon such notification, the district should review the Appendix and make any necessary changes. In some counties, the code reviewing body requires that a resolution be adopted during each review and that the Board's resolution and amended appendix be submitted to that body. In other counties, only the appendix needs to be submitted. In both cases, districts need not submit BB 9270 - Conflict of Interest to the code reviewing body. In addition to the biannual review, districts should modify the Appendix and submit it, and the resolution if required, to the code reviewing body when any changed circumstances within the district require amendments to the Appendix, such as the creation of new designated positions or a change of duties assigned to existing positions.

The following resolution should be modified to reflect district practice as well as any specific requirements of the district's code reviewing body.

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the _____ School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption

and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the _____ School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the _____ School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary/President

**Conflict of Interest Code of the
_____ School District**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

Note: The following list must be modified to reflect the specific disclosure categories in the district.

1. **Category 1:** A person designated Category 1 shall disclose:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. **Category 2:** A person designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

Note: **Item #3 below is for use only by districts in which the Board and Superintendent "manage public investments." All other districts must delete item #3.**

Government Code 87500 requires public officials and designated employees to annually file a Statement of Economic Interest/Form 700 to disclose any assets and income which may be materially affected by official actions. Under the PRA, there are two separate categories of Form 700 disclosure requirements. For the first category pursuant to Government Code 87302, which is applicable to most school districts, the disclosure requirements are determined by the district and set forth in the district's conflict of interest code. The second category, pursuant to Government Code 87200, is only applicable to Board members and Superintendents who "manage public investments." Those Board members and designated employees, referred to by the FPPC as Government Code 87200/Article 2 filers, must file broader disclosure statements pursuant to the disclosure requirements specified in law and FPPC regulation. See section in accompanying bylaw entitled "Additional Requirements for Boards that Manage Public Investments" for a further discussion of this issue.

3. **Full Disclosure:** Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

Designated Positions

Note: The following list must be modified to reflect the specific designated positions and applicable disclosure categories in the district. For districts in which the Board and Superintendent "manage public investments," the disclosure category for Board members and the Superintendent in the list below must be modified to "Full Disclosure."

<u>Designated Position</u>	<u>Disclosure Category</u>
Governing Board Members	1
Superintendent of Schools	1
Assistant/Associate Superintendent	1
Purchasing Agent	1
Director	2
Principal	2
Assistant Principal	2
Maintenance and Operations Director	2
Program Coordinator	2
Project Specialist	2
Supervisor	2
Dean of Students	2

Disclosures for Consultants

Note: The definition of designated employees in Government Code 82019 includes consultants. To preclude amending the code whenever retaining a consultant in a decision-making capacity, the following section provides that the Superintendent or designee shall make case-by-case determinations of the disclosures necessary, depending on the range of duties to be performed by the consultant.

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

- 1. Approve a rate, rule, or regulation
- 2. Adopt or enforce a law

3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
2 CCR 18110-18997	Regulations of the Fair Political Practices Commission - https://simbli.eboardsolutions.com/SU/ckslshwToJGinoK4QiVbLtJug==
2 CCR 18700-18760	Conflicts of Interest - https://simbli.eboardsolutions.com/SU/h6CnVsMHk2STR4xUUmlXdQ==
2 CCR 18722-18740	Disclosure of interests - https://simbli.eboardsolutions.com/SU/oS5ntBvYlbsRzRhpXMuufw==
2 CCR 18753-18756	Conflict of interest codes - https://simbli.eboardsolutions.com/SU/OvAHLXqDg5JTYYSZlpYE9A==
Ed. Code 1006	Qualifications for holding office, county board of education - https://simbli.eboardsolutions.com/SU/Qnj8lKKU84qMv8ZX5ZPu1w==
Ed. Code 35107	School district employees
Ed. Code 35230-35240	Corrupt practices
Ed. Code 35233	Prohibitions applicable to members of governing boards
Ed. Code 41000-41003	Moneys received by school districts
Ed. Code 41015	Investments
Fam. Code 297.5	Rights, protections, and benefits of registered domestic partners
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 1125-1129	Incompatible activities
Gov. Code 81000-91014	Political Reform Act of 1974
Gov. Code 82011	Code reviewing body
Gov. Code 82019	Definition, designated employee - https://simbli.eboardsolutions.com/SU/zplus8Q3o2R2NLwPmnxGAmkxg==
Gov. Code 82028	Definition, gift
Gov. Code 82030	Definition, income
Gov. Code 82033	Definition, interest in real property
Gov. Code 82034	Definition, investment
Gov. Code 87100-87103.6	General prohibitions
Gov. Code 87200-87210	Disclosure
Gov. Code 87300-87313	Conflict of interest code - https://simbli.eboardsolutions.com/SU/YaObxMYA749OVplusgURs6YDA==
Gov. Code 87500	Statement of economic interests
Gov. Code 89501-89503	Honoraria and gifts
Gov. Code 89506	Ethics; travel
Gov. Code 91000-91014	Enforcement
Pen. Code 85-88	Bribes
Rev. & Tax Code 203	Taxable and exempt property - colleges

Management Resources References	Description
Attorney General Opinion	63 Ops.Cal.Atty.Gen. 868 (1980)
Attorney General Opinion	65 Ops.Cal.Atty.Gen. 606 (1982)
Attorney General Opinion	68 Ops.Cal.Atty.Gen. 171 (1985)
Attorney General Opinion	69 Ops.Cal.Atty.Gen. 255 (1986)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 320 (1997)
Attorney General Opinion	81 Ops.Cal.Atty.Gen. 327 (1998)
Attorney General Opinion	82 Ops.Cal.Atty.Gen. 83 (1999)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 60 (2002)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 138(2003)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 217 (2006)
Attorney General Opinion	92 Ops.Cal.Atty.Gen. 19 (2009)
Attorney General Opinion	92 Ops.Cal.Atty.Gen. 26 (2009)
Court Decision	Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261
Court Decision	Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469
Court Decision	Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511
Court Decision	McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)
Court Decision	Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655
CSBA Publication	Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010
Fair Political Practices Commission Publication	Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005
Institute For Local Government Publication	Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009
Institute for Local Government Publication	Understanding the Basics of Public Service Ethics: Transparency Laws, 2009
Website	Institute for Local Government - https://simbli.eboardsolutions.com/SU/U2G2edhR1agbQ5dqpTfmA==
Website	Fair Political Practices Commission - https://simbli.eboardsolutions.com/SU/C2dGDtcJnwsIshMnGhy8IJcbw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References	Description
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmyvybcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==

- 1700 Relations Between Private Industry And The Schools -
<https://simbli.eboardsolutions.com/SU/1Zf42jutY0enkH6qw7slshogA==>
- 3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplsg==>
- 3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/xHGUplusplusfwHON8dvKlv3spGQ==>
- 3300 Expenditures And Purchases -
<https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==>
- 3311 Bids - <https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrS7tOplussqAaQ==>
- 3311 Bids -
<https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==>
- 3430 Investing -
<https://simbli.eboardsolutions.com/SU/D4kfjySH8p1JalvYywiMUw==>
- 3430 Investing - <https://simbli.eboardsolutions.com/SU/jSIZkLzuHvJc1KchaJQYGg==>
- 3470 Debt Issuance And Management -
<https://simbli.eboardsolutions.com/SU/F4JPA5ILhnUplusP7o3Ci0Fg==>
- 3600 Consultants -
<https://simbli.eboardsolutions.com/SU/DdD8slshuOqLVMFdxQD9plusdrdg==>
- 4112.8 Employment Of Relatives -
<https://simbli.eboardsolutions.com/SU/bplusudSUslsh7lplusgSWXw8BCeRg==>
- 4117.2 Resignation -
<https://simbli.eboardsolutions.com/SU/KldafOazuDKRsNbeihmJDg==>
- 4136 Nonschool Employment -
<https://simbli.eboardsolutions.com/SU/6tO3ilv1wAiWriHRHhhR4g==>
- 4212.8 Employment Of Relatives -
<https://simbli.eboardsolutions.com/SU/pvoYhrnlfs1ZjcCrI5rqkA==>
- 4217.2 Resignation -
<https://simbli.eboardsolutions.com/SU/b8mRKdZVZ6w6zJ401slshR13Q==>
- 4236 Nonschool Employment -
<https://simbli.eboardsolutions.com/SU/tZiHdEz67iuMrgMwglD9XQ==>
- 4312.8 Employment Of Relatives -
<https://simbli.eboardsolutions.com/SU/Nfm4sqBZWxysUmWi8vqAwA==>
- 4317.2 Resignation -
<https://simbli.eboardsolutions.com/SU/plusBsbyGxTLRwypjdnhltylshg==>
- 4336 Nonschool Employment -
<https://simbli.eboardsolutions.com/SU/plusZXI5mvhK6JgGihR5LQeRQ==>
- 6161.1-E(2) Selection And Evaluation Of Instructional Materials -
<https://simbli.eboardsolutions.com/SU/swHNIbkCv3XIWJ58dVdW3g==>
- 6161.1 Selection And Evaluation Of Instructional Materials -
<https://simbli.eboardsolutions.com/SU/ERVWUNplusHvvYCGpQXfQ0v3g==>
- 6161.1 Selection And Evaluation Of Instructional Materials -
<https://simbli.eboardsolutions.com/SU/UWssGXmA9GOyeyYrokAT6Q==>
- 7140 Architectural And Engineering Services -
<https://simbli.eboardsolutions.com/SU/Eh2VAWw6R5YSgplus7MmOEZplusA==>
- 7140 Architectural And Engineering Services -
<https://simbli.eboardsolutions.com/SU/joqwU7oSplusER5We3ehFXR2Q==>

7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/qd84qsuVm4RypxaJ2esF2g==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/z6zYIGZhGAVCjwyw432plusHg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgfWCg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==
9220	Governing Board Elections - https://simbli.eboardsolutions.com/SU/9n2jH0i2IS5ZWHd8OmEf4g==
9222	Resignation - https://simbli.eboardsolutions.com/SU/6kGtKVtJf9KDLplusWkdVO9Og==
9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIzG==
9321-E(1)	Closed Session - https://simbli.eboardsolutions.com/SU/s2qjNIhKoINL8VoplusCTYTvG==
9321-E(2)	Closed Session - https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==

Bylaw 9270: Conflict Of Interest

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 05/01/2016

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

Conflict of Interest under the Political Reform Act

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government

Code 87101 and 2 CCR 18705.

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

2 CCR 18110-18997	Regulations of the Fair Political Practices Commission - https://simbli.eboardsolutions.com/SU/ckslshwToJGinoK4QjVbLtJug==
2 CCR 18700-18760	Conflicts of Interest - https://simbli.eboardsolutions.com/SU/h6CnVsMHk2STR4xUUmlXdQ==
2 CCR 18722-18740	Disclosure of interests - https://simbli.eboardsolutions.com/SU/oS5ntByYlbsRzRhpXMuufw==
2 CCR 18753-18756	Conflict of interest codes - https://simbli.eboardsolutions.com/SU/OvAHLXqDg5JTYYSZlpYE9A==
Ed. Code 1006	Qualifications for holding office, county board of education - https://simbli.eboardsolutions.com/SU/Qnj8IKKqU84qMv8ZX5ZPu1w==
Ed. Code 35107	School district employees
Ed. Code 35230-35240	Corrupt practices
Ed. Code 35233	Prohibitions applicable to members of governing boards
Ed. Code 41000-41003	Moneys received by school districts
Ed. Code 41015	Investments
Fam. Code 297.5	Rights, protections, and benefits of registered domestic partners
Gov. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 1125-1129	Incompatible activities
Gov. Code 81000-91014	Political Reform Act of 1974
Gov. Code 82011	Code reviewing body
Gov. Code 82019	Definition, designated employee - https://simbli.eboardsolutions.com/SU/zplus8Q3o2R2NLwPmnxGAmkxg==
Gov. Code 82028	Definition, gift
Gov. Code 82030	Definition, income
Gov. Code 82033	Definition, interest in real property
Gov. Code 82034	Definition, investment
Gov. Code 87100-87103.6	General prohibitions
Gov. Code 87200-87210	Disclosure
Gov. Code 87300-87313	Conflict of interest code - https://simbli.eboardsolutions.com/SU/YaObxMYA749OVplusgURs6YDA==

Gov. Code 87500	Statement of economic interests
Gov. Code 89501-89503	Honoraria and gifts
Gov. Code 89506	Ethics; travel
Gov. Code 91000-91014	Enforcement
Pen. Code 85-88	Bribes
Rev. & Tax Code 203	Taxable and exempt property - colleges

Management Resources References

Attorney General Opinion	63 Ops.Cal.Atty.Gen. 868 (1980)
Attorney General Opinion	65 Ops.Cal.Atty.Gen. 606 (1982)
Attorney General Opinion	68 Ops.Cal.Atty.Gen. 171 (1985)
Attorney General Opinion	69 Ops.Cal.Atty.Gen. 255 (1986)
Attorney General Opinion	80 Ops.Cal.Atty.Gen. 320 (1997)
Attorney General Opinion	81 Ops.Cal.Atty.Gen. 327 (1998)
Attorney General Opinion	82 Ops.Cal.Atty.Gen. 83 (1999)
Attorney General Opinion	85 Ops.Cal.Atty.Gen. 60 (2002)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 138(2003)
Attorney General Opinion	89 Ops.Cal.Atty.Gen. 217 (2006)
Attorney General Opinion	92 Ops.Cal.Atty.Gen. 19 (2009)
Attorney General Opinion	92 Ops.Cal.Atty.Gen. 26 (2009)
Court Decision	Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261
Court Decision	Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469
Court Decision	Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511
Court Decision	McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)
Court Decision	Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655
CSBA Publication	Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010
Fair Political Practices Commission Publication	Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005
Institute For Local Government Publication	Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009
Institute for Local Government Publication	Understanding the Basics of Public Service Ethics: Transparency Laws, 2009
Website	Institute for Local Government - https://simbli.eboardsolutions.com/SU/U2G2edhR1agbQ5dqqPtfmA==
Website	Fair Political Practices Commission - https://simbli.eboardsolutions.com/SU/C2dGDtcJnwlshMnGhy8Jcbw==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvybcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==

1700 Relations Between Private Industry And The Schools -
<https://simbli.eboardsolutions.com/SU/1Zf42jutY0enkH6qw7slshogA==>

3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/g8lwVe5ZIANCEprFYEzuplusg==>

3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/xHGUpusplusfwHON8dvKlv3spGQ==>

3300 Expenditures And Purchases -
<https://simbli.eboardsolutions.com/SU/XGc6Fy4LQdjvgnB9HGfr9g==>

3311 Bids - <https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplusqAaQ==>

3311 Bids -
<https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==>

3430 Investing -
<https://simbli.eboardsolutions.com/SU/D4kfjySH8p1JalvYywiMUw==>

3430 Investing - <https://simbli.eboardsolutions.com/SU/jsIZkLzuHvJc1KchaJOYGg==>

3470 Debt Issuance And Management -
<https://simbli.eboardsolutions.com/SU/F4JPA5ILhnUIplusP7o3Ci0Fg==>

3600 Consultants -
<https://simbli.eboardsolutions.com/SU/DdD8slshuOqLVMFdxQD9plusdrdg==>

4112.8 Employment Of Relatives -
<https://simbli.eboardsolutions.com/SU/bplusudSUIslsh7IplusgSWXw8BCeRg==>

4117.2 Resignation -
<https://simbli.eboardsolutions.com/SU/KldafOazuDKRnNbeihmJDg==>

4136 Nonschool Employment -
<https://simbli.eboardsolutions.com/SU/6tO3ilv1wAiWriHRHhhR4g==>

4212.8 Employment Of Relatives -
<https://simbli.eboardsolutions.com/SU/pvoYhrnlfs1ZjcCrI5rqkA==>

4217.2 Resignation -
<https://simbli.eboardsolutions.com/SU/b8mRKdZVZ6w6zJ401slshR13Q==>

4236 Nonschool Employment -
<https://simbli.eboardsolutions.com/SU/tZiHdEz67iuMrgMwgID9XQ==>

4312.8 Employment Of Relatives -
<https://simbli.eboardsolutions.com/SU/Nfm4sqBZWxysUmWi8vqAwA==>

4317.2 Resignation -
<https://simbli.eboardsolutions.com/SU/plusBsbyGxTLRwypjdnhltyslshg==>

4336 Nonschool Employment -
<https://simbli.eboardsolutions.com/SU/plusZXI5mvhK6JgGihR5LQeRQ==>

6161.1-E(2) Selection And Evaluation Of Instructional Materials -
<https://simbli.eboardsolutions.com/SU/swHNlBkCv3XIWJ58dVdW3g==>

6161.1 Selection And Evaluation Of Instructional Materials -
<https://simbli.eboardsolutions.com/SU/ERVWUNplusHvvYCGpQXfQ0v3g==>

6161.1 Selection And Evaluation Of Instructional Materials -
<https://simbli.eboardsolutions.com/SU/UWssGXmA9GOyeuYrokAT6Q==>

7140 Architectural And Engineering Services -
<https://simbli.eboardsolutions.com/SU/Eh2VAWw6R5YSgplus7MmOEZplusA==>

7140 Architectural And Engineering Services -
<https://simbli.eboardsolutions.com/SU/joqwU7oSplusER5We3ehFXR2Q==>

7214 General Obligation Bonds -
<https://simbli.eboardsolutions.com/SU/qd84qsuVm4RypxaJ2esF2g==>

7214 General Obligation Bonds -
<https://simbli.eboardsolutions.com/SU/z6zYIGZhGAVCjwyw432plusHg==>

9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgfWCg==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==
9220	Governing Board Elections - https://simbli.eboardsolutions.com/SU/9n2jH0i2IS5ZWHd8OmEf4g==
9222	Resignation - https://simbli.eboardsolutions.com/SU/6kGtKVtJf9KDLplusWkdVO9Og==
9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==
9321-E(1)	Closed Session - https://simbli.eboardsolutions.com/SU/s2qjNIhKoINL8VoplusCTYTvg==
9321-E(2)	Closed Session - https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAIhplusLCMGvBRQ==

Bylaw 9310: Board Policies

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2018

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to students, staff, parents/guardians, and the community.

The Board shall ensure that district policies align with the district's vision and goals, promote student learning and achievement, provide for consistent and fair treatment of students and staff, and proactively address equity and the provision of equal access to opportunities for all students.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements. No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

Policy Development and Adoption Process

The district's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision statement, new goals in the local control and accountability plan, educational research or trends, an incident that has arisen in the district, or a recommendation or request from staff, a parent/guardian, or other interested person.
2. As needed, the Superintendent or designee shall gather fiscal data, staff and public input, related district policies, sample policies from the California School Boards Association or other organizations or agencies, and other useful information and data to fully inform the Board about a particular issue.
3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, community expectations, staff recommendations, and the expected impact of the policy on student learning and well-being, equity, governance, and the district's fiscal resources and operational efficiency.
4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.
5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or the desire to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date if so designated by the Board at the time of adoption.

Board Bylaws

The Board shall prescribe and enforce rules for its own governance consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other provisions. The Superintendent or designee may also develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve administrative regulations for the purpose of ensuring conformity with the intent of Board policy.

Monitoring and Evaluation

At any time, the Board and Superintendent or designee may determine that progress reports to the Board on the implementation and/or effectiveness of the policy should be scheduled. If so, the Board and Superintendent or designee shall agree upon a timeline and, as applicable, measures for evaluating the effectiveness of the policy in achieving its purpose.

Access to Policies

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. The policy manual shall be maintained electronically and/or by paper copy.

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communication strategy depending on the issue. Policies shall be posted on the district's web site when required by law.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35160	Authority of governing boards
Ed. Code 35160.5	Intradistrict open enrollment
Ed. Code 35163	Official actions, minutes and journal
Ed. Code 35164	Actions by majority vote

Management Resources References

	Description
Website	CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online), Policy Review Program, Individual D - https://simbli.eboardsolutions.com/SU/pluswBjjwo5ey8Xplusc1YAABZ9Q==

Notice References

	Description
Unique Policy	This policy is unique to the district/COE and is not connected to an existing CSBA sample policy or included in regular quarterly updates from CSBA.

Cross References**Description**

0000	Vision - https://simbli.eboardsolutions.com/SU/IIKOVTtJIQLs4plusOHj5RslshBA==
0100	Philosophy - https://simbli.eboardsolutions.com/SU/HAmOKQObEwsZpTECs2kptw==
0415	Equity - https://simbli.eboardsolutions.com/SU/nOcGUkTqla6x9N49gzaxqg==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/Aw8id04Xslstwr2fwthpc6kQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==
0470	COVID-19 Mitigation Plan - https://simbli.eboardsolutions.com/SU/PhHbBWdXMHFVJps9s9O43A==
0500	Accountability - https://simbli.eboardsolutions.com/SU/3uSRcB7xWnM9ucBe2FlslshPQ==
1112	Media Relations - https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/lDxy6fy1Hrchplusl4YcmEWDw==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmyvbc5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==
2000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/4yslshLD9flqTD3pXOSYTLAVg==
2210	Administrative Discretion Regarding Board Policy - https://simbli.eboardsolutions.com/SU/X2P7c7U9Dv50qfS5BJm4lg==
4112.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/AgIDQfjMF7zbFxFx9sTGx3Fw==
4112.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/oLVcspS67eymQ9qeiTgOCg==
4141	Collective Bargaining Agreement - https://simbli.eboardsolutions.com/SU/puHB2hnhonBBZdMrS7rgzQ==
4143	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/0wyScezsOBuslshdFQq6Pevlw==
4212.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/N7zOOsogHD4by7XgTy1G7Q==
4212.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/DfHlloG9PnF7kijX8nXJbQ==
4241	Collective Bargaining Agreement - https://simbli.eboardsolutions.com/SU/IVJjNRtYrREissh6rsishYRslsh5qg==
4243	Negotiations/Consultation - https://simbli.eboardsolutions.com/SU/b4KZOxXlfC9JWBaYCwWpluslg==

4312.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/HslshnPbkv605Qrp4BLheeJLQ==
4312.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/g6yhGWbl8uwKpcHvKxDcyQ==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/rplusqxF2gFQfvpHfLaKF7wMw==
5116.1	Intradistrict Open Enrollment - https://simbli.eboardsolutions.com/SU/v1MGDaslsh2xz1j34kuG6kQ7Q==
5145.6-E(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/OIIR63yHWACdrhjlN6XNVA==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/6twEMjNdhvA0qYiZNi9ucQ==
6000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/uUDKslshVslshqslshH0Nj5vWSRvRslshA==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/mkUtMJCbJnwpIFx25JE6VQ==
6020	Parent Involvement - https://simbli.eboardsolutions.com/SU/DzsrcmhyMOxEo0CivBxZvg==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/5QiMRgIDBplus2dy8q9QN8pSA==
6141	Curriculum Development And Evaluation - https://simbli.eboardsolutions.com/SU/8Wk4UjSLOIFCSliJkQ4Og==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/Oplus4m9xE4Ve5a7ZliPxUm8w==
6145	Extracurricular And Cocurricular Activities - https://simbli.eboardsolutions.com/SU/g4kmTAtslshQhjokasVpluscC7Aw==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1R0rzQldHac9Q==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIZg==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/7g609RxluqTm6e5jAahqrQ==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/0j9StaaCtwtGPTslshgfhYcQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==

Bylaw 9320: Meetings And Notices

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/15/2020 | **Last Reviewed Date:** 12/15/2020

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

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. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

The Board shall adopt a schedule specifying the date, time and place for its regular board meetings. (Education Code 35140) The Board shall hold regular meetings on the second and fourth Wednesday of each month at 5 p.m. at the District offices, unless otherwise specified.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An *emergency situation* means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of

local community concern

3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35140	Time and place of meetings
Ed. Code 35143	Annual organizational meetings; date and notice
Ed. Code 35144	Special meeting
Ed. Code 35145	Public meetings
Ed. Code 35145.5	Agenda; public participation; regulations
Ed. Code 35146	Closed sessions; student matters
Ed. Code 35147	Open meeting laws exceptions
Gov. Code 11135	Nondiscrimination in programs or activities funded by state
Gov. Code 3511.1	Local agency executives
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54953	Oral summary of recommended salary and benefits of superintendent
Gov. Code 54954	Time and place of regular meetings
Gov. Code 54954.2	Agenda posting requirements, board actions
Gov. Code 54956	Special Meetings
Gov. Code 54956.5	Emergency meetings

Federal References

	Description
28 CFR 35.160	Effective communications
28 CFR 36.303	Auxiliary aids and services
42 USC 12101-12213	Americans with Disabilities Act

Management Resources References

	Description
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 327 (1995)
Attorney General Opinion	79 Ops.Cal.Atty.Gen. 69 (1996)
Attorney General Opinion	84 Ops.Cal.Atty.Gen. 181 (2001)

Attorney General Opinion	84 Ops.Cal.Atty.Gen. 30 (2001)
Attorney General Opinion	88 Ops.Cal.Atty.Gen. 218 (2005)
Court Decision	Wolfe v. City of Fremont, (2006) 144 Cal.App. 544
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
Institute for Local Government Publication	The ABCs of Open Government Laws
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010
Website	Institute for Local Government - https://simbli.eboardsolutions.com/SU/U2G2edhR1agbQ5dqoPtfmA==
Website	League of California Cities - https://simbli.eboardsolutions.com/SU/TUf8jslshHeiQslshKJpHe2qEtug==
Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

Description

0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/3uAZoRIYG9oxUhsLshRLv9dLA==
0420.4	Charter School Authorization - https://simbli.eboardsolutions.com/SU/zWsXWwzNs5Eru5rjYU3xeQ==
0420.43	Charter School Revocation - https://simbli.eboardsolutions.com/SU/sD0MbOkp2vE1pzWe9OavyQ==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhSslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/Aw8id04Xslshtwr2fwthpc6kQ==
0460	Local Control And Accountability Plan - https://simbli.eboardsolutions.com/SU/AqGX4FD1zilFa09072shSA==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYZyQDbWreMAotaKGg==
1160	Political Processes - https://simbli.eboardsolutions.com/SU/slshSEIMlx4qSRkx91DBV9ddA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==
1330-E(1)	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/W4G1wA7pX4XITc6mFT19Cg==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Tamda2rg98FTdjcfVQ9MVA==
1330	Use Of School Facilities - https://simbli.eboardsolutions.com/SU/Zj4LNjrQUVFLIVjQ1LfNSA==

1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/jKjmyvbc5r0Tzq0yicklg==>

1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==>

1431 Waivers -
<https://simbli.eboardsolutions.com/SU/1WZ31CNMmfNE1zoFAhactQ==>

2000 Concepts And Roles -
<https://simbli.eboardsolutions.com/SU/4yslshLD9flqTD3pXOSYTLAVg==>

2111 Superintendent Governance Standards -
<https://simbli.eboardsolutions.com/SU/KrrcWg9slshhwsXFozuLSIU6A==>

2121 Superintendent's Contract -
<https://simbli.eboardsolutions.com/SU/wGuj1WneyCCG8TJhoOuPCw==>

2210 Administrative Discretion Regarding Board Policy -
<https://simbli.eboardsolutions.com/SU/X2P7c7U9Dv50qfS5BJm4lg==>

3100 Budget -
<https://simbli.eboardsolutions.com/SU/MLg8BCb4nl9AF0ZDQbf1Nw==>

3100 Budget -
<https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==>

3280 Sale Or Lease Of District-Owned Real Property -
<https://simbli.eboardsolutions.com/SU/SIA79g2fGRAEp7QFCQNqew==>

3280 Sale Or Lease Of District-Owned Real Property -
<https://simbli.eboardsolutions.com/SU/seit7mplus2HRuCnUr03aPsDQ==>

3311 Bids -
<https://simbli.eboardsolutions.com/SU/Z3Amu76riOmrs7tOplussqAaQ==>

3311 Bids -
<https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==>

3312 Contracts -
<https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==>

3314 Payment For Goods And Services -
<https://simbli.eboardsolutions.com/SU/7slshrslsh67X9plusz445Rd3njSgRQ==>

3314 Payment For Goods And Services -
<https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==>

3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfpRIFdjPg==>

3516 Emergencies And Disaster Preparedness Plan -
<https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==>

4117.14 Postretirement Employment -
<https://simbli.eboardsolutions.com/SU/k5Ny5vY7Wcbvqlc6EqaRLw==>

4141.6 Concerted Action/Work Stoppage -
<https://simbli.eboardsolutions.com/SU/RxhijeiaZxQr2WEpMRqBNg==>

4141.6 Concerted Action/Work Stoppage -
<https://simbli.eboardsolutions.com/SU/gVvpjFpNqixyKhxSQsemw==>

4241.6 Concerted Action/Work Stoppage -
<https://simbli.eboardsolutions.com/SU/1igV0GviUrij0XmTajTmTQ==>

4241.6 Concerted Action/Work Stoppage -
<https://simbli.eboardsolutions.com/SU/AOTevm8SpAagW8xplusB3jpEg==>

4312.1 Contracts -
<https://simbli.eboardsolutions.com/SU/8GI1QDRimo8DYtDanPmNdg==>

4317.14 Postretirement Employment -
<https://simbli.eboardsolutions.com/SU/ODpA42TgbuOv0U4v2ZCVbg==>

6112	School Day - https://simbli.eboardsolutions.com/SU/7f3QGThbXns9wwhOwsQqMg==
6112	School Day - https://simbli.eboardsolutions.com/SU/m56UcDtL762rle1T7Qdmyg==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/UGtplusuDmHnIAU6gTH8ITnQA==
6173.1	Education For Foster Youth - https://simbli.eboardsolutions.com/SU/sl6AaUWzj02aztN0ldt8ig==
7150	Site Selection And Development - https://simbli.eboardsolutions.com/SU/g2plusplusANVa3RtO598cewlpjA==
7150	Site Selection And Development - https://simbli.eboardsolutions.com/SU/NrarCHynB2yNmP5TbkYrpA==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/qd84qsuVm4RypxaJ2esF2g==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/z6zYIGZhGAVCjwyw432plusHg==
7310	Naming Of Facility - https://simbli.eboardsolutions.com/SU/375o2lz5TGFqkD21KP0l2w==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxJJQ==
9100	Organization - https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==
9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==
9140	Board Representatives - https://simbli.eboardsolutions.com/SU/GpluscsmiljzU5smUmQFgfWCg==
9220	Governing Board Elections - https://simbli.eboardsolutions.com/SU/9n2jH0i2IS5ZWHd8OmEf4g==
9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RliEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFP.JHWNdBFgfBYdkg==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/56NaicXY77YQIrvO1CIXfg==
9321-E(1)	Closed Session - https://simbli.eboardsolutions.com/SU/s2qjNihKolNL8VoplusCTYTvg==
9321-E(2)	Closed Session - https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/7g609RxlqTm6e5jAahqrQ==

- 9323 Meeting Conduct - <https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==>
- 9323.2-E(4) Actions By The Board - <https://simbli.eboardsolutions.com/SU/Oj9StaaCtwGPTslshgfhlYcQ==>
- 9323.2 Actions By The Board - <https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==>
- 9324 Minutes And Recordings - <https://simbli.eboardsolutions.com/SU/KSq8yZmMQEBk8A2y895kg==>
- 9400 Board Self-Evaluation - <https://simbli.eboardsolutions.com/SU/awn9xgwplusslshMG0NXuO4r736A==>

Bylaw 9321: Closed Session

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2019

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold a closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law and specified below. (Government Code 54954.2)

In the open session preceding the closed session, the Board shall disclose the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. (Government Code 54957.7)

After the closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any action taken in the closed session, the votes or abstentions thereon, and other disclosures specified below that are applicable to the matter being addressed. Such reports may be made in writing or orally at the location announced in the agenda for the closed session. (Education Code 32281; Government Code 54957.1, 54957.7)

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, the Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the Superintendent or designee shall make the document available the next business day or when the necessary retyping is completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

Confidentiality

A Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

Personnel Matters

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, performance evaluation, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee who is the subject of the complaint requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of the right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

The Board may hold a closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

After the closed session, the Board shall report any action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee and shall identify the title of the affected position. The report shall be given at the public meeting during which the closed session is held, except that the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the open meeting requirements of Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting, or investigation conducted by a fact finder or arbitrator
4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

The Board may meet in closed session, prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees, to review the Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name(s) of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Approval of an agreement regarding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

Matters Related to Students

If a public hearing would lead to the disclosure of confidential student information, the Board shall meet in closed session to consider a suspension, disciplinary action, any other action against a student except expulsion, or a challenge to a student record. If a written request for open session is received from the parent/guardian or adult student, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any student other than the student requesting the public meeting shall be in closed session. (Education Code 35146, 48912, 49070)

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code 35146, 48918)

However, in taking final action, the Board shall not release any information in violation of student privacy rights provided in 20 USC 1232g or other applicable laws. In an expulsion or other disciplinary action, the cause for the disciplinary action shall be disclosed in open session, but the Board shall refer to the student number or other identifier and shall not disclose the student's name.

Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. Such discussions may be held in closed session during an emergency meeting called pursuant to Government Code 54956.5 if agreed to by a two-thirds vote of the Board members present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present. (Government Code 54956.5, 54957)

Agenda items related to these security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

The Board may meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. Following the closed session, the Board shall report any action taken to approve the plan, but need not disclose the district's plan for tactical responses. (Education Code 32281)

Real Property Negotiations

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s), the property under negotiation, and the person(s) with whom the negotiator may negotiate. For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

When the Board approves a final agreement concluding real estate negotiations pursuant to Government Code 54956.8, it shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party to the negotiations, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(d)(1))
2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(d)(2), (3))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

- a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s) and which do not need to be disclosed.
 - b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiff(s) and which must be publicly disclosed before the closed session or specified on the agenda.
 - c. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.
 - d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
 - e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat of litigation on the victim's behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(d)(4))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9 (d)(1), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(d)(4) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

Following the closed session, the Board shall publicly report, as applicable: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that the action, defendants, and other details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation but final approval rests with the other party or with the court, the district shall report the fact of approval and the substance of the agreement thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

Following the closed session, the Board shall publicly report the disposition of joint powers agency or self-insurance claims, including the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may also meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA that has direct financial or liability implications for the district. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the name of the JPA, the closed session description used by the JPA, and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Following the closed session, the Board shall publicly confirm that the report was reviewed and a response was prepared.

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Following the closed session, the Board shall confirm that the assessment instruments were reviewed. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35145	Public meetings
Ed. Code 35146	Closed sessions regarding suspensions
Ed. Code 44929.21	Notice of reelection decision; districts with 250 ADA or more
Ed. Code 48912	Governing board suspension
Ed. Code 48918	Rules governing expulsion procedures
Ed. Code 49070	Challenging content of records
Ed. Code 60617	Meetings of governing board
Gov. Code 3540-3549.3	Educational Employment Relations Act
Gov. Code 54950	Brown Act - Meetings - https://simbli.eboardsolutions.com/SU/72HY9fm7MiN0RplusBKJaYigA==
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 6252-6270	California Public Records Act

Management Resources References

	Description
Attorney General Opinion	57 Ops. Cal. Atty. Gen. 209 (1974)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 218 (1995)
Attorney General Opinion	86 Ops.Cal.Atty.Gen. 210 (2003)
Attorney General Opinion	94 Ops.Cal.Atty.Gen. 82 (2011)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, 2003
Court Decision	Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672
Court Decision	Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87
Court Decision	Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876
Court Decision	Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860
Court Decision	Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363
Court Decision	Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41
Court Decision	San Diego Union v. City Council, (1983) 146 Cal.App.3d 947
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, 2009
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010
Website	League of California Cities - https://simbli.eboardsolutions.com/SU/TUf8jshHeiQslshKJpHe2qEtug==
Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References**Description**

0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/L6XWJNrcK5tkhSslshRVFa1Q==
0450	Comprehensive Safety Plan - https://simbli.eboardsolutions.com/SU/CUfMPGtwH852FN95ldpVKw==
1160	Political Processes - https://simbli.eboardsolutions.com/SU/slshSEIMlx4qSRkx91DBV9ddA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHJM037skaMng==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplus4YcmEWDw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/MppUel1WNr5xp42U7aZSpw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/Ovzn0wdmslshnLMRciYONKfJA==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/EZNBj9otDYDuEdjs42ZY3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/z7dplus15Yx2OsFoTU2SsLh7Q==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmyvbc5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==
2120	Superintendent Recruitment And Selection - https://simbli.eboardsolutions.com/SU/lrP21VI4mwYrTRsPOZxHQA==
2121	Superintendent's Contract - https://simbli.eboardsolutions.com/SU/wGuj1WneyCCG8TJhoOuPCw==
2140	Evaluation Of The Superintendent - https://simbli.eboardsolutions.com/SU/XBpUc3qyO05zTptu22J4GQ==
3320	Claims And Actions Against The District - https://simbli.eboardsolutions.com/SU/KE0UeVsnjk89eforShmdpQ==
3320	Claims And Actions Against The District - https://simbli.eboardsolutions.com/SU/KppknnXps1D3mDevIE46Hg==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/PjF0Zplus3nFncujRRkepdtplusg==
3515	Campus Security - https://simbli.eboardsolutions.com/SU/InslshuYGkyw2oDxQOlqe9KNg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/7M2rQr2pkmKlbfpRIFdjPg==
3516	Emergencies And Disaster Preparedness Plan - https://simbli.eboardsolutions.com/SU/aUG1lcsGqN5iK8Wp1moJXA==
3530	Risk Management/Insurance - https://simbli.eboardsolutions.com/SU/RVMmtjJG98R98H6JjUeuig==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/h2VMuJcSPvfJhvPPdxHUFg==
4030	Nondiscrimination In Employment - https://simbli.eboardsolutions.com/SU/mC41DWYq81hTWwOr3Fplus4qg==
4112.6	Personnel Files - https://simbli.eboardsolutions.com/SU/plusYXkjhuc8gfplussIB4FNXFKg==

4112.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/AgIDQfjMF7zbFxFx9sTGx3Fw==>

4112.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/oLVcspS67eymQ9qeiTgOCg==>

4115 Evaluation/Supervision -
<https://simbli.eboardsolutions.com/SU/FgHdmuiJJ8zfVxaKJL7EOQ==>

4115 Evaluation/Supervision -
<https://simbli.eboardsolutions.com/SU/3uiTkQzOKvUTETFnbhsW5Q==>

4118 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/wZFYyjktZa3gWpbXtoZL6w==>

4118 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/je2IMd3pmQR8F6Dplusaa5plusGg==>

4119.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/mdnslshUe58c1X7ZKqylEBsag==>

4140 Bargaining Units -
<https://simbli.eboardsolutions.com/SU/PUKmtaXWvIFN9O2s7ONQHg==>

4143 Negotiations/Consultation -
<https://simbli.eboardsolutions.com/SU/0wyScezsOBushdFEq6Pevlw==>

4143.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/Qzslshue8hHJJrZNMELNV5U8g==>

4143.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/Xfhw3yOsgplusQ8eAMWHCMpeQ==>

4144 Complaints -
<https://simbli.eboardsolutions.com/SU/VWhqGqUoIMF5jFb63TF4Qw==>

4144 Complaints -
<https://simbli.eboardsolutions.com/SU/VGAUuslsh17oA8plusPNAGXiDnjA==>

4212.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/Rum7AoBeG3XCHB3ypxvVbQ==>

4212.9-E(1) Employee Notifications -
<https://simbli.eboardsolutions.com/SU/N7zOOsogHD4by7XgTy1G7Q==>

4212.9 Employee Notifications -
<https://simbli.eboardsolutions.com/SU/DfHlloG9PnF7kijX8nXJbQ==>

4215 Evaluation/Supervision -
<https://simbli.eboardsolutions.com/SU/qbdjHHP6KH2blqhtLZknhQ==>

4218 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/YwazqKslshJZ85pluswplusnktprmjw==>

4218 Dismissal/Suspension/Disciplinary Action -
<https://simbli.eboardsolutions.com/SU/Sgi9KXTH8ST61iXslsh7fF5Sw==>

4219.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/UI3UwU9gy89W9hclleS5Jw==>

4240 Bargaining Units -
<https://simbli.eboardsolutions.com/SU/8gHOQ1oN8x8SCQDa8EmvHA==>

4243 Negotiations/Consultation -
<https://simbli.eboardsolutions.com/SU/b4KZOxXlfC9JWBaYCWpluslg==>

4243.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/UdsdlTBAdcQMnJdECKZ4HQ==>

4243.1 Public Notice - Personnel Negotiations -
<https://simbli.eboardsolutions.com/SU/adj6H7WvJOQotkJovlNslshyg==>

4244 Complaints -
<https://simbli.eboardsolutions.com/SU/PSQsUTplusc7kgK1labZslshSt5Q==>

4244	Complaints - https://simbli.eboardsolutions.com/SU/OWI8rs91plusUU2m8yjjfJ8KA==
4312.1	Contracts - https://simbli.eboardsolutions.com/SU/8G11QDRimo8DYtDanPmNdg==
4312.6	Personnel Files - https://simbli.eboardsolutions.com/SU/PhQKXNdGe4g5Nigrpslsh7yxQ==
4312.9-E(1)	Employee Notifications - https://simbli.eboardsolutions.com/SU/HslshnPbkv605Qrp4BLheeJLQ==
4312.9	Employee Notifications - https://simbli.eboardsolutions.com/SU/g6yhGWbl8uwKPcHvKxDcyQ==
4315	Evaluation/Supervision - https://simbli.eboardsolutions.com/SU/ZbKmiSLGjHGB8nKAvamjg==
4319.23	Unauthorized Release Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/BdiMNGpkGbLuVxR8Uusb7wg==
4340	Bargaining Units - https://simbli.eboardsolutions.com/SU/qU4DidJhuslshwWTIVzsFD9Ng==
4344	Complaints - https://simbli.eboardsolutions.com/SU/PkRNJVonMfwwanplus8782VbQ==
4344	Complaints - https://simbli.eboardsolutions.com/SU/utMQzAqJE6tB2aV4f7MPAw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/M65UVU52dD6tJUuqplus0WGplusw==
5117	Interdistrict Attendance - https://simbli.eboardsolutions.com/SU/O929LIN723Jw6duArJnnplusw==
5119	Students Expelled From Other Districts - https://simbli.eboardsolutions.com/SU/sSnGKu4mnEWMcMCHs0n4Hg==
5125	Student Records - https://simbli.eboardsolutions.com/SU/6Z8iCcq12hzQRFjvme7TOw==
5125	Student Records - https://simbli.eboardsolutions.com/SU/IY2DRBLkPjKOKFgTVgcS3Q==
5125.3	Challenging Student Records - https://simbli.eboardsolutions.com/SU/SKHQxzDefwW9BQnirpfPQw==
5144	Discipline - https://simbli.eboardsolutions.com/SU/CihTBid1ViMTwPjMLqeBbQ==
5144	Discipline - https://simbli.eboardsolutions.com/SU/ncn4slslshDGntYmQEQ21Nkw==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqINAxPA==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/C1BLqGGeHzV20k92bmslshg9A==
5144.2	Suspension And Expulsion/Due Process (Students With Disabilities) - https://simbli.eboardsolutions.com/SU/beX158O2VVBiE7BXiqKC7w==
6162.5	Student Assessment - https://simbli.eboardsolutions.com/SU/07pe12R5AbPRdgSf3nWu9g==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/St7kKZe3pAQRoAlygL0a1A==
6162.51	State Academic Achievement Tests - https://simbli.eboardsolutions.com/SU/ovRxo5VcGyOYjrOPDIVM8w==
9011	Disclosure Of Confidential/Privileged Information - https://simbli.eboardsolutions.com/SU/rpXUDplusV0yHwWFC0hk1v8WQ==

9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9124	Attorney - https://simbli.eboardsolutions.com/SU/slshbZ2gGeYXbT3SplusMNuzNkqw==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==
9150	Student Board Members - https://simbli.eboardsolutions.com/SU/MwdmtDnm0z0YoGI5CkZ9AA==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RliEIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIzg==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/7g609RxluqTm6e5jAahqrQ==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==

Bylaw 9322: Agenda/Meeting Materials

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 12/01/2018

Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning.

Each agenda shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall include information regarding how, when, and to whom a request should be made if an individual requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

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 shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week 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.

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

Agenda Dissemination to Board Members

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed

at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
Ed. Code 35144	Special meeting
Ed. Code 35145	Public meetings
Ed. Code 35145.5	Agenda; public participation; regulations
Gov. Code 53635.7	Separate item of business
Gov. Code 54954.1	Mailed notice to property owners
Gov. Code 54954.2	Agenda posting requirements, board actions
Gov. Code 54954.3	Opportunity for public to address legislative body
Gov. Code 54954.5	Closed session item descriptions
Gov. Code 54956.5	Emergency meetings
Gov. Code 54957.5	Public records
Gov. Code 54960.2	Challenging board actions; cease and desist
Gov. Code 6250-6270	California Public Records Act
Gov. Code 95000-95029	California Early Intervention Services Act

Federal References

	Description
28 CFR 35.160	Effective communications
28 CFR 36.303	Auxiliary aids and services
42 USC 12101-12213	Americans with Disabilities Act

Management Resources References

	Description
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 327 (1995)
Attorney General Opinion	99 Ops. Cal. Atty. Gen. 11 (2016)
Attorney General Publication	The Brown Act: Open Meetings for Legislative Bodies, rev. 2003
Court Decision	Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318
Court Decision	Mooney v. Garcia, (2012) 207 Cal.App.4th 229
CSBA Publication	Call to Order: A Blueprint for Great Board Meetings, 2015
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==

Cross References

	Description
0000	Vision - https://simbli.eboardsolutions.com/SU/IIKOVtTtJlQLs4plusOHj5RslshBA==
0200	Goals For The School District - https://simbli.eboardsolutions.com/SU/Bgly4K2tFGH6Vx9bVRWZvw==
0410	Nondiscrimination In District Programs And Activities - https://simbli.eboardsolutions.com/SU/fwomAXkSXlCjCV5FefkGPw==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==

1112	Media Relations - https://simbli.eboardsolutions.com/SU/CZeYhOY3QSraN50zR35sXw==
1113-E(2)	District And School Web Sites - https://simbli.eboardsolutions.com/SU/OiH2slshRplus9gU0Ckx5Ra8GyGA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/thuSslshFplusjqlwnlr1t7NTGKA==
1113	District And School Web Sites - https://simbli.eboardsolutions.com/SU/PsLybYzyQDbWreMAotaKGg==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/MppUel1WNR5xp42U7aZSpw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/Ovzn0wdmslshnLMRciY0NKfJA==
1312.2-E(1)	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/4MsptAcNoJMsd7jsqE8slw==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/8RKZie5ge7QB07BwHkny4A==
1312.2	Complaints Concerning Instructional Materials - https://simbli.eboardsolutions.com/SU/Y7w80cPDplusGI3m9AzPiuKvQ==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/EZNBj9otDYDuEdjs42ZY3g==
1312.3	Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/z7dplus15Yx2OsFoTU2SsLh7Q==
1312.4-E(1)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/iF7XVrTLVgka8qS0bhHh4w==
1312.4-E(2)	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/8HPm8KslshisDs5hMZf4hp08w==
1312.4	Williams Uniform Complaint Procedures - https://simbli.eboardsolutions.com/SU/LJ5wHnr3ioQ00m5NGceBfQ==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvbybcb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUFN5bQ==
1400	Relations Between Other Governmental Agencies And The Schools - https://simbli.eboardsolutions.com/SU/rOG8zxo8i7plusjQjmRvlgLQ4g==
2210	Administrative Discretion Regarding Board Policy - https://simbli.eboardsolutions.com/SU/X2P7c7U9Dv50qf55BJm4lg==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4n9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
3320	Claims And Actions Against The District - https://simbli.eboardsolutions.com/SU/KE0UeVsnjk89eforShmdpQ==
3320	Claims And Actions Against The District - https://simbli.eboardsolutions.com/SU/KppknnXps1D3mDevIE46Hg==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/T53K2qslshrEFuNGW64Cp453A==
3460	Financial Reports And Accountability - https://simbli.eboardsolutions.com/SU/FGBx43EdM3tHopAAVZZ3rw==

4312.1	Contracts - https://simbli.eboardsolutions.com/SU/8Gl1QDRimo8DYtDanPmNdg==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/cTaG0kNFZplusT0aHlqINAxPA==
5144.1	Suspension And Expulsion/Due Process - https://simbli.eboardsolutions.com/SU/C1BLqGGeHzV20k92bmslshg9A==
6161.1-E(2)	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/swHNIbkCv3XIWJ58dVdW3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/ERVWUNplusHvvYCGpQXfQ0v3g==
6161.1	Selection And Evaluation Of Instructional Materials - https://simbli.eboardsolutions.com/SU/UWssGXmA9GOyeuYrokAT6Q==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxIJQ==
9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9122	Secretary - https://simbli.eboardsolutions.com/SU/KnMNZqslsh3T1plusABKOslTp1XQ==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==
9150	Student Board Members - https://simbli.eboardsolutions.com/SU/MwdmtDnm0Y0GI5CkZ9AA==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/56NaicXY77YQlrvo1CIXfg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrlZg==
9321-E(1)	Closed Session - https://simbli.eboardsolutions.com/SU/s2qjNIhKoINL8VoplusCTYTvg==
9321-E(2)	Closed Session - https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UjgKAlhplusLCMGvBRQ==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/0j9StaaCtwTGpTslshghfYcQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==

Bylaw 9323: Meeting Conduct

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 10/01/2019

Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, Board members or staff members may ask a question for clarification, make a brief announcement, or make a brief report on their own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

In general, individual speakers will be allowed three minutes to address the Board on each agenda or nonagenda item, and the Board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:
 - a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
 - b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)
 - c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.
7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

CCP. 527.8

Ed. Code 32210

Description

Workplace violence safety - <https://simbli.eboardsolutions.com/SU/zzBhO3hWGUr7lplusYiDNCP8A==>

Willful disturbance of public school or meeting

Ed. Code 35010	Control of district; prescription and enforcement of rules
Ed. Code 35145.5	Agenda; public participation; regulations
Ed. Code 35163	Official actions, minutes and journal
Ed. Code 35164	Actions by majority vote
Ed. Code 35165	Effect of vacancies upon majority and unanimous votes by seven member board
Ed. Code 5095	Powers of remaining board members and new appointees
Gov. Code 54953.3	Prohibition against conditions for attending a board meeting
Gov. Code 54953.5	Audio or video recording of proceedings
Gov. Code 54953.6	Broadcasting of proceedings
Gov. Code 54954.2	Agenda posting requirements, board actions
Gov. Code 54954.3	Opportunity for public to address legislative body
Gov. Code 54957	Closed session personnel matters
Gov. Code 54957.9	Disorderly conduct of general public during meeting; clearing of room
Pen. Code 403	Disruption of assembly or meeting

Management Resources References

Attorney General Opinion	55 Ops.Cal.Atty.Gen. 26 (1972)
Attorney General Opinion	59 Ops.Cal.Atty.Gen. 532 (1976)
Attorney General Opinion	61 Ops.Cal.Atty.Gen. 243, 253 (1978)
Attorney General Opinion	63 Ops.Cal.Atty.Gen. 215 (1980)
Attorney General Opinion	66 Ops.Cal.Atty.Gen. 336 (1983)
Attorney General Opinion	76 Ops.Cal.Atty.Gen. 281 (1993)
Attorney General Opinion	90 Ops.Cal.Atty.Gen. 47 (2007)
Attorney General Publication	The Brown Act: Open Meetings for Local Legislative Bodies, 2003
Court Decision	Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719
Court Decision	City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526
Court Decision	McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275
Court Decision	Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966
Court Decision	Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
CSBA Publication	Call to Order: A Blueprint for Great Board Meetings, 2015
Website	California Attorney General's Office - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

1000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/gilf6ceFp5KiwGZvM6YsQg==
1100	Communication With The Public - https://simbli.eboardsolutions.com/SU/slshQxIBCOJ8fkTYiUPG1TjpA==
1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/7Vbu4bQaxCHjM037skaMng==

1220	Citizen Advisory Committees - https://simbli.eboardsolutions.com/SU/ldXy6fy1Hrchplusl4YcmEWDw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/MppUel1WNR5xp42U7aZSpw==
1312.1	Complaints Concerning District Employees - https://simbli.eboardsolutions.com/SU/Ovzn0wdmslshnLMRciYONKfJA==
3100	Budget - https://simbli.eboardsolutions.com/SU/MLg8BCb4n9AF0ZDQbf1Nw==
3100	Budget - https://simbli.eboardsolutions.com/SU/2qaolYeOI8w4xRplusvFVpSOA==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/uBNHslshPkcz40G9G8KgB8O1g==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Z9slshTBA3Jvroag64HMNOB0A==
3312	Contracts - https://simbli.eboardsolutions.com/SU/WrfR3GHsZq4NytXowagFLQ==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9100	Organization - https://simbli.eboardsolutions.com/SU/rjad2W8h0FGjGZ8plusclqNsw==
9121	President - https://simbli.eboardsolutions.com/SU/9azafa7INplusUtRwD6WFzWwg==
9130	Board Committees - https://simbli.eboardsolutions.com/SU/SkSIKdDK8SAs36PYDtL2IA==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==
9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==
9270-E(1)	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/b6ScplusUdH6d8y0RIeIODhw==
9270	Conflict Of Interest - https://simbli.eboardsolutions.com/SU/GICMVIFPJHWNdBFgfBYdkg==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/56NaicXY77YQIrvO1CIXfg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIzg==
9321-E(1)	Closed Session - https://simbli.eboardsolutions.com/SU/s2qjNIhKolNL8VoplusCTYTvg==
9321-E(2)	Closed Session - https://simbli.eboardsolutions.com/SU/siHplus3PfAM0u39GoplusnkOJ4w==
9321	Closed Session - https://simbli.eboardsolutions.com/SU/ieuvLFplusfJ8qxYyOf1A1isQ==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/7g609RxluqTm6e5jAahqrQ==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/0j9StaaCtwgGPTslshgfhiYcQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==
9324	Minutes And Recordings - https://simbli.eboardsolutions.com/SU/KSqN8yZmMQEBk8A2y895kg==

Bylaw 9323.2: Actions By The Board

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 03/01/2019

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

Action on Non-Agenda Items

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

Challenging Board Actions

The district attorney's office or any interested person may file an action in court for the purpose of: (Government Code 54960, 54960.2)

1. Stopping or preventing the Board's violation or threatened violation of the Brown Act
2. Determining the applicability of the Brown Act to ongoing or future threatened Board actions
3. Determining the applicability of the Brown Act to a past action of the Board that is not specified in Government Code 54960.1, provided that:
 - a. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.
 - b. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.
 - c. The action is brought within the time required by Government Code 54960.2.
4. Determining the validity, under state or federal law, of any Board rule or action which penalizes any of its members or otherwise discourages their expression
5. Compelling the Board to audio record its closed sessions because of a court's finding of the Board's violation of any applicable Government Code provision

The district attorney or any interested person may file an action in court to nullify a Board action which is alleged to be in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)
2. Agenda posting (Government Code 54954.2)
3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

Prior to bringing any action to nullify a Board action, the district attorney or other interested person shall present a demand to "cure and correct" the alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day period, its inaction shall be considered a decision not to cure or correct the challenged action.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

CCP. 1245.240	Eminent domain vote requirements - https://simbli.eboardsolutions.com/SU/RWICMDh0EslshN7AMDbt3KwDA==
CCP. 1245.245	Eminent domain, resolution adopting different use - https://simbli.eboardsolutions.com/SU/UBI963Mp1slshgi9ZtHEuqKVQ==
CCP. 425.16	Special motion to strike in connection with a public issue - https://simbli.eboardsolutions.com/SU/0q5B51amqwrntRJARgpEww==
Ed. Code 15266	School construction bonds - https://simbli.eboardsolutions.com/SU/J0NCW71K9yVKzqfYdyIDzg==
Ed. Code 17466	Declaration of intent to sell or lease real property
Ed. Code 17481	Lease of property with residence for nondistrict purposes
Ed. Code 17510-17512	Leasing for production of gas, resolution requiring unanimous vote
Ed. Code 17546	Private sale of personal property
Ed. Code 17556-17561	Dedication of real property
Ed. Code 35140-35149	Meetings
Ed. Code 35160-35178.4	Powers and duties
Ed. Code 48660-48661	Community day schools, establishment and restrictions
Gov. Code 53090-53097.5	Regulation of local agencies by counties and cities

Gov. Code 53724	Parcel tax resolution requirements
Gov. Code 53790-53792	Exceeding the budget
Gov. Code 53820-53833	Temporary borrowing
Gov. Code 53850-5385	Temporary borrowing
Gov. Code 53850-53858	Temporary borrowing
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54952.6	Action taken, definition
Gov. Code 54953	Meetings to be open and public; attendance
Gov. Code 54960-54960.5	Actions to prevent violations
Gov. Code 65352.2	Communicating and coordinating of school sites
Pub. Cont. Code 20111	School district contracts
Pub. Cont. Code 20113	Emergencies, award of contracts without bids
Pub. Cont. Code 20114	Repairs, maintenance, and improvements to district facilities by day labor or force account
Pub. Cont. Code 22034	Uniform Public Construction Cost Accounting Act informal bidding ordinance
Pub. Cont. Code 22035	Repair or replacement of facilities in case of emergency
Pub. Cont. Code 22050	Emergency contracting procedures
Pub. Cont. Code 3400	Bid specifications

Management Resources References

Attorney General Publication	The Brown Act: Open Meetings for Local Legislative Bodies, 2003
Court Decision	Bell v. Vista Unified School District (2002) 82 Cal.App.4th 672
Court Decision	Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109
Court Decision	Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112 Cal.App.4th 1313
Court Decision	McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014
League of California Cities Publication	Open and Public IV: A Guide to the Ralph M. Brown Act 2nd Edition, rev. July 2010
Website	Institute for Local Government - https://simbli.eboardsolutions.com/SU/U2G2edhR1agbQ5dqoPtfmA==
Website	California Office of the Attorney General - https://simbli.eboardsolutions.com/SU/5qNslsh5DoKuytasYcv9khGiA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==

Cross References

3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/kzf4pmpplus1XMNh73HcptLQMg==
3260	Fees And Charges - https://simbli.eboardsolutions.com/SU/WJppw3L8qQdJNRjy7xaDAA==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/uBNHslshPkcZ40G9G8KgB8O1g==
3270	Sale And Disposal Of Books, Equipment And Supplies - https://simbli.eboardsolutions.com/SU/Z9slshTBA3JvroaG64HMNOBOA==

3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/SIA79g2fGRAEp7QFCQNqew==
3280	Sale Or Lease Of District-Owned Real Property - https://simbli.eboardsolutions.com/SU/seit7mplus2HRuCnUr03aPsDQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Z3Amu76riOmsr7tOplussqAaQ==
3311	Bids - https://simbli.eboardsolutions.com/SU/Nplus3XMZFeuVvs4plusNXhe9tAA==
3311.1	Uniform Public Construction Cost Accounting Procedures - https://simbli.eboardsolutions.com/SU/ZX6zC1fOczCPZhTwGKU5UA==
3311.1	Uniform Public Construction Cost Accounting Procedures - https://simbli.eboardsolutions.com/SU/uGC3d5YqFplusqLDEOqcsknww==
6185	Community Day School - https://simbli.eboardsolutions.com/SU/9pluskhHXsWBU6vvdIBpluss2EnQ==
6185	Community Day School - https://simbli.eboardsolutions.com/SU/nojWn1CKNK113vEh1hFSrw==
7213	School Facilities Improvement Districts - https://simbli.eboardsolutions.com/SU/uSUuvQRP7bCkTJplustPWslshUlW==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/qd84qsuVm4RypxaJ2esF2g==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/z6zYIGZhGAVCjwyw432plusHg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrZQldHac9Q==
9012	Board Member Electronic Communications - https://simbli.eboardsolutions.com/SU/SGKpPOWu7gWJN1nK5XxIJQ==
9150	Student Board Members - https://simbli.eboardsolutions.com/SU/MwdmtDnmoz0YoGI5CkZ9AA==
9200	Limits Of Board Member Authority - https://simbli.eboardsolutions.com/SU/6McDOVQ2h9eyhplusw9GeCCsA==
9223	Filling Vacancies - https://simbli.eboardsolutions.com/SU/MFfB39slshpluswWSHbYkjdDsJWg==
9310	Board Policies - https://simbli.eboardsolutions.com/SU/56NaicXY77YQIrvO1CIXfg==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFriZg==
9322	Agenda/Meeting Materials - https://simbli.eboardsolutions.com/SU/7g609RxlucTm6e5jAahqrQ==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==
9324	Minutes And Recordings - https://simbli.eboardsolutions.com/SU/KSqns8yZmMQEBk8A2y895kg==

Bylaw 9324: Minutes And Recordings

Status: DRAFT

Original Adopted Date: Pending | Last Revised Date: 12/01/2018

The Governing Board recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by district staff and the public.

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

The minutes of Board meetings shall include, but not be limited to:

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure
2. A brief summary of the Board's discussion on each agenda topic, rather than a verbatim record of each Board member's specific points of view during the discussion
3. A summary of the public comments made on agendized items and unagendized topics
4. The specific language of each motion and the names of the Board members who made and seconded the motion
5. Preferential votes cast by student Board member(s) (Education Code 35012)
6. Any action taken by the Board, and the vote or abstention on that action of each Board member present (Education Code 35145; Government Code 54953)

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

Recording or Broadcasting of Meetings

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording or broadcasting is being made at the direction of the Board and that the recording or broadcast may capture images and sounds of those attending the meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 16020-16027

Ed. Code 35012

Ed. Code 35145

Ed. Code 35163

Description

Destruction of records of school districts

Board members; number, election and terms

Public meetings

Official actions, minutes and journal

Ed. Code 35164	Actions by majority vote
Ed. Code 49061	Definitions
Ed. Code 49073.2	Privacy of student and parent/guardian personal information
Gov. Code 54952.2	Meeting, defined
Gov. Code 54953	Meetings to be open and public; attendance
Gov. Code 54953.5	Audio or video recording of proceedings
Gov. Code 54953.6	Broadcasting of proceedings
Gov. Code 54957.2	Closed sessions; clerk; minute book
Gov. Code 54960	Actions to stop or prevent violation of meeting provisions
Pen. Code 632	Eavesdropping on or recording confidential communications

Management Resources References

CSBA Publication	Call to Order: A Blueprint for Great Board Meetings, 2015
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2014

Cross References

	Description
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/jKjmvbycb5r0Tzq0yicklg==
1340	Access To District Records - https://simbli.eboardsolutions.com/SU/ouHfMY1Tt6GyjrKpUJFN5bQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/7slshrsish67X9pluz445Rd3njSgRQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/984RjY7od7JK5HixeVCfOA==
3580	District Records - https://simbli.eboardsolutions.com/SU/n2YgqoHklkzJn4Vofx68uQ==
3580	District Records - https://simbli.eboardsolutions.com/SU/En8VbWkeCavFgJplusUm0xdFw==
4312.1	Contracts - https://simbli.eboardsolutions.com/SU/8Gl1QDRimo8DYtDanPmNdg==
5125.1-E(1)	Release Of Directory Information - https://simbli.eboardsolutions.com/SU/CO15eDWw6sSkDjpiPn3vslshA==
5125.1	Release Of Directory Information - https://simbli.eboardsolutions.com/SU/fMnTpzb9cZjUmToPlwzGpluw==
5125.1	Release Of Directory Information - https://simbli.eboardsolutions.com/SU/ijBoKzMOV6Pplus568WEm9okw==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/qd84qsuVm4RypxaJ2esF2g==
7214	General Obligation Bonds - https://simbli.eboardsolutions.com/SU/z6zYIGZhGAVCjwyw432plusHg==
9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZchozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9122	Secretary - https://simbli.eboardsolutions.com/SU/KnMNZqslsh3T1plusABKOsLTp1XQ==
9150	Student Board Members - https://simbli.eboardsolutions.com/SU/MwdmtDnmoz0YoGI5CkZ9AA==

9250-E(1)	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/dUz4B6Ja06ho2plUSD7yrpk1A==
9250	Remuneration, Reimbursement And Other Benefits - https://simbli.eboardsolutions.com/SU/oz66G5slshgVQWd3R79jUr0iQ==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIzG==
9323	Meeting Conduct - https://simbli.eboardsolutions.com/SU/EISAG9UbgKAlhplusLCMGvBRQ==
9323.2-E(4)	Actions By The Board - https://simbli.eboardsolutions.com/SU/0j9StaaCtwtGPtshghfHlYcQ==
9323.2	Actions By The Board - https://simbli.eboardsolutions.com/SU/N0up4NZ4pkunWxH992isJg==

Bylaw 9400: Board Self-Evaluation

Status: DRAFT

Original Adopted Date: Pending | **Last Revised Date:** 07/01/2017

The Governing Board shall annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that district governance effectively supports student achievement and the attainment of the district's vision and goals.

The evaluation may address any area of Board responsibility, including, but not limited to, Board performance in relation to vision setting, curriculum, personnel, finance, policy development, collective bargaining, community relations, and advocacy. The evaluation may also address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent, understanding of Board and Superintendent roles and responsibilities, communication skills, or other governance or boardmanship skills.

The Board shall evaluate itself as a whole. Individual Board members are also expected to use the evaluation process as an opportunity to assess and set goals for their own personal performance.

Each year, the Board, with assistance from the Superintendent, shall determine an evaluation method or instrument that measures key components of board responsibility and previously identified performance objectives. Visual and/or audio recordings of a Board meeting may only be used as an evaluation tool when consent is given by all Board members.

Any discussion involving the Board's self-evaluation shall be conducted in open session.

At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent or other individual(s) with pertinent information to provide input into the evaluation process.

Following the evaluation, the Board shall set goals, define and/or refine protocols, and establish priorities and objectives for the following year's evaluation. The Board shall also develop strategies for strengthening Board performance based on identified areas of need, including, but not limited to, Board trainings such as those offered by the California School Boards Association.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Gov. Code 54950-54963

Description

The Ralph M. Brown Act

Management Resources References

CSBA Publication

Description

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

CSBA Publication

Professional Governance Standards

Website

CSBA Board Self-Evaluation - <https://simbli.eboardsolutions.com/SU/y7pz49slsh1cFEyKiqpK40u5g==>

Website

CSBA - <https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==>

Cross References

0000

Description

Vision - <https://simbli.eboardsolutions.com/SU/IIKOVTtJIQLs4plusOHj5RslshBA==>

0200

Goals For The School District - <https://simbli.eboardsolutions.com/SU/Bgly4K2tFGh6Vx9bVRWZvw==>

0500

Accountability - <https://simbli.eboardsolutions.com/SU/3uSRcB7xWnM9ucBe2FlslshPQ==>

2140

Evaluation Of The Superintendent - <https://simbli.eboardsolutions.com/SU/XBpUc3qyO05zTptu22J4GQ==>

9000	Role Of The Board - https://simbli.eboardsolutions.com/SU/WZyw8x3kZcbozuLDZ2bMPw==
9005	Governance Standards - https://simbli.eboardsolutions.com/SU/VkH87v4bZ1ROrzQldHac9Q==
9230	Orientation - https://simbli.eboardsolutions.com/SU/Cn3M59GjDiaWkdbDO9nxJw==
9240	Board Training - https://simbli.eboardsolutions.com/SU/WaYID645RLbS99nqyD5q9w==
9320	Meetings And Notices - https://simbli.eboardsolutions.com/SU/GHmqLPP5ZYP4eDexQFrIzg==